

## ***Appendix 6 Level 2 HSE Emergency Response Plan (ERP) - Major Incident Investigation reports***

The **Head of the Directorate/Division** with prime responsibility for the operational response should provide a report to the Director Regulation on HSE's response and the facts of the incident within one month of the incident occurring

The **Investigation Manager** should complete the following reports:

- Interim factual report
- Draft investigation report
- Final report with recommendations

The investigation report should describe the major incident response arrangements applied and provide details of the event:

- how it occurred
- the duty holder(s) or other persons involved
- the consequences and how injuries, ill health or damage arose.

The report should draw conclusions about immediate and underlying causes of the incident, and where relevant:

- demonstrate that all reasonable underlying causes have been considered
- identify where controls for risk were absent, inadequate or not properly implemented
- assess the effectiveness of the duty holder's emergency procedures mitigating the consequences
- examine the evidence concerning compliance with legal and other relevant standards, draw conclusions on where breaches have occurred and the extent of the breaches and whether the evidence is sufficient to support enforcement action
- examine if the duty holders performance at other sites is relevant; for example any outstanding enforcement action
- make proposals for prioritised action by HSE and duty holders necessary to prevent recurrence with timescales or detail actions already taken by the duty holders and HSE