

New online accident report form

We have now introduced a new online accident and incident reporting system to report and record information about accidents, incidents and near misses on our campuses. All accidents, incidents or near misses should be reported to Health & Safety Services via this form.

To make a report, go to Health & Safety Services home page on the University web site ([H&SS Home](#)) and click on the link under 'Things to do now' 'Report an Incident Online'. Or go directly to the report form at: [Report an incident online.](#)

Complete the form as shown below. Items showing * are compulsory items and must be completed.

Please select category of person involved in incident:

Student

Staff

Other, please specify

Staff or Student number:

Name of person involved: *

Contact Number: *

Contact Email: *

Contact Address: *

Select the faculty/service of the person: *

Please Select... ▾

Select the school/department of the person: *

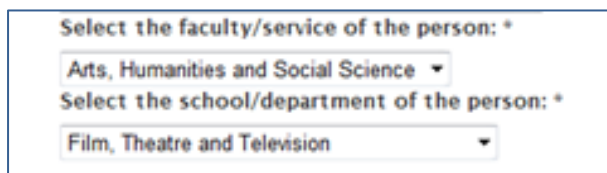
Please Select... ▾

If no-one has been injured or no-one is involved, click 'Other' and enter 'None' in the following box. Then please put your own name and contact details in the subsequent mandatory fields.

The first drop-down menu shows the Faculty/Service of the injured person – see **Figure 1.**

Figure 1

When you choose a Faculty or Service, the page will refresh and you then should scroll down to complete the second drop down menu (where you should choose the School/Department of the injured person) – see **Figure 2**.



Select the faculty/service of the person: *

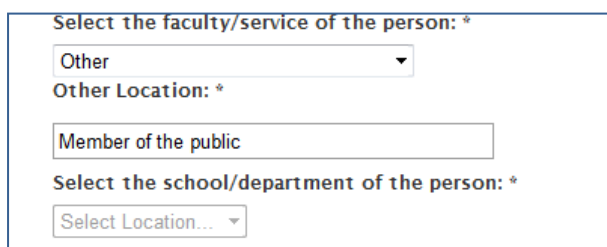
Arts, Humanities and Social Science ▼

Select the school/department of the person: *

Film, Theatre and Television ▼

Figure 2

If the injured person is not a member of staff or a student, choose 'Other' under Faculty/Service and, once the page has refreshed, enter text in the next 'Other Location' box e.g. member of public or contractor – see **Figure 3**.



Select the faculty/service of the person: *

Other ▼

Other Location: *

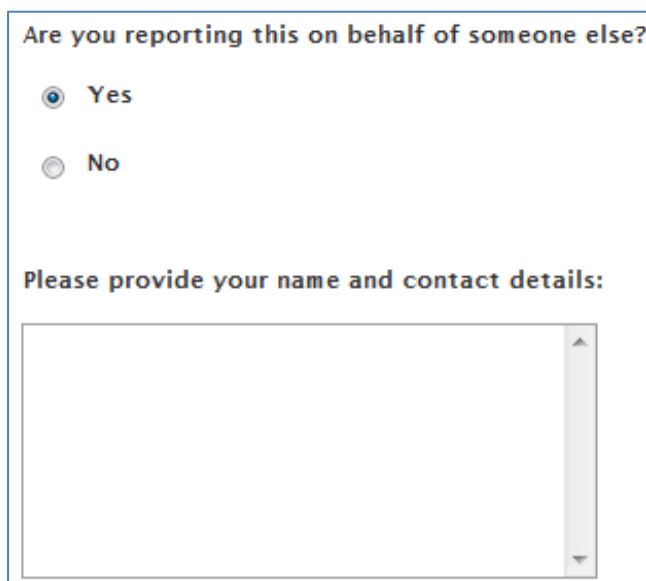
Member of the public

Select the school/department of the person: *

Select Location... ▼

Figure 3

If you are not the injured person or person involved, and are reporting the incident on behalf of someone else, please click 'Yes' and after the screen has refreshed, enter your contact details in the box below – see **Figure 4**



Are you reporting this on behalf of someone else?

Yes

No

Please provide your name and contact details:

[Text area]

Figure 4

Then tick the type of incident you are reporting and the date that the incident happened – see Figure 5.

What are you reporting?

- Accident or injury
- Near miss
- Illness
- Fire or fire alarm incident
- Dangerous occurrence
- Another type of health and safety issue, please specify below

Date that incident occurred:

e.g. dd/mm/yyyy

Figure 5

In the 'Brief Details' box below, please provide details of the incident, including:

- Where the incident took place
- What happened
- Any other relevant information such as time, other persons involved, nature of injury, any damage caused
- and for the tick boxes, enter what the consequences were – see **Figure 6**.

Please provide brief details of the accident, incident or matter of concern, including the location or address:

Did the accident, incident or matter of concern result in any of the following? (Please tick as many as apply)

- First aid treatment
- Visit to GP or the University Health Centre
- Ambulance attended
- Hospital visit or stay
- Time off from work or study
- Damage to the University or personal property (e.g. building fabric or equipment)
- Other

Figure 6

If anything has been done to respond to the incident or prevent a reoccurrence, click on 'Yes' and enter the details and any further information you wish to include. Once you have complete this box, click 'Submit' – see **Figure 7**.

Has anyone carried out any remedial actions to prevent further problems?

Yes

No

Please provide brief details of what remedial action has been taken, including the name and contact details of the person who carried out the action(s):

In submitting this form the University of Reading will collect your personal data for use within the Health and Safety department. The data will only be used in accordance with the Data Protection Principles set out in the Data Protection Act 1998. [Data Protection Policy](#).

Submit ▶

NB If you wish to keep a copy, please use the 'File/Print' or 'File/Save as' menu on your computer toolbar before pressing 'Submit'.

Figure 7

Once the form has been submitted, an email will be sent automatically to Health & Safety Services to inform them of the report. Health & Safety Services will send a copy of the report, normally within one working day, to the Area Health and Safety Co-ordinator and/or manager for the area where the incident occurred.

The Area Health and Safety Co-ordinator/manager will be asked to investigate the incident and report back to Health & Safety Services, normally by email to safety@reading.ac.uk. For more significant incidents, they should complete an incident investigation form (available on the Health & Safety Services web site at [Incident investigation form](#)) and email it to safety@reading.ac.uk. Health and Safety Services will update the University incident database.

NB If the incident is more serious, Health and Safety Services may wish to conduct their own investigation.

If any staff, students or visitors not have access to a computer, there are alternative methods of reporting:

1. Instruct staff to report any incidents to their supervisor, verbally, and the supervisor should complete the incident report form on their behalf.
2. Complete a hard paper copy of the incident report forms (available on the H&SS web site for printing off hard copies, or on request from H&SS), then the AHSC/ supervisor should either use the information from the completed paper form to fill in the on-line form on behalf of the person making the report, or the completed hard copy form should be sent to H&SS, for H&SS to input to the database.

Any person submitting an online incident report and who would like a pdf copy of the completed form should contact Health & Safety Services to request one. Alternatively, before pressing 'Submit', you can the File/Print menu or File/Save to obtain an HTML copy.

NB Reports submitted online are not anonymous, a name and contact details are required. Please contact Health & Safety Services by telephone if you would like to make a report without disclosing your contact details (tel. 0118 378 8888).

The new online form replaces all Accident Books, which should be removed from future use.

AHSCs/line managers should retain copies of reports and investigations for their local records. H&SS will maintain the master database with the original report and follow-up actions taken, as advised by managers/AHSCs.

A flow chart describing the reporting and investigation process is attached at Appendix 1.

Any comments on ease of use on this new system or scope for improvement would be welcome.

Health & Safety Services
March 2013

Appendix 1 Flowchart of incident reporting and investigation process

