School Reporting Procedure

Once an accident, incident or near miss has occurred, the person in charge of the activity in which the accident occurred should ensure that any necessary help, including first aid, is obtained and the situation is brought under control.

So far as possible, the scene should be left undisturbed until any accident investigation is complete. Managers and staff should confine discussions about possible causes of the accident to a structured investigation and should not accept liability or invite anyone to make a claim against the Establishment or the Local Authority.

Non – pupil Accidents

All non-pupil accidents must be reported by the employee or their line manager using the oneSource on-line system, which can be accessed using the link below:

https://havering-self.achieveservice.com/service/Havering_school_accident_incident_report_form

Pupil Accidents

All accidents or incidents involving pupils must be reported using the oneSource on-line system, which can be accessed using the link below:

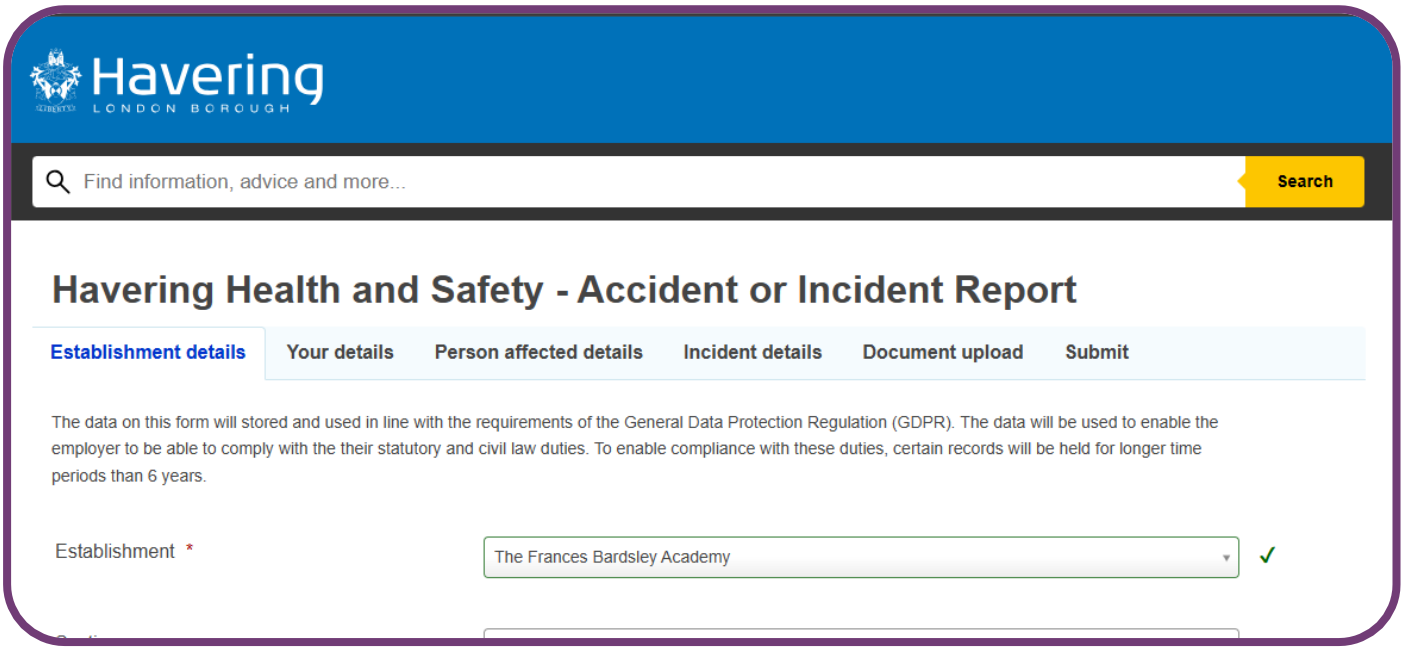
https://havering-self.achieveservice.com/service/Havering_school_accident_incident_report_form

FBA

Gladly Lerne, Gladly Teche

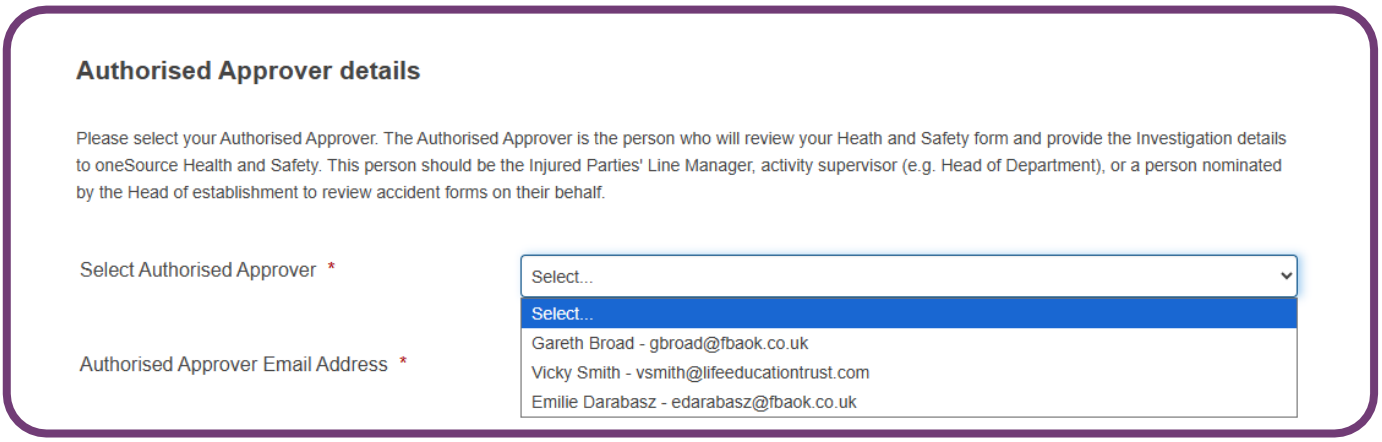
1906

Completing the Form



Under the Establishment field, start to type the name of the school and select.

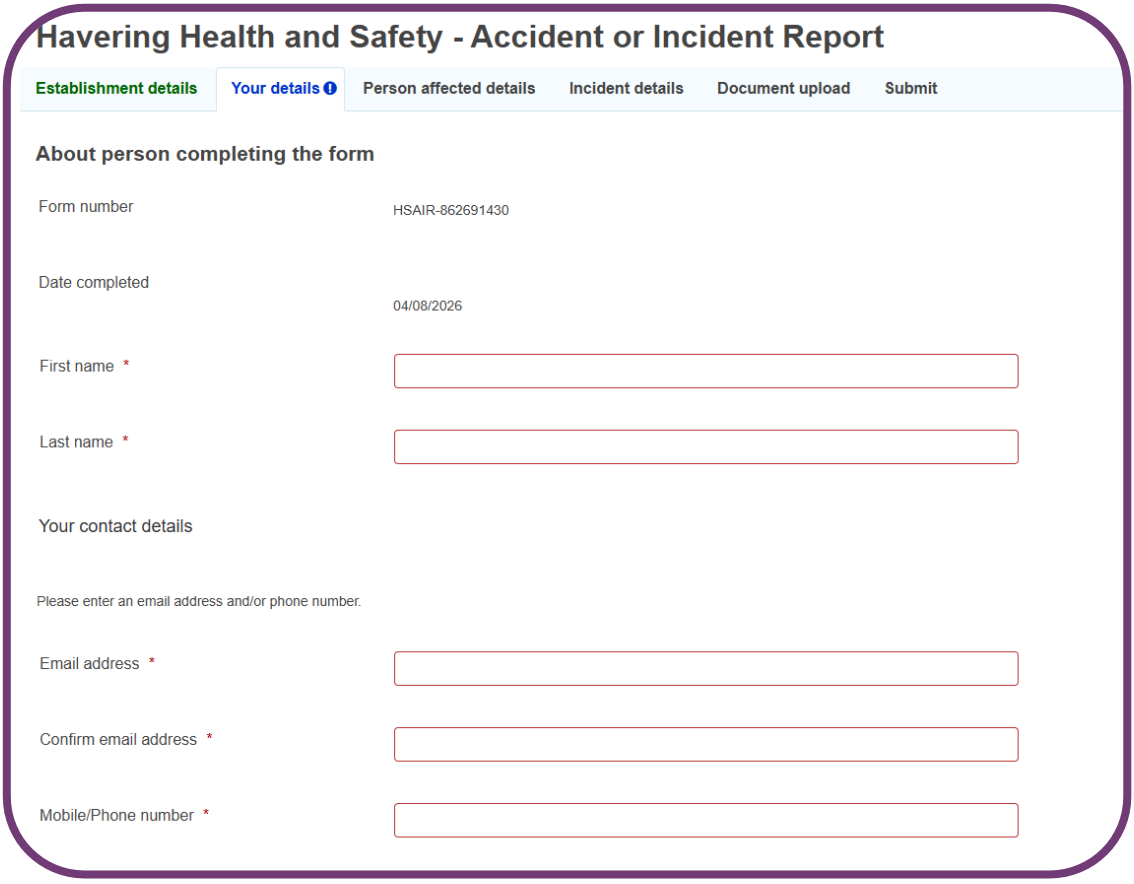
You will then be asked to select an Authorised Approver from the available list:



Select next at the bottom of the page.



From here you will be taken to the next page where you are required to capture details about the person completing the accident form.



Once complete, click next at the bottom of the page.



If needed, you are able to select previous to go back to the previous page of the form, up until the form is submitted.

Continue to work through the pages of the form completing the required information in each field. To help you ensure the correct information is capture, please refer to **'What should be included'**
Once complete press submit.

Once the first stage of the form is completed, the selected authorised approver will undertake an investigation.

The form will then be reviewed by oneSource Health & Safety. If necessary, they will report the incident to the HSE on behalf of the Trust and/or provide additional advice and guidance to help prevent a recurrence.

Checking & Reporting to the HSE

Whilst processing the forms oneSource may request further information to enable them to correctly categorise the incident and to ensure the legally required information is available. These requests must be responded to in a timely manner **(remember the Trust has a duty to report certain accidents to the HSE within set time periods – often 10 calendar days)**