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| **SBAR Report****A tool to assist NHS Boards and HPS’ report incidents that do not require a Full Incident Report** |
| **Situation** |
| Please provide details of the incident including where relevant: the organisation reporting, where and when the incident started/ended, the alert organism/condition, number of persons involved, the impact on health. |
| **Background** |
| Please provide background details to the incident this may include: current guidance available, any relevant preceding factors, recognition of the incident.  |
| **Assessment** |
| Please provide details of: exposures and sources actual or potential, descriptive epidemiology, public health/transmission risks, control measures, communications |
| **Recommendations** |
| Please consider aspects of the incident that was: managed well, could be managed better.Also specify how to prevent or minimise the risk of similar events occurring  |
| **Name:**  | **Designation:** |
| **Email:** | **Tel:** |