

# QUICK GUIDE: REPORTING AN INCIDENT

Navigation



To report a new accident or incident, from myRisks Tools, click on this link



Select the incident type, and then complete the sections as requested. Use 'next' to move through each section. Nb: your personal details (Division / Department) will auto-populate into the form, but these can be changed.

People Involved



At this stage you may not have all the information about the incident. Enter what information you do have; more information can be updated later.

Were there any people involved? Tick: **Yes** or **No**  
These may be injured person/victim, witness, first one scene or other involvement.

If **Yes**: Click 'Add Details'. Search for person by 'Surname'. If the person is an employee they can be selected from the database, otherwise add the known information into the form.

Also, please check that either 'Yes' or 'No' is ticked next to union notification consent statement.

Add whatever information you have; don't worry if you don't have everything, any missing information can always be added later.

At the end of this section, click 'Save' to save the person details, which takes you back to the main form.

If **No** – move to 'What' happened.

People can be added later if necessary

What happened & where



Enter details of 'What happened' Give as much detail as possible, but if there isn't enough room, attach a document at the Review stage and refer to this in the text

Nb. in this section, do not refer to people by name (use 'injured person', 'IP', witness, etc.) and do not include personal information such as addresses and phone numbers. Any personal information should be kept in the 'People Involved' section.

**Where:** Enter details about where the incident happened. If in a BBC building select from the drop down lists and add further details into the text box below

**Other Information:** You also need to confirm details about any damage to equipment or premises. Where possible answer the questions here, including any corrective actions taken.

**Submit Now**



If you are happy with the report, tick the box to confirm that the information is correct.



You also need add your line manager's name here, so they receive a notification email of the incident report and can then review it. Notification is also sent automatically to BBC Safety and key managers in your business area.

A pdf version of the record will be created which you can save locally if required

Submitting the report

For more information, contact:

Safety Advice Line : 0464 (+44 (0)370 411 0464); safety@bbc.co.uk

## QUICK GUIDE: REVIEWING AN INCIDENT

Navigation



Incident Reporting  
& Investigation

To review an accident or incident record, from myRisks Tools, click on this link.

Enter the incident reference number in the search tool (using the numbers only) and then click on this number in search results to enter the record

If you don't know the incident number, select other appropriate criteria (Division, date of incident, etc.) to narrow your search.

If you are not the correct reviewer, you can allocate the incident to another person and send them an email.

To do this, click on 'Allocate' to assign a new Reviewer, searching by Surname. Click 'Email Reviewer'. Nb. this will overwrite normal access restrictions.

Check each section is a true and accurate record



**People:** Check personal details are correct - you will need to 'verify identity' of all the staff involved, or if necessary, to add a new person. Check that all the injury and treatment details are complete and correct.  
**What:** Check that all the information known about what happened is correct, either in this section or in any attached report  
**Where:** Check that the information on where the incident happened is correct.  
**Damage:** Check that any damage caused to equipment, premises etc. has been recorded and is correct  
**Other information:** Check this information is correct  
**Attachments:** Click on Browse and check / add attachments (document, photos etc). Max. size is 4.5Mb

Review & Sign Off

Enter the incident type (immediate cause) and incident classification from the drop-down menus

The system will check the record for missing information.

If any items are marked with an 'x' you need to go to the relevant section and add the additional information required.



Error (cannot proceed)

Nb. a common issue is that the involved person has not been 'verified'

**Initial review confirmation:** select the actual and potential severity and how likely it is to happen again from the drop down lists. An investigation level recommended for this incident will be suggested.

**Confirmation checks - answer the two questions asked:**

Are there any additional actions you need to take now? [If required, 'Actions' can be added via the tab]  
 How will you share the lessons learned with other people?

**Sign Off:** Tick the confirmation check box and select OK. The incident is now signed off and will be locked. The review and sign off screen now provides a pdf of the reviewed incident and the review details, and in the management column of search results, the red square turns to green. Nb. ignore the 'status' column.



**Print:** The original notification can be printed from the 'Date & Time' section of 'Incident Details'. The final version of the incident can be printed from the Review & Sign Off section.

For more information, contact:

Safety Advice Line : 0464 (+44 (0)370 411 0464); safety@bbc.co.uk

Allocate  
a Reviewer

Reviewing the details

Review and  
Sign-off