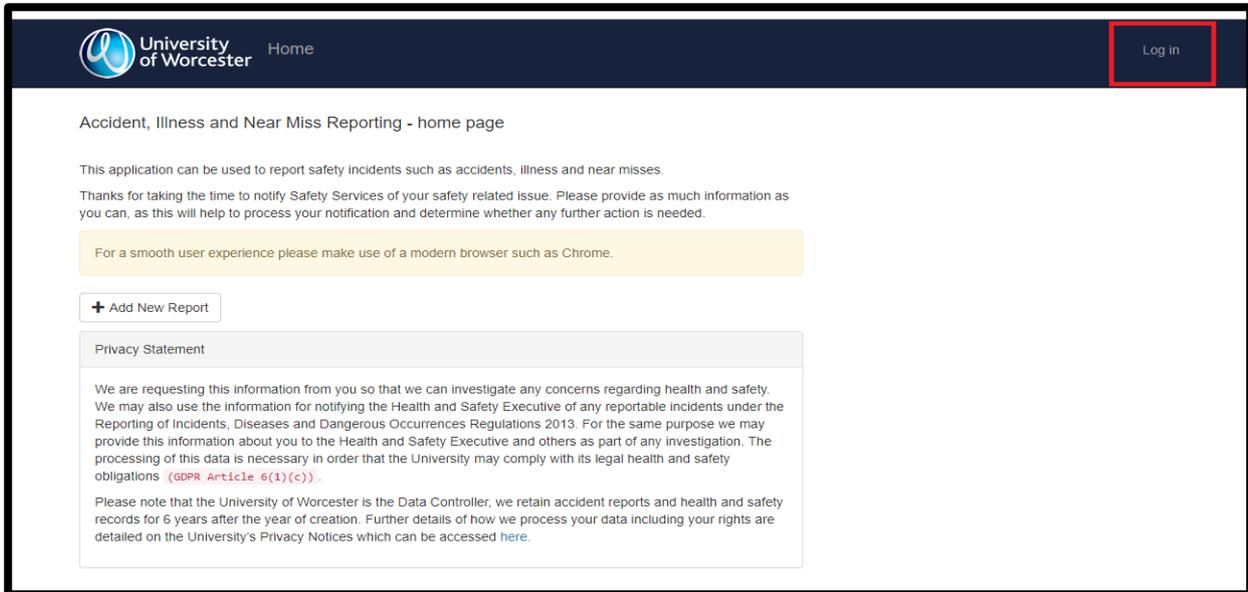


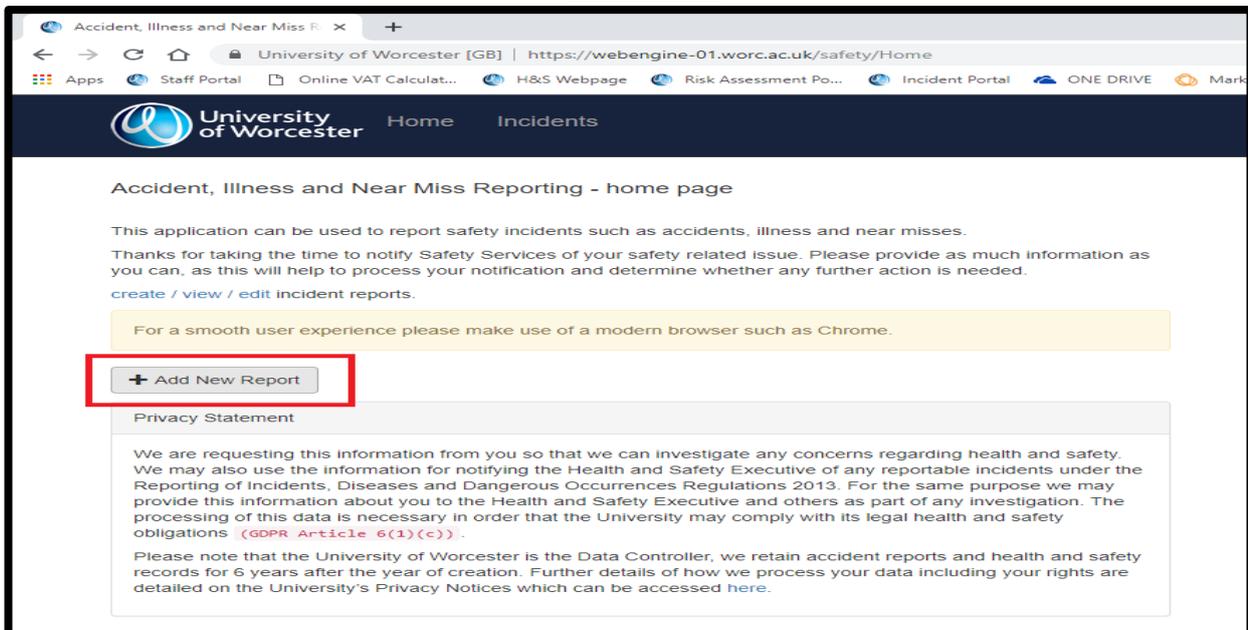
THE INCIDENT PORTAL – USER GUIDE

STEP ONE



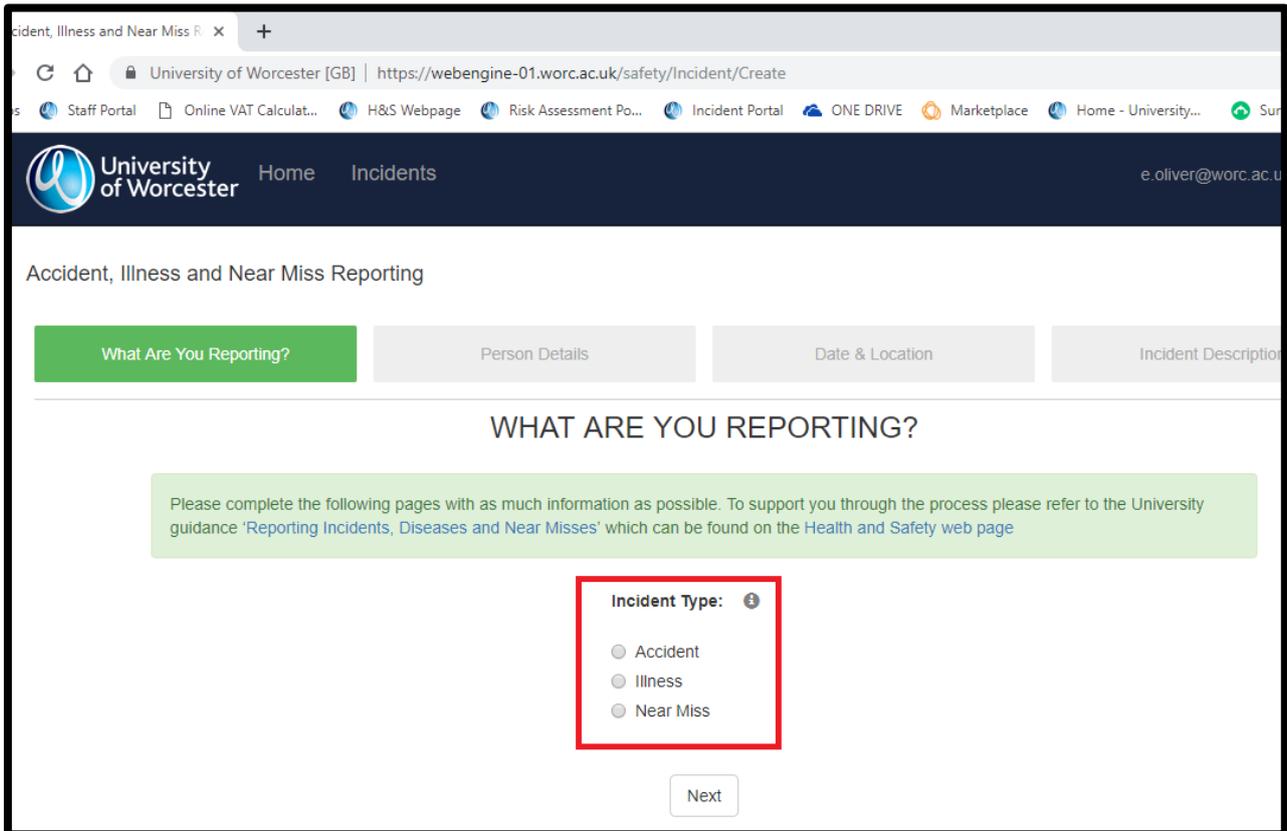
When you open the link to the [Incident Portal](#) you will see the page above – you simply need to click 'Log In' in the top right hand corner and it will automatically log you into your account.

STEP TWO



When you have logged in – click the 'Add New Report' button to start the Incident Reporting process.

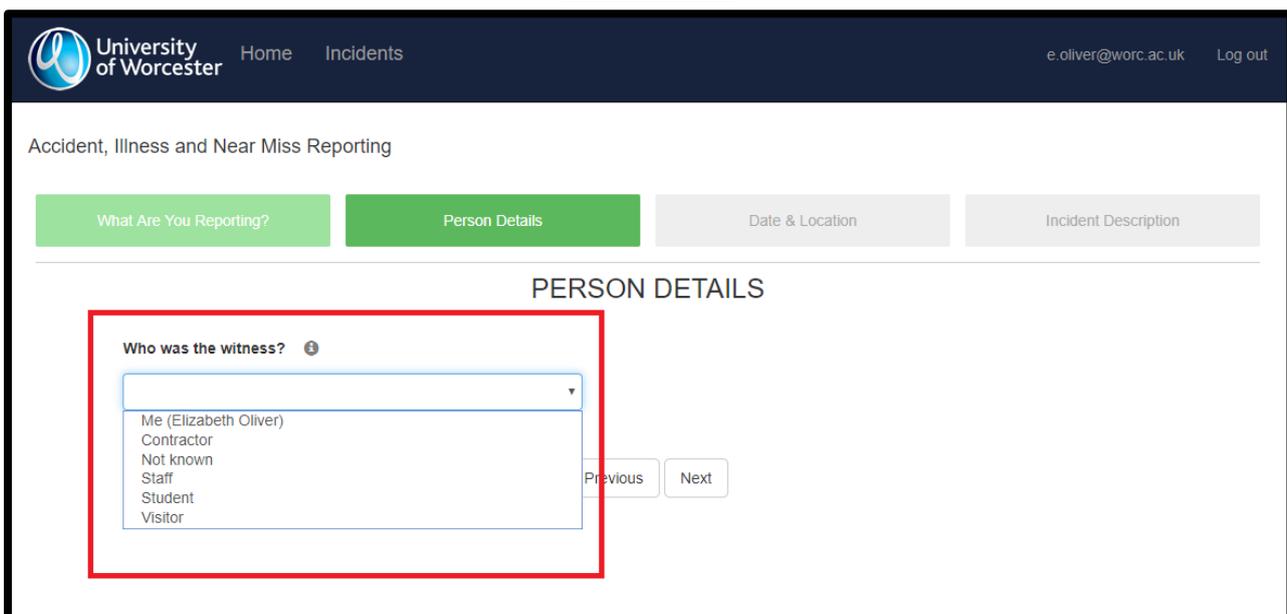
STEP THREE



The screenshot shows a web browser window with the URL <https://webengine-01.worc.ac.uk/safety/Incident/Create>. The page title is "Accident, Illness and Near Miss Reporting". The navigation bar includes the University of Worcester logo, "Home", "Incidents", and the user email "e.oliver@worc.ac.uk". Below the navigation bar, there are four tabs: "What Are You Reporting?" (highlighted in green), "Person Details", "Date & Location", and "Incident Description". The main content area is titled "WHAT ARE YOU REPORTING?". A green box contains the instruction: "Please complete the following pages with as much information as possible. To support you through the process please refer to the University guidance 'Reporting Incidents, Diseases and Near Misses' which can be found on the [Health and Safety web page](#)". Below this is a form titled "Incident Type:" with three radio button options: "Accident", "Illness", and "Near Miss". A "Next" button is located at the bottom right of the form area.

Then select which incident you are reporting from the options. If you are having trouble deciding this, see our guidance [here](#).

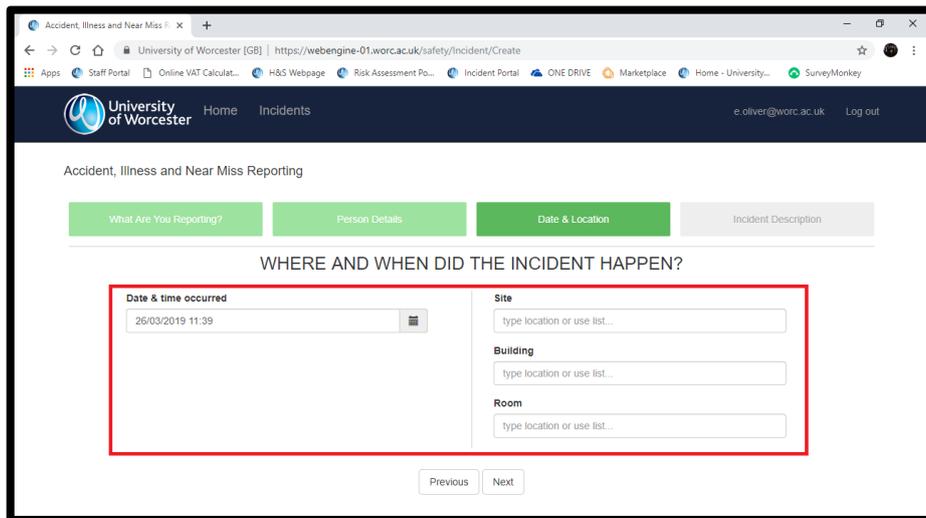
STEP FOUR



The screenshot shows the "PERSON DETAILS" step in the incident reporting portal. The navigation bar is the same as in Step Three, but the "Person Details" tab is now highlighted in green. The main content area is titled "PERSON DETAILS". A form titled "Who was the witness?" is highlighted with a red box. It features a dropdown menu with the following options: "Me (Elizabeth Oliver)", "Contractor", "Not known", "Staff", "Student", and "Visitor". Below the dropdown menu are "Previous" and "Next" buttons.

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.

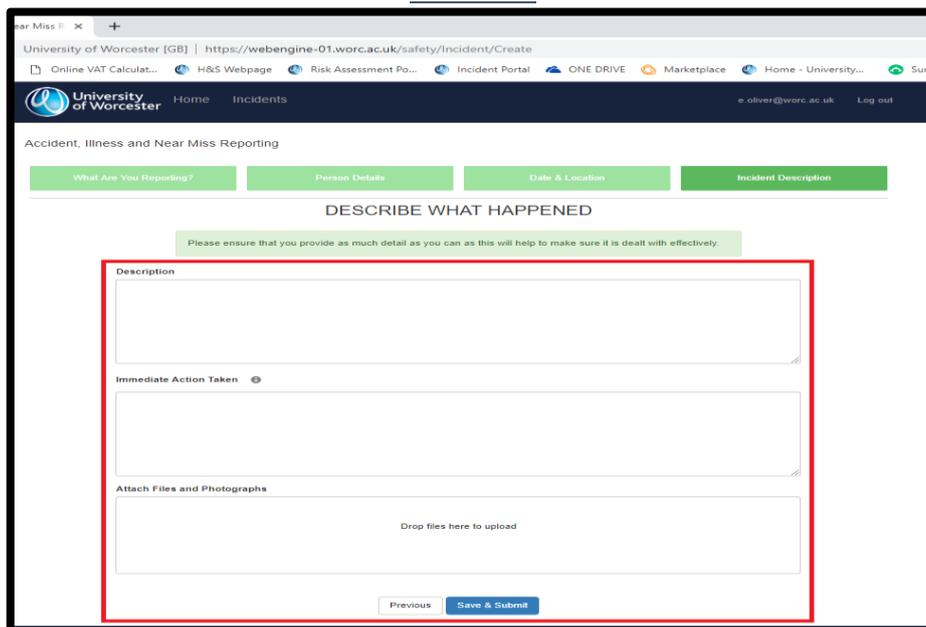
STEP FIVE



The screenshot shows a web browser window with the URL <https://webengine-01.worc.ac.uk/safety/Incident/Create>. The page title is "Accident, Illness and Near Miss Reporting". The navigation bar includes "Home", "Incidents", and a user profile "e.oliver@worc.ac.uk" with a "Log out" link. Below the navigation bar, there are four tabs: "What Are You Reporting?", "Person Details", "Date & Location" (which is active), and "Incident Description". The main heading is "WHERE AND WHEN DID THE INCIDENT HAPPEN?". The form contains two columns of input fields. The left column is titled "Date & time occurred" and has a text input field containing "26/03/2019 11:39" and a calendar icon. The right column is titled "Site" and has three text input fields: "Site" (placeholder: "type location or use list..."), "Building" (placeholder: "type location or use list..."), and "Room" (placeholder: "type location or use list..."). At the bottom of the form are "Previous" and "Next" buttons.

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

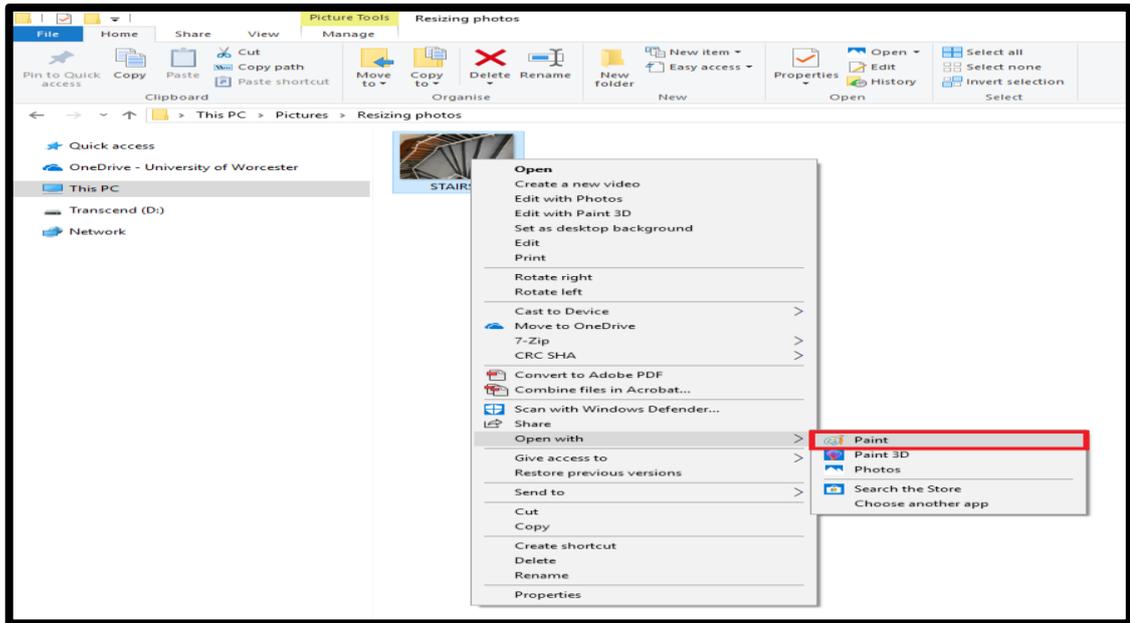


The screenshot shows the same web browser window as in Step Five, but now the "Incident Description" tab is active. The main heading is "DESCRIBE WHAT HAPPENED". A green message box says "Please ensure that you provide as much detail as you can as this will help to make sure it is dealt with effectively." Below this, there are three text input fields: "Description", "Immediate Action Taken" (with a small icon), and "Attach Files and Photographs". The "Attach Files and Photographs" field has a placeholder "Drop files here to upload". At the bottom of the form are "Previous" and "Save & Submit" buttons.

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.

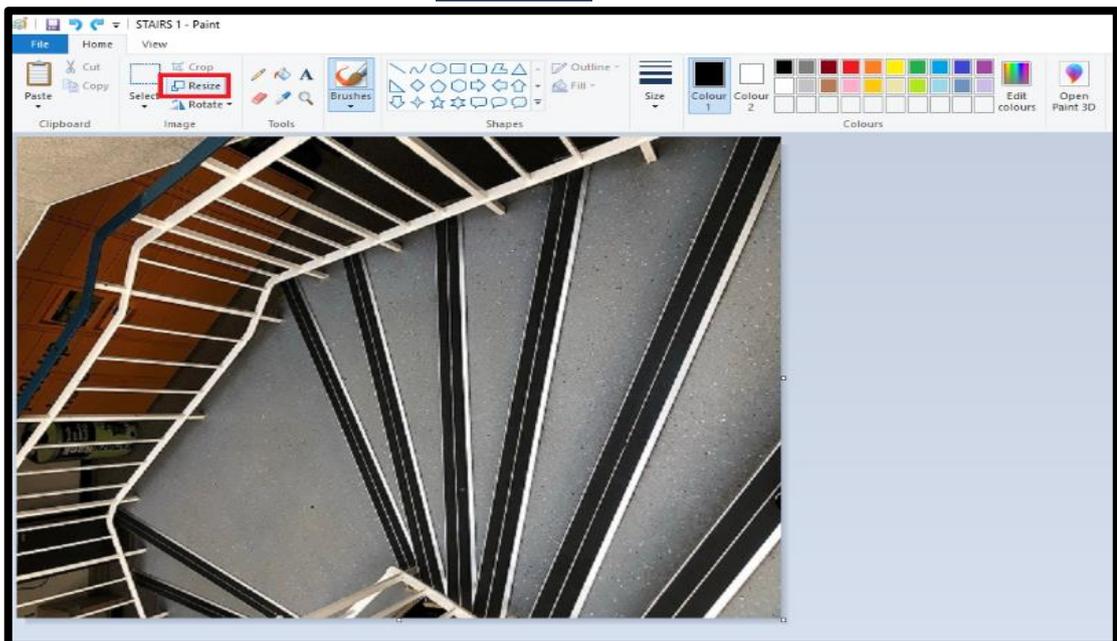
HOW TO RESIZE PHOTOS TO UPLOAD ONTO INCIDENT PORTAL

STEP ONE



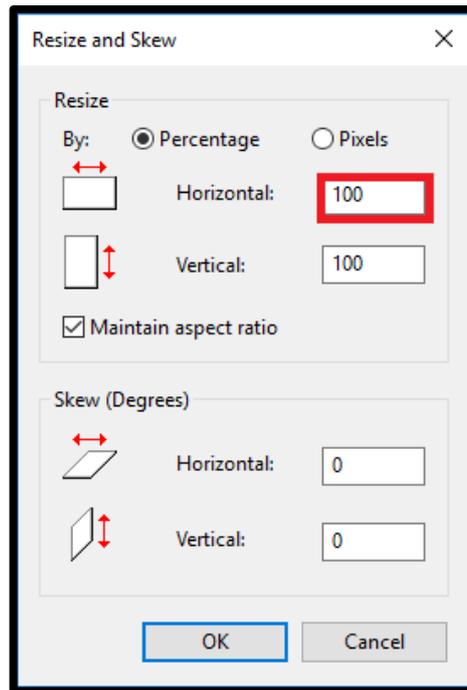
First of all, select the photo you wish to upload that needs resizing, right click, and select 'Open with' and then select 'Paint'.

STEP TWO



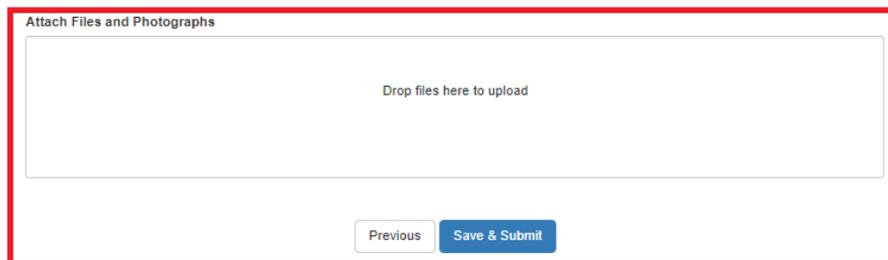
Then click on 'Resize' in the top left hand corner.

STEP THREE



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



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

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