How to...

Fill in a Near Miss Form
Step by step guide

EVOTIX

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Section 1: Access to a Near Miss Reporting Form

The Form can be accessed in several ways:

1- On the Health and Safety web 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/](https://warwick.ac.uk/services/healthsafetywellbeing/)

2- Another option on this page would be to use the quick links section where the Accident/Incident and Near Miss Report Form can be seen.

3- You could also type via the search bar on the main University of Warwick page; type ‘near miss form’ and click search [https://warwick.ac.uk/services/healthsafetywellbeing/incidents](https://warwick.ac.uk/services/healthsafetywellbeing/incidents)

4- AssureGO+ - Access is shared with anyone via a URL or QR code.

URL: [https://uk.sheassure.net/uow](https://uk.sheassure.net/uow) QR code:

NOTE: You don’t have to be signed 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 Near Miss.
Section 2: Filling in a ‘Near Miss Form’

This report can be completed either by the person who was affected, their immediate Line Manager / Supervisor or a Witness to the Near Miss.

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

CLICK onto the ‘icon’
Use the drop down button to choose ‘select’
Once completed click ‘select’
It is important to choose the correct ‘Department where the Near Miss occurred’ if this is selected incorrectly it will not only impact whom the near miss report 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

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 11 for more information on this.
**Report Details**

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

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

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 Near Miss** - Use the 'calendar symbol' to select the date the Near Miss was reported

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

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

![Dropdown options for University Campus/Site]

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

![Dropdown options for Location Type]

Type text in to the ‘**Location Details**’ box to show where the Near Miss occurred

*Give details of the building, floor, room: or detailed area of the grounds*
Date of Near Miss - Use the 'calendar' symbol to select the date the Near Miss occurred. CLICK on the date you wish to select or alternatively use the 'Today' button if required.

Time of Near Miss - Use the 'clock symbol' to select the options to record the time the Near Miss 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 Near Miss 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.
Details of Near Miss—Type text into the box and provide brief facts to give a summary of the Near Miss and how it occurred.

Remember **DO NOT** enter any names or personal details. Injured Party (IP) can be used instead.

Near Miss Type—Use the drop-down menu to select from the options: unsafe act or unsafe condition.

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

Remember if necessary if the Near Miss 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).

Was the incident Estates related?—Select yes or no from the drop-down menu.
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
Confirmation Page

Once this screen is displayed the Near Miss form has now been submitted successfully
Remember to inform your manager/supervisor of the Near Miss

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 Assure (formally SHE Assure) 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 visit the Health and Safety webpages https://warwick.ac.uk/services/healthsafetywellbeing.