



REPORT ON ACCIDENTS TO PUPILS/STUDENTS & GENERAL PUBLIC/TENANTS AR2/AR3

Section 1 What type of incident are you reporting? *please tick the appropriate box below*

Accident to a Pupil or Student

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Accident to a Member of the Public/Tenant

☐

Section 2 If this is an Accident to a Pupil or Student

School or Centre

Department

Section 3 Who did the Incident Occur to?

Mr./Mrs./Ms./Miss

First Name

Surname

Date of Birth

Age

Persons Home Address

Section 4 Where did the accident occur?

Address

Date of Incident

Time of Incident am/pm

Section 5 Incident details

What Happened?

What was the extent of the injury?

Section 6 Who was the accident reported to and when?

Name

Position/Role

Date of Incident

Time of Incident am/pm

Section 7 Witness details?			
Name	Address	Contact telephone number	Adult or child? or age

Section 8 First Aid Information				
Treatment Date:		Location:		
Time: (am/pm)		Any Further Injuries		
Treatment Given:		Action Taken:		
Name of First Aider:				
Was the Injured Person referred to Accident & Emergency (A+E) / Hospital?			Yes	☐
Did the IP follow the referral and attend A&E?			Yes	☐
Was the Injured Person detained in Hospital overnight or longer?			Yes	☐
			No	☐
			No	☐

Section 9 How did the accident occur? Give details on a separate sheet if necessary

Section 10 Following your investigation, describe any action you have determined necessary to prevent a re-occurrence. Give details on a separate sheet if necessary

Section 11 Was the incident due to possible defects in premises, equipment, tools and/or systems of work?	Yes	No
	☐	☐

Section 12 Are you satisfied that the Risk Assessment for this activity is suitable and sufficient?	Yes	No
	☐	☐

Section 13 Is the Incident/Injury/Damage immediately reportable under RIDDOR?	Yes	No
	☐	☐
If the incident is reportable under RIDDOR, what is the report reference number?		
If Yes who reported it?	Date Reported?	

Name (Block Capitals)	Signature	Date: