



TOOLKIT 8 · INCIDENT REPORTING · TOOL 5 OF 5

Safety Learning Bulletin — Monthly, One Page

What was reported, what was learned, what changed. Anonymised, posted on every ward. Reporting rises when people see it used

Facility · month · issued by

THIS MONTH IN NUMBERS

Reports	Near misses	No harm	Minor	Moderate	Severe / death	Reports per 100 beds (target: rising)

TOP THREE TYPES

Type	Count	Trend

THREE THINGS WE LEARNED (NO NAMES, NO WARDS)

What happened (two lines)	What we learned	What changed

CHANGES MADE THIS MONTH BECAUSE OF YOUR REPORTS

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Thank you to the ____ people who reported this month. Every report is read within 72 hours. The safety lead is available at _____. Report anonymously at the box on every ward or online.

ASF standards: Governance — learning from incidents (means of verification: bulletins on file)