

Health and Safety Accident/Incident Reporting - Quick Reference Guide

Reporting an incident

From the homepage, click on the link to Report an Accident/Incident

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Health and Safety Accident/Incident Reporting

H&S Reporting - Standard User

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Use the Report an Accident/Incident link on the left hand side to submit an accident/incident to the Health and Safety team. You will receive an email confirmation of your submission. If you need to discuss the accident/incident before you report it, please contact the team on 03300 240849.

For further information, please see the [Health and Safety pages on Insite](#).

This will take you to the main reporting form where you will need to record all the details of the incident. If you have any queries about what to record, how or in what detail, please contact the Health and Safety team before recording your report.

Once you select an Incident Type, a button will appear to enable you to open the relevant reporting form for that type of incident

Health & Safety Accident/Incident Reporting

Report Category

Date of Accident/Incident:	29/07/2016	11:00
Name of person completing record (Reporter):	John Tester	
Post/Job Title (Reporter):	Officer	
Email Address (Reporter):	john.test@oxfordshire.gov.uk	
Directorate:	Corporate Services	
Service Area:	Corporate Transformation	
Accident/Incident Type:	Near Miss / Dangerous Occurrence	
Accident/Incident Severity:	Moderate	

Minor - a slight injury / little pain / does not require medical attention beyond local first aid / does not result in absence from work (if employee).

Moderate - an incident/accident that requires first aid and/or medical attention / that prevents an employee from continuing their work.

Serious - An incident/accident that causes death or results in the injured person being taken to hospital for treatment AND arose out of, or in connection with a work activity.

[Open Near Miss/Dangerous Occurrence Form](#)

If you have accidentally selected the wrong incident type, you can use the Change Incident Type button to go back to the first form and change it before reopening the correct form.

Health & Safety Accident/Incident Reporting

Near Miss/Dangerous Occurrence

Report Category

Date of Accident/Incident:	29/07/2016	11:00
Name of person completing record (Reporter):	John Tester	
Post/Job Title (Reporter):	Officer	
Email Address (Reporter):	john.test@oxfordshire.gov.uk	
Directorate:	Corporate Services	
Service Area:	Corporate Transformation	
Accident/Incident Severity:	Moderate	

Change Incident Type

Add all the necessary details and information in order to complete your report. You will see that some questions on the form are responsive, so will show and hide other questions based on your selections, for example choosing Yes on the 'Is the incident RIDDOR reportable' will then prompt you to choose a type of RIDDOR reportable incident.

RIDDOR Reportable Incidents

Is the incident RIDDOR reportable?: No

RIDDOR Reportable Incidents

Is the incident RIDDOR reportable?: Yes

Only 'responsible persons' including staff and managers in control of activities/work premises should submit reports under RIDDOR to the Health and Safety Executive. To report an incident under RIDDOR complete and submit this form and contact the Health and Safety Team by forwarding your receipt notification to healthandsafetyhelp@oxfordshire.gov.uk.

Type of RIDDOR reportable incident (if applicable):

HSE RIDDOR Reference Number:

If necessary, you can add attachments such as emails or photos at the end of the report. Once you have recorded all the information, press the Submit button to submit your report.

Has a risk assessment been carried out or reviewed following this accident/incident?: Yes

State action taken to prevent a recurrence: None

File Attachments

Attachments [Click here to attach a file](#)

Submit

Once submitted, you will see a confirmation page.

Report submitted successfully

Thank you.

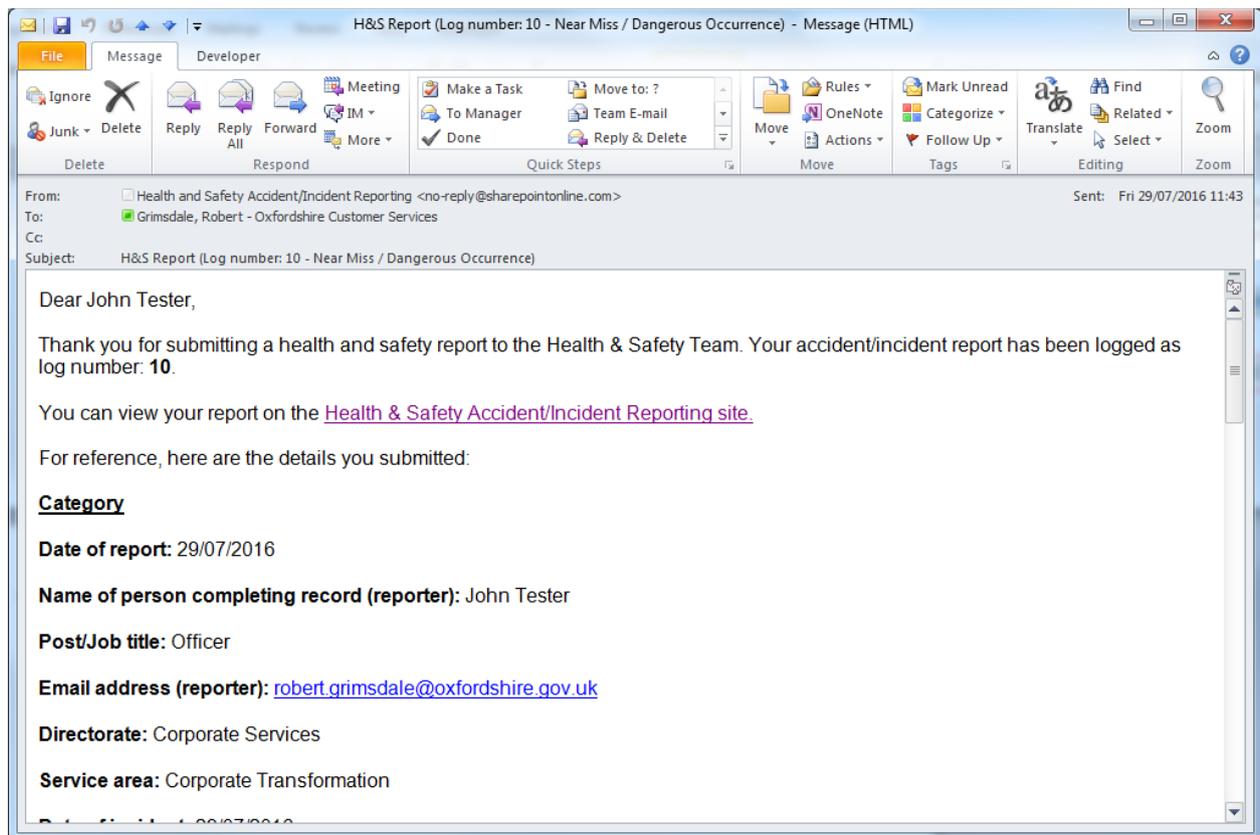
Your incident report has been submitted to the Health & Safety team. You will receive an email confirmation of your submission.

Please contact the team if you need to follow up this report or update any information.

Tel: 03300 240849

Email: healthandsafetyhelp@oxfordshire.gov.uk

You will also receive a confirmation email.



Do not reply to this email as it is automatically generated by the system and replies will not go to a monitored inbox. Use the healthandsafetyhelp@oxfordshire.gov.uk email address for all correspondence.

My Reports

You can use the My Reports link to view a history of the previous reports you have raised.

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 **OXFORDSHIRE COUNTY COUNCIL** [Health and Safety Accident/Incident Reporting](#)

Health and Safety Accident/Incident Reporting

H&S Reporting - Standard User

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Report an Accident/Incident

My Reports

Health & Safety Intranet Pages

Clicking on this link will take you to a list. You can open any of your previous reports by clicking on the title column. Please note that this is a read-only view so you will need to talk to the Health and Safety team if you want to update or correct any details.

BROWSE ITEMS LIST

 **OXFORDSHIRE COUNTY COUNCIL** [Health and Safety Accident/Incident Reporting](#)

Report

H&S Reporting - Standard User

[+ new item](#)

All Items **My Reports** Open Items ...

✓	📄	Title	ID	Status	Date of Report	Incident Severity	Incident Type	Name of Establishment (Incident Location)
		10 - John Tester	10	Pending Review	29/07/2016	Moderate	Near Miss / Dangerous Occurrence	Speedwell House

Health & Safety Intranet Pages

If you open a report you can view all the information you completed in a read-only state, as well as see the current status (Pending Review, Open or Closed)

H&S Reporting - Standard User

Report an Accident/Incident

My Reports

Health & Safety Intranet Pages

Health & Safety Accident/Incident Reporting

Report Category

ID: 10

Status: Pending Review

Date of Accident/Incident: 29/07/2016 11:00

Name of person completing record (Reporter): John Tester

Post/Job Title (Reporter): Officer

Email Address (Reporter): robert.grimsdale@oxfordshire.gov.uk

Directorate: Corporate Services

Service Area: Corporate Transformation

Accident/Incident Type: Near Miss / Dangerous Occurrence

Accident/Incident Severity: Moderate

Injured/Affected Party

Name of Injured/Affected Person: Dave Tester

Gender: Male

Date of Birth: 29/07/1965

Injured/Affected Person's Status: Employee

Injured/Affected Person's Occupation: Officer

Injured/Affected person's address/contact details: Via line manager John.

Location