I, *(insert name of Chief Executive)*, do hereby appoint the following persons to a corporate Harm Score 1 review team:

Insert name, title, background, employing organisation (team leader)

Insert name, title, background, employing organisation (team member)

Insert name, title, background, employing organisation (team member)

Insert name, title, background, employing organisation (team member)

Insert name, title, background, employing organisation (team member)

To undertake a corporate Harm Score 1 review to consider and determine any underlying factors as to why the incident occurred, to make any recommendations to prevent and minimise the risk of recurrence, and to prepare a report for the corporate incident (insert the incident management system number)

[*insert summary of incident (include date)*]

The team is to use a review method determined by the type of incident and undertaken using corresponding review processes set out in a NSW Health Policy.

A corporate Harm Score 1 review is not subject to privilege.

(signed)

Name of Chief Executive

(date)