Open Status Incidents (Red) = Head teacher/Business manager has not reviewed

Pending Status Incidents (Orange) = Head teacher has reviewed and it is awaiting CH&SS review or CH&SS have reviewed and are awaiting action from head teacher.

Closed (Green) Incident = Incident has no further action necessary.

Accident / Incident logged on Health & Safety Management System (HSMS) by remote user or system user.

Login to the HSMS by inputting your registered email address (SCC Email) and your password.

Once logged in, at the welcome screen select the “***Injury Accident***” or “***Violence & Abuse***” application icon.

You will now be on the “***Injury Accident***” or ***“Violence & Abuse”*** home page; this displays all incident reports on the left and all investigations on the right.

From the left menu select the incident that is “**Open**” or “**Pending**” by clicking on its Ref No.

“**Pending**” Incident

Or

“**Open**” Incident

The incident summary will then open. To make changes and complete the review, select ***‘Edit Incident’***.

**‘Open’** Incidents require the head teachers review to be completed. Head teacher should select the incident by clicking the incident reference number.

Complete **all** fields on the incident form, both mandatory and non mandatory.

**PENDING**

A

‘**Pending**’ means the head teachers review has already been completed. This now requires the CH&SS to view the incident and provide relevant advice, ask for further information or close the report.

‘**Pending**’ may also mean that the Health & Safety Service has made comments to the report, which need to be responded to. Head teacher are required to re-visit the report to ensure that no action is required by the CH&SS.

**OPEN**

Upload any relevant documents. For example risk assessments, procedures or accident forms. These can be attached under ‘Additional Documentation’ on the report.

C

Completing all fields will help the CH&SS to respond quickly and provide the best possible service.

From this page the user is able to run reports and searches of the system

D

E

You do not need to be logged into the system to create an incident report. Please ensure that all incidents are reported within a maximum of 5 days.

Should you encounter any problems at this time please send an email to health.and.safety@southampton.gov.uk

There are 7 sections in total on the form; the first 6 sections require review by head teacher. The 7th section is for the Health and Safety Service to complete their review.

A

The incident status will now change to ***‘Pending’***.

The CH&SS will now review the report and provide advice, request further information/action or close the report when no further action is required.

The head teacher should then re-visit the incident report and read the comments provided by the CH&SS and respond as soon as possible.

Review the first 6 sections of the incident report ensuring all fields are completed and all information is accurate. Select ***‘Save Changes’*** located at the bottom of the report.

Head teacher/school office will receive notification whenever any changes are made to the report by the CH&SS.

B

CH&SS select:

***‘No Action/Closed’ –***

No further action is required by head teacher and report is now closed.

**End of Process**

All information is provided and reviewed by CH&SS.

C

***No Action/***

***Closed***

***No Action/***

***Closed***

These comments must be responded to within 10 days or a reminder notification will be sent to you.

CH&SS feel that adequate steps have been taken to prevent reoccurrence.

CH&SS feel that the incident needs to be investigated further.

***Investigate***

***More information required***

***More information required***

[Note](#Note2) 2

For guidance on completing a local investigation, please use the Safe Working Procedure ‘Accident – Incident Reporting & Investigation’. This can be found on the SCC Intranet.

B

Complete **all** fields, both mandatory and non mandatory.

To create a new investigation, begin at the welcome screen. Select the relevant incident reference number to open incident summary and then select ***‘Create new investigation’*** button.

Review all 6 sections of the report ensuring all fields are completed and all information is accurate. Select ***‘Save Changes’*** located at the bottom of the investigation.

Local investigation to be carried out by school investigator.

A local investigation must be completed whenever a report is made to the HSE under RIDDOR. All RIDDOR reports will be completed by the CH&SS and uploaded to the incident report.

The incident status will remain as ***‘Pending’***. The CH&SS will now review the investigation and provide advice, request further information or close the report.

Once changes have been made to the report/investigation, the head teacher is then required to re-visit the document and read the comments provided by CH&SS. The head teacher should respond as soon as possible by completing the ‘comments’ box in the managers review. Select ***‘Save Changes’*** before exiting the report.

Head teacher/school office will receive notification of whenever any changes are made to the report/investigation by the CH&SS.

***‘No Action/Closed’ –***

No further action required by school investigator.

**End of Process**

CH&SS feel that adequate steps have been taken to prevent reoccurrence.

CH&SS will then review the comments made by head teacher and proceed to provide advice, request further information or close the report.

***No Action/***

***Closed***

***More information required***

***No Action/***

***Closed***

All information is provided and reviewed by CH&SS.

***More information required***

[Note 3](#Note3)

To run a search – Select the ‘Search’ button on the top right hand corner of the screen from either the “***Injury Accident***” or ***“Violence & Abuse”*** home page.

D

Select the tab ‘Incident’

Select the search criteria. (For example date and time of incident, between 01/01/13 00:01 – 01/01/014 23:59)

Once the desired criteria have been added, select

‘Run Search’

Select ‘Add or Remove Columns’. This allows the user to add or remove information to the report as required.

Once all information is added as required, the user can now download the report to either a PDF file or CSV document.

Save Report

If required select “add custom criteria”.

A new page will load displaying the search results.

If you are wishing to search for a specific criteria, for example a specific injured person, type of injury, name etc. You are able to do this by selecting “add custom criteria” located on the right hand side of the screen. The search will then be tailored to this.

E

To run a report – Select the ‘Report’ button on the top right hand corner of the screen from either the “***Injury Accident***” or ***“Violence & Abuse”*** home page.

Select the users’ directorate (e.g. People) and then locate the relevant sub-section.

Locate the report and open in the headings.

From here you are then able to save the report to your documents.

If you are unable to find the relevant report, please contact the CH&SS for assistance.

Note 1: ‘Head teachers’ are referred to throughout this document, although head teachers have the ultimate responsibility, responsibilities can be delegated to business managers/office staffs that have been given permission by head teachers and CH&SS to use the HSMS.

Note 2: ‘Head teachers/school office’ referred to with regards to receiving notification about the incident report. Recipient of notification will vary depending on the email address used for the account on HSMS. E.g. [office@southampton.gov.uk](mailto:office@southampton.gov.uk) or [head@southampton.gov.uk](mailto:head@southampton.gov.uk)

Note 3: ‘School investigator’ referred to when investigations have been requested. This refers to persons within in the school that have attended the Corporate Accident/Investigation course or demonstrated competence in accident/investigation.