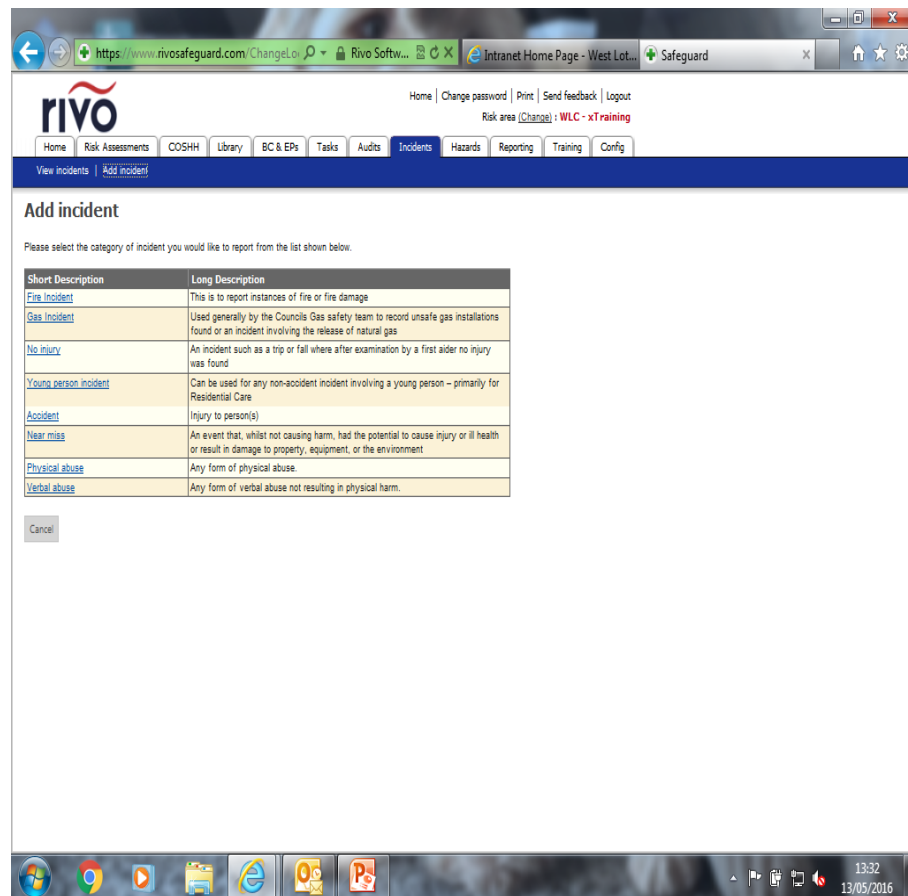West Lothian Council

Incident Recording and Reporting

How to Use the Form

To report the incident from your risk area, select the Incidents and then press Add incident.

You will see *a list of incident types to choose from* within the table.

Incident Number and risk area

The first part of the form gives you a unique Incident number – generated automatically by the system.

Incident risk area is automatically populated with the risk area selected in the top right hand corner of your screen.

You can edit the risk area if you have access to other risk areas.

Accident report

Incident number

Incident number: 3041815

Accident location

Please select the risk area at which the Accident occurred.

A3 Services for People Test Area (JW) ▼

Person details

The blue question marks are helptext. Click on the icon to display the text.

About the person reporting

Full Name

Occupation

Contact number

Work address

The fields displayed is dependant on the Type selected.

About the injured person

Type — Please select...

Full name

Occupation

Contact telephone number

Gender — Not specified

Date of birth — - | - | -

Home address

Fill out the Incident form with the relevant details.

Incident details

About the accident

Select how serious the accident was
Serious

On what date did the accident occur? At what time?
14 January 2016   00   :   00

Where did the accident occur?
West Lothian Civic Centre
Enter location if not found above

Description - say how the accident happened
education officer fell downstairs whilst carrying bags and computer going to meeting / presentation

Conditions at time of accident

Lighting	Surface	Condition of surface	Weather conditions
Indoor - Excellent	Concrete	Dry	N/A

About any treatment given

Describe what treatment was given (if any) and by whom

How many working days were lost due to this incident?   0
When did the injured person return to work?   None specified

☐ Check this box if the injured person required hospital treatment

Body maps

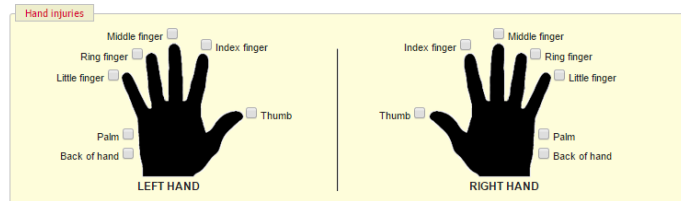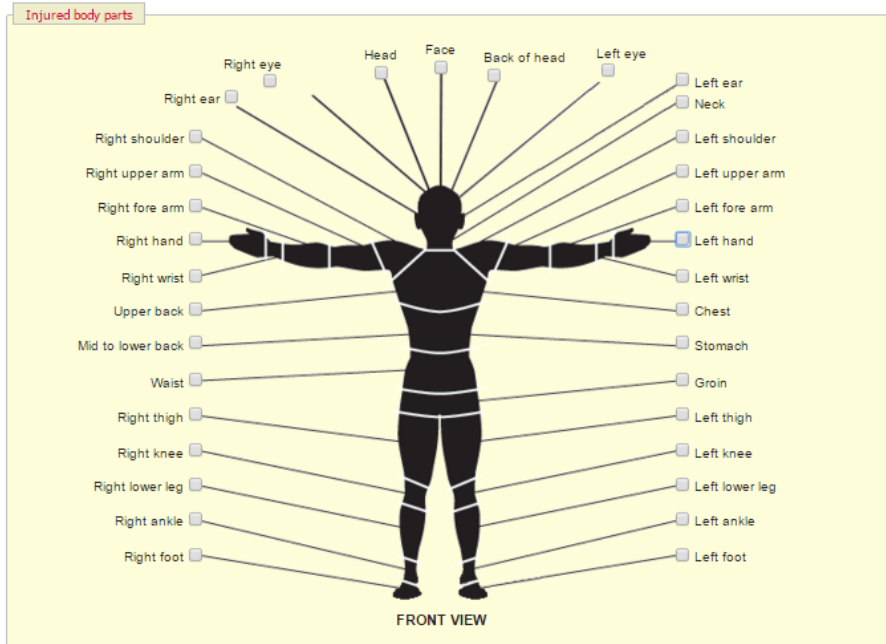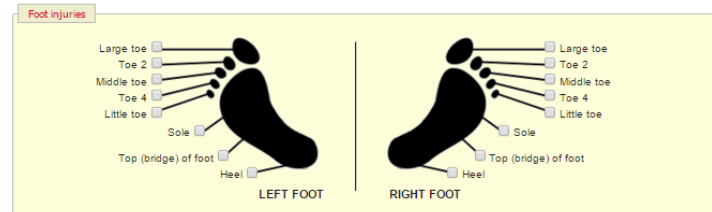Use the 'Injured body parts parts map' to show where the person was injured

PPE and Causes

- Multiple PPE and Causes can be checked against an incident or event

Personal Protective Equipment

☐ Bump caps	☐ Hard hat	☐ Respirator
☐ Ear protection	☐ High visibility jacket	☐ Safety gloves
☐ Eye protection	☐ None	☐ Safety harness
☐ Face mask	☐ Overalls	☐ Specialist equipment
☐ Face shield	☐ Protective footwear	

Causes

☐ Clinical error	☐ Hit something fixed or stationary
☐ Contact with a hot surface	☐ Human error
☐ Contact with a sharp edge	☐ Inadequate supervision
☐ Contact with electricity or an electrical discharge	☐ Inadequate training
☐ Contact with moving machinery or material being machined	☐ Injured by an animal
☐ Cut on poolside tile	☐ Injured while handling, lifting or carrying an object
☐ Dust inhalation	☐ Injured whilst handling, lifting or manoeuvring a person
☐ Entrapment (doors)	☐ Medical condition
☐ Ergonomic	☐ Medication error
☐ Exposed to an explosion	☐ Needle stick
☐ Exposed to fire	☐ Physically assaulted by a person (violence)
☐ Exposed to or in contact with a harmful substance	☐ Poor swimming ability
☐ Extreme cold	☐ PPE failure
☐ Fall from bed	☐ Scalding
☐ Fall from chair	☐ Slipped and fell on stairs
☐ Fall from commode	☐ Slipped, tripped, fell on the same level
☐ Fall from height	☐ Sport Injury
☐ Gas	☐ Traffic accident
☐ Hit by moving vehicle	☐ Trapped by something collapsing
☐ Hit by moving, flying or falling object	☐ Under the influence of alcohol

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Effects

- Multiple effects can be selected too.

Effects

☐ Abrasion or graze	☐ Head injury
☐ Allergic response	☐ Hernia
☐ Amputation / loss / limb / eye	☐ Internal injuries
☐ Bite (Broken Skin)	☐ Loss of consciousness
☐ Bite (Skin not broken)	☐ Loss of sight (temporary or permanent)
☐ Bruise	☐ Mental health illness / psychological
☐ Bump / Swelling	☐ Muscle strain
☐ Burn	☐ Natural causes
☐ Chemical irritation	☐ No apparent injury
☐ Concussion	☐ Nose Bleed
☐ Crush injury	☐ Penetrating injury / chemical burn / hot metal burn to eye
☐ Cut / laceration / open wound	☐ Piercing
☐ Dislocation / shoulder / hip / knee / spine	☐ Poisoning / gassing
☐ Drowning	☐ Puncture wound
☐ Electric Shock	☐ Rash
☐ Electrocution	☐ RSI
☐ Eye injury	☐ Shock
☐ Fatality or death	☐ Sprain / Strain
☐ Fit / Seizure	☐ Torn Ligament
☐ Foreign body (ingestion / injection / inhalation etc)	☐ Whiplash
☐ Fracture (including break. Crack or chip)	

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Insurance costs and incident questions

Insurance Costs

Settled
0

Outstanding
0

Enter insurance costs and answer the questions using the dropdown controls.

Incident questions

Question	
Did injured person continue to work after the accident / incident?	Please select... ▾
Did the injured person require medical assistance or hospital treatment?	Please select... ▾
Did the injured person require resuscitation?	Please select... ▾
Is the injured person likely to remain in hospital for more than 24 hours?	Please select... ▾
Is the injury likely to prevent the person from working or carrying out their normal duties for more than 7 days?	Please select... ▾
Was first aid offered to the injured person?	Please select... ▾
Was the first aid accepted by the injured person?	Please select... ▾
Was the injured person taken to hospital from the scene of the accident?	Please select... ▾

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Tasks

- Tasks can be added to a incident incident and allocated to Rivo users using this form.

- On pressing save a notification is sent to the users informing them they have a task to complete.

- On marking the tasks as complete, an email will be sent to you to let you know.

- Many tasks can be linked to an incident.

- Tasks will appear in the tab for all users allocated to tasks or task owner (i.e. the person who created the Task).

Related Documents

You can also attach any related documents from your company network or directly from your computer by pressing the *Choose file* button and then selecting a file from the file system.

This could include scanned letters, witness statements and photographs to the record.
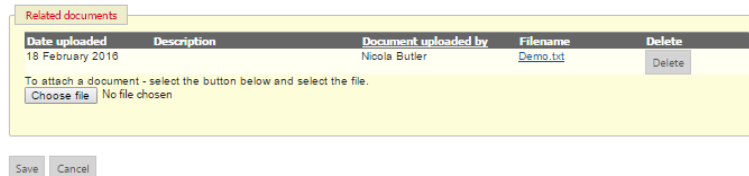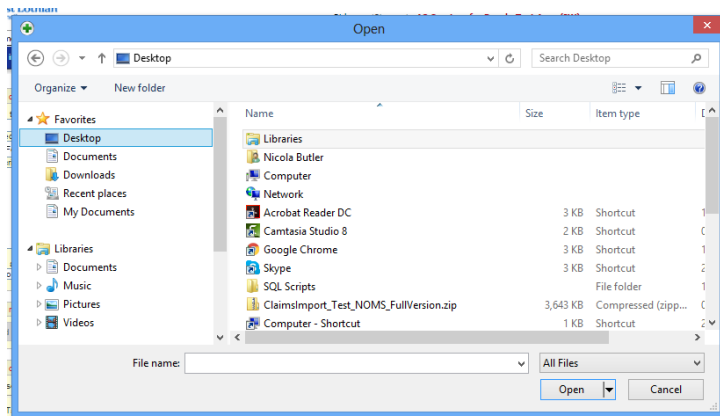
You can also download all files which will save the files on you computer or network and you can then attach these files to emails to send to third parties.

Witness statements

- Multiple witness statements can be added and documents including letters, emails and photographs attached.

- Permission can be demonstrated using the tick box.

Enforcing agencies involved and RIDDOR
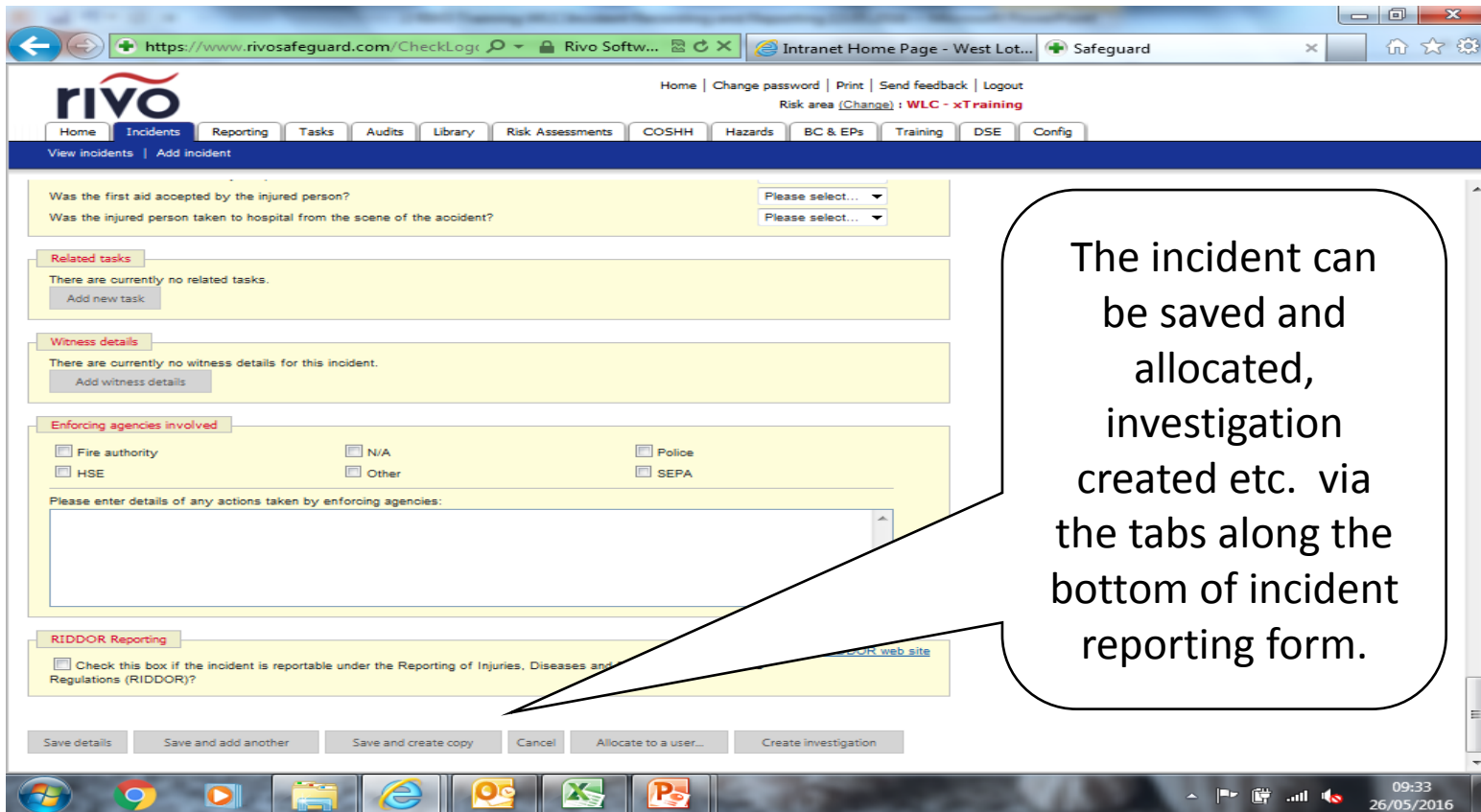
Tick the RIDDOR tick box to indicate whether an Incident is RIDDOR reportable Health and Safety Shall complete the details.
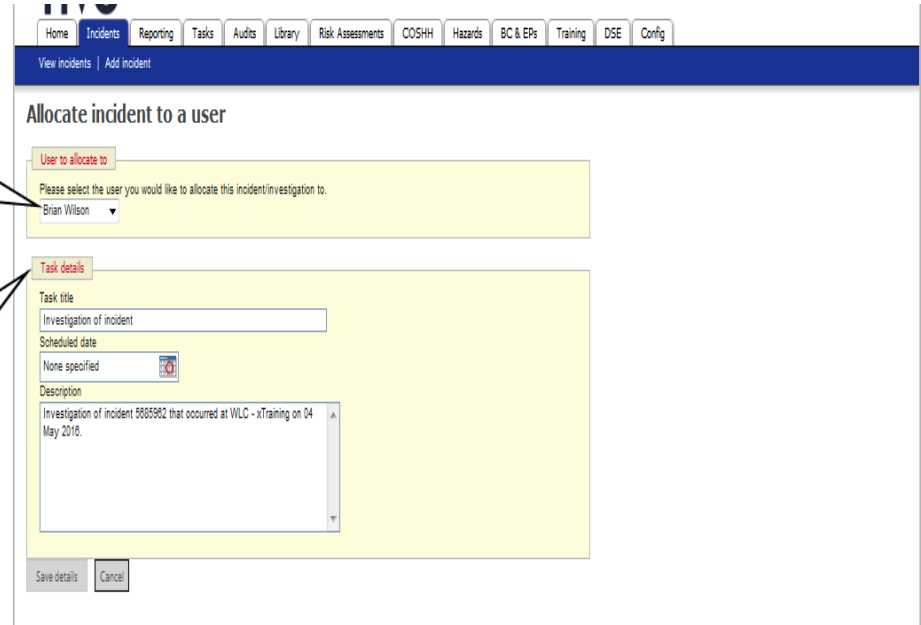
Options – Allocating to a user……

If an investigation is required, the incident can be 'allocated' to a user to undertake an investigation. When you select ' Allocate to a user…' from the Options menu, a task is created.

Select the person who will undertake the investigation

These details are automatically added to the task. They can be changed if required

(See section on 'Tasks' for information on how tasks are managed within Safeguard)

The listpage

Once a record has been saved it will appear as a record on the Incidents listpage.

- To perform a search on the list of records, click the magnifying glass and select the column you wish to search on. This allows you to enter a partial or full text search. For example to list only incident records, press search, select Incident Category and enter Incident.

- You can only search on columns where the title is underlined. To undo the search press the icon with the magnifying glass with the Red Cross.

- At the top of list pages you will see Filters. These filters allow you to stream the data in the list. On the incidents list page you can filter on sites.

- Any columns underlined on the list page can also be sorted by clicking on the column heading.

- If you scroll to the bottom of the list page you will see an options for Exporting.

Incidents - Options

When you save the details that you have entered, the new accident, near miss, physical or verbal abuse incident will appear in the 'View

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View incidents

Macmerry Offices [Go]

Date ▼	Risk area	Category	Injured person	Investigation	Status	Allocated to	Options
02 May 2006	Macmerry Offices	Near miss		No	Not assigned	-	Options ▼
01 May 2006	Macmerry Offices	Physical abuse	David Simms	Yes	Not assigned	-	
01 May 2006	Macmerry Offices	Verbal abuse	Sandra Fisher	No	Not assigned	-	
28 April 2006	Macmerry Offices	Accident		No			
04 March 2006	Macmerry Offices	Accident	James Jones	No		-	
15 December 2005	Macmerry Offices	Accident	Stuart Gibb		assigned	-	

View/edit incident

Create investigation

View/edit investigation

Allocate to a user...

Close this incident

Download RIDDOR (F2508) form

Delete this incident

View incident history

View investigation history

Click on the '**Options**' button to:
• view/edit the incident details
• create an investigation for the incident
• allocate the incident for investigation
• close the accident (if you have the required role)
• download a RIDDOR form (if you have the required role)
• delete the record (if you have the required role)
• view the audit trail

The Reports

On selecting the Reports tab an incident section is displayed.

These reports include a custom tabular incident report and view all incidents.

These reports can be exported, made specific by using the filter options and saved as favourites.

You can also email this report to yourself, which sends an email with the report attached as a pdf.