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| **File note:** |
| **Nature and date of incident(s)** |   |
| **Action taken**  |   |
| **Action that is planned for the future in response to the incident** |  |
| **Date incident deemed closed in agreement with the DLSO and LSO** |  |
| **Record keeping** | A copy of this incident report will be held in the office of the HDKI GB. After consultation with the Secretary and CPO it would be reasonable to retain this filenote for seven years in the first instance and to review thereafter. |
| **Signed and dated** |  |