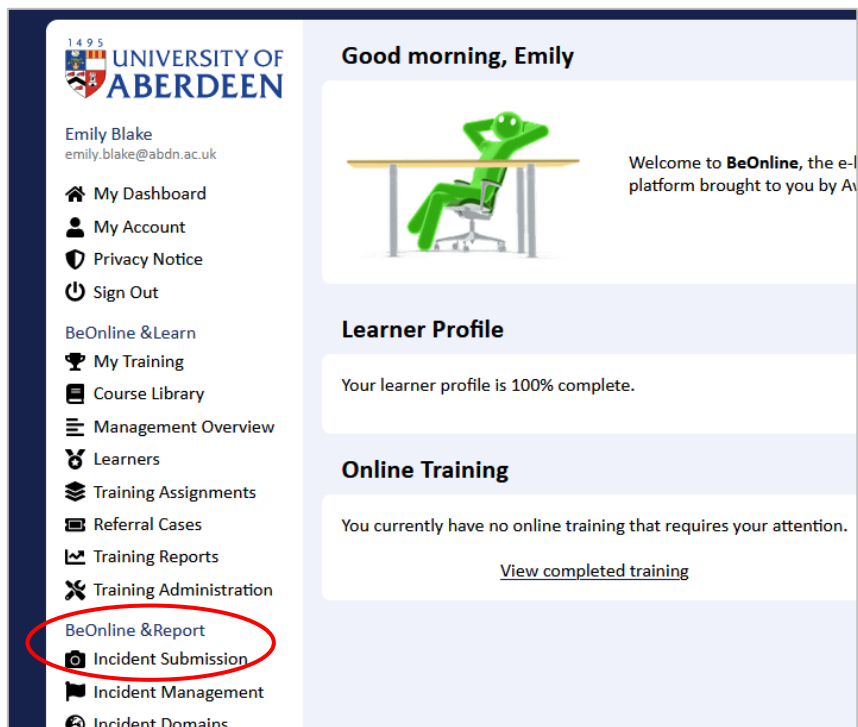


How to report an accident, near miss or ill health in Awaken

To report an accident you need to log into the Awaken system here: <https://abdn.awaken-be.com/>

From the home screen select “Incident Submission” from the list on the left side of your screen



The next page gives 3 options, to report either an accident, ill health (e.g. ill health that is not caused by work activities, such as a faint or seizure) or a near miss

Report an Incident or Near Miss

Form Selection

Please select from the options below the situation you would like to report. For additional information on each, please refer to the help text within each selection.

Report an Accident (meeting the standards required by HESA)
Use this form to report an accident, event or fire that results in:
Death or injury
Ill-health that is related to work/study activities
Damage of loss to property or plant

Report Ill Health
Use this form to report:
An incident that is not related to work/study activities
Whether or not a first aider attended



Report a Near Miss (including incidents such as noise complaint)
Use this form to report:
An incident that did not cause an injury or damage but had the potential to do so
A fire alarm activation (genuine or false) where no injury or damage resulted

This guide is an example of an accident submission; the ill health and near miss reports are very similar

Step 1 asks for details about when and where the accident happened. When you select a location from the drop down, a box will appear to allow you to give more specific details e.g. room number

Form Submission - Step 1 of 5

About when the incident happened

Date and Time   Use the calendar and clock icons to select from or enter the data manually in the space provided.


About where the incident happened

Was the incident on residential premises? Yes No

Which School / Directorate does the injured person work / study in?

To change department please type the new name in the box or enter any 3 letters to select from the available options.

Location



Step 2 asks you to categorise the incident. The categories listed align with HSE reporting categories, don't worry if you think you have mis-categorised, we can amend the details after submission if required

Form Submission - Step 2 of 5

Categorisation of incident

Select the category that the incident fits into best

Specify the incident subcategory

- Contact with material being machined
- Contact with moving machinery
- Cuts or lesions caused by object
- Drowned or asphyxiated
- Electrical fault
- Electrical items left unattended
- Fall from height
- Hit something fixed or stationary
- Injured by an animal
- Lifting and handling injuries
- Physical assault
- Slip, trip and fall on stairs
- Slip, trip, fall same level
- Struck against
- Struck by moving object
- Struck by moving vehicle
- Trapped by something collapsing

Step 3 asks for details about the incident. A free text box is provided for you to give details about:

- what happened, and
- what has been done (or is planned) to prevent the incident from reoccurring

Please give as much detail as possible as the person reading the report may not be familiar with your work activities.

Form Submission - Step 3 of 5

Extra incident information

Did the incident have a potential to cause death or serious injury? Yes No

Can you provide information about the process and activities involved?
Please note, if you click no the default values will be used for reporting purposes. Yes No

Describe what happened and any remedial action taken.
Give as much detail as you can, including i) the events that led to the incident. ii) the operation or activity in progress.
Describe any action taken to prevent similar incidents occurring.

Did the Emergency Services attend? Yes No

Did a First Aider attend? Yes No

Was there a witness? Yes No

Step 4 asks for details about the injured person. The system will autofill with your details if the accident happened to you. You can enter “unknown” if you do not have all the details at the time of the incident, they can be added in after the report has been submitted if necessary,

Form Submission - Step 4 of 5

About the ill or injured person

No person was injured during this incident

The accident happened to Myself Staff Member Student Other Person

Title

First Name

Last Name

Student/Staff ID

Job Title / Description / Course

Step 5 asks for details of the injury (if you selected in the previous step that nobody was injured, the system will skip this step). Please answer to the best of your ability with the information you have at the time, an accident may later become RIDDOR reportable which you would not know at the time of making the report – this is not a problem and can be amended later if the situation changes.

Form Submission - Step 5 of 5

Did the injury result in a death (fatality)? Yes No

Does the person have an occupational disease? Yes No
Occupational diseases include: carpal tunnel syndrome, cramp of the hand or forearm, occupational dermatitis, hand arm vibration syndrome, occupational asthma, tendonitis or tenosynovitis.

About the person's injuries

Was the injury Multiple Single *

Side of the body injured Both Sides Left Right Centre/Other *

Main type of injury *

Description / examples
(provides help on the injuries selected)

Choose the most severe injury from the list.

Main part of the body that was injured *

About the severity of the person's injuries

Please help us to determine the severity of the injury

Was the injury one of these in the list below (as specified under RIDDOR)? Yes No

- bone fracture excluding finger, thumb or toe
- amputation of arm, hand, finger, thumb, leg, foot or toe
- blinding or permanent sight reduction
- crush injuries leading to brain damage or internal organ damage
- serious burns
- scalping requiring hospital treatment
- loss of consciousness caused by head injury or asphyxia
- injuries associated with working in an enclosed space leading to hypothermia or heat-induced illness, resuscitation, hospitalisation for over 24 hours

If no, the injury prevented the worker from carrying out their routine work for more than 7 calendar days or Yes No

The RIDDOR reportable injury was to a member of the public or student taken directly to hospital from the location of the injury. Yes No
As a reminder, episodes of mental health issues, self harm or ill health are NOT RIDDOR reportable injuries. Episodes of sporting injuries or where the referral to hospital occurred from another location (such as GP practice the following day) are also NOT RIDDOR reportable.

The final page asks you to submit the report for submission. The health and safety department will be notified and your local accident investigator. They may be in touch later if they need more information from you, or you can get in touch with them if you think of something that was missed.

Form Submission - Completion

Submit Completed Form

You have now successfully completed all the steps of this form.

Should you be at all uncertain about what you have entered, you can go back by clicking the **Back** button and make any required changes before submitting.

Click on the **Submit** button below for final submission.

Summary:

- All accidents and near misses must be reported as soon as possible - in most cases this will be within 48 hours
- Complete the form to the best of your ability with the information you have at the time – submissions can be amended and further information added after the report has been submitted
- Once the report has been submitted the Health and Safety team and your local accident investigator will be notified. If necessary then they will get in touch with you
- Please contact your Local Safety Coordinator, Line Manager or the Health and Safety team if you have any issues

Please login using your University username and password.

Username	<input type="text" value="s03eb2"/>
Password	<input type="password" value="••••••••"/>
	<input type="button" value="Login"/>