

Guidance for completing the Monthly log

This log does not replace any internal processes or systems reporting and acting on incidences and accidents.

Determining and logging levels of harms should only be completed by senior members of staff.

Date and time of incident

Record date and approximate time

FWI ID Number if known or name

Brief details of incident/harm category

E.G resident to resident incident, unexplained bruising, one off medication error etc.

Brief details of action taken

Detail any action taken at the time and /or subsequently to minimise risks to the individual .E.g. GP consultation, care plan/risk assessments reviewed, issue addressed in supervision with worker. You must ensure that the action taken is appropriate and proportionate to the harm caused.


Supporting information

Indicate what supporting information is available.eg Internal report, action plan, incident/accident form, body map.

Where is the supporting information located?

Pennine Care 
NHS Foundation Trust


Oldham Clinical Commissioning Group

The Pennine Acute Hospitals 
NHS Trust



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Harm level

Detail level 1 or 2.

Name and position


Name of person completing the investigation /response. Include their role in service e.g. manager/deputy manager.

Please forward the log monthly to Quality.AssuranceSafeguarding@oldham.gov.uk

Ensure this is done via protected email via Egress. All logs need to be with the quality assurance by the 1st of each month.

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