

Health and Safety Concern Form 2026



Section 1 – Reporter Details *(All fields mandatory)*

Full Name:	
Role / Position:	choose
Email Address:	

Section 2 – Location of Concern

Site / Building:	Type of Concern:			
Choose an item.				
Describe the concern in detail:				
When did you notice the concern?	Click or tap to enter a date.		Time:	
Is the hazard still present?	YES	☐	NO	☐
Upload photos (optional):	YES	☐	NO	☐
Did you take any immediate action?	YES	☐	NO	☐

Section 3 – Risk Level (Staff Assessment)

Critical – Immediate danger to life	YES	☐	NO	☐
High – Likely to cause injury	YES	☐	NO	☐
Medium – Could cause harm over time	YES	☐	NO	☐
Low – Minor inconvenience	YES	☐	NO	☐

**THE OPEN
DOOR
ACADEMY**

Who is affected or potentially affected?			
Students	☐	Staff	☐
Visitors	☐	Parents	☐

Use this space for any extra information that may help the Site Director or leadership team.

I confirm that the information provided is accurate to the best of my knowledge.		☐
Full Name		
Signed		

Workflow	Completed by & Date
Site Director receives alert via H&Sconcern@theopendooracademy.co.uk	
Concern is logged on H & S register on Teams Folder	
Risk level determines response timeframe	
Staff member receives confirmation + reference number	
Status updates posted in Teams "H&S" Folder	
Concern marked Resolved once action completed	
Monthly report generated for leadership and Directors	