

**The National Examination  
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Version: 1  
Specification date: April 2018  
Publication date: April 2019

Registered Charity Number: 1010444

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# NEBOSH HSE Introduction to Incident Investigation

## Qualification guide for students

# Qualification overview

# Qualification overview

Unit prefix and title	<b>Unit INV1: Introduction to Incident Investigation</b>	
Assessment Unit INV1	<b>Type</b> Practical assessment	<b>Time</b> Approximately 60 minutes
Modes of study	Taught (face to face) Open or distance learning	
Notional learning hours	Teaching and assessment Pre-course reading	7 hours 3 hours
Qualification level and number of credits	Notional SCQF Level 5/ RQF Level 2 1 SCQF credit point Information on qualification levels and SCQF can be found on the following links: <a href="http://www.sqa.org.uk/sqa/files_ccc/QualificationsCanCrossBoundaries.pdf">www.sqa.org.uk/sqa/files_ccc/QualificationsCanCrossBoundaries.pdf</a> <a href="http://www.scqf.org.uk">www.scqf.org.uk</a>	
Entry requirements	None	
Recommended minimum standards of English	Equivalent to an International English Language Testing System score of 5.0 or higher in IELTS tests For further information consult the IELTS website: <a href="http://www.ielts.org/institutions/test_format_and_results.aspx">www.ielts.org/institutions/test_format_and_results.aspx</a>	
Languages available	English	
Qualification grades	Pass Refer	
Parchment issue	Issued within 40 working days of the result declaration date for the last successfully completed unit.	

# Qualification overview

## Who is the qualification designed for?

This qualification is aimed at managers, supervisors, SHE Champions, union representatives and aspiring health and safety practitioners. It would not be suitable for current health and safety practitioners.

“If minor incidents and near-misses are investigated well, organisations could potentially prevent more serious or catastrophic incidents happening. Investigating incidents helps you to identify trends and ensure your control measures are effective. If you invest time in analysing incidents, you get a snapshot of what’s really happening and you can improve your risk management system. Employees become more engaged, and morale improves.”

**Jill De Nardo**  
Head of Commercial Training at  
the HSE Training and Events

## Benefits for students

On completion of this qualification you will be equipped with the necessary skills to carry out an unaided incident investigation of a non-complex incident. The qualification will take you through the four steps to a good incident investigation. This includes providing you with the skills required to identify the immediate, underlying and root causes of incidents.

Witness interviewing is a valuable skill for an incident investigator. The qualification, therefore, introduces you to the PEACE model for interviewing. Once you have gained an understanding of the PEACE process you will be able to apply this to three incident interviews as part of your final assessment.

The knowledge, understanding and skills that you will gain from this qualification will also allow you to contribute to team investigations of larger-scale incidents.

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## Benefits for employers

NEBOSH has collaborated on the development of this specialist qualification with the British health and safety regulator, the Health and Safety Executive (HSE). HSE inspectors have noted that incident investigations were generally very poor. The collaboration, therefore, combines the advanced technical expertise of the HSE with NEBOSH's ability to deliver strong vocational qualifications. Therefore, your employer will benefit from having an 'in-house' trained incident investigator who can carry out good quality incident investigations. Your employer will also benefit from learning lessons from incident investigations. Once the root cause(s) of an incident have been identified and additional control measures put into place to deal with these causes, then there should be no recurrence of the same type of incident. In the longer term, this will save your employer money.



"Prior to my current role at BP, I was an inspector with the HSE for more than 10 years. I saw the same sorts of incidents occurring again and again and again because organisations weren't learning: they weren't carrying out decent investigations, and they weren't implementing action plans.

Then I moved to BP where, post Deepwater Horizon, there has been a real desire to become a learning organisation – and the foundation for that is robust investigations, which look at the causal factors."

**Roger Schulp**  
Lead Investigator S&OR,  
Investigations and Learning, BP

# Qualification overview

## Syllabus development and review

The syllabus has been developed by NEBOSH and the HSE following extensive consultation with key stakeholders, notably accredited course providers, employers, NEBOSH Alumni and subject experts. NEBOSH would like to take this opportunity to thank all those who participated in the development and implementation of this qualification, but in particular the following employers:

- Balfour Beatty;
- BP;
- Sonoco; and
- University of Portsmouth.

“I get asked to be involved in various projects, but this is one I made time for because it’s an area that is so important. As an organisation, if you have an injury or a serious near-miss, the least you can do is learn from it.”

**Steff Williams**  
**Health and Safety Manager**  
– Industrial Europe, Sonoco  
Alcore Europe

## Notional learning hours

It is expected that this qualification will be delivered over the equivalent of one day (depending on the mode of study). You will be required to undertake three hours of pre-course reading before your course commences. Some suggestions for this pre-course reading include:

- reading and understanding the requirements of your organisation’s incident investigation policy;
- reviewing a sample of your organisation’s previous incident investigation reports to find what lessons have been learnt; and
- reviewing some of the incident investigation case studies from the HSE’s website that may be relevant to your organisation ([www.hse.gov.uk/slips/casestudies.htm](http://www.hse.gov.uk/slips/casestudies.htm)).

Your course provider will provide you with further guidance.

## Reason for resits

You can resit if a ‘Refer’ result is received. There is no limit on the number of times you can resit a unit. You must register and pay the current fee(s) by the registration closing date for the relevant examination sitting.



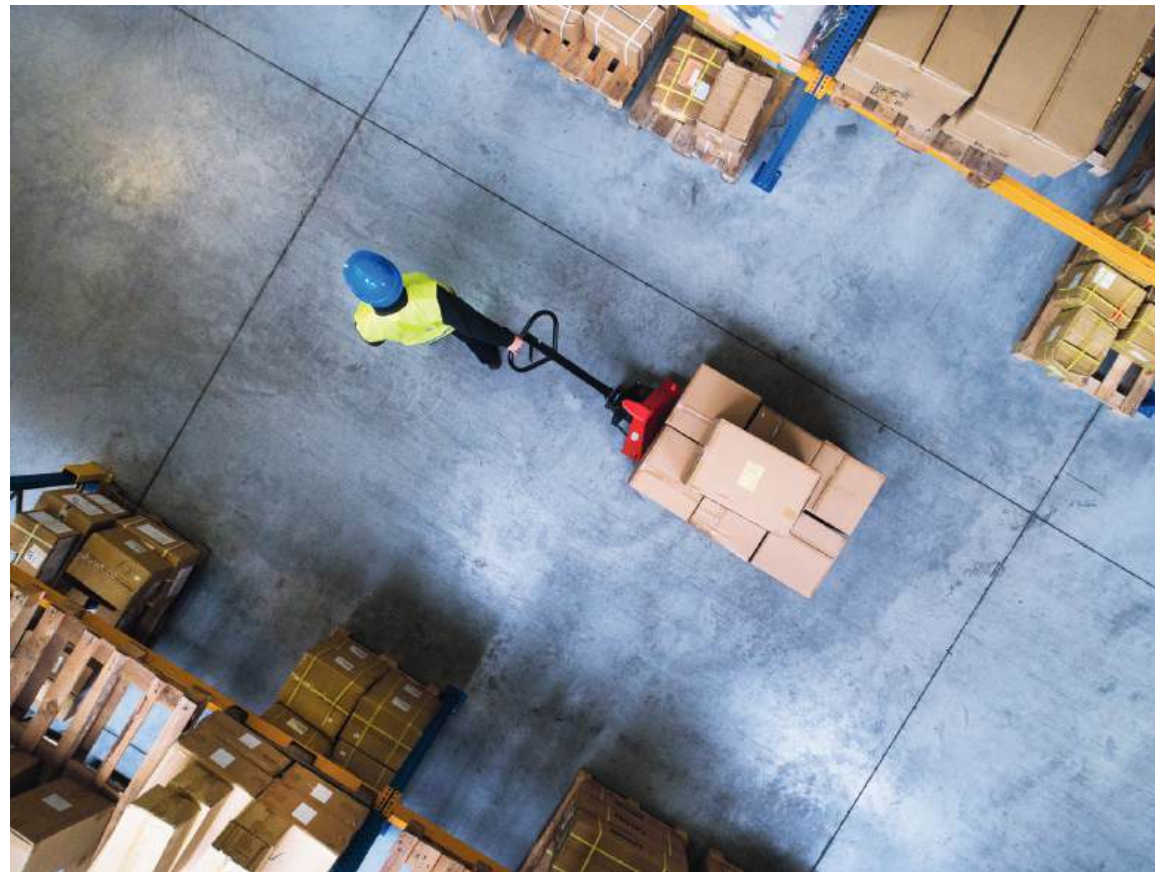
# Qualification overview

## Programmes offered by NEBOSH- accredited course providers

Accredited course providers can be located using the 'Where to study' tab on our website:

**[www.nebosh.org.uk](http://www.nebosh.org.uk)**

*NB: You are advised to check up-to-date information on course dates with accredited course providers directly.*



# Syllabus summary



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Learning outcome		Element summary		Recommended tuition hours	Assessment
<b>1</b>	Understand why incident investigations are carried out and how human and organisational factors contribute to incidents	<b>1.1</b>	Incident terminology, the moral, legal and financial arguments for investigations and management system requirements	7	Application of knowledge by analysis of a theoretical incident investigation
		<b>1.2</b>	Human and organisational factors		
<b>2</b>	Understand how to investigate incidents and confidently carry out an investigation	<b>1.3</b>	Investigating incidents		
		<b>1.4</b>	Positive strategies for and the barriers to successful interviews		
		<b>1.5</b>	Advanced incident investigation techniques		