



ACCIDENT REPORTING USER MANUAL

Definitions of Reporting Terms

- An Accident** - An unplanned unwanted event that resulted injury or ill health of people;
- Near Miss** - A hazardous event that did not result in harm but had the potential to.

Introduction

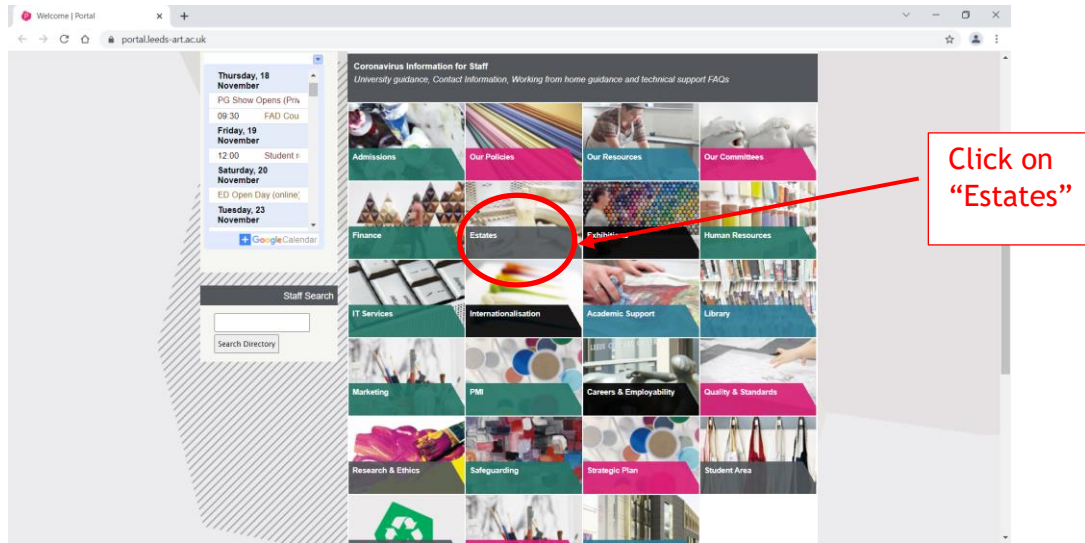
The University has moved to using the Simple Compliance, Health and Safety Management system for the reporting of all accidents and near misses; as well as recording any follow up actions needed. This platform replaces the Universities Portal accident book.

Employees and students are encouraged to make themselves familiar with the University's "Accident Reporting & Investigation (Guidance Note)" which can be accessed by clicking on the following link: [Accident Reporting & Investigation \(Guidance Note\)](#).

The instructions within this manual will provide you with an understanding of how to report a university related accident.

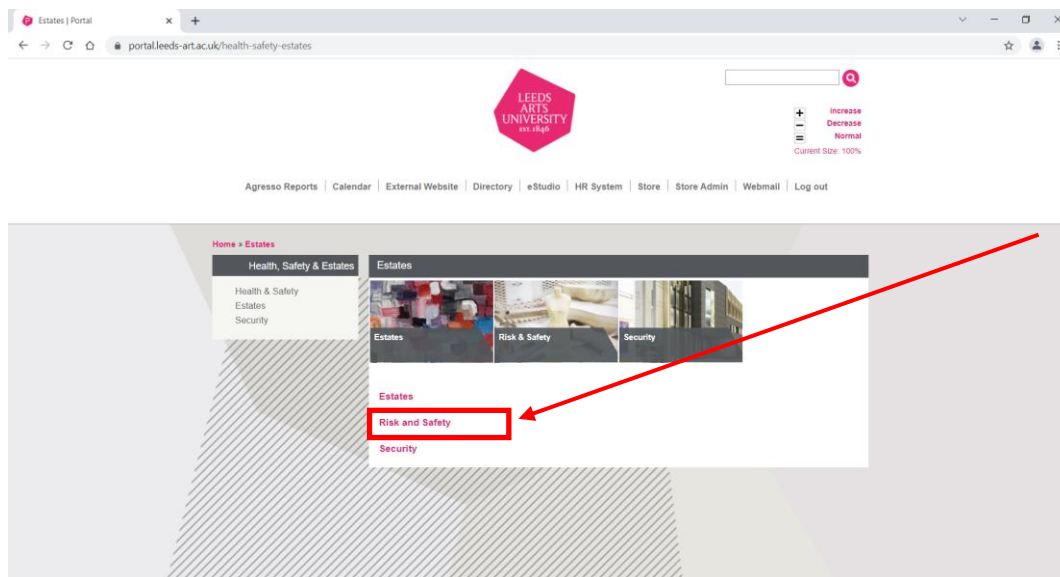
1. Accessing the Accident Report Form

Login to your device and go to the University’s [Portal page](#) and select “Estates”.

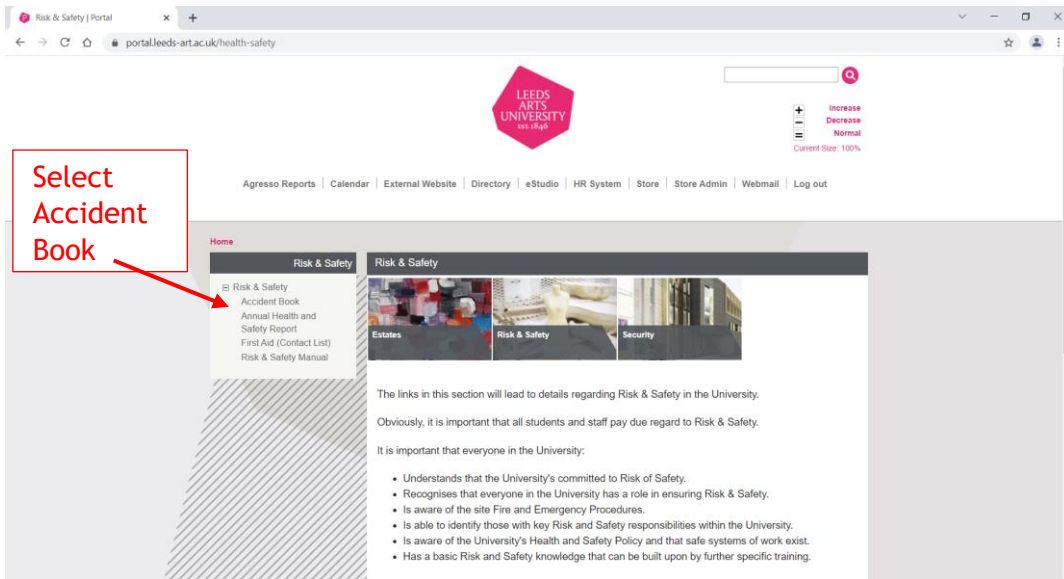


Note: Students are able to access the form from eStudio, by selecting “Estates” on the student Portal page and then following the same steps as staff below.

2. Once you have opened the Estates portal page select “Risk and Safety”.



3. Select “Accident Book” which is to the left of the page.



4. The first section of the form is concerned with the person who suffered the accident (affected person). Insert the details of the person who suffered the accident. Where there is a pointer, this means there is pre-determined information to select. Click on the downward pointer and select the appropriate field.

Note: All fields marked with a * are mandatory and must be completed on the form.

The screenshot shows the 'About the affected person' section of the form. A red box highlights the 'Role/Occupation' dropdown menu, and a red arrow points to it from a text box that says 'Click on drop down box'. The form includes fields for contact details (Title, Forename, Surname, Contact telephone number, Email) and home address details (Street address, Town/City, Post Code). A 'Please note' message at the top states: 'All fields marked with a * are mandatory and must be completed.'

Note: If you select either “Staff” or “Student”, for the “Role/Occupation” field, you will be able to provide additional details about the member of staff or student at the bottom of this section.

Employee/Staff member will be asked to provide the name of their department

Department details

* Department:

Area:

Note: Students will be asked to provide the details of their course as well as their student i.d. number.

Student details

Student identification number:

Department details

* Department:

Area/Course of study:

- The person completing the form does not have to be a first aider. It could be the person who suffered the injury or received treatment, another member of staff, a student, or a contractor. Provide as much information as possible in case the Risk and Safety team need to contact you at a later stage. If the person filling in the form is the affected person complete the next section will self-populate.

About the person filling in this form

Contact details

* Contact details the same as above?: ▼ Click on drop down box.

Title:

* Forename:

* Surname:

Contact telephone number:

Email:

* Role/Occupation:

* Are you a first aider?:

Home or company address details

* Street address:

* Town/City:

* Post Code:

6. Location of the incident

Click on the downward pointer, select the building or location where the accident occurred. Use the “Off Campus Location” box to enter a location that is not on University premises.

The other fields in this section require information relating to the department where the accident happened so will need to be completed.

Note: If the accident occurred off campus, DO NOT use the drop-down list for “Buildings/Ground”, just complete the “Off Campus Location” manually.

The screenshot shows a form titled "Location of incident" with the following fields:

- * Building/Grounds: -- Please select -- (dropdown menu)
- Off campus location: (text input)
- Department (if known): -- Please select -- (dropdown menu)
- Area (if known): -- Please select -- (dropdown menu)
- Floor/Level (if known): (text input)
- * Room Number/Approximate Location: (text input)
- * If the incident took place off campus, do you know the contact details of the responsible person where the incident occurred?: -- Please select -- (dropdown menu)

7. If the accident took place off campus and you selected “Yes”, the section below will appear for you to insert the responsible person and their details including any contact information you have on file.

The screenshot shows a form titled "Responsible person for where the incident occurred" with the following fields:

- Title: -- Please select -- (dropdown menu)
- * Forename: (text input)
- * Surname: (text input)
- Contact telephone number: (text input)
- Email: (text input)
- Position if known: (text input)

- The next section is about the accident itself - Enter all relevant information in the “Details about the incident” section.

Details about the incident

* Incident type: ▼ Click on drop down box.

* Date of incident:

* Time of incident: :

* Say how the incident happened:

* Work/activity at time of incident?:

* Give the cause of the incident, if you can:

* Did the incident result in an injury?: ▼ Click on drop down box.

Note: Selecting “Accident” in the dropdown list for “incident type” will allow you to select “Yes” for the “*Did the incident result in an injury?*” field at the bottom of this section. All other options automatically set that field to “No” i.e. by selecting “Near Miss”.

- If an injury did occur an additional section (Injury details) will appear. Record details about the injury and the body part affected.

Injury details

* Body part: Use body picker Click on this button.

Secondary body part:

* Nature of injury:

Other:

Other injury details:

* Was the injured party referred for further treatment or support, if so where?:

* Did the injured party visit the referred location immediately?:

* Was the injured party accompanied to the referred location?:

* Did the injured person receive any first aid?: ▼ Select “Yes” if the affected person received first aid treatment.

Note: To help with this, you can either select the option for body part field or press on the “Use body picker” (button located top right of the page). A pop-up box will appear with an image of a person - You can select the relevant body part using your mouse and by clicking on the body image below.



Use of the body picker is not mandatory, it is intended to help with selecting the correct body part.

Hold cursor over affected body part and click to select.

Note: The body picker cannot be used to select secondary injuries, however, the “Secondary Body Part” field may be used. This is because the secondary body part only displays options if “Head” has been selected as the primary body part. There is an option to enter free text in the “Other” section for secondary injuries.

The “Nature of the Injury” is a mandatory field with pre-populated injuries that can be selected by clicking on the downward arrow. If the injury that you sustained is not included in the pre-populated list, this information can also be included in the “Other” section.

- If you have taken photos of the accident or location, they can be uploaded onto the form by clicking on the “Browse” button, selecting the file where you have saved the photo and clicking the photo you wish to upload.

The screenshot shows a form titled "Details about the incident" with the following fields:

- * Incident type: Near Miss (dropdown)
- * Date of incident: (text input)
- * Time of incident: 00 : 00 (time pickers)
- * Say how the incident happened: (text area)
- * Work/activity at time of incident?: (text area)
- * Give the cause of the incident, if you can: (text area)
- * Did the incident result in an injury?: No (dropdown)

Annotations include:

- A red box on the left says "Select to choose photo(s) to upload." with an arrow pointing to the "Browse..." button.
- A red box below the "Browse..." button contains the text: "By default, images you upload will be resized to the recommended resolution, **unless** you choose to keep the original image resolution by ticking the box below **before** selecting your images. Keep original image resolution:

- If the injured person received first aid treatment, you can provide further information in the pop-up box that will appear when “Yes” is selected from the drop-down arrow.

The screenshot shows a form field labeled "What treatment was applied?:" with a large empty text area below it, highlighted by a red box. A red arrow points from the text area below to the field.

This is a free type box to allow the person completing the form to provide precise details of treatment provided.

- You will then be prompted to the “Terms” section. Please read the terms and conditions and click on the acceptance tab if you accept.

The screenshot shows a terms and conditions section with the following text:

By submitting this form you confirm that the information you have provided is accurate to the best of your knowledge. I also give my consent to Leeds Arts University to disclose my personal information and details of the incident which appear on this form to safety representatives and representative of employee safety for them to carry out the Health and Safety functions given to them.

* I accept these terms:

At the bottom, there are two buttons: "Submit" (highlighted with a red box) and "Cancel". A red arrow points from the "Submit" button to the "I accept these terms" checkbox.

- Finally click on the “submit” button to finish and submit the form to Risk and Safety

If you have any queries, please contact a member of the Risk and Safety Team.

Data Protection

Accident/near miss records are held on the Simple Compliance compliant cloud hosted system. Data will be shared between specified persons within the University for the purpose of accident investigation.

Information will also be shared with the HSE for the reporting of qualifying accidents/near-misses classified under RIDDOR. Any requests from individuals wishing to access their accident and subsequent follow-up information, should be made directly to the one of the University's Designated Data Controllers.

For further details on how the University processes your personal data, please see the [Data Protection](#) Policy and [Privacy Statement](#).

All accidents records will be held in accordance with the University's Records Management Policy. Please click to follow link: [Records Management Policy](#).