

This form should be used for incidents to pupils that do not need to be reported on form OHS(F)2, for example:- playground incidents due to collisions, slips, trips and falls which DO NOT occur out of or in connection with work due, to e.g.:

- The condition of the premises or equipment
- Inadequate supervision

Section A: Pupil involved details:

Surname:		Forename:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	D.O.B/Age:	Tutor Group:

Section B: About the incident:

When did it happen?	Date:	Time:
Where did it happen?		
How did it happen?		
What Action will or has been taken:		
What Injury was sustained: (e.g. bruise)		
Was First Aid given:		

Section C: The assailant (if applicable)

Who was the assailant?	Name:
Pupil: <input type="checkbox"/>	Other: <input type="checkbox"/> (please specify)

Section D: The person completing the report

School Name:	Name:
Occupation:	Signature:

Section E: Record Keeping

Please Note: This form may be used for claims and monitoring purposes out of the remit of Health and Safety Legislation and when completed should be stored in accordance with the relevant legislation. (Data Protection Act)

This form can be completed on-line

From 2nd January 2008 the reporting of incidents has been simplified with one form OHS(F)2 replacing the previous two forms used across the council for all incidents involving pupils / members of staff etc that arise out of or in connection with work due to the condition of the premises / equipment or inadequate supervision.

However, there has also been a third form used within some schools to record those very minor incidents that unfortunately do happen, predominantly within primary schools, that do not occur in connection with work; that is as a result of , for example, the condition of the premises / equipment or inadequate supervision.

Though it is recognised that these incidents still need to be recorded, there is not a requirement to record them on the current electronic system used in Occupational Health and Safety Services [OHSS].

Please use the attached form OHS(F) 2.2 to assist you in recording these incidents and maintaining a record of the event. **These forms are for your own records and there is no requirement to forward them to OHSS.**

All forms are available via the Council intranet site.

Advice and support to assist schools in meeting their Health and Safety responsibilities is available from Occupational Health and Safety Services, tel extension 2130, email HealthandSafety@hullcc.gov.uk.

The OHS (F):2 has been produced to cover most eventualities. There may therefore be questions that do not relate to all incidents. Please ensure that all details are completed fully and correctly as absent details will result in delays due to the form being returned for completion. The form should be completed by the person involved or on behalf of them and then forwarded to their Manager for action. A copy of the form should then be forwarded to Occupational Health and Safety Services.

Section A - Personal Details

When completing the personal details on the form please ensure that the name given on the form is the person involved in the incident and that as much detail as possible is included in the form. If the incident is fire, or an observed incident to a member of the public etc. it should be the name of the person reporting the incident entered on the form. OHSS team or the HSE may wish to speak to the person involved in the incident at a later date.

Section B - Incident Details

This part of the form can be completed by the person involved or by another, on their behalf.

Address/Location: Try to give the full address of where the incident occurred including the postcode if possible.

Injury: Please state if the injury is a cut, bruise, fracture etc. and what part of the body was injured: leg, arm, finger etc.

Description of the incident: Please try to give as much detail, regarding the incident, as possible" I slipped or I fell" is not sufficient. Try to include contributory factors e.g. in the case of a fall, was there an uneven surface (worn carpet, broken paving slab, a drink had been spilled on the floor).

Time off work: It is important to inform Occupational Health and Safety Services if an employee is likely to absent from work for more than three days if the absence was due to a work related incident (not including the day of the incident). All work related incidents resulting in an employee being absent for more than three days are reportable to the Health and Safety Executive and must be reported within 10 days of the first full day of absence.

Section C – Remedial Action

It is not acceptable to leave this section uncompleted; the manager or supervisor should carry out an investigation of how the incident occurred and detail what actions will be taken to prevent any further incidents. This section of the form **must** be completed and signed by a Manager or Supervisor.

In some situations preventative measures may require funding which cannot be found in the Managers budget. In this case the Manager should clarify the preventative measures required with their Line Management prior to requesting additional funds as necessary.



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