## Local Safety Learning Review Form

#### Notes for those using this template

#### This template is designed to be used alongside the Local Safety Learning Review Guidance.

#### Remember that the purpose of a learning review is to identify learning and not attribute blame, we need to focus on what could be done differently in the future to prevent this from happening to someone else.

#### Support is available through the volunteer line management chain, through Executive Committees and via the County/Area/ Region (Scotland) Safety Adviser. Further support is also available from the Safety Team at HQ.

## Introduction

|  |  |
| --- | --- |
| **Nature of Incident:** |  |
| **Location:** |  |
| **Date:** |  | **Date Reported:** |  |
| **Reporter:** |  | **PER number:** | PER |
| **Learning review requested by :** |  |
| **Specific reasons and aims for learning review:** |  |
| **Review undertaken by: (**names and Scouts roles) |  |
| **Individuals to be interviewed:** (names and relationship to incident) |  |

#### Review

|  |
| --- |
| **Details of Incident:** Include who, when, where and what happened, treatment given, outcomes  |
|  |
| **Causes Identified:** identify the key contributing factors to the incident, the decisions made and if POR was followed  |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

|  |
| --- |
| **Impact of Incident:** any ongoing, physical, emotional or practical impact the incident has had on individuals or the group as a whole |
|  |
| **Key Safety Learning Points:** address each area identified by the learning review, where a recommendation is made this should be directly connected to a section of findings. |
| Point identified | Recommendations |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

#### Sharing of Learning

|  |
| --- |
| Details of how learning and information from this review will be shared across the local team. |
|  |

#### Agreement

|  |  |
| --- | --- |
| **Report agreed by: (**this should be agreed by the whole review team) |  |

#### Summary

|  |
| --- |
| Summary of the review, including any expressions of sympathy and inclusion of thanks to those who have been involved in the learning process |
|  |

#### Appendices

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Eg: timeline of events |  |
| Eg: list of information and documents received |  |
| Eg: list of how and to whom learning will be shared. |  |

#### **Version:** 1 **Date:** November 2023