



ADVERSE EVENT INVESTIGATION

Part 1 - Overview

Adverse Event Reported By: Michael Lees	Date and Time of Adverse Event: 10.59am on 5th March 2024
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Type of Adverse Event (Please Tick One)

Incident	Ill Health	Minor Injury	+ 3 Day Injury	+ 7 Day Injury	Fatal / Major Injury
X					

Forwarded To: Steve Eccleshare	Date and Time Forwarded: 3.30pm on 5th March 2024
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Part 2 – Initial Assessment

Brief Details

What Happened:
Tool fell from high level scaffold access ladder and fell through a skylight window landing 2ft away from a member of the hotel staff

Where Did Adverse Event Happen:
Kimpton Clocktower Hotel Gym Tower area / HR office

What Emergency Measures Were Taken:
All operations were ceased immediately

Who was Involved:
Michael Lees (Bullen Conservation Ltd)
Kelly Andreasson, Georgina Haydon & Caroline Rowe (Kimpton Hotel staff)

Who Witnessed Event:
Michael Lees (Bullen Conservation Ltd)
Kelly Andreasson, Georgina Haydon & Caroline Rowe (Kimpton Hotel staff)

RIDDOR Reportable? Yes No	Date Reported:	Time Reported:
Has Event been Reported? ^{To Hotel H&S} Yes No	5 March 2024	11.00am
Entry in Accident Book? Yes No N/A	Date Entered:	Time Entered:
Entered By: N/A	N/A	N/A

Actual or Potential for Harm

Fatal / Major <input checked="" type="checkbox"/>	Serious <input type="checkbox"/>	Minor <input type="checkbox"/>	Damage Only <input type="checkbox"/>
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Investigation Level Required

Minimal <input type="checkbox"/>	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input checked="" type="checkbox"/>
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Initial Assessment Carried out by: Steve Eccleshare	Date: 5 March 2024
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Signed:	Further Investigation Required: Yes X No
	Priority: High

Further Investigation to be Carried Out by the Following People:
Bullen Conservation Ltd &
IHG Hotel Health & Safety Management



Part 3 – Investigation and Information Gathering

Who suffered Injury:

No-one suffered an injury

Who else was involved with incident:

N/A

Exactly How did the Incident Happen:

Michael Lees placed a chisel in his pocket whilst he was carrying out his site visit, he climbed down an access ladder and the chisel fell from his pocket and bounced away from the scaffold and fell below through the skylight window

What Equipment Was Involved:

Chisel

What Activity Was Being Carried Out at the Time:

Visual Site Inspection

Any Unusual Working Conditions at the Time:

None

Were Adequate Safe Working Procedures in Place and were they being followed:

Hoist, toolbag and drop zone all in place but tool was carried down a ladder

What Injuries or Ill Health Effects occurred and to What Area of the Body:

No injuries occurred - near miss

How did the injury Occur – What Caused It:

N/A

Was the Risk Already Known and if so why wasn't it controlled:

Michael Lees thought it would be better to remove the chisel in his pocket rather than it falling from the scaffold lift

Did the Organisation and Arrangement of the Work influence the Event:

No

Was Maintenance and Cleaning Sufficient, If No, Why Not:

Yes

Were the People Involved Competent and Suitable:

Yes

Did the Workplace Layout Influence the Event:

No



Did the Nature or Shape of the Materials Influence the Event:

No

Did Difficulties using the Equipment influence the Event:

No

Was Safety Equipment Sufficient:

Yes

Any Other Conditions that Influenced Event:

No

Analysis and Further Action

How and Why

If tools were not carried down an access ladder the incident would not have occurred

Immediate Causes	Underlying Causes	Root Causes
Tool fell from clothing pouch	Tools left on scaffold	Poor housekeeping

Risk Control Measures Needed or Recommended

1. Skylight roof protection
2. Working at height refresher training
3. Toolbox talks - Good Housekeeping & Use of Loading/Unloading
4. Further scaffold protection - netting - bird protection
5. Tool lanyards to be used at all times
6. Loading area - hoist provided to be used at all times
7. Update RAMS to include - access ladders not to be used to carry tools
8. Helmets with chin straps to be used (which are already in place)
9. Exclusion zone already in place with material hoist
10. Regular tool box talks - morning pre-activity meetings

Do Similar Risks Exist Elsewhere (What and Where?):

Yes - other roof areas
Protection in place

Have Similar Adverse Events Happened Before (Give Details):

No



Part 4 – Risk Control Action Plan

Risk Control Measures That Need Implementing in the Long and Short Term

Control Measure	Completion Date	Person Responsible
1. Board protect skylight	w/e 8.3.2024	M Lees
2. Debris net scaffold	w/e 8.3.2024	M Lees
3. Tool lanyards in operation	w/e 11.3.2024	M Lees
4. Loading bay - exclusion	In operation	M Lees
5. Hoist & tool bag	In operation	M Lees
6. Toolbox talks	5.03.2024	S Eccleshare & M Lees
7. Further training	5.3.2024	M Lees & M Eggleton
8. Netting to handrails	w/e 8.3.2024	M Lees
9. Update RAMS & Task Briefing	5.3.2024	M Eggleton
10. Meeting with hotel	7.3.2024	S Eccleshare

Risk Assessments and Safe Working Procedures (SWP) Needing Review or Updating

Risk Assessment / SWP	Completion Date	Person Responsible
1. Method Statements	Updated Jan 2024	Bryan Cooper
2. Task Briefings	05.03.2024	Max Eggleton
3. Protection - Task Briefing	05.03.2024	Max Eggleton
4. Debris netting task briefing	05.03.2024	Max Eggleton
5.		

Have the Details of the Adverse Event and the Investigation Findings been Recorded:

Yes

Are there any Trends or Common Causes which suggest the need for further investigation:

No

Estimated Cost of Adverse Event:

£500.00

Members of Investigation Team

Name	Position
Steve Eccleshare	Director

Signed on Behalf of the Investigation Team

Name: Steven Eccleshare	Signature:
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Communicate the Findings to the Following

Person	Signature	Date
Ryan Bonser - IHG		

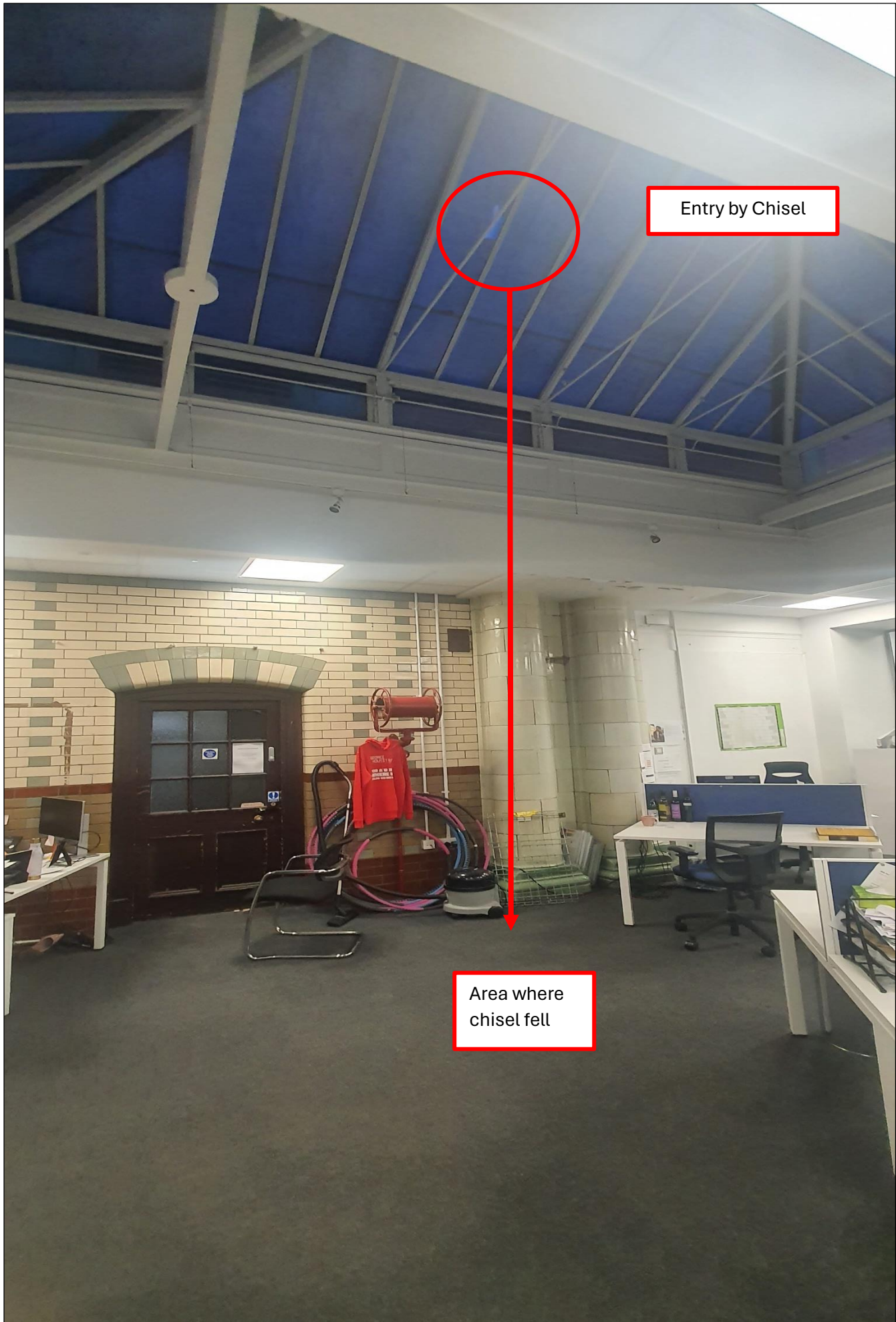
The Kimpton Clocktower Hotel, Manchester
Investigation Report Photos



Area where chisel was dropped from

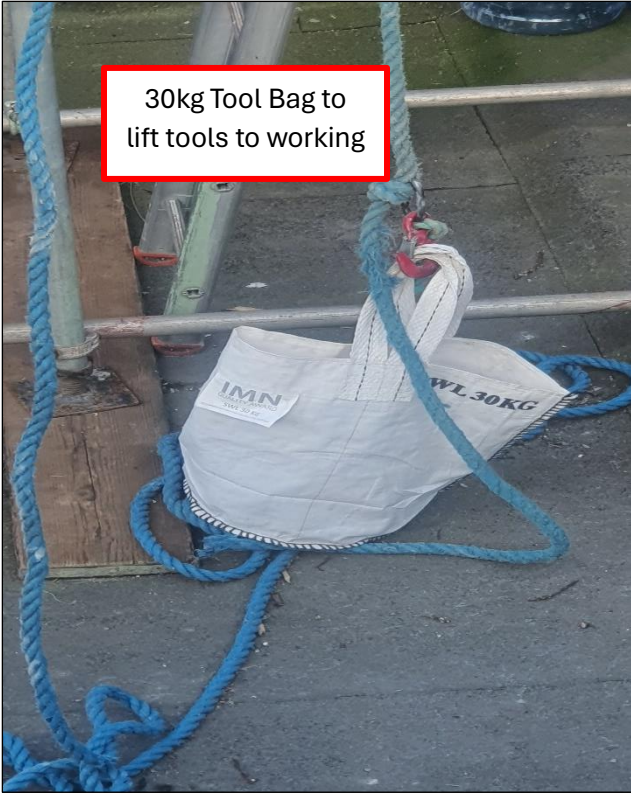
Exclusion Zone

30kg Tool Bag to lift tools to working

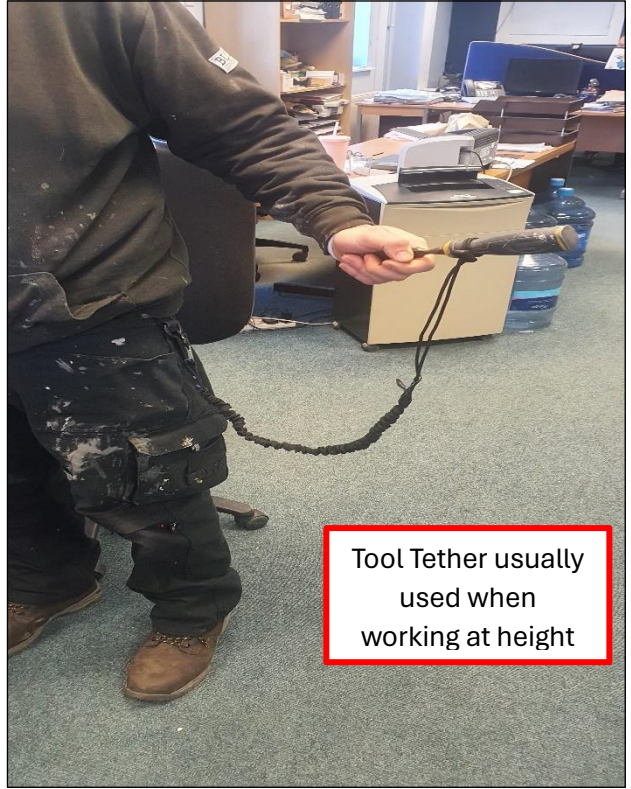


Entry by Chisel

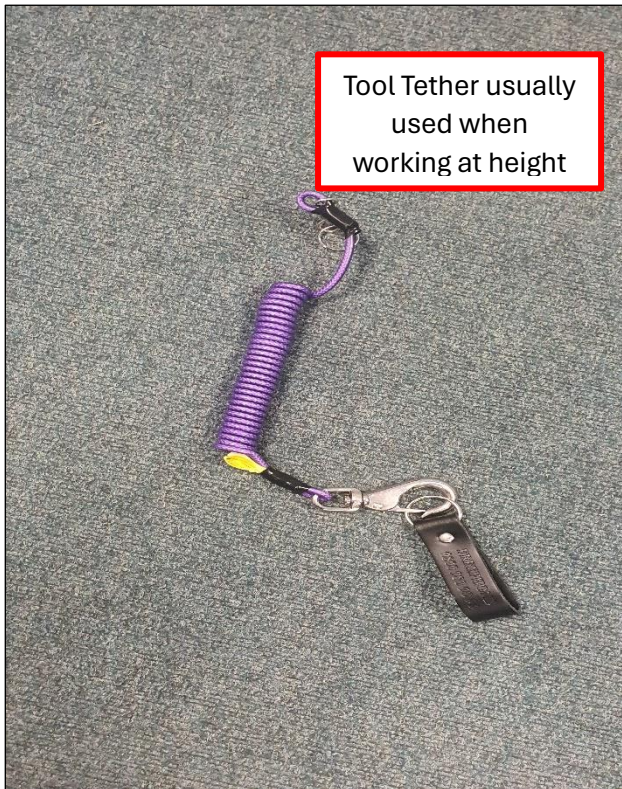
Area where
chisel fell



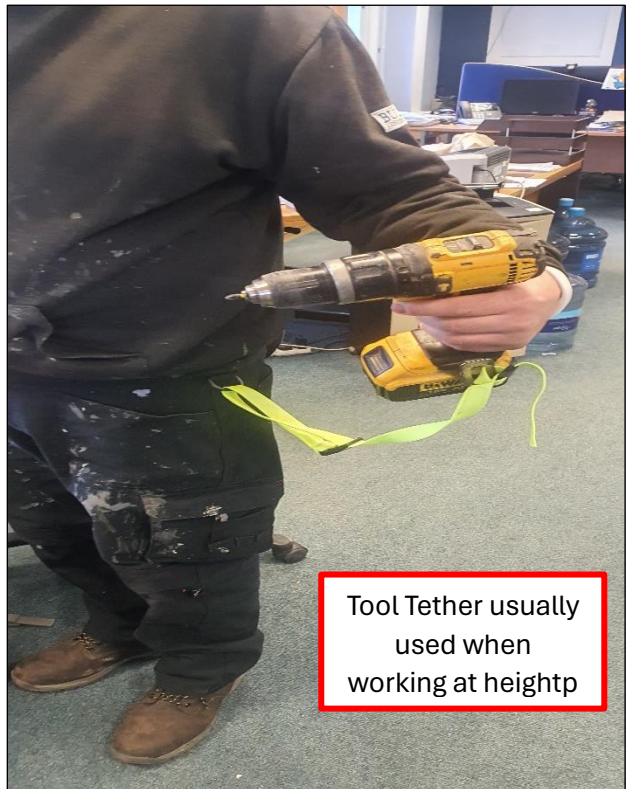
30kg Tool Bag to lift tools to working



Tool Tether usually used when working at height



Tool Tether usually used when working at height



Tool Tether usually used when working at heightp