

What does this guide cover?	This guide covers how to report a health and safety incident using the Health and Safety Incident Reporting Form for incidents that occur to University staff, students and contractors, or to anybody on University premises.
Who is it aimed at?	All Oxford University staff and students.

Introduction

The purpose of this document is to provide guidance on **how to** report a health and safety incident using the Health and Safety Incident Reporting Form.

Specifically, it looks at how to:

- **Access** the Health and Safety Incident Reporting Form from the Safety Office Website
- **Record** and **submit** the details of a health and safety incident occurring on Oxford University premises, external venues and University organised events/trips.

Reporting Health and Safety Incidents Overview

When a health and safety incident occurs, University staff and students are required to follow their own area's procedures. Specific questions relating to these should be directed to the relevant Departmental Safety Officer.

These procedures will include the requirement to complete an online Health and Safety Incident Reporting Form.

This will:

- Ensure that the incident is logged, reviewed and investigated appropriately
- Enable the University to report on incidents and monitor trends more effectively
- Help the University to improve our working conditions & practices where necessary, reducing the risk of similar incidents occurring in the future.



Once you have submitted the form, you will receive an email confirmation and a notification will be sent to the relevant Department Safety Officer and other safety colleagues depending on the nature of the incident.

The incident will then follow a standard process of review and investigation (if required), according to an agreed timeline, which has been designed to help the University meet its regulatory requirements.

This process does not apply to incidents that occur at college locations, who have their own health and safety incident reporting procedures.

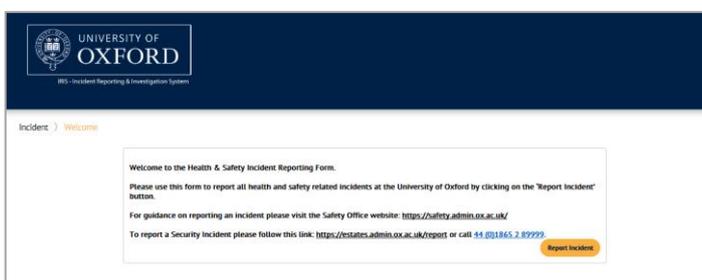
Accessing the Health and Safety Incident Form

The Health and Safety Incident Reporting Form is accessed from the Safety Office Website.

To access the Health and Safety Incident Reporting Form:

1. Using your preferred Internet Browser, go to <https://safety.admin.ox.ac.uk/>. The University of Oxford's Safety Office website is displayed. *Note: This can be accessed on any device from inside or outside of the University network.*

2. Click on the 'Health and Safety Incident Reporting Form' link in the 'Popular links' section at the top of the page. The 'Health and Safety Incident Reporting Form Welcome' page is displayed.



3. Click on the 'Report Incident' button on the right of the page. The Incident Form is displayed consisting of five main sections:

- **Reporter** – to record your details.
- **Incident Details** – to record details of the incident including date/time, location and description.
- **Incident Classification** – to help identify the type of incident and ensure that the relevant safety colleagues are informed.
- **Persons Involved** – to record details of anyone involved in the incident including injured parties and witnesses.
- **Supporting Documents** – to upload any supporting materials such as photos to aid the review of the incident.

The screenshot shows the 'Report Incident' form with five main sections. 1. **Reporter**: Fields for 'Name of Reporter' and 'Reporter Email Address'. 2. **Incident Details**: Fields for 'Department, Faculty or School where incident occurred', 'Building/Location where incident occurred', 'Exact Location', 'Date of Incident' (DD MM YY), 'Time of Incident' (HH:MM), 'Incident Description', and 'Immediate action taken to make safe (if any)'. 3. **Incident Classification**: A grid of yes/no questions: 'Was anyone injured?', 'Was there any form of property damage?', 'Did a person suffer exposure?', 'Were any chemicals involved in the incident?', 'Was the incident related to Asbestos?', 'Was the incident related to fire?', 'Did the incident include any environmental impact?', 'Was the incident related to radiation?', 'Were any biological agents involved in the incident?', 'Was the incident a near miss?'. 4. **Persons Involved**: A search bar and a 'Create new Person Involved' button. 5. **Supporting Documents**: A search bar and a 'Create new Supporting Documents' button. A 'Submit' button is at the bottom.

- In the 'Reporter' section, enter your details into the 'Name of Reporter' and 'Reporter Email Address' fields. This should be your Oxford University email address (e.g. @ox.ac.uk).
- Complete the following fields in the 'Incident Details' section:

Field Name	Description / Action
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Department, Faculty or School where incident occurred

Click on the '...' button. A full list is displayed.

Use the search function or click through the pages to find and select the relevant Department, Faculty or School where the incident happened.

Partial searches are supported e.g. if you enter 'GLAM' into the Search box and press Enter on your keyboard, all departments in the Gardens, Libraries and Museums division are displayed.

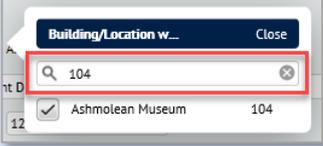
Click 'tick' the box to the left of the relevant one.

Note: For incidents occurring off University premises, please enter the relevant Department, Faculty or School that organised the activity e.g. fieldwork, trip or sporting event.

Building/Location where incident occurred

Click on the '...' button. A full list of Oxford University buildings is displayed.

Use 'Non-University – Overseas', 'Non-University – UK', or 'Non-University – Sports Venue' to record external venues.

Field Name	Description / Action
	<p>Use the search function or click through the pages to find and select the relevant building where the incident happened.</p> <p>Partial searches are supported as well as searching by building number (as in PlanOn).</p> <p>Click 'tick' the box to the left of the relevant one.</p> 
Exact Location	Enter as much information as possible, including any room and floor numbers.
Date of Incident	<p>Enter the date of the incident in DD/MM/YYYY format or click on the '...' button and select the appropriate date from the calendar.</p> <p><i>Note: Upon selection the date will change to DD MMM YYYY format e.g. 12 Dec 2019.</i></p>
Time of Incident	Click on the drop down arrows and select the time the incident occurred in 24 HH and MM format e.g. 14 HH 00 MM.
Incident Description	Enter a detailed description of the incident, but do not include any personal details. This information should be added to the 'Person Involved' section. See step 7 below.
Immediate action taken to make safe (if any)	Record any immediate action taken to make the area safe such as taking doors / escalators out of action and sectioning off the area where the incident occurred.

6. To help us classify the incident and ensure that the appropriate safety colleagues are informed, please review the questions in the 'Incident Classification' section. The default answer to each question is 'No'.



To change the answer to a question to 'Yes', click on the '...' button next to the question and then click (tick) box next to the 'Yes' option. The box closes and the question response is updated to 'Yes'.



Depending on the nature of the incident, you may have to change the answer to 'Yes' for more than one question. For example, an individual may have been **injured** in a **fire** related **incident**.

A positive answer to some questions will trigger some additional sections to appear on the form, notably for Fire, Environmental and Exposure type incidents. See steps 8, 9 and 10 respectively.

Note: See Appendix A – Incident Classification for further guidance.

7. It is also important that we capture as much information as possible about the individual(s) involved in the incident.

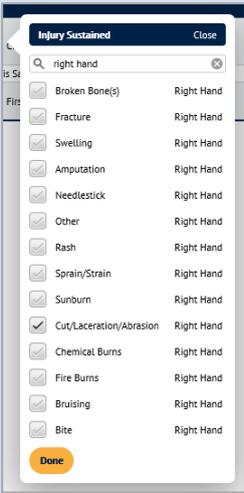
These may be members of the public, employees, contractors, researchers or students and may have been injured in the incident or witnessed it. The type of person and how they are involved in the incident will determine the level to which we investigate the incident, so the more information you can provide the better.

Note: The options displayed may vary according to values selected in some fields. For example, if 'Injured Party' is selected in the 'Person's Involvement' field then an additional 'Injury Details' section is displayed.

- a. In the 'Person Involved' section, click on the '**Create new Person Involved**' button. The Person Involved Details section is displayed.
- b. Complete the following fields:

Field Name	Description / Action
Person Involved Details	
Person's Involvement in incident*	Click on the '...' button and select an option from the list. If 'Injured Party' or 'Potentially Exposed Person' is selected then an additional 'Injury Details' section appears underneath the Person Involved Details section for completion. If 'Other' is selected then an additional 'Other type of involvement' field is displayed for you to record more details.
Person refused to give details	Click (tick) this box if the individual refused to provide their contact details or they could not be obtained. If this box is selected then the remaining fields in this section are hidden.
Person Involved Type*	Click on the '...' button and select an option from the list.

Field Name	Description / Action
	Some additional fields may be displayed for some options. For example, if 'Contractor' is selected then their Company Name is required. For 'Visitor' their Home Institution is required.
Gender*	Click on the '...' button and select an option from the list. This is a standard list used across all University systems.
Title*	Enter their title. Examples include Mr, Mrs, Ms, Miss, Mx, Dr, Prof, Rev.
Forename*	Enter their first name.
Surname*	Enter their last name.
Date of Birth (DD/MM/YYYY)*	<p>Enter their date of birth in DD/MM/YYYY format or click on the '...' button and select the appropriate date from the calendar.</p> <p>Upon selection the date will change to DD MMM YYYY format e.g. 12 Dec 1980.</p> <p>If their date of birth is unknown or the individual does not want to share this information enter 01/01/1900 to indicate this.</p>
Contact Telephone Number	If known, enter their contact telephone number.
Contact Email Address	If known, enter their contact email address.
Home Address (Must Include Post Code)*	Enter their Home Address, which must include their Post Code. If not obtained, then enter 'Unknown'.
Injury Details	
Injury Sustained*	<p>If the individual's involvement is 'Injured Party', then you are required to record the type of injury.</p> <p>Click on the '...' button. A full list of injury types is displayed.</p>

Field Name	Description / Action
	<p>Use the search function or click through the pages to find the relevant injury.</p> <p>Partial searches are supported. For example, enter 'right hand' into the search box, press 'Enter' on your keyboard and a full list of possible injuries are displayed.</p> <p>Click 'tick' the box to the left of the relevant one.</p> 
First Aider Name	This appears for both injured parties and potentially exposed individuals. If applicable, enter the name of the First Aider in attendance.
First Aid Response*	<p>Appearing for injured parties only.</p> <p>Click on the '...' button and select an option from the list.</p>

- c. Click on the 'Done' button. The Personal Involved Details section is displayed and a summary of the details entered is listed in the Person Involved Section.
 - d. Repeat steps a – c to record the details of additional people involved.
8. If the answer to the 'Was the incident related to fire?' question in the 'Incident Classification' section is 'Yes', then complete the following fields in the 'Fire Incident' section.
- a. Click on the '...' button next to the 'Was there a fire' field and select an appropriate option from the list.
 - b. Click on the '...' button next to the 'Fire Service in Attendance' field and select an appropriate option from the list.
 - c. Click on the '...' button next to the 'Was there an alarm activation?' field and select an appropriate option from the list.

Otherwise go to step 9.

9. If the answer to the 'Did the incident include any environmental impact?' question in the 'Incident Classification' section is 'Yes', then complete the following fields in the 'Environmental Incident' section:

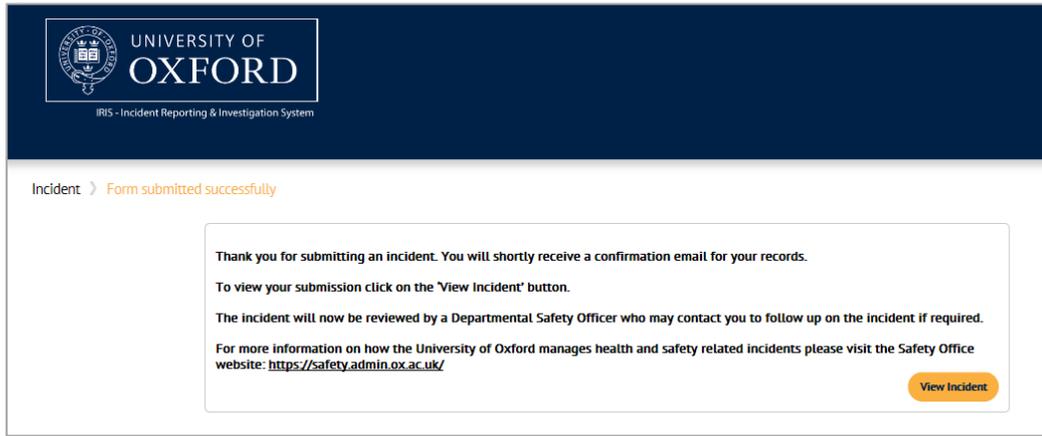
- a. Click on the '...' button next to the 'What Occurred?' field and select an appropriate option from the list.
- b. Click on the '...' button next to the 'Environmental Impact' field and select an appropriate option from the list.
- c. If known, enter the details and quantity of the material or agent involved in the 'Material/Agent Released' and 'Quantity of Material/Agent Released' fields.

Otherwise go to step 10.

10. If the answer to the 'Did a person suffer exposure' question in the 'Incident Classification' section is 'Yes', then click on the '...' button next to the 'Type of Exposure' field in the 'Exposure' section, and select an appropriate option from the list.

Otherwise go to step 11.

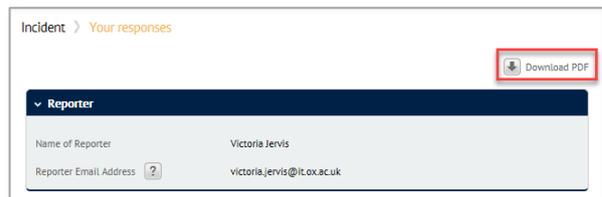
11. The final step is to upload any additional information in the form of photographs, floor plans or witness statements that you feel will support the review of the incident. Most file types are supported including .gif, .jpg and .png.
 - a. In the Supporting Documents section, click on the '**Create new Supporting Documents**' button. The 'Supporting Documents' section is displayed.
 - a. Click on the '...' button next to the 'Document Upload' field. The 'Edit document' window is displayed.
 - i. Click on the '**Browse...**' button. The Windows Open dialogue box is displayed.
 - ii. Navigate to and select the supporting document to upload and then click on the '**Open**' button.
 - b. Click on the '...' button next to the 'Type of Document' field. The type of document list is displayed.
 - c. Click (tick) the relevant option from the list.
 - d. Click in the 'Notes' field and add a description of the document and any additional information that may be of use when reviewing the document.
 - e. Click on the '**Done**' button at the bottom of the page. The Supporting Documents section is updated providing a link to the document you've just uploaded.
12. When you've entered as much information as you can, click on the '**Submit**' button at the bottom of the page. A confirmation page is displayed.



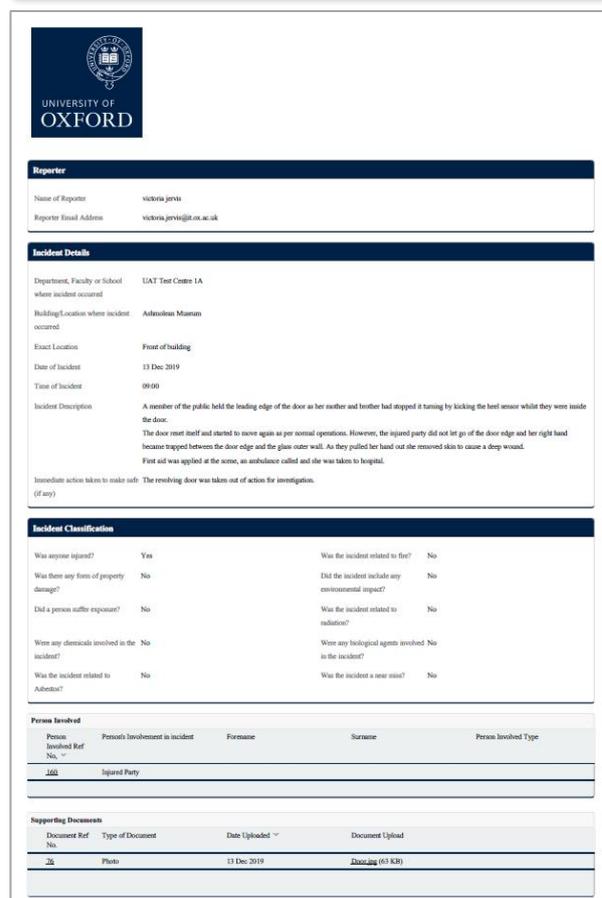
You will also receive an email confirming receipt of your report and the incident will be assigned to the relevant Departmental Safety Officer for action.

13. To view the details you have submitted, click on the **‘View Incident’** button on the right of the page. The **‘Your Responses’** page is displayed.

14. To download a copy for your own records, click on the **‘Download PDF’** button in the top right hand corner of the page.



Depending on the type of web browser you are using, you will have the option to **‘Open’** to view the **‘PDF’** or save it to a location of your choice.



Further Information and Guidance

If you have any further queries, then please contact the Safety office on or 01865 (2)70811 or enquiries@safety.ox.ac.uk

Related Guidance Documents	
How To – IRIS System Overview and Navigation	How To – Update Incident and Record a DSO Review
How To – Select Reportable Classification (RIDDOR)	How To – Record an Investigation
How To – Select Unsafe Acts and Conditions	How To – View and Complete Actions
How To – Select Injury Cause (USHA)	

Appendix A – Incident Classification Questions

Question	Select 'Yes' if	Question	Select 'Yes' if
Was anyone injured?	Any member of staff, student or the public were injured as a result of the incident	Was the incident related to fire? ²	There was an actual fire or a fire alarm activation
Was there any form of property damage?	The incident resulted in damage to any building materials or equipment	Did the incident include any environmental impact? ³	Any event that may cause harm or potential harm to an environmental receptor (air, water including drains, land, wildlife and local habitat).
Did a person suffer exposure? ¹	Any member of staff, student or the public were exposed to any chemical, biological agent, asbestos source, or radiation source. Other exposures may include, but are not limited to, noise, heat, electricity etc.	Was the incident related to radiation?	A radioactive source was involved in the incident
Were any chemicals involved in the incident?	Any chemicals were involved in the incident	Were any biological agents involved in the incident?	Any biological agents were involved in the incident
Was the incident related to Asbestos?	Asbestos was involved in the incident	Was the incident a near miss?	There was the potential for harm to people or property damage but none took place

Key:

1 – An 'Exposure' section is displayed underneath the 'Person Involved' section if the answer to this question is 'Yes'.

2 – A 'Fire' section is displayed underneath the 'Person Involved' section if the answer to this question is 'Yes'.

3 – An 'Environmental' section is displayed underneath the 'Person Involved' section if the answer to this question is 'Yes'.