

# THE INCIDENT PORTAL – USER GUIDE

## STEP ONE

University Home of Worcester	Log in
Accident, Illness and Near Miss Reporting - home page	
This application can be used to report safety incidents such as accidents, illness and near misses.	
Thanks for taking the time to notify Safety Services of your safety related issue. Please provide as much information as you can, as this will help to process your notification and determine whether any further action is needed.	
For a smooth user experience please make use of a modern browser such as Chrome.	
+ Add New Report	
Privacy Statement	
We are requesting this information from you so that we can investigate any concerns regarding health and safety. We may also use the information for notifying the Health and Safety Executive of any reportable incidents under the Reporting of incidents, Diseases and Dangerous Occurrences Regulations 2013. For the same purpose we may provide this information about you to the Health and Safety Executive and others as part of any investigation. The processing of this data is necessary in order that the University may comply with its legal health and safety obligations (GDPR Article 6(1)(c)).	
Please note that the University of Worcester is the Data Controller, we retain accident reports and health and safety records for 6 years after the year of creation. Further details of how we process your data including your rights are detailed on the University's Privacy Notices which can be accessed here.	

When you open the link to the <u>Incident Portal</u> you will see the page above – you simply need to click 'Log In' in the top right hand corner and it will automatically log you into your account.

#### STEP TWO

💿 Accident, Illness and Near Miss R: 🗙 🕂	
← → C 🏠 🔒 University of Worcester [GB]   https://webengine-01.worc.ac.uk/safety/Home	
🗰 Apps 🚳 Staff Portal 🛅 Online VAT Calculat 🚳 H&S Webpage 🚳 Risk Assessment Po 🚳 Incident Portal 🛋 ONE DRIVE	🔘 Mark
Accident, Illness and Near Miss Reporting - home page	
This application can be used to report safety incidents such as accidents, illness and near misses.	
Thanks for taking the time to notify Safety Services of your safety related issue. Please provide as much information as you can as this will belin to process your potification and determine whether any further action is preded.	
create / view / edit incident reports.	
For a smooth user experience please make use of a modern browser such as Chrome.	
Add New Report	
Privacy Statement	
We are requesting this information from you so that we can investigate any concerns regarding health and safety. We may also use the information for notifying the Health and Safety Executive of any reportable incidents under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013. For the same purpose we may provide this information about you to the Health and Safety Executive and others as part of any investigation. The processing of this data is necessary in order that the University may comply with its legal health and safety obligations (GDPR Article 6(1)(c)).	
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When you have logged in – click the 'Add New Report' button to start the Incident Reporting process.



### STEP THREE

cident, Illness and Nea	r Miss R 🗙 🕂							
C 🗘 🔒	University of Worcester [G	B]   https://webe	ngine-01.worc.ac.uk/safe	ety/Incident/Create				
is  🔇 Staff Portal	Conline VAT Calculat	🔇 H&S Webpage	Risk Assessment Po	🌒 Incident Portal	\land ONE DRIVE	🚫 Marketplace	🌒 Home - University	🕤 Sur
Unive of We	ersity <sub>Home</sub> orcester	Incidents					e.oliver@	worc.ac.u
Accident, Illne	ess and Near Miss F	Reporting						
What A	re You Reporting?		Person Details		Date & Locat	ion	Incident E	Description
	WHAT ARE YOU REPORTING?							
	Please complete the fo guidance 'Reporting In	llowing pages with cidents, Diseases	as much information as and Near Misses' which	possible. To supp can be found on th	ort you through the Health and Sa	ne process please fety web page	e refer to the University	
			Ad Incid	ent Type: ③ ccident hess ear Miss Next				

Then select which incident you are reporting from the options. If you are having trouble deciding this, see our guidance <u>here</u>.

	<u>STEP</u>	FOUR	
University of Worcester Home In	ncidents		e.oliver@worc.ac.uk Log out
Accident, Illness and Near Miss Rep	porting		
What Are You Reporting?	Person Details	Date & Location	Incident Description
	PERSON	I DETAILS	
Who was the witness? () Me (Elizabeth Oliver) Contractor Not known Staff Student Visitor	▼ Privious	s Next	

You will then need to state who witnessed the incident, whether it was you or another member of staff/visitor/student/contractor you are reporting on behalf of.



#### STEP FIVE

Accident, Illness	and Near Miss R x + -	٥	×			
← → C ☆	University of Worcester [GB]   https://webengine-01.worc.ac.uk/safety/Incident/Create	ģ 👘	:			
🔢 Apps  🖉 Staff	f Portal 🗋 Online VAT Calculat 🌒 H&S Webpage 🌒 Risk Assessment Po 🌒 Incident Portal 🔺 ONE DRIVE 🔇 Marketplace 🌒 Home - University 🧿 SurveyMonke	(				
	University Home Incidents e.oliver@worc.ac.uk Lo of Worcester	g out				
Accider	nt, Illness and Near Miss Reporting					
	What Are You Reporting? Person Details Date & Location Incident Description					
	WHERE AND WHEN DID THE INCIDENT HAPPEN?					
	Date & time occurred Site					
	26/03/2019 11:39 🖬 type location or use list					
	Building					
	type location or use list					
	Room					
	type location or use list					
	Previous Next					

This information is important as it enables us to gain a clear view of where the incident happened – photos are even better and this can be uploaded on the next step.

#### STEP SIX

ear Miss R 🗙 🕂 🕂	F												
University of Wo	orcester [GB	3]   https://w	ebengine-	01.worc.ac.uk/saf	ety/Inc	ident/Create							
Conline VAT Ca	alculat 🤇	🐌 H&S Webpa	ige 🕐 Ri	sk Assessment Po	٢	Incident Portal	ONE DRIVE	🔘 Ma	rketplace	🌑 Home -	University	y 🤇	🔊 Sun
Univer of Wor	rsity ⊢ rcester	lome Incid	dents							e.oliver@word	o.ao.uk	Log out	
Accident, Illnes	s and Nea	r Miss Repor	ting										
What Are	e You Reportin	ig?	F	Person Details		C	ate & Location			Incident Desc	ription		
				DESCRIBE	WH	AT HAPF	PENED						
i _		Please ensure	that you prov	ide as much detail as	you car	n as this will help	to make sure it is de	alt with ef	fectively.		_		
	Description										1		
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	Immediate A	ction Taken 🛛 🕲	•										
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ŕ	Attach Files	and Photograph	18										
				Droj	o files he	ere to upload							
l													
				Previo	us	Save & Submit							

When describing what happened, it is essential you include as much detail as possible and write it so it is understandable for everyone, and specific terminology is explained. This makes it easier for us to understand and advise. Within the last section you are able to attach files and photographs to the report simply by dragging them over from your documents. However, **you can only upload files/photographs with a size of 1 MB**. The guide on the next page will show you how to reduce the size of photographs.



# HOW TO RESIZE PHOTOS TO UPLOAD ONTO INCIDENT PORTAL

	STEP ONE	
File     Home     Share     View     Manage	e Resizing photos	
Pin to Quick Copy Paste access Clipboard	ove Copy Delete Rename Organise New York New Yor	Open → Eselect all     Open → Edit     Open → History     Open → Select
$\leftarrow$ $\rightarrow$ $\sim$ $\uparrow$ $\square$ > This PC > Pictures > Re	esizing photos	
Quick access     OneDrive - University of Worcester     This PC     Transcend (D:)     Network	STAR STAR	
	Share     Open with	2 Gil Baint
	Give access to Restore previous versions	Paint 3D Photos
	Send to	> Search the Store
	Cut Copy	
	Create shortcut Delete Rename	
	Properties	

First of all, select the photo you wish to upload that needs resizing, right click, and select 'Open with' and then select 'Paint'.



Then click on 'Resize' in the top left hand corner.



#### **STEP THREE**

Resize and Skew					
Resize					
By:	Percentage	O Pixels			
	Horizontal:	100			
ļ	Vertical:	100			
Ma Ma	intain aspect ratio				
Skew (I	Degrees)				
	Horizontal:	0			
<b>⊅</b> ‡	Vertical:	0			
	ОК	Cancel			

Once you have clicked 'Resize' it will open the above window, you then change the highlighted number to '50' and click OK. This may not be small enough, so you should repeat the process, then click the 'Save' button. The image will then be a smaller size to enable you to upload it onto the portal.

#### STEP FOUR

Attach Files and Photographs
Drop files here to upload
Previous Save & Submit

You can then drag the picture or file from your documents folder to this box and your files will automatically upload.

Please remember, we don't work in your office, team or area. We rely on the information that you provide. The rule of thumb.... read it as though you are a relative who does not work at the University. If they cannot understand fully what happened – there is probably insufficient detail. Never assume that we know anything....

For more information visit the Incident and Near Miss Reporting page or contact Safety Services

Tel – 01905 54 3344

Email safety@worc.ac.uk