



Giving you visibility and control in EHS & Risk

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13.05.2016

The background of the slide is a photograph of an outdoor swimming pool, likely at a sports center. The pool is surrounded by concrete decking and has metal railings along the edges. In the background, there are some trees and a building. The entire image is covered with a semi-transparent red overlay.

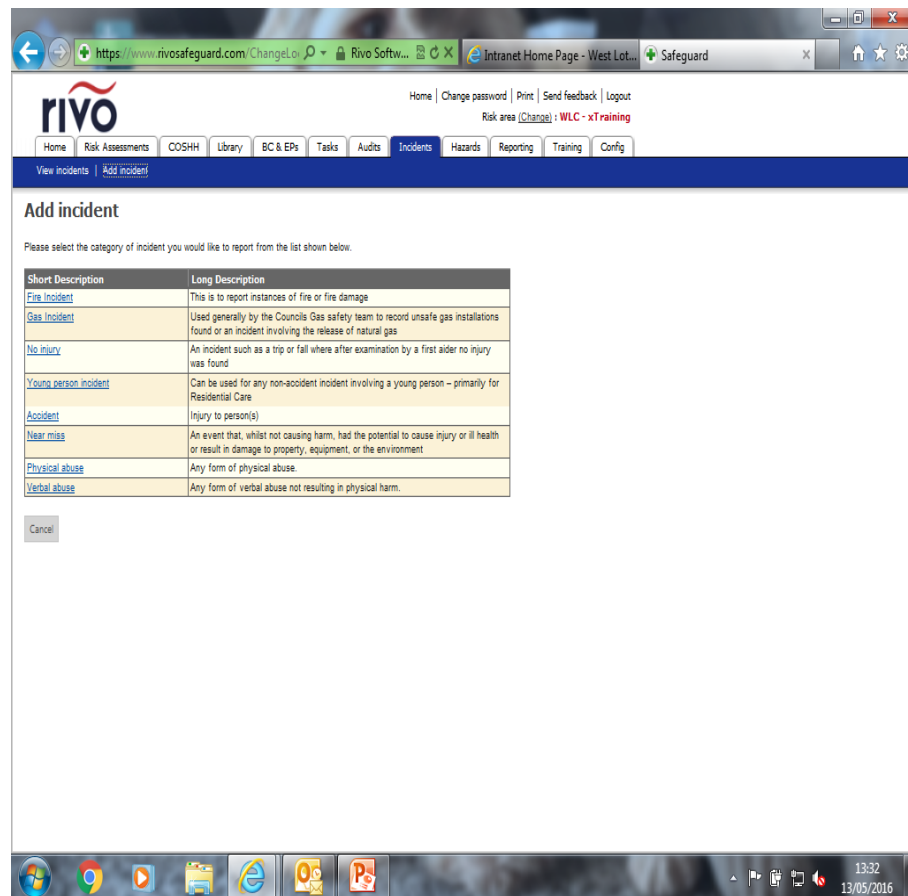
West Lothian Council Incident Recording and Reporting



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.



The screenshot shows the Rivo Safeguard web application interface. The browser address bar displays <https://www.rivosafeguard.com/ChangeLo...>. The page header includes the Rivo logo and navigation links: Home, Change password, Print, Send feedback, Logout. Below the header, there is a risk area selection dropdown set to 'WLC - xTraining'. A secondary navigation bar contains tabs: Home, Risk Assessments, COSHH, Library, SC & EPs, Tasks, Audits, Incidents (selected), Hazards, Reporting, Training, and Config. Under the 'Incidents' tab, there are links for 'View incidents' and 'Add incident' (which is the active page). The 'Add incident' page prompts the user to 'Please select the category of incident you would like to report from the list shown below.' It features a table with two columns: 'Short Description' and 'Long Description'. The table lists several incident categories, each with a link in the short description column. A 'Cancel' button is located at the bottom of the table.

Short Description	Long Description
Fire incident	This is to report instances of fire or fire damage
Gas incident	Used generally by the Councils Gas safety team to record unsafe gas installations found or an incident involving the release of natural gas
No injury	An incident such as a trip or fall where after examination by a first aider no injury was found
Young person incident	Can be used for any non-accident incident involving a young person – primarily for Residential Care
Accident	Injury to person(s)
Near miss	An event that, whilst not causing harm, had the potential to cause injury or ill health or result in damage to property, equipment, or the environment
Physical abuse	Any form of physical abuse
Verbal abuse	Any form of verbal abuse not resulting in physical harm.

Cancel

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

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.

The fields displayed is dependant on the Type selected.


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

Indoor - Excellent

Surface

Concrete

Condition of surface

Dry

Weather conditions

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

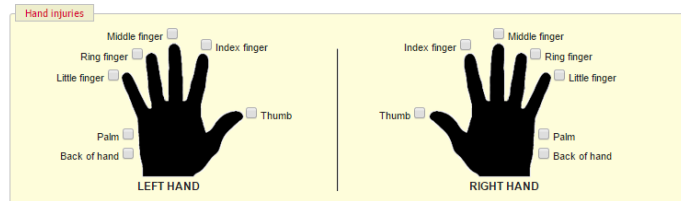
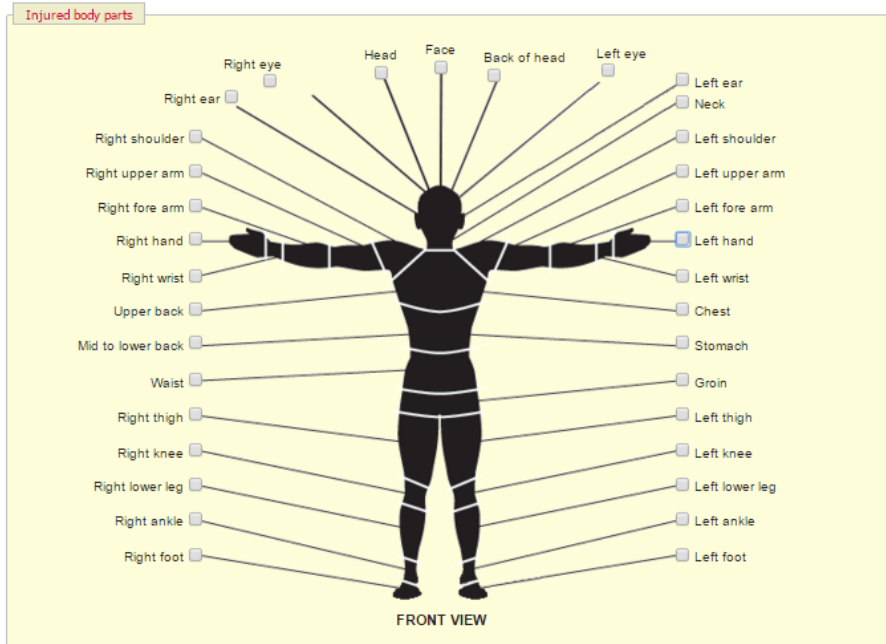
When did the injured person return to work?

None specified

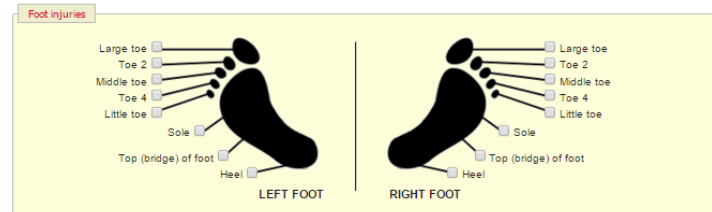
☐

Check this box if the injured person required hospital treatment

Body maps



Use the 'Injured body parts 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

Effects

- Multiple effects can be selected too.

Effects

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

Insurance costs and incident questions

Insurance Costs

Settled

0

Outstanding

0

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

Incident questions

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... ▼


- 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).

Add new task

Task ID
 This task has the ID: 2050973

Task details
 Task title

 Scheduled date
 13 May 2016 
 Description

 Task allocated to
 Brian Wilson  ☐ Show all users

Task notes

Task completed
 Please enter a note before marking this task as complete

☐ Task completed

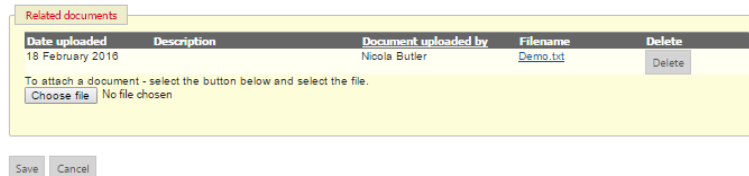
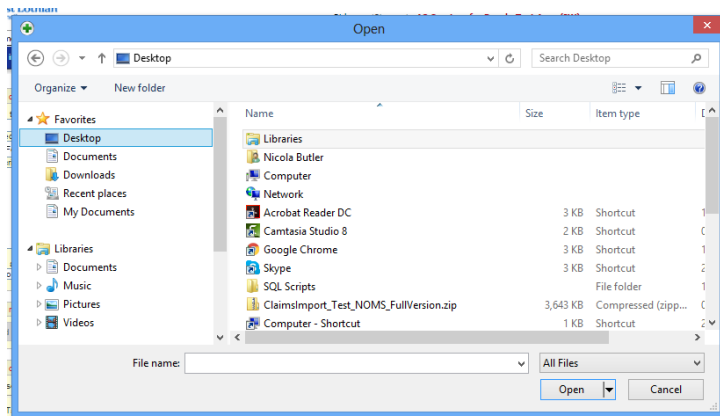
Related documents

Date uploaded	Description	Document uploaded by	Filename	Delete
To attach a document - select the button below and select the file.				
<input type="button" value="Choose file"/>	No file chosen			

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.

Witness details

Incident number

Incident number: 5678907

About the witness

<p>Witness name</p> <input type="text"/>	<p>Address</p> <input type="text"/>
<p>Occupation</p> <input type="text"/>	
<p>Contact telephone number</p> <input type="text"/>	
<p>Mobile number</p> <input type="text"/>	

☐ Witness is an employee

Witness statement

Statement

Related documents

To attach a document - select the Browse button below, select the file and then click Upload.

Permission

☐ Please check this box if the witness has given permission for their statement and details to be given to third parties.

Enforcing agencies involved and RIDDOR

Enforcing agencies involved

☐ Fire authority
 ☐ N/A
 ☐ Police
 ☐ HSE
 ☐ Other
 ☐ SEPA

Please enter details of any actions taken by enforcing agencies:

RIDDOR Reporting

☒ Check this box if the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)?
 [Link to RIDDOR web site](#)

How was it reported? (web site, phone call etc)

Who reported it? (name/position etc)

On what date was the RIDDOR report submitted?

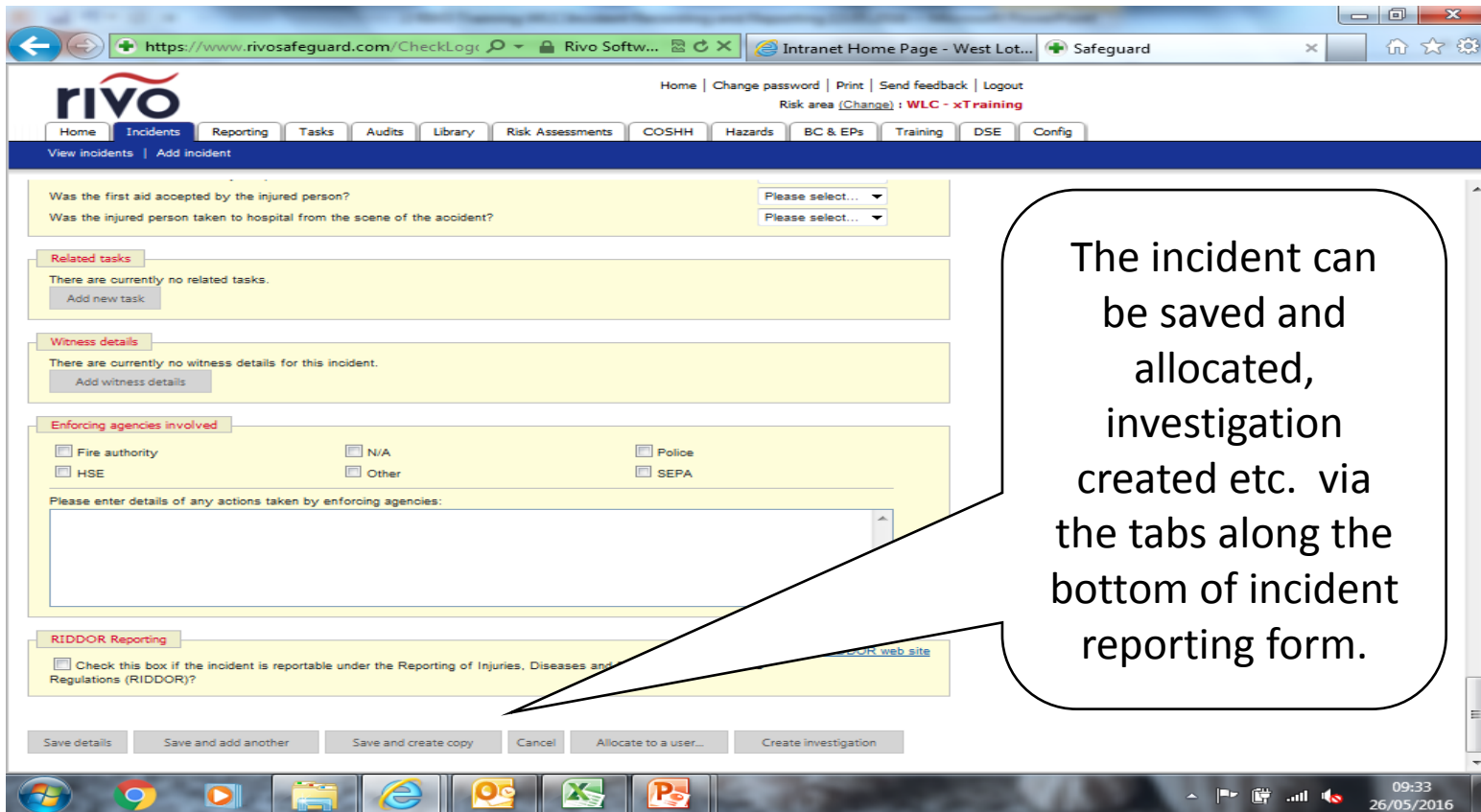
None specified

What was the RIDDOR Reference?

Save details

Cancel

Tick the RIDDOR tick box to indicate whether an Incident is RIDDOR reportable Health and Safety Shall complete the details.



https://www.rivosafeguard.com/CheckLog... Rivo Softw... Intranet Home Page - West Lot... Safeguard

Home | Change password | Print | Send feedback | Logout
Risk area (Change) : WLC - xTraining

Home Incidents Reporting Tasks Audits Library Risk Assessments COSHH Hazards BC & EPs Training DSE Config

View incidents | Add incident

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...

Related tasks
There are currently no related tasks.
Add new task

Witness details
There are currently no witness details for this incident.
Add witness details

Enforcing agencies involved
☐ Fire authority ☐ N/A ☐ Police
☐ HSE ☐ Other ☐ SEPA
 Please enter details of any actions taken by enforcing agencies:

RIDDOR Reporting
☐ Check this box if the incident is reportable under the Reporting of Injuries, Diseases and Regulations (RIDDOR)? [RIDDOR web site](#)

Save details Save and add another Save and create copy Cancel Allocate to a user... Create investigation

09:33 26/05/2016

The incident can be saved and allocated, investigation created etc. via the tabs along the bottom of incident reporting form.

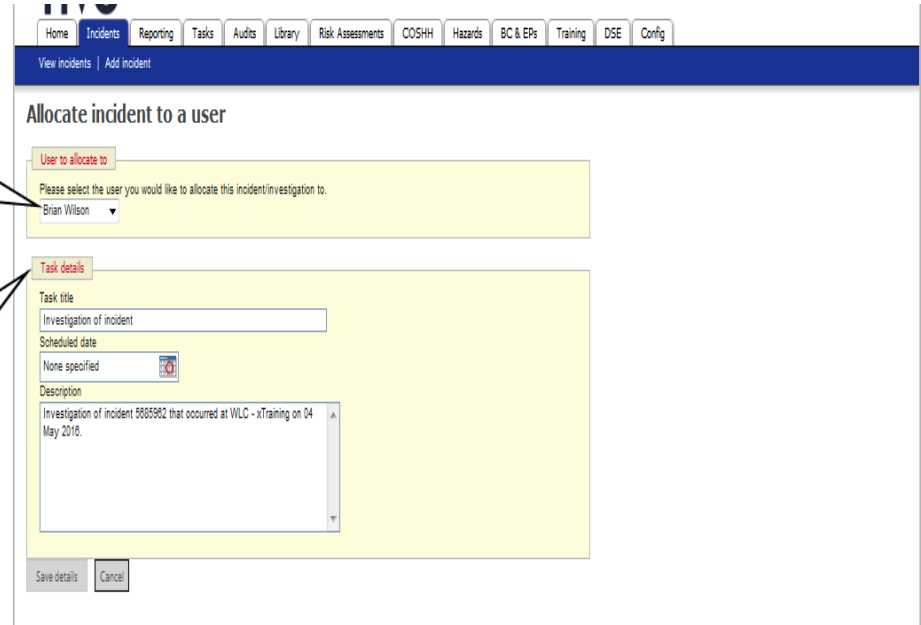
Options – Allocating to a user.....

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 screenshot shows the 'Allocate incident to a user' form within the Safeguard software interface. The form is titled 'Allocate incident to a user' and is located under the 'Incidents' menu. It contains two main sections: 'User to allocate to' and 'Task details'.

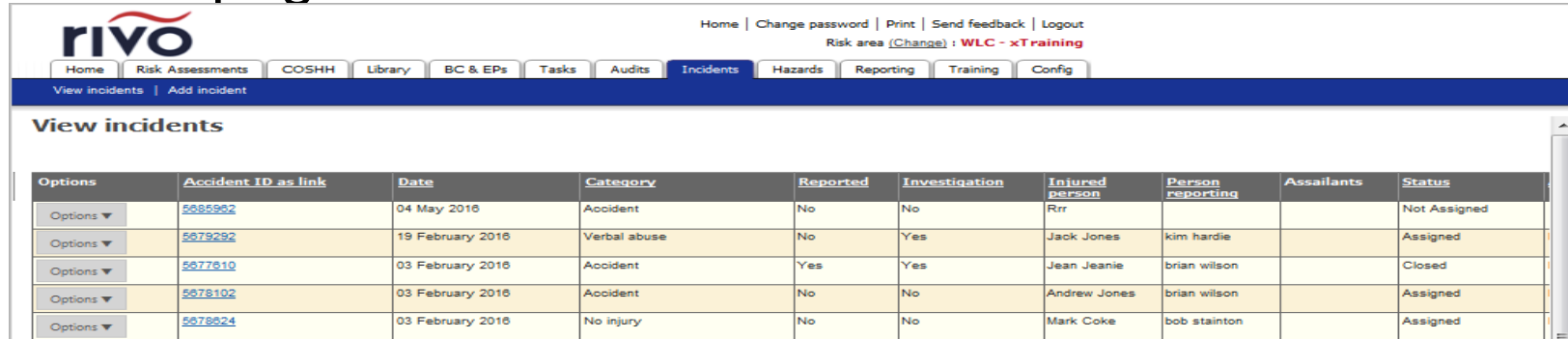
The 'User to allocate to' section has a dropdown menu with the text 'Please select the user you would like to allocate this incident/investigation to.' and the name 'Brian Wilson' selected.

The 'Task details' section contains the following fields:

- Task title:** Investigation of incident
- Scheduled date:** None specified
- Description:** Investigation of incident 5885982 that occurred at WLC - xTraining on 04 May 2016.

At the bottom of the form, there are two buttons: 'Save details' and 'Cancel'.

The listpage



Options	<u>Accident ID as link</u>	<u>Date</u>	<u>Category</u>	<u>Reported</u>	<u>Investigation</u>	<u>Injured person</u>	<u>Person reporting</u>	<u>Assailants</u>	<u>Status</u>
Options ▼	5085902	04 May 2016	Accident	No	No	Rrr			Not Assigned
Options ▼	5079292	19 February 2016	Verbal abuse	No	Yes	Jack Jones	kim hardie		Assigned
Options ▼	5077810	03 February 2016	Accident	Yes	Yes	Jean Jeanie	brian wilson		Closed
Options ▼	5078102	03 February 2016	Accident	No	No	Andrew Jones	brian wilson		Assigned
Options ▼	5079024	03 February 2016	No injury	No	No	Mark Coke	bob stainton		Assigned

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

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.



Incidents by day of the week

Report parameters

Start Date: 1 January 2016
 End Date: 31 December 2016
 Risk area(s): All risk areas
 Category: All incidents
 Type of injured person: All values
 Severity: All values
 Chart Type: 3d Bar
 Graph colour: Blue
 Graph size: Normal
 Output types: Chart and table
 Run Report

Export options

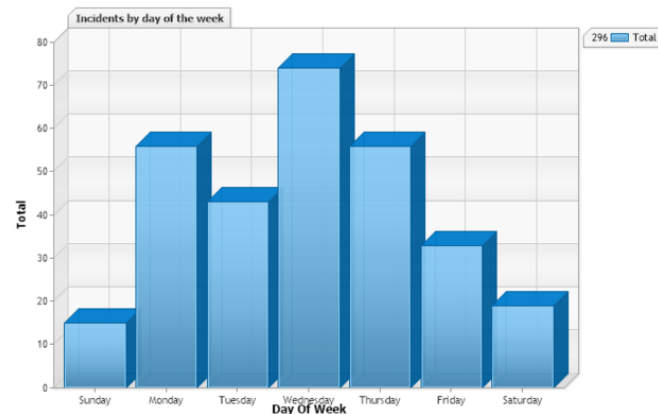
- ☒ Download as Excel document
- ☒ Save chart as an image file (PNG file)
- ☒ Download report in PDF format
- ☒ Download report in Word format

Favourites

- ☒ Save to favourites

Email options

- ☒ Email this report to me now as: [XLS](#)



Day Of Week	Total
Sunday	15
Monday	58
Tuesday	43
Wednesday	74
Thursday	58
Friday	33
Saturday	19

Export 7 rows