How to...

Fill in an Incident form
Step by step guide
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Section 1: Access to an Incident Reporting Form

The Form can be accessed in several ways:

Main Health and Safety web page
1- On this page you can use the 'Accident and Near Misses section' on the toolbar at the top of the page https://warwick.ac.uk/services/healthsafetywellbeing/

2- Another option on this page would be to use the quick links section where the Incident report form can be seen or alternatively click on the SHE Assure logo. You could also type via the search bar on the main University of Warwick page; type ‘incident forms’ and click search https://warwick.ac.uk/services/healthsafetywellbeing/incidents

3- You can download the app from your app store: search for ‘Assure Go’ and once downloaded on your device enter the key ‘JQHGXM’ you will then be required to fill in all the required fields to complete the installation. Using the App, users can capture health and safety information in any location: if no Internet connection is available, information is stored locally on the device until it can be synced.

NOTE: You don’t have to be logged in to access the forms section

Once you have completed one of these options you will then gain access to the page shown above. You can then select the relevant form ‘Incident form or Near Miss form’ and complete with as much information as possible. Remember to inform your manager/supervisor of the incident.
Section 2: Filling in an ‘Incident Form’

This report can be completed either by the person affected, their immediate Line Manager / Supervisor, a Witness to the incident or a First Aider.

The person that completes the form needs to provide accurate information and fill in as much detail as possible as this many need to be used at a later stage for investigation purposes.

Type text in to the box and use the ‘search function’ to show the department where the incident occurred. Following on from your text, you will see the ‘tree’ populate with various sections: please CLICK on the relevant area where the incident occurred. Once completed CLICK ‘select’.

Alternatively double click on the instructions ‘Use the search function above or double click here for org chart’ this will then open the 1st layer of the ‘tree’. Double click the relevant department to open further layers and please CLICK on the relevant area where the incident occurred. Once completed CLICK ‘select’.
It is important to choose the **correct** ‘Department where the incident occurred’ if this is selected incorrectly it will not only impact whom the incident is forwarded onto resulting in a delay at the investigation stage, but it will also corrupt departmental reporting figures.

If you are unsure please use the ‘unknown’ department option
### Upload Photo / Evidence field

- Upload Photos by selecting continue at the bottom of the form once all required fields are filled in.

There is an option to upload photos/evidence once you have selected ‘continue’ at the bottom of the form.

You can complete this once all relevant fields have been completed.

Please see Page 16 for more information on this.
**Incident details**

CLICK onto the drop down arrow to select the options available
Select the relevant option for ‘University/Campus site’

CLICK onto the drop down arrow to select the options available:
Select the relevant option for ‘Location Type’
**Incident Details**

- **University Campus/Site**: 
- **Location Type**: 
- **Location Details**: Where did the incident occur. Indicate building, floor, room, or detailed area of the grounds.
- **Date of Incident**: 
- **Time of Incident (24 hr clock)**: 

**Type text in to the ‘**location Details**’ box to show where the incident occurred**

**Give details of the building, floor, room: or detailed area of the grounds**

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**Date of incident** - Use the 'Calendar symbol' to select the date the incident occurred

CLICK on the date you wish to select or alternatively use the 'Today' button if required

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**Time of incident** - Use the 'clock symbol' to select the options to record the time the incident occurred

**Option 1**: Use the slider buttons to adjust the time for the Hours and Minutes

**Option 2**: Click on the ‘Now’ button if the incident happened at this time

**Option 3**: Type text into the box on the main screen to record the time

CLICK ‘Done’ once completed
Once completed the text box will be populated with the time you have selected.

**Type of incident** – CLICK onto drop down arrow to 'select' the options available; then select the relevant option.
Select option Yes or No for if any **First aid treatment** was given?

Type text into the box and provide **details of Treatment** given

Select option Yes or No for **Has the Injured Party (IP) been taken to hospital?**

Details of Incident – Type text into the box and provide brief facts to give a summary of the incident and how it occurred

Remember **DO NOT** enter any names or personal details

Injured Party (IP) can be used instead

Details of Immediate Actions taken – Type text into the box and provide details

Remember if necessary if the incident involves infrastructure and/or building defects report to the Estates help desk.

The link to the Helpdesk webpage is available here (This will open a new page)
If there has been injury/ill Health caused:
click onto the green 'ADD' button

This will open further options: use the drop down arrows to select the correct option for:
**Injury type**
If there isn’t an option relevant select ‘Other’

Use the drop down arrows to select the correct option for: **Apparent Cause**
Use the drop down arrows to select the correct option for: **Part(s) of body injured**

Once completed, **CLICK 'save and close'**

There is an option to ‘add’ more than one injury here if necessary. Just click on ‘add’ and complete the task as mentioned in the steps before.
Was a Person Affected?

Select option Yes or No for **was a person affected?**

Select option Yes or No for **if the incident involved a Young Person under 18?**

Affected person’s status – CLICK onto drop down arrow to 'select' the options available; select the relevant option

Type text into the boxes and provide **Forename(s)** and **Surname of the affected person**

Type text into the box for **affected Person's Department**

Type text into the box to provide 'Contact Details' for the affected person this can be a phone number OR email address
Click onto the green 'ADD' button
Give details of Any other People Involved and/ OR witnesses
This will open further options as shown below

Fill in details for any other People Involved and/ OR witnesses
Enter Forename(s), Surname and Contact Details - give Phone number or email information
Once completed CLICK 'save and close'

There is an option to ‘add’ more than one witness here if necessary
Just click on ‘add’ and complete the task as before
Reporter Details

Type text into the boxes and provide **details of who reported the Incident**

Type text into the box 'Reported by' please give the full name of the person

Type text into the 'Reporting Person's Department'

Type text into the 'Contact Details of Reporting Person' give Phone number or email information

**Date of incident** - Use the 'calendar symbol' to select the date the incident was reported CLICK on the date you wish to select or alternatively use the ‘Today’ button if required
Once the form has been completed

Please ensure all sections with an *(asterisk) are completed in order for the form to process onto the next screen

Once completed CLICK on ‘Continue’

Once the ‘Continue’ button has been used the page will process onto the next ‘attachments’ page
**Uploading Evidence**

Photos and any other documents can be attached here

You can click on the ‘upload file’ button

You can click on the ‘upload file’ button or use the ‘Drag and drop option’.

Once completed select ‘Done’.

Once completed CLICK ‘submit’ and then ‘OK’ to submit the record

NOTE: If you don’t have any attachments to add, just then click on the ‘Submit’ button and then ‘OK’ to submit the record
Once this screen is displayed the Incident form has now been submitted successfully
Remember to inform your manager/supervisor of the incident

Health and Safety Privacy Statement
The University of Warwick will process personal data relating to accidents for the purpose(s) of investigation and onward reporting to statutory or insurance bodies where necessary.

The legal basis for processing this personal data is statutory obligation, namely under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Administration Act 1992.

Your personal data will not be shared or disclosed to any third parties external to the University of Warwick, except SHEAssure who will process your personal data for the purpose(s) of centrally recording details of the incident. This data may be required to be shared with those agencies with legal entitlement.

Your personal data will not be transferred outside of the EEA, will be kept securely by the University of Warwick and will be retained in accordance with the University Records Retention Schedule.

The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the University’s Data Protection webpages for further information in relation to your rights and how the University processes your personal data. The University's Data Protection Officer can be contacted through DPO@warwick.ac.uk or infocompliance@warwick.ac.uk and any requests or complaints should be made in writing to the University’s Data Protection Officer.

If you have any queries please contact HealthSafetyHelpDesk@warwick.ac.uk or visit the Health and Safety webpages at https://warwick.ac.uk/services/healthsafetywellbeing.