

Title: Incident Report Writing

Aims: To develop incident report writing skills

Objectives: Explore principles of incident reporting
Develop use of legal phrases
Improve writing skills
Understand link to legal system

Target Audience:

This course is designed for anyone who wishes to develop their ability to write incident reports. In addition to understanding the link between incident reports and the legal system.

Reports

- Structuring the report
- Recording an incident
- Essential elements
- Poor practice shown
- Linking to legal action
- Use as evidence
- Illustrating a clear picture of the situation
- Good reporting practice
- Manual and electronic reporting

Commentary

The reporting of incidents is an essential legal requirement, and the ability to complete a good incident report is essential. This course provides a coverage of the basic skill required in order to complete a good incident report.