

How to...

Fill in a Near Miss Form Step by step guide



EVOTIX

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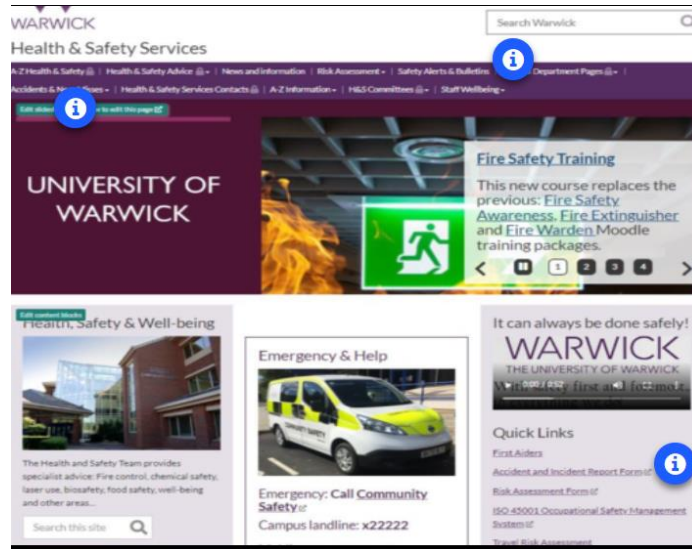
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Section 1: Access to a Near Miss Reporting Form

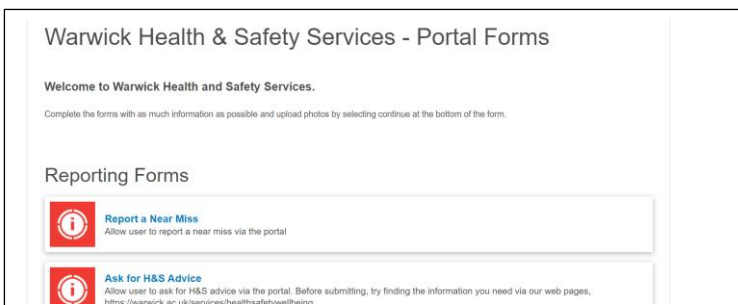


The Form can be accessed in several ways:

- 1- On the **Health and Safety web page** you can use the 'Accident and Near Misses section' on the toolbar at the top of the page <https://warwick.ac.uk/services/healthsafetywellbeing/>
- 2- Another option on this page would be to use the **quick links section** where the Accident/ Incident and Near Miss Report Form can be seen.
- 3- You could also type via the **search bar** on the main University of Warwick page; type 'near miss form' and click search <https://warwick.ac.uk/services/healthsafetywellbeing/incidents>
- 4- **AssureGO+** - Access is shared with anyone via a URL or QR code.



URL: <https://uk.sheasure.net/uow> QR code:



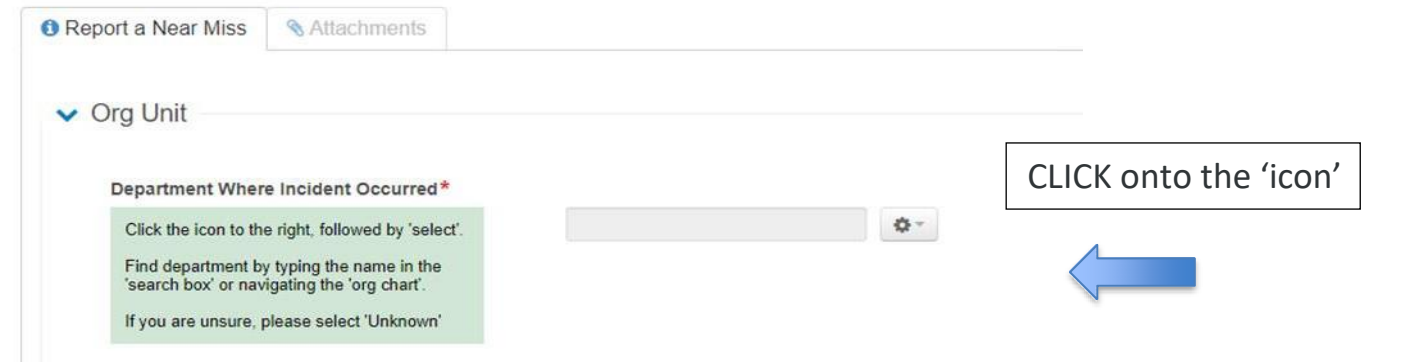
NOTE: You don't have to be signed in to access the forms section

Once you have completed one of these options you will then gain access to the page shown above. You can then select the relevant form 'Incident form or **Near Miss form**' and complete with as much information as possible. Remember to inform your manager/supervisor of the Near Miss.

Org unit field

Section 2: Filling in a 'Near Miss Form'

This report can be completed either by the **person who was affected, their immediate Line Manager / Supervisor or a Witness to the Near Miss.**



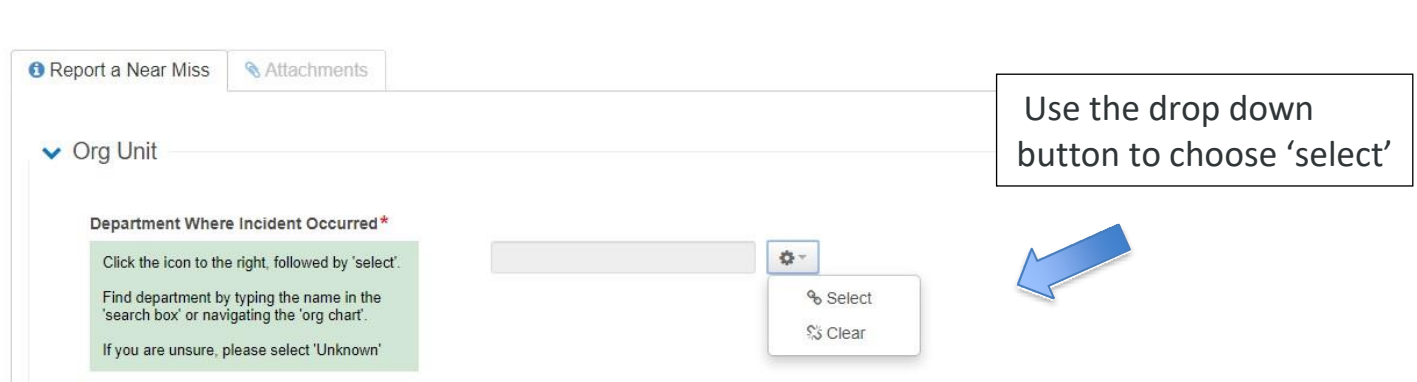
Report a Near Miss Attachments

Org Unit

Department Where Incident Occurred*

Click the icon to the right, followed by 'select'.
Find department by typing the name in the 'search box' or navigating the 'org chart'.
If you are unsure, please select 'Unknown'

CLICK onto the 'icon'



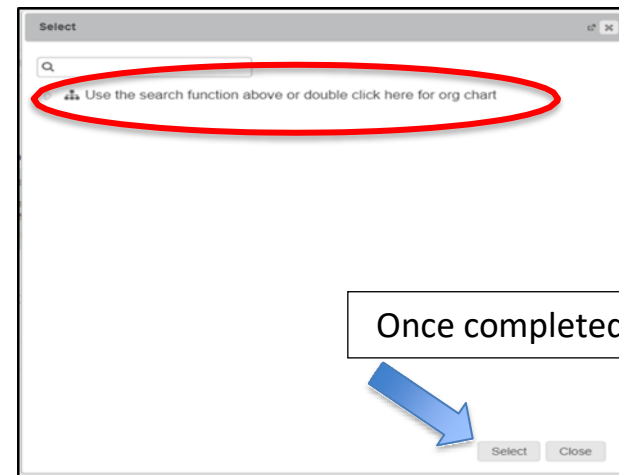
Report a Near Miss Attachments

Org Unit

Department Where Incident Occurred*

Click the icon to the right, followed by 'select'.
Find department by typing the name in the 'search box' or navigating the 'org chart'.
If you are unsure, please select 'Unknown'

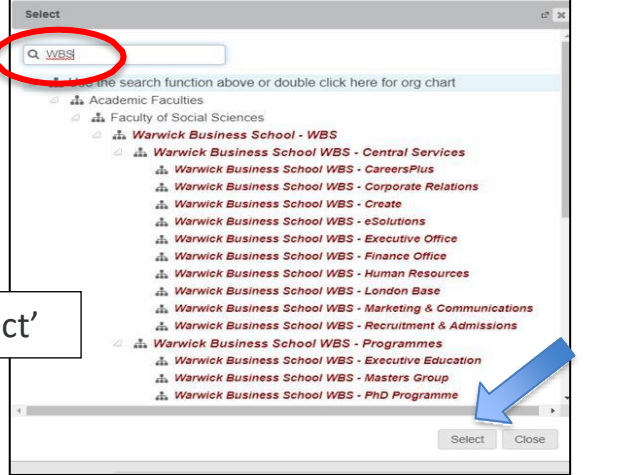
Use the drop down button to choose 'select'



Select

Use the search function above or double click here for org chart

Once completed click 'select'



Select

Use the search function above or double click here for org chart

Use the search function above or double click here for org chart

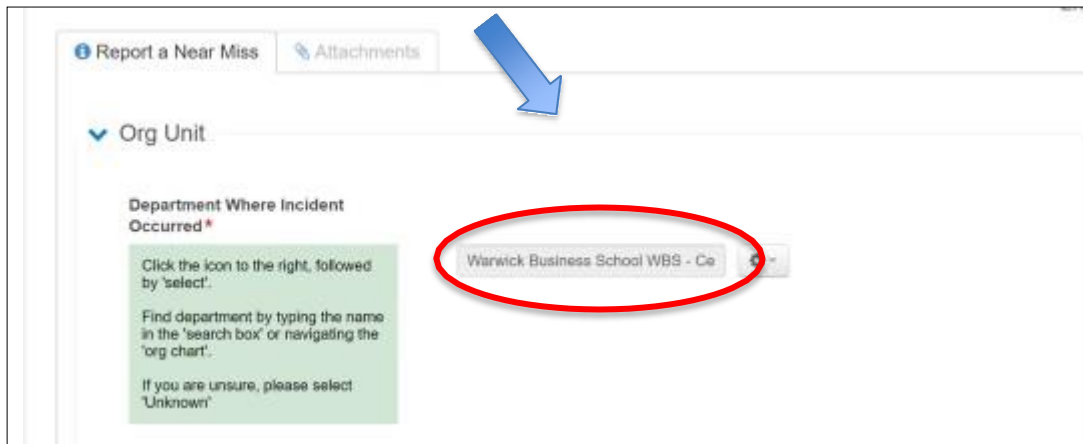
- Academic Faculties
 - Faculty of Social Sciences
 - Warwick Business School - WBS
 - Warwick Business School WBS - Central Services
 - Warwick Business School WBS - CareersPlus
 - Warwick Business School WBS - Corporate Relations
 - Warwick Business School WBS - Create
 - Warwick Business School WBS - eSolutions
 - Warwick Business School WBS - Executive Office
 - Warwick Business School WBS - Finance Office
 - Warwick Business School WBS - Human Resources
 - Warwick Business School WBS - London Base
 - Warwick Business School WBS - Marketing & Communications
 - Warwick Business School WBS - Recruitment & Admissions
 - Warwick Business School WBS - Programmes
 - Warwick Business School WBS - Executive Education
 - Warwick Business School WBS - Masters Group
 - Warwick Business School WBS - PhD Programme

Select Close

Type text into the box and use the 'search function' to show the department where the Near Miss occurred. Following on from your text, you will see the 'tree' populate with various sections: please CLICK on the relevant area where the Near Miss occurred. Once completed CLICK 'select'.

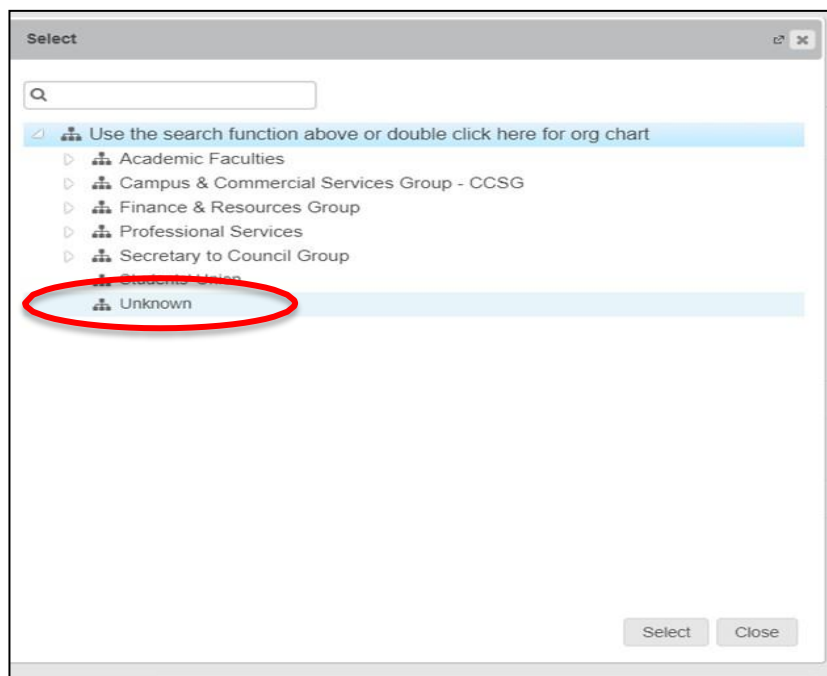
Alternatively double click on the instructions 'Use the search function above or double click here for org chart' this will then open the 1st layer of the 'tree'. Double click the relevant department to open further layers and please CLICK on the relevant area where the Near Miss occurred. Once completed CLICK 'select'.

Once completed the text box will be populated with the option you selected



The screenshot shows a web form titled 'Report a Near Miss' with an 'Attachments' button. Below the title is a section for 'Org Unit'. Under this section, there is a label 'Department Where Incident Occurred *' and a dropdown menu. The dropdown menu is open, showing a list of options. The option 'Warwick Business School WBS - Ce' is selected and highlighted with a red oval. A blue arrow points to the dropdown menu. To the left of the dropdown menu, there is a green box with instructions: 'Click the icon to the right, followed by 'select'. Find department by typing the name in the 'search box' or navigating the 'org chart'. If you are unsure, please select 'Unknown'.

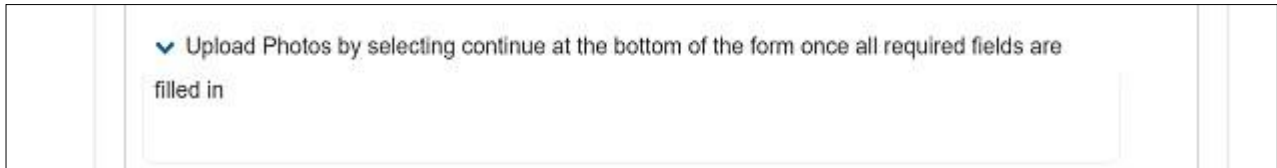
It is important to choose the correct 'Department where the Near Miss occurred' if this is selected incorrectly it will not only impact whom the near miss report is forwarded onto resulting in a delay at the investigation stage, but it will also corrupt departmental reporting figures.



The screenshot shows a 'Select' dialog box with a search bar at the top. Below the search bar is a list of departmental options. The options are: 'Use the search function above or double click here for org chart', 'Academic Faculties', 'Campus & Commercial Services Group - CCSG', 'Finance & Resources Group', 'Professional Services', 'Secretary to Council Group', 'Students Union', and 'Unknown'. The 'Unknown' option is highlighted with a red oval. At the bottom of the dialog box, there are 'Select' and 'Close' buttons.

If you are unsure, please use the 'unknown' department option

Upload Photo / Evidence field



▼ Upload Photos by selecting continue at the bottom of the form once all required fields are filled in

There is an option to upload photos/ evidence once you have selected 'continue' at the bottom of the form

You can complete this once all relevant fields have been completed

Please see Page 11 for more information on this

Reporter Details


Reporter Details

Reported By - Full Name *

Reporting Person's Department

Contact Details of Person Reporting - Phone or Email *

Date Reported *

Type text into the boxes and provide **details of who reported the Near Miss**

Type text into the box 'Reported by' please give the full name

Type text into the 'Reporting Person's Department'

Type text into the 'Contact Details of Reporting Person' give Phone number or email information


Date Reported *

Near Miss Details

University Campus/Site *

Location Type *

Location Details *

Mar		2019				
Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Today		Close				

Date of Near Miss - Use the 'calendar symbol' to select the date the Near Miss was reported
CLICK on the date you wish to select
or alternatively use the 'Today' button if required

Near Miss details

CLICK onto the drop-down arrow to select the options available
Select the relevant option for **'University/ Campus site'**

University Campus/Site*

Location Type*

Location Details*
Where did the incident occur. Indicate building, floor, room, or detailed area of the grounds.

- Central Campus
- Gibbet Hill
- Westwood
- Wellesbourne
- University Hospital
- Science Park
- Off Campus
- Other

CLICK onto the drop-down arrow to select the options available:
Select the relevant option for **'Location Type'**

University Campus/Site*

Location Type*

Location Details*
Where did the incident occur. Indicate building, floor, room, or detailed area of the grounds.

- Accommodation
- External Road / Pathway
- Lab / Teaching Space / Workshop
- Office
- Retail / Commercial
- Social Space
- Sports Centre / Sports Pitches
- Other

University Campus/Site*

Location Type*

Location Details*
Where did the incident occur. Indicate building, floor, room, or detailed area of the grounds.

Type text in to the **'location Details'** box to show where the Near Miss occurred
Give details of the building, floor, room: or detailed area of the grounds

Location Details*

Date of Near Miss*

Time of Near Miss*

Details of Near Miss*

Near Miss Type*

Immediate Actions Taken*

It is important that immediate actions are taken to make the situation safe. Please

Oct 2022

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today Close

Date of Near Miss - Use the 'calendar symbol' to select the date the Near Miss occurred
CLICK on the date you wish to select or alternatively use the 'Today' button if required

Date of Near Miss*

Time of Near Miss*

Details of Near Miss*

27/03/2019

08:00

Choose Time

Time 08:00

Hour

Minute

Now Done

Time of Near Miss - Use the 'clock symbol' to select the options to record the time the Near Miss occurred

Option 1: Use the slider buttons to adjust the time for the Hours and Minutes

Option 2: Click on the 'Now' button if the Near Miss happened at this time

Option 3: Type text into the box on the main screen to record the time

CLICK 'Done' once completed

Once completed, the text box will be populated with the time you have selected

Details of Near Miss *

Near Miss Type *

Immediate Actions Taken *

It is important that immediate actions are taken to make the situation safe. Please report all infrastructure and / or building defects to the Estates help desk for remedial action, using the link below
<http://helpdesk.estate.warwick.ac.uk>

Details of Near Miss– Type text into the box and provide brief facts to give a summary of the Near Miss and how it occurred

Remember DO NOT enter any names or personal details
 Injured Party (IP) can be used instead

Near Miss Type – Use the drop-down menu to select from the options: unsafe act or unsafe condition

Details of Immediate Actions taken – Type text into the box and provide details

Remember if necessary if the Near Miss involves infrastructure and/or building defects report to the Estates help desk.

The link to the Helpdesk webpage is available here (This will open a new page)

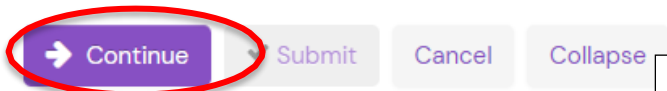
Was the incident Estates related? *

Yes = If the incident involved a problem with the infrastructure of the building, highway or outdoor space.

Was the incident Estates related? – Select yes or no from the drop-down menu

Once the form has been completed

Please ensure all sections with an * (asterisk) are completed in order for the form to process onto the next screen

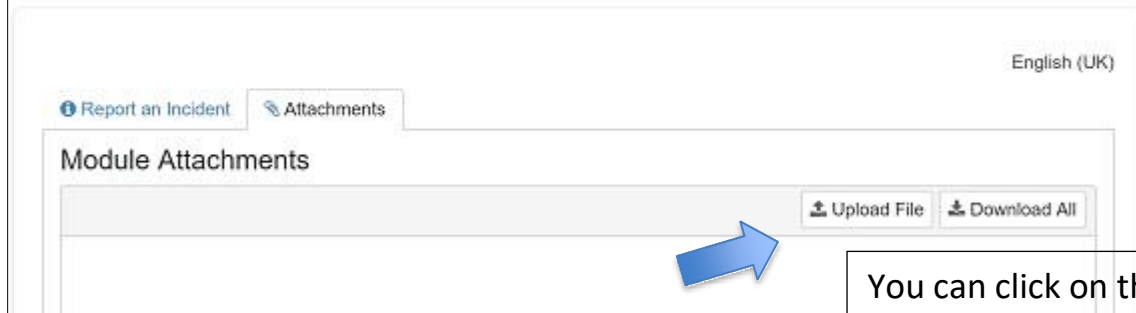


Once completed CLICK on 'continue'

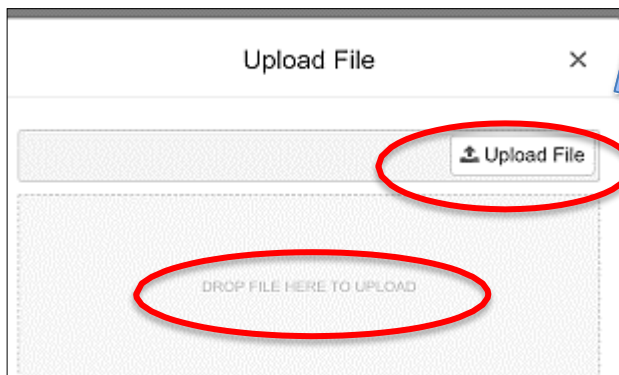
Once the 'Continue' button has been used the page will process onto the next 'attachments' page

Uploading Evidence

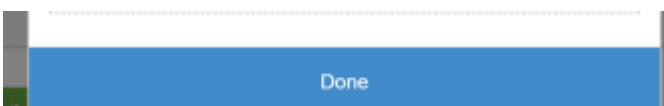
Photos and any other documents can be attached here



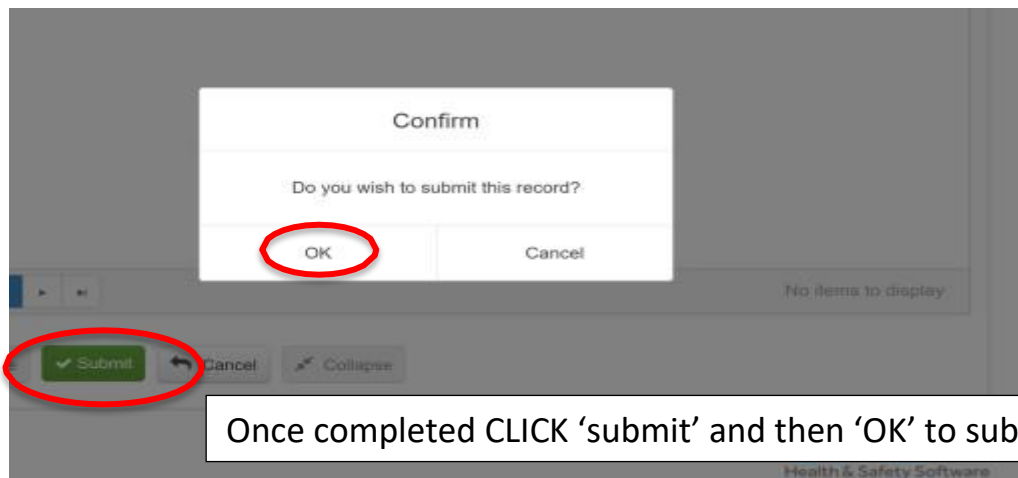
You can click on the 'Upload file' button



You can click on the 'upload file' button or use the 'Drag and drop option'.



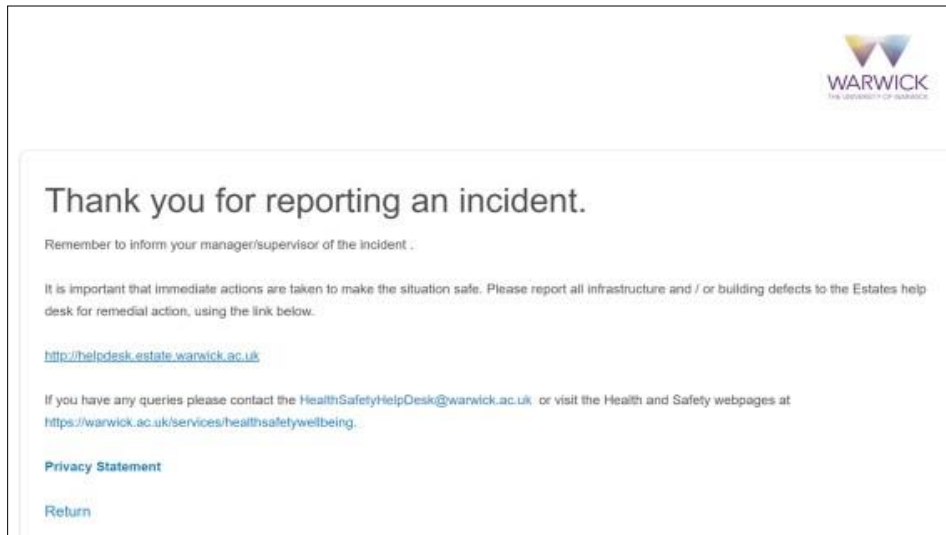
Once completed select 'Done'.



Once completed CLICK 'submit' and then 'OK' to submit the record

Confirmation Page

Once this screen is displayed the Near Miss form has now been submitted successfully
Remember to inform your manager/ supervisor of the Near Miss



Health and Safety Privacy Statement

The University of Warwick will process personal data relating to accidents for the purpose(s) of investigation and onward reporting to statutory or insurance bodies where necessary.

The legal basis for processing this personal data is statutory obligation, namely under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Social Security Administration Act 1992.

Your personal data will not be shared or disclosed to any third parties external to the University of Warwick, except Assure (formally SHE Assure) who will process your personal data for the purpose(s) of centrally recording details of the incident. This data may be required to be shared with those agencies with legal entitlement.

Your personal data will not be transferred outside of the EEA, will be kept securely by the University of Warwick and will be retained in accordance with the University Records Retention Schedule.

The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the [University's Data Protection](#) webpages for further information in relation to your rights and how the University processes your personal data. The University's Data Protection Officer can be contacted through DPO@warwick.ac.uk or infocompliance@warwick.ac.uk and any requests or complaints should be made in writing to the University's Data Protection Officer.

**If you have any queries, please visit the Health and Safety webpages
<https://warwick.ac.uk/services/healthsafetywellbeing>.**