



University of
St Andrews

Incident, Accident and Near Miss Investigation Action Plan Template

Document type	Procedure
Scope (applies to)	Staff and students
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Approver	Head of EHSS
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School / unit	Environmental Health and Safety Services
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Key terms	Incident investigation action plan template
Purpose	Compliance

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
v1.0	New Document	Approved	Dr Paul Szawlowski, Deputy Director of EHSS	12/07/2021

Accident Investigation Action Plan - Template 2019

School / Unit					
Name of Person Compiling Report					
Date of Action Plan					
Recommendation Number	Hazard / Risk identified in the Accident Investigation Report	Control measures to be implemented	Who would be responsible for implementing this control measure	Timescale for control measure to be implemented	Date control measure implemented (Completion)
For example EHSS/19/01					

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