

University Occupational Health and Safety Guidance Note

SIRIS - REPORTING A SAFETY RELATED INCIDENT (INCLUDING NEAR MISSES AND UNSAFE ACTS)

1. WHY REPORT

The University, as an employer, has a legal responsibility to:

- Have effective arrangements in place to manage safety, health and wellbeing;
- Investigate the cause(s) (immediate, underlying and root causes) of incidents and significant near miss events;
- Ensure identified remedial action is taken which will reduce the risk of a recurrence and the frequency of incidents;
- Report RIDDOR reportable incidents to the relevant enforcing authorities.

2. WHO CAN REPORT

Anyone can report an incident, whether they are associated with the University of Strathclyde or not including but not exclusively, staff, students, contractors, third parties, members of the public.

3. HOW TO REPORT

The [SIRIS incident reporting webform](#) should be used to report any safety-related incident occurring either on University of Strathclyde premises or work-related incidents occurring off campus. Reports can be submitted via computer, tablet or mobile phone anytime from anywhere.

There may be circumstances where online reporting isn't appropriate, where an immediate response is required. These circumstances may be:

- Where, according to the Departmental Safety Arrangements, incidents are identified that required immediate local reporting (e.g. to the line manager or DSC);
- In the case of a major incident of emergency where an immediate response is required on campus Security Services should be called internally on X2222 or externally on 0141 548 2222. If off campus local emergency arrangements should be followed or the emergency services contacted on 999 (UK);
- In the event of a major incident, Safety, Health and Wellbeing (SHaW) will be notified directly internally on X2726 or externally on 0141 548 2726.

Whilst the above circumstances may require initial reporting through alternative means, ALL incidents must be reported through SIRIS as soon as possible after the incident has occurred.

4. WHAT TO REPORT

All health, safety and wellbeing incidents must be reported. Incidents are defined as an **unplanned and uncontrolled event (or sequence of events) that may give rise to or gives rise to, injury / harm to the health of any person or causes damage to property or equipment**, and are categorised as follows:

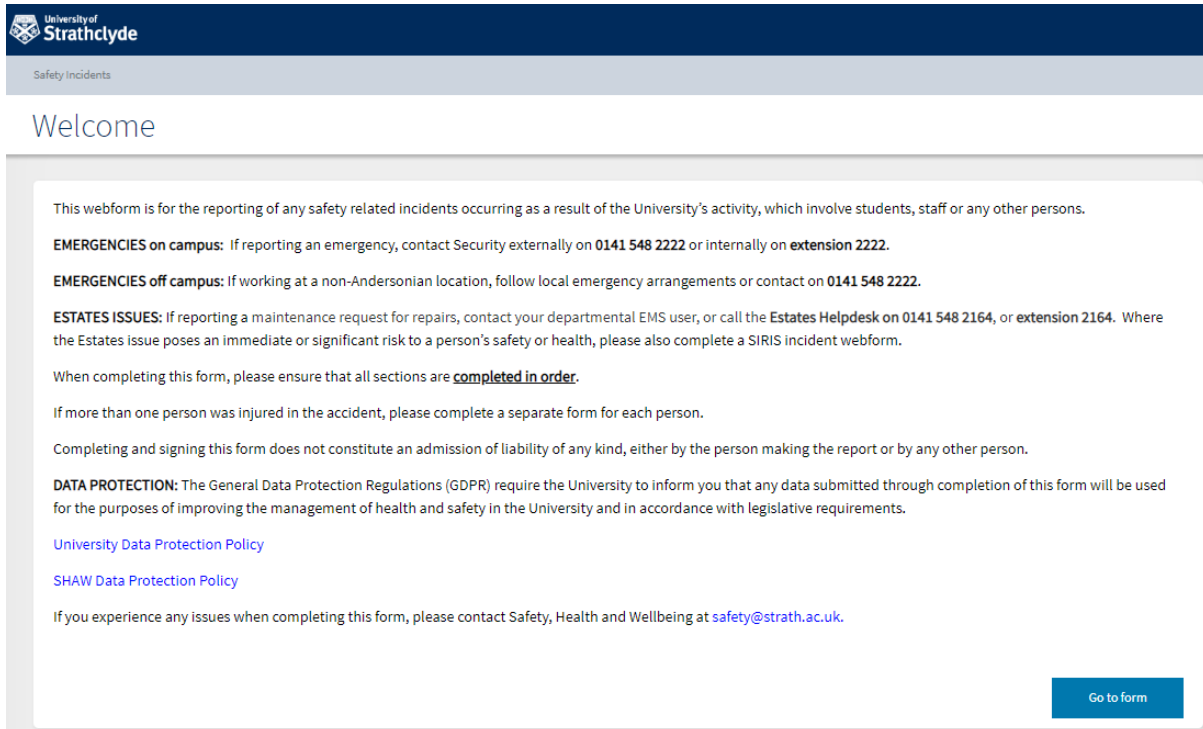
- Accidents - An unplanned and uncontrolled event that gives rise to injury / harm to the health of any person or damage to property / equipment;
- Fire – 3 sub categories:
 - Major fire Involves smoke, heat and flames causing property damage to multiple building fixtures or fittings;
 - Minor fire Involves smoke, heat and flames, causing only localised damage to equipment and property;
 - Near miss fire Involves only smoke without flames, which may or may not cause damage.
- Near Miss - An unplanned and uncontrolled event that had the potential to cause injury or damage but through good fortune did not;

- Occupational ill health - A condition acquired in relation to a work activity. In relation to RIDDOR, an occupational disease or condition listed in the Regulations that has been confirmed by a medical practitioner;
- Unsafe Acts or conditions - Non-compliances with a safe procedure, or a hazardous physical condition or circumstance which could lead to an incident;
- Violence / Aggression – behaviours demonstrated that result in feeling threatened, harassed or unsafe.

5. STEP BY STEP GUIDE TO SUBMITTING AN INCIDENT REPORT

The following information will provide tips and advice when completing the webform:

- 1) Go to the [SIRIS incident reporting webform](#). Read the Welcome page, then click 'Go to form'.



The screenshot shows the 'Welcome' page of the SIRIS incident reporting webform. At the top left is the University of Strathclyde logo and the text 'University of Strathclyde'. Below the logo is a navigation bar with 'Safety Incidents'. The main heading is 'Welcome'. The body of the page contains the following text:

This webform is for the reporting of any safety related incidents occurring as a result of the University's activity, which involve students, staff or any other persons.

EMERGENCIES on campus: If reporting an emergency, contact Security externally on **0141 548 2222** or internally on **extension 2222**.

EMERGENCIES off campus: If working at a non-Andersonian location, follow local emergency arrangements or contact on **0141 548 2222**.

ESTATES ISSUES: If reporting a maintenance request for repairs, contact your departmental EMS user, or call the **Estates Helpdesk** on **0141 548 2164**, or **extension 2164**. Where the Estates issue poses an immediate or significant risk to a person's safety or health, please also complete a SIRIS incident webform.

When completing this form, please ensure that all sections are **completed in order**.

If more than one person was injured in the accident, please complete a separate form for each person.

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or by any other person.

DATA PROTECTION: The General Data Protection Regulations (GDPR) require the University to inform you that any data submitted through completion of this form will be used for the purposes of improving the management of health and safety in the University and in accordance with legislative requirements.

[University Data Protection Policy](#)

[SHAW Data Protection Policy](#)

If you experience any issues when completing this form, please contact Safety, Health and Wellbeing at safety@strath.ac.uk.

In the bottom right corner, there is a blue button labeled 'Go to form'.

Alternatively, scan the following QR code using a mobile device.




2) Complete the form by selecting from the prepopulated options or by using free text where relevant.

- The form MUST be completed in order.
- The red dot denotes a mandatory field.
- The 3 white dots denote a selection option.
- Complete a separate webform for each person involved in the incident.

Please fill in the fields below and then click on 'Submit'

Incident Details

TYPE OF INCIDENT •

Click to select 

BRIEF DESCRIPTION OF THE INCIDENT •


DATE OF INCIDENT •

DD MMM YYYY 


TIME OF INCIDENT (IF KNOWN)

HH  MM 


SPECIFY WHAT DEPARTMENT, SCHOOL OR DIRECTORATE IS RESPONSIBLE FOR THE AREA WHERE THE INCIDENT OCCURRED •

Click to select 


SITE •

Click to select 

INCIDENT BUILDING/PREMISES •


Click to select 

PLEASE GIVE THE FLOOR NUMBER WHERE THE INCIDENT OCCURRED ?


Click to select 

IF KNOWN, PLEASE PROVIDE THE ROOM NUMBER

PERSON'S ASSOCIATION TO THE UNIVERSITY? •


Click to select 

PERSON'S ASSOCIATION TO THE INCIDENT? •

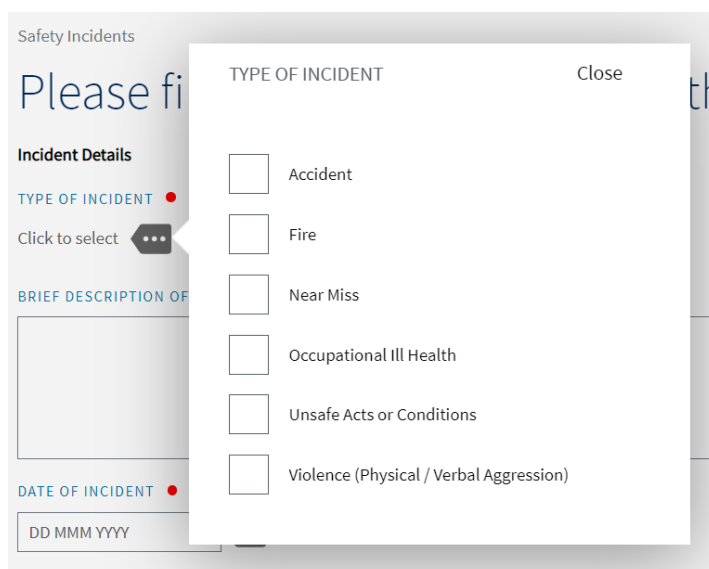
Click to select 

Submit

3) Selecting and option from a prepopulated list

Click to select 

Clicking on the 3 dots will present a list of prepopulated options to select from. For example, 'Type of Incident':

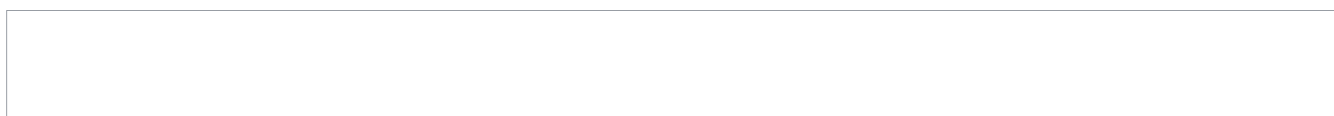


The screenshot shows a web form titled 'Safety Incidents'. The main heading is 'Please fill in the details of the incident'. Under 'Incident Details', there are three fields: 'TYPE OF INCIDENT' (with a dropdown arrow and three dots), 'BRIEF DESCRIPTION OF THE INCIDENT' (a large text area), and 'DATE OF INCIDENT' (with a calendar icon). A modal window is open over the 'TYPE OF INCIDENT' field, titled 'TYPE OF INCIDENT' with a 'Close' button. The modal contains a list of options, each with a checkbox: Accident, Fire, Near Miss, Occupational Ill Health, Unsafe Acts or Conditions, and Violence (Physical / Verbal Aggression).

4) Inputting Free text

Some parts of the form require you to input free text into a text box as below for the 'Brief description of the incident'. Where free text is required, please provide as much information as possible to fulfil the information being requested.

BRIEF DESCRIPTION OF THE INCIDENT 



A large, empty rectangular text box intended for the user to provide a brief description of the incident.

5) Types of Incident

There are 6 types of incident that can be reported, these are listed with descriptions in Section 4 'What to report'. Where Accident, Fire, or Occupational Ill Health are selected you will be asked to select a Primary Cause as the next step in completing the report. These are self-explanatory options.

6) Brief Description of the Incident

Provide as much detail about the incident as possible to include: the circumstances of the incident; the consequence of the incident; any injured parties; immediate action taken; and any other relevant information.

7) Where the incident occurred

It's important to include information regarding where the information occurred, this ensures that the report is sent to the correct person(s). You are required to specify:

- What department/school/directorate is responsible for the area where the incident. Occurred.
- Which site the incident occurred at, this includes online and off campus locations.
- The floor and room number where the incident occurred, if known.

8) Details of the persons reporting the incident

- Person's association to the University - You are required to provide information on who is reporting the incident, this is from a prepopulated list. Please select 'other' if an appropriate category isn't in the list of options.
- Person's association to the incident – were you involved in the incident, are you reporting on someone's behalf, or are you a witness to an incident.

Depending on what selection you make, you will be requested to provide further information.

- I was involved in the incident – you will be asked to provide contact information, details of your involvement in the incident, and an opportunity to upload any documents. If you were injured in the incident you will be asked to provide information including type of injury and whether you required first aid/hospital treatment. If there were any witnesses you can also enter their details.
- I am reporting on behalf of someone else – you may select this option if you are for example a DSC reporting an incident on someone else's behalf. You will be asked to provide your contact details and information for the person involved (as above for 'I was involved in the incident').
- I am a witness to the incident – a witness can remain anonymous if they wish. If happy to provide details, information as above regarding contact details and details of the injury will be requested.

9) Submitting the incident

Click on 'Submit' to submit the incident report. This will take you to an acknowledgement page.

University of Strathclyde

Safety Incidents

Form submitted successfully

Thank you for submitting an incident report.

We take reports of incidents seriously, and will investigate reports of safety incidents appropriately. We will be in contact with you should we require any further information. You can download a pdf copy of your submissions by clicking on "View responses" below.

If you wish to provide any additional information in the mean time, please contact the Departmental Safety Coordinator for the department you have selected as being responsible for the area where the incident occurred. Alternatively please can contact Safety, Health and Wellbeing at safety@strath.ac.uk and one of our members of staff will be in touch.

[View responses](#)

Click on 'View Responses' if you wish to review your responses and/or print off a pdf of your responses.

University of Strathclyde

Safety Incidents

Your responses

Incident Details

TYPE OF INCIDENT

Accident

[Download PDF](#)

6. WHAT HAPPENS NEXT?

Upon submission the report is sent to the member(s) of staff who is/are responsible for managing incidents within the relevant area (usually the Departmental Safety Co-ordinator (DSC)), and to Safety, Health and Wellbeing (SHaW). The DSC will review the incident and, if they haven't already, may contact you for further information. It is usual that corrective/preventative actions are identified to prevent the incident recurring. A member of SHaW will also review the incident, and if any immediate action is required, they will liaise with the relevant department.

In some cases, where there has been a serious outcome or there could have been a serious outcome if the circumstances had been different, a full investigation will be opened.

Once all actions have been completed and SHaW have reviewed the incident, it will be closed out and records retained on the system.