Ashford Business Services Ltd

Workplace accident investigation report

Find the root cause, not just the immediate cause - so it does not happen again.

Investigation reference	AI-2026-001
Incident date	9 November 2026
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Investigator	Sarah Mitchell
Linked incident report	INC-2026-001

Facts established

Sequence of events, verified with witnesses and evidence.

Immediate causes

- Unsafe act or condition 1
- Unsafe act or condition 2

Root causes

Why did the immediate causes exist? Consider training, supervision, procedures, equipment, workload.

Corrective actions

Action	Addresses (immediate / root)	Owner	Due date	Verified
Action as agreed at the meeting.	Immediate / Root	Sarah Mitchell	9 November 2026	
Action as agreed at the meeting.	Immediate / Root	Sarah Mitchell	9 November 2026	

Lessons shared

Briefed to	Teams / sites
Date briefed	9 November 2026

Procedure updated	Yes

Sign-off

Investigator	Approved by	Date