# Health and Safety Accident/Incident Reporting - Quick Reference Guide

**Reporting an incident**

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



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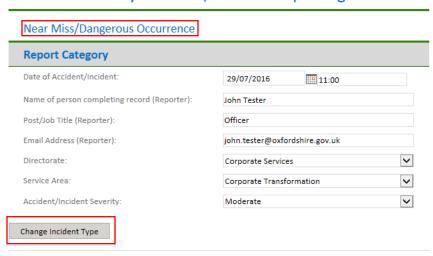
Once you select an Incident Type, a button will appear to enable you to open the relevant reporting form for that type of incident

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

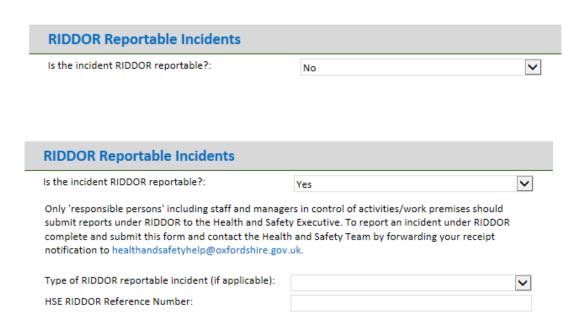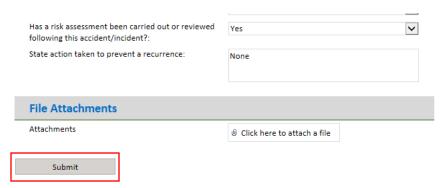Near Miss/Dangerous Occurrence

### 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.tester@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**
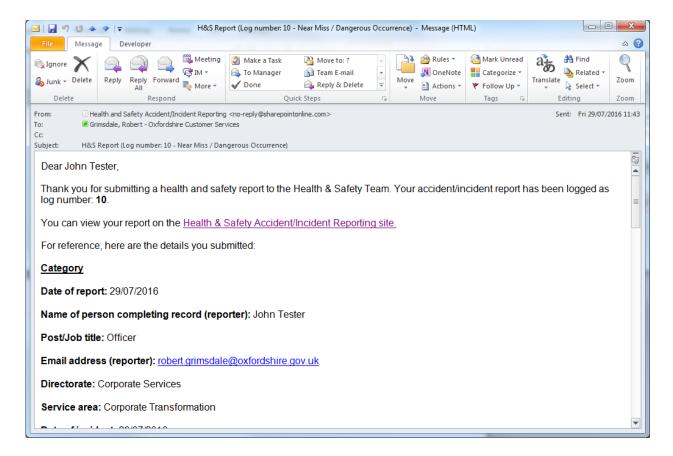
**Thank you.**

Your incident report to 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
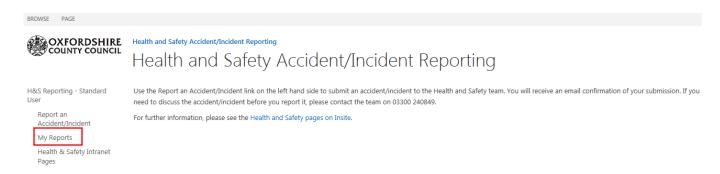Email: healthandsafetyhelp@oxfordshire.gov.uk
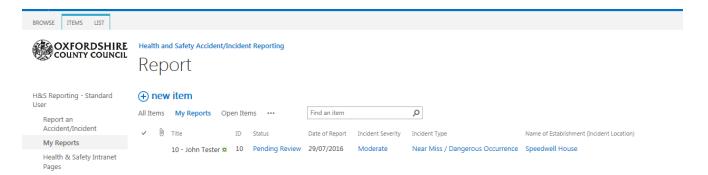
You will also receive a confirmation email.



**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.



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.



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)