



## EVOLVE*accidentbook*

Who was involved?

- Student
- Staff
- Visitor
- Contractor
- Other

**Student name:**

When did it happen?

**Date:**

**Time:**

Where did it happen?

**Location:**

- Pre-Preparatory and Nursery School
- Preparatory School
- Senior School
- Grounds
- Triangle
- Astro turf
- Care Centre
- Prep School playground play equipment
- External event / sport
- Other

**Location details:**

**Activity:**

- After school club
- Athletics
- Archery
- Badminton
- Basketball



# CLAREMONT FAN COURT SCHOOL

- Cricket
- Football
- Facilities Task
- Gymnastics
- Hockey
- Lacrosse
- Netball
- Rugby
- Swimming
- Tennis
- Trampoline
- Maintenance work
- Morning break
- Lunch break
- Classroom break
- Other

## What happened?

### **Incident type:**

- Accident
- Behaviour
- Pre-existing condition
- New illness

### **Incident severity:**

- Near miss
- Minor
- Major

### **HSE accident category:**

- Contact with moving machinery or material being machined
- Struck by moving object including flying or falling object
- Struck by moving vehicle
- Struck against something fixed or stationary
- Injured whilst handling lifting or carrying
- Slip trip or fall on same level
- Fall from height (please specify distance through which person fell)
- Trapped by something collapsing or overturning
- Drowning or asphyxiation
- Exposure to or contact with a harmful substance
- Exposure to fire
- Exposure to explosion
- Contact with electricity or electrical discharge
- Injured by an animal
- Physical assault
- Other kind of accident (please give details below)



## **Incident description:**

Is the person exhibiting COVID-19 symptoms?

- Yes
- No

Did the person sustain any physical injuries?

- Yes
- No

Is the injury likely to cause absence?

- Yes
- No

Action taken:

**First Aid:**

- Yes
- No

**Advised to see a GP:**

- Yes
- No

**Sent home:**

- Yes
- No

**Referred to hospital:**

- Yes
- No

**Head injury assessment (HIA):**

- Yes
- No

**How was the incident managed?** *Describe in detail how the incident was managed.*

Action taken to prevent recurrence. *Provided details of action taken to prevent recurrence.*


Additional notes:



Incident managed by (Name):

Signature:

Date:

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### Add Incident Form

Please answer the following questions about the incident using the best information & knowledge that you have at this current time.

**Who was involved?**

Type

Student Name   

**When did it happen?**

Date

Time  :

**Where did it happen?**

Location

Location Details

Activity

**What happened?**