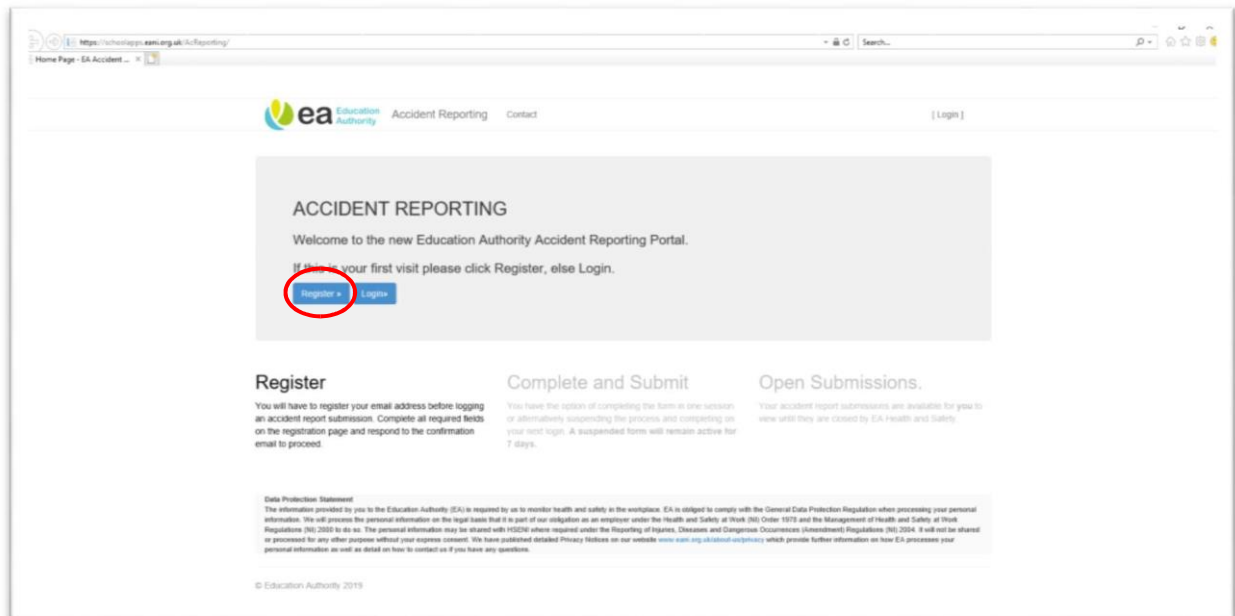


GUIDANCE ON THE COMPLETION OF THE ON-LINE ACCIDENT INCIDENT REPORT FORM

The Education Authority is introducing a new on-line accident reporting format for accidents, incidents, near misses, unsafe acts and unsafe conditions. This replaces the existing paper Accident/Injury Report and will be operational from 1 September 2019.

You can access this form at: <https://schoolapps.eani.org.uk/acReporting/>



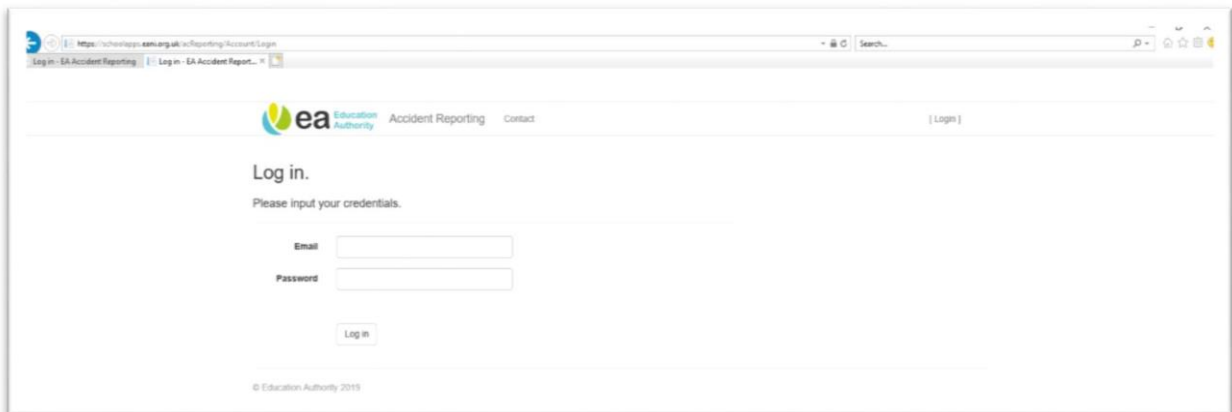
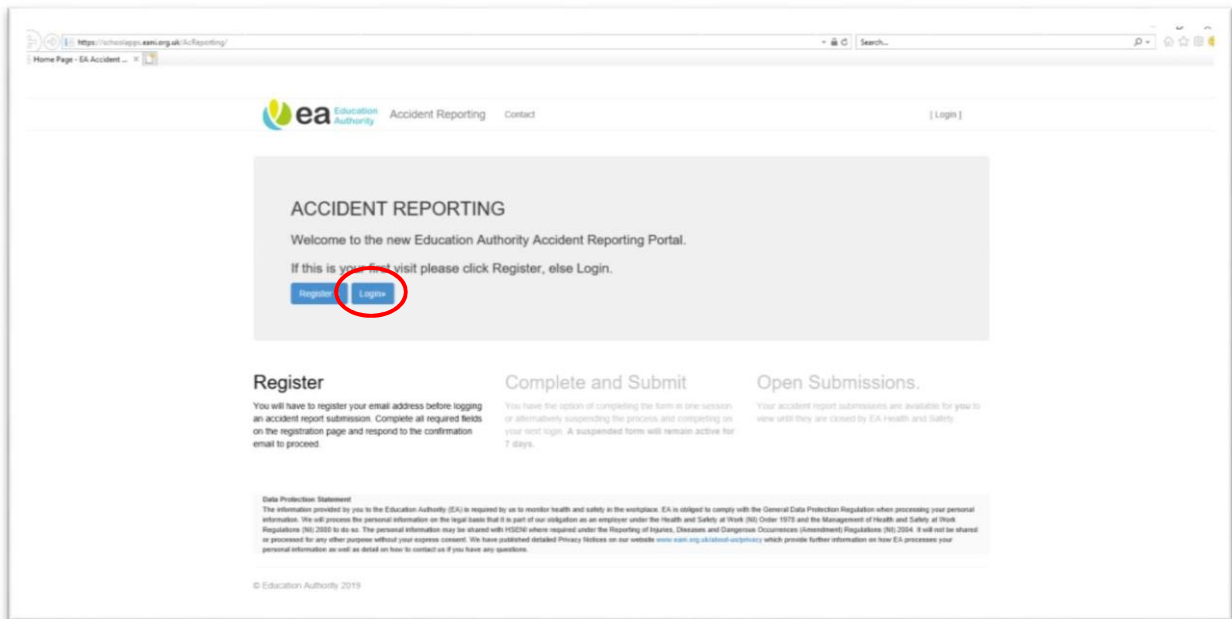
To Register click as indicated above and fill out form below. Each school/premises should decide who and how many will be managing this process on site and therefore require access to the on-line procedure.

Register.

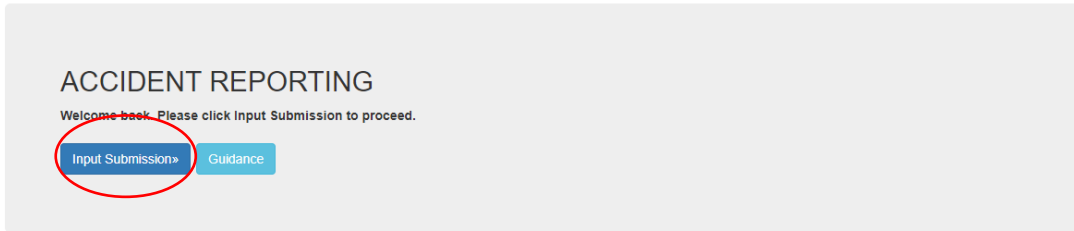
Please complete all relevant fields and create a password. Select your school or office/establishment.

Name	<input data-bbox="635 1406 1386 1444" type="text" value="what is your full name?"/>
Job Title	<input data-bbox="635 1458 1386 1496" type="text" value="what is your job?"/>
Select School	<input data-bbox="635 1509 1386 1547" type="text" value="-Select-"/>
Select Office	<input data-bbox="635 1561 1386 1599" type="text" value="-Select-"/>
Directorate	<input data-bbox="635 1612 992 1650" type="text" value="-Select-"/>
Telephone	<input data-bbox="635 1664 1386 1702" type="text" value="what is your telephone number?"/>
Work Email	<input data-bbox="635 1715 1386 1753" type="text"/>
Password	<input data-bbox="635 1767 1386 1805" type="password" value="....."/>
Confirm password	<input data-bbox="635 1818 1386 1856" type="password" value="re-enter password"/>
Approver Email (Principal / Premises Manager)	<input data-bbox="635 1870 1386 1908" type="text" value="what is your approver's email address?"/>
<input data-bbox="635 1921 711 1960" type="button" value="Register"/>	

After registration you are required to log on each time you want to report an accident, incident, near miss, unsafe act or unsafe condition as follows:



When logged in it will default to the Accident Reporting tab. Now click on Input Submission and proceed.



Register

You will have to register your email address before logging an accident report submission. Complete all required fields on the registration page and respond to the confirmation email to proceed.

Complete and Submit

You have the option of completing the form in one session or alternatively suspending the process, saving the form as a draft, and completing on your next login. **A suspended, draft form will remain active for 14 days.**

Open Submissions.

Your accident report submissions are available for **you** to view. If you experience any difficulties, or require your password reset, please contact your local [Health and Safety Office](#).

Data Protection Statement

Information supplied within this form will be used to ensure the EA complies with its statutory responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997. Information will also be used to for the purpose of accident investigation, collation of statistical information and for the use in defence of any liability claims. Please refer to EA's privacy notices which are available on our website at www.eani.org.uk/about-us/privacy. EA's Privacy Notices provide further information on how and why EA process personal information as well as details on how to contact EA with any questions or concerns.

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Complete Part 1: School or Other Establishment Details, i.e. name of school or EA premises.

The screenshot shows the top navigation bar with the 'ea Education Authority' logo and links for 'Accident Reporting', 'Contact', 'Log Submission', and 'Submission List'. The user is logged in as 'adele.mcmullan@eani.org.uk'. A warning message states: 'Please note: this session will time out after 15 minutes. In order to prevent loss of your keyed data, please ensure you click 'Save as Draft' at regular intervals.' There are 'Save as Draft' and 'Print Form' buttons. Below this is the 'Accident Injury Report Form' header with a note that an asterisk denotes a mandatory field. The main form area is titled 'Part 1: School or Other Establishment Details' and contains two fields: 'Establishment Name*' with a home icon and the value 'EA Armagh Office', and 'Establishment Address*' with the value '3 Charlemont Place Armagh'.

Complete Part 2: Injured Person Details using free text and drop down selection where appropriate.

The screenshot shows the 'Part 2: Injured Person Details' section of the form. It includes several fields: 'Name*' (with a person icon and the value 'injured person name'), 'Gender' (a dropdown menu with 'Select' and a downward arrow), 'Date of Birth*' (with a 'click to select date' button), 'Address' (with the value 'injured person address'), 'Postcode' (with a 'postcode' label), and 'Injured person category*' (a dropdown menu with 'Select', 'Employee', 'Pupil', and 'Visitor' options).

Complete Part 3: Accident Details using free text and drop down selection where appropriate.

Part 3: Accident Details

Date of accident*

Time of accident*

Video footage available? Yes No

used person's line manager?

where accident occurred (if different from above)

exact location, e.g. classroom, gym, kitchen, playing fields, corridor

How did it happen?
detail exactly how the accident occurred

Complete Part 4: Injuries. Use free text. Each 'Yes' opens another box which requires completion.

Part 4: Injuries

Nature and severity of injuries*
provide full and specific injury detail - if injury to limb or eye, for example, indicate left or right; if none, state none

Was the Injured Person taken from the scene of the accident to hospital?
 Yes No

Did the Injured Person remain in hospital for more than 24 hours?
 Yes No

Did the Injured Person attend hospital as an outpatient?
 Yes No

Did the Injured Person receive first aid?
 Yes No

Hospital

Duration in hospital

Hospital/Clinic name

First Aider's name

Complete Part 5: Witnesses. A selection in the drop down of 1 or more witnesses opens boxes where the witness details should be recorded in free text.

Part 5: Witnesses
Who saw it happen? Please provide names and addresses of all persons in a position to provide any information. (State Capacity, such as pupil, employee or visitor)

Please retain a copy of all witness statements if appropriate

Select

1
2
3
4
5

Name

Capacity

Contact details

Exact location at time of accident

Complete Part 6: Additional Information. Each 'Yes' opens another box which requires completion.

The screenshot shows a web form titled "Part 6: Additional Information". It contains several questions, each with a "Yes" radio button selected. Each "Yes" selection opens a text input field for details. The questions are:

- Was the accident related to the condition of the premises or fabric of the building? If yes please provide full details below. (Yes selected, input field: "please give details of any defects you believe contributed to the injury")
- Did the accident result from the use of machinery or equipment. If yes, please provide details below. (Yes selected, input field: "machinery/equipment details")
- Was the injury as a result of the use of materials or substances? If yes, provide full details below. (Yes selected, input field: "please state brand of product, name and address of supplier and manufacturer")
- Was the accident due to a slip, trip or fall? If yes, please state type of floor or other surface conditions below. (Yes selected, input field: "floor type/surface conditions")
- Was the injured person wearing Personal Protective Equipment (PPE)? If yes, please specify below. (Yes selected, input field: "Input PPE details, such as: Head protection, eye protection, gloves, safety shoes/boots, protective clothing, safety harnesses, lifelines, ear defenders, etc.")

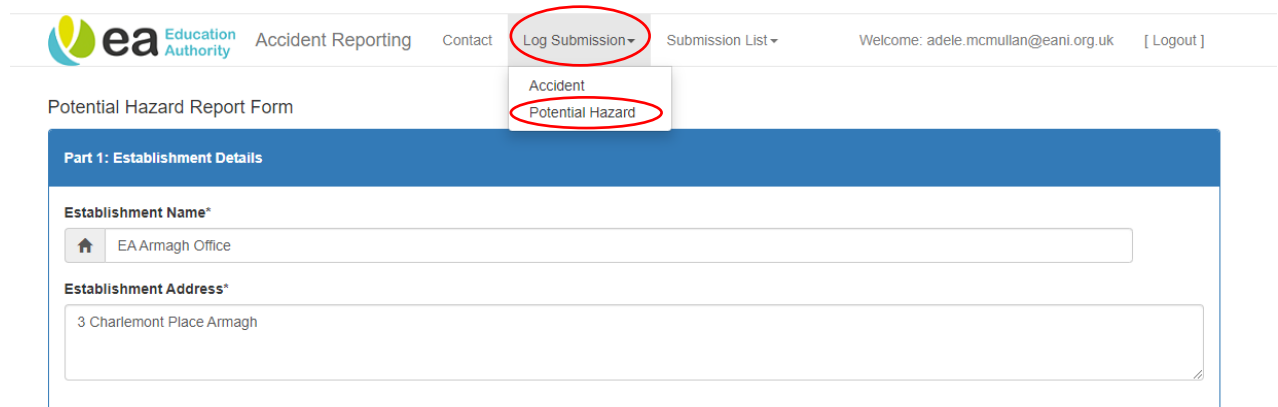
Below the PPE question are two more input fields: "Type of footwear worn, if relevant." (input field: "footwear details") and "Weather conditions, if relevant." (input field: "weather details"). At the bottom of the form is a large text area for "Any other information you consider relevant" and two buttons: "Previous" (orange) and "Submit" (blue, circled in red).

When complete, click submit and this form will be automatically forwarded to your local EA Health and Safety Office.

As stated in the introductory paragraph, this online form will also capture near misses, unsafe acts and unsafe conditions. This is done to pre-empt situations where accident/injury could occur and provide remedy before the problem occurs.

To access this form click on the tab entitled 'Log Submission' and select 'Potential Hazard'.

Part 1: Establishment Details is similar to Part 1 of the Accident Report Form and should be completed in the same way.



The screenshot shows the top navigation bar of the EA Education Authority website. The 'Log Submission' dropdown menu is open, with 'Potential Hazard' selected. Below the navigation bar, the 'Potential Hazard Report Form' is displayed, with 'Part 1: Establishment Details' highlighted in a blue header. The form contains two input fields: 'Establishment Name*' with the value 'EA Armagh Office' and 'Establishment Address*' with the value '3 Charlemont Place Armagh'.

Part 2: Person Details, requires the name and contact details of the person making the Potential Hazard report with the drop down indicating whether they are an employee, pupil or visitor.



The screenshot shows the 'Part 2: Person Details' section of the form. It includes a 'Name*' input field with a person icon, a 'Role' dropdown menu with options 'Select', 'Employee', 'Pupil', and 'Visitor', and a 'Contact details' input field with the placeholder text 'address (including postcode)'.

Part 3: Details, provides a drop down offering a choice of whether you are reporting a near miss, unsafe act or unsafe condition. Selection of either offers a definition and examples of each. When you decide which one describes best what the situation is, you provide free text of as much detail as you can and importantly, what action has been taken as a result of this potential accident.

The screenshot shows a web form titled "Part 3: Details". At the top left, there is a dropdown menu with three options: "Near Miss", "Unsafe Act", and "Unsafe Condition". The "Unsafe Condition" option is selected and highlighted with a red circle. To the right of this dropdown, a text box contains the definition for "Unsafe Condition": "Unsafe Condition - A condition in the work place that is likely to cause property damage or injury. For example: Defective tools, equipment, or supplies; Inadequate supports or guards; Inadequate warning systems; Fire and explosion hazards; Poor housekeeping; Uneven walking surfaces; Excessive noise; Poor ventilation etc." This text box is also circled in red. Below the dropdown and definition, there are two input fields: "Date observed" (with a "click to select date" prompt) and "Time observed" (with an "insert time" prompt). Below these are two large text areas: "Details" (with the prompt "please input a full description of your observation of the potential accident") and "What action has been taken at local level as a result of this incident?" (with the prompt "please input full detail"). At the bottom right of the form, there is a blue "Submit" button, which is circled in red. At the bottom left of the form, there is a small copyright notice: "© Education Authority 2019".

When this form is complete, click Submit. If you require any assistance in completing this form, please contact your local EA Health and Safety Section.