# **Appendix 16.1 – Templates for PDF reports**

**REGULATION 28: REPORT TO PREVENT FUTURE DEATHS (1)**

*NOTE: This form is to be used* ***after*** *an inquest.*

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|  | **REGULATION 28 REPORT TO PREVENT FUTURE DEATHS**  **THIS REPORT IS BEING SENT TO:**   1. **[NAME]** 2. **[NAME]** 3. **[NAME]** |
| 1 | **CORONER**  I am [NAME], senior coroner/area coroner/assistant coroner, for the coroner area of [NAME OF AREA] |
| 2 | **CORONER’S LEGAL POWERS**  I make this report under paragraph 7, Schedule 5, of the Coroners and Justice Act 2009 and Regulations 28 and 29 of the Coroners (Investigations) Regulations 2013.  [HYPERLINKS] |
| 3 | **INVESTIGATION and INQUEST**  On [DATE] I commenced an investigation into the death of [NAME, AGE]. The investigation concluded at the end of the inquest on [DATE]. The conclusion of the inquest was [CONCLUSIONS including medical cause of death and short-form conclusion or narrative conclusion summarised]. |
| 4 | **CIRCUMSTANCES OF THE DEATH**  [BRIEF SUMMARY] |
| 5 | **CORONER’S CONCERNS**  During the course of the inquest the evidence revealed matters giving rise to concern. In my opinion there is a risk that future deaths could occur unless action is taken. In the circumstances it is my statutory duty to report to you.  The **MATTERS OF CONCERN** are as follows. –  [BRIEF SUMMARY OF MATTERS OF CONCERN]  (1)  (2)  (3) |
| 6 | **ACTION SHOULD BE TAKEN**  In my opinion action should be taken to prevent future deaths and I believe you [AND/OR your organisation] have the power to take such action. |
| 7 | **YOUR RESPONSE**  You are under a duty to respond to this report within 56 days of the date of this report, namely by [DATE]. I, the coroner, may extend the period.  Your response must contain details of action taken or proposed to be taken, setting out the timetable for action. Otherwise you must explain why no action is proposed. |
| 8 | **COPIES and PUBLICATION**  I have sent a copy of my report to the Chief Coroner and to the following Interested Persons [NAMES] [and to the LOCAL SAFEGUARDING BOARD (where the deceased was under 18)]. I have also sent it to [NAMED PERSON] who may find it useful or of interest.  I am also under a duty to send a copy of your response to the Chief Coroner and all interested persons who in my opinion should receive it.  I may also send a copy of your response to any other person who I believe may find it useful or of interest.  The Chief Coroner may publish either or both in a complete or redacted or summary form. He may send a copy of this report to any person who he believes may find it useful or of interest.  You may make representations to me, the coroner, at the time of your response, about the release or the publication of your response. |
| 9 | **[DATE] [SIGNED BY CORONER]** |

**REGULATION 28: REPORT TO PREVENT FUTURE DEATHS (2)**

*NOTE: This form is to be used* ***before*** *an inquest.*

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|  | **REGULATION 28 REPORT TO PREVENT FUTURE DEATHS**  **THIS REPORT IS BEING SENT TO:**   1. **[NAME]** 2. **[NAME]** 3. **[NAME]** |
| 1 | **CORONER**  I am [NAME], senior coroner/area coroner/assistant coroner, for the coroner area of [NAME OF AREA] |
| 2 | **CORONER’S LEGAL POWERS**  I make this report under paragraph 7, Schedule 5, of the Coroners and Justice Act 2009 and Regulations 28 and 29 of the Coroners (Investigations) Regulations 2013. [HYPERLINKS] |
| 3 | **INVESTIGATION**  On [DATE] I commenced an investigation into the death of [NAME, AGE]. The investigation has not yet concluded and the inquest has not yet been heard. |
| 4 | **CIRCUMSTANCES OF THE DEATH**  [BRIEF SUMMARY] |
| 5 | **CORONER’S CONCERNS**  During the course of the investigation my inquiries revealed matters giving rise to concern. In my opinion there is a risk that future deaths could occur unless action is taken. In the circumstances it is my statutory duty to report to you.  The **MATTERS OF CONCERN** are as follows. –  [BRIEF SUMMARY OF MATTERS OF CONCERN]  (1)  (2)  (3) |
| 6 | **ACTION SHOULD BE TAKEN**  In my opinion urgent action should be taken to prevent future deaths and I believe you [AND/OR your organisation] have the power to take such action. |
| 7 | **YOUR RESPONSE**  You are under a duty to respond to this report within 56 days of the date of this report, namely by [DATE]. I, the coroner, may extend the period.  Your response must contain details of action taken or proposed to be taken, setting out the timetable for action. Otherwise you must explain why no action is proposed. |
| 8 | **COPIES and PUBLICATION**  I have sent a copy of my report to the Chief Coroner and to the following Interested Persons [NAMES] [and to the LOCAL SAFEGUARDING BOARD (where the deceased was under 18)]. I have also sent it to [NAMED PERSON] who may find it useful or of interest.  I am also under a duty to send the Chief Coroner a copy of your response.  The Chief Coroner may publish either or both in a complete or redacted or summary form. He may send a copy of this report to any person who he believes may find it useful or of interest. You may make representations to me, the coroner, at the time of your response, about the release or the publication of your response by the Chief Coroner. |
| 9 | **[DATE] [SIGNED BY CORONER]** |