



The National Examination
Board in Occupational Safety
and Health (NEBOSH)
Dominus Way,
Meridian Business Park,
Leicester LE19 1QW

Tel: +44 (0) 116 263 4700
Fax: +44 (0) 116 282 4000
Email: info@nebosh.org.uk
www.nebosh.org.uk

Version: 2.1
Specification date: April 2018
Publication date: January 2023

Registered Charity Number: 1010444

© NEBOSH. All rights reserved. No part of this publication
may be reproduced, stored in a retrieval system or transmitted
in any form, or by any means, electronic, electrostatic,
mechanical, photocopied or otherwise, without the express
permission in writing from NEBOSH.

A photograph of a welder working inside a large, dark tunnel. The welder is wearing a blue protective suit, orange gloves, and a welding mask. They are using a welding torch, and bright sparks are visible from the point of contact. A bright light source is visible in the background, illuminating the scene.

NEBOSH HSE Introduction to Incident Investigation

Qualification guide for learners

Contents

Qualification overview

Qualification key features	4
Who is the qualification designed for?	5
Benefits for learners	5
Benefits for employers	6
Syllabus development and review	7
Notional learning hours	7
Reasons for resits	7
Programmes offered by NEBOSH Learning Partners	8

Syllabus summary

Syllabus summary	10
------------------	----

Qualification overview

Qualification overview

Qualification key features

Unit prefix and title	Unit INV1: Introduction to Incident Investigation	
Assessment	Type	Time
Unit INV1	Practical assessment	Approximately 60 minutes
Modes of study	Taught (face to face) Open or distance learning	
Notional learning hours	Teaching and assessment	7 hours
	Pre-course reading	3 hours
Qualification level and number of credits	SCQF Level 6/ RQF Level 3 1 SCQF credit point Information on qualification levels and SCQF can be found on the following links: www.sqa.org.uk/sqa/files_ccc/QualificationsCanCrossBoundaries.pdf www.scqf.org.uk	
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: www.ielts.org/institutions/test_format_and_results.aspx	
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 learners

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.

Qualification overview

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 Learning Partners, 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).

Your Learning Partner 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 Learning Partners

Learning Partners can be located using the 'Where to study' tab on our website:

www.nebosh.org.uk

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

Individual learner feedback

For more information on the assessment feedback provided for this qualification, please visit the NEBOSH website: <https://www.nebosh.org.uk/faqs/how-can-i-gain-feedback-on-my-performance-to-assist-with-future/>

Syllabus summary

Syllabus summary

	Learning outcome	Element summary	Recommended tuition hours	Assessment
1	Understand why incident investigations are carried out and how human and organisational factors contribute to incidents	1.1 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
		1.2 Human and organisational factors		
2	Understand how to investigate incidents and confidently carry out an investigation	1.3 Investigating incidents		
		1.4 Positive strategies for and the barriers to successful interviews		
		1.5 Advanced incident investigation techniques		