



National Highways Supply Chain colleagues - completing an event investigation on Highways Accident Reporting Tool

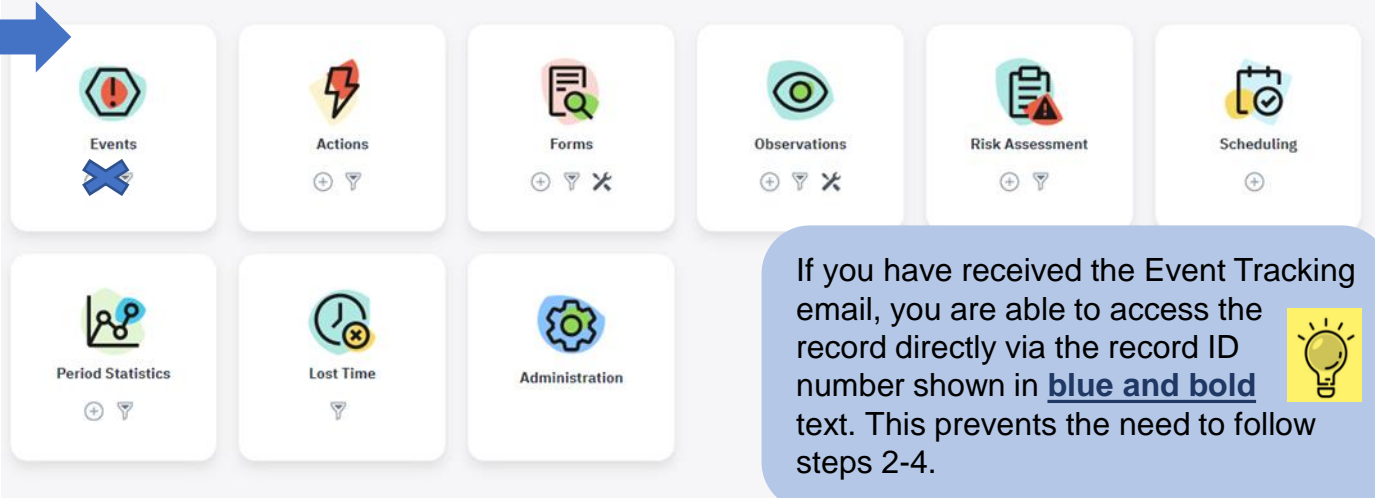

This guidance is designed to assist users in every step of the process when completing an event investigation on our Highways Accident Reporting Tool

Highways Accident Reporting Tool can be accessed here:
<https://ehsuk.ecoonline.net/nationalhighways>

If you are experiencing any technical issues with using Highways Accident Reporting Tool, please contact us via;
HARTsupplychain@nationalhighways.co.uk

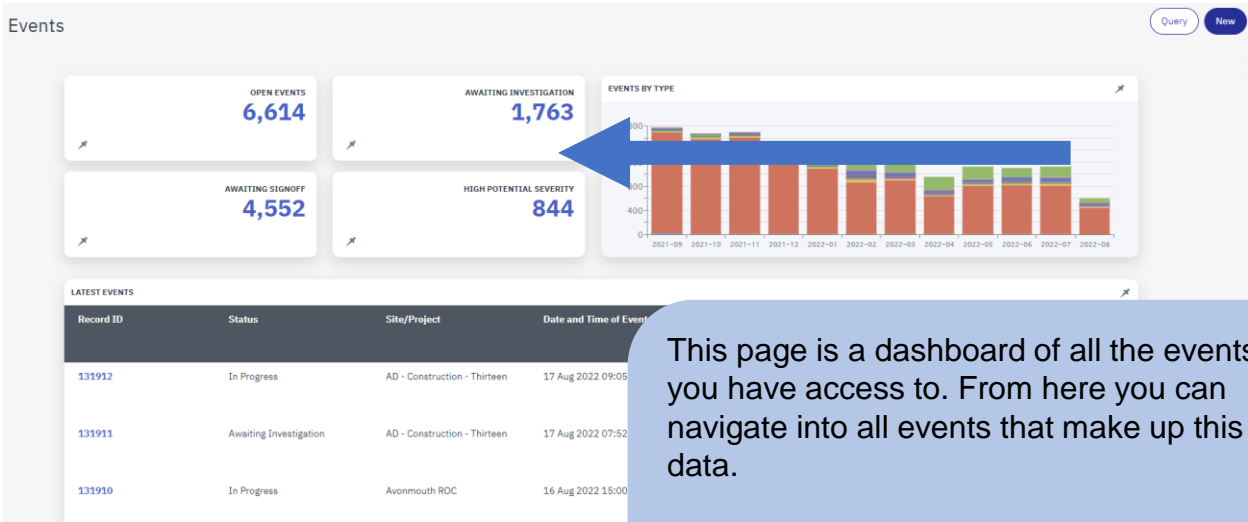
Highways Accident reporting Tool - National Highways Supply Chain colleagues Guidance - Completing an event investigation

- 1. Access the Highways Accident Reporting Tool by selecting the appropriate [link](#).
- 2. From the home screen, click on the events tile (not the icons below the tab)



If you have received the Event Tracking email, you are able to access the record directly via the record ID number shown in **blue and bold** text. This prevents the need to follow steps 2-4.

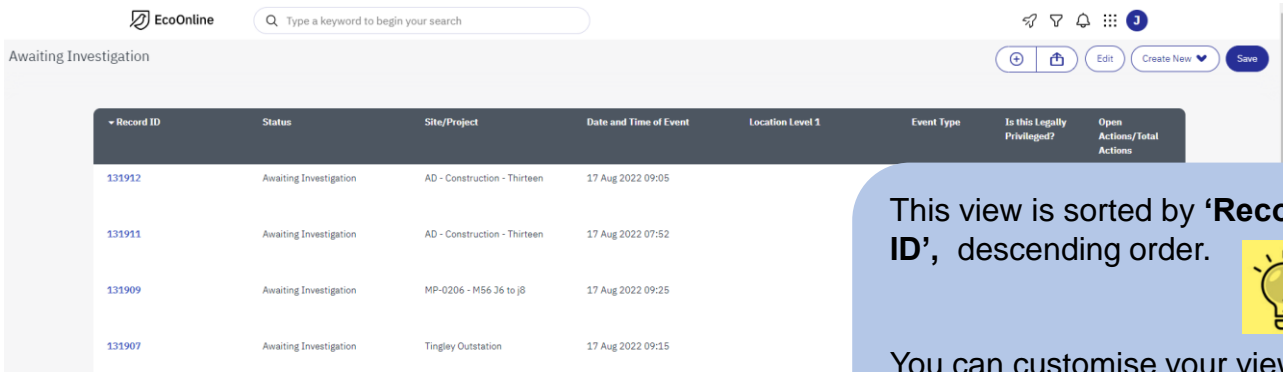
- 3. Select the number underneath ‘**AWAITING INVESTIGATION**’



This page is a dashboard of all the events that you have access to. From here you can navigate into all events that make up this data.

By selecting any number shown in **blue and bold** text will take you directly into these records. The same applies to the bar chart by clicking on a column segment.

- 4. Click on the applicable ‘**Record ID**’ number shown in **blue and bold** font.



This view is sorted by ‘**Record ID**’, descending order.

You can customise your view by selecting the relevant header to sort in descending or ascending order.

Responsible Use of Information

Before accessing any of the HART data, please note the following;

Within HART, there are fields that contain sensitive and/or personal information about our colleagues, supply chain personnel and even third parties. It's our responsibility as HART users to keep this data safe and follow the UK General Data Protection Regulations (UK GDPR). We must also only use HART data for the reasons it was collected (which is to improve health, safety and wellbeing for our people and our customers).

An investigator may be able to see private and/or sensitive data for events they aren't directly involved with whilst investigating. This means we all need to remember that to comply with UK GDPR

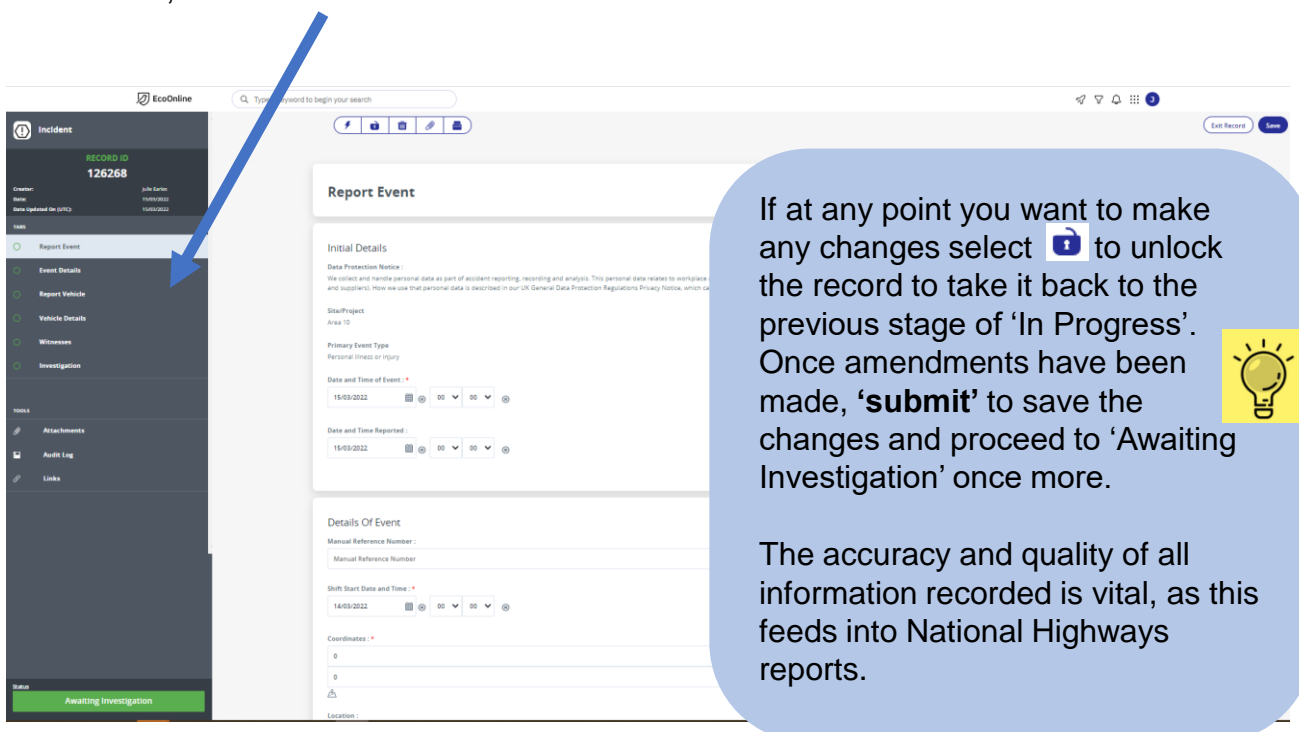
- **You should only access data that you need for the work you are doing,** and
- **Any private and/or sensitive information that you can see within HART should never be shared.**


We all have a responsibility to only use information held within records in HART for work-related activity in line with privacy notice and the data protection principles of fairness, lawfulness and transparency.

Additional supporting documents;

- Privacy Notice and guidance for recording events in HART (accessible via [Supply Chain HART Sharepoint site](#)).

5. Now you are in the event record. Use the scroll bar to check through all the details recorded within the Report Event tab. Once complete, select the next tab listed on the side bar, **'Event Details'**.








If at any point you want to make any changes select  to unlock the record to take it back to the previous stage of 'In Progress'. Once amendments have been made, **'submit'** to save the changes and proceed to 'Awaiting Investigation' once more.

The accuracy and quality of all information recorded is vital, as this feeds into National Highways reports.

6. Select the ➡ to view the full details of what has been entered. Check the information and if you need to make changes, click on the 'Update Item' button to ensure those changes are saved.

eyword to begin your search



Event Details

Add

Hide

Item Name	Sub Type	Affected Person	Legally Reportable
Personal illness or injury 1			

If at any point you would like to add an action relating to this incident then select ⚡ icon and add the action details, completing all of the mandatory fields shown with a * .



New Action

17/08/2022 14:57

Site/Project : *



AD - Construction - Thirteen (North West - Construction) X

Title : *

Title


Description : *

Target Date : *

DD/MM/YYYY  

Action Type : *

Click or type to select...

To add attachments select  icon and upload the file.

Be aware of sensitive information being uploaded and ensure all data complies with GDPR.



Attachments

Upload



Drag & Drop attachments here
Or Browse and Upload

Ticking the 'secure' field restricts the visibility of the attachment to:

- the person adding the attachment and
- a small group of users with high level access rights. In most cases this is colleagues within the National Highways Health Safety & Wellbeing team.



1 FILE/S READY TO UPLOAD.
Please review before uploading, editing where required

File Name	Display Name	Secure	Progress	
cat.jpeg	cat	<input checked="" type="checkbox"/>	0% of 24.50 kB	Remove

Submit

Cancel

Click on 'Submit' to upload the selected file.



Incident

RECORD ID
126268

Creator: Julie Earles
Date: 15/03/2022
Date Updated On (UTC): 15/03/2022

TABS

- Report Event
- Event Details
- Report Vehicle**
- Vehicle Details
- Witnesses
- Investigation

7. Once you are happy with the details, click on the next tab down on the side bar and follow the same process as above.

Please note: Report Vehicle, Vehicle details and Witnesses tabs will only be visible if they are applicable to the record.

8. It is now time to complete the investigation details. Click on the ‘Choose’ button for the Causal Analysis tree to appear and select the appropriate option.

Investigation

All

Include In Statistics: ☒

Kind of Event Category:
Click or type to select...

Kind of Event:
Click or type to select...

Event Themes:
Click or type to select...

Did this involve a Fatal Risk?:
Yes ☐ No ☐

Design Related Issue?:
Yes ☐ No ☐

Was the activity being carried out a rework?:
Yes ☐ No ☐

Causal Analysis:
No items selected

Investigation Findings:

Callout Box: This is a free text field and is GDPR sensitive, therefore please ensure that your report complies with National Highways' GDPR procedures.

9. Under “Supplier Incident assigned to” select the name of the supplier this event is to be assigned to from the drop down options (your organisation)

Supplier Incident assigned to Please Check Guidance Before Completing This Field : *

Click or type to select...

- AE Yates
- Actica
- Aecom
- Aggregate Industries
- Amey
- Amey Consulting
- Amey Facilities

Callout Box: The supplier selected here must be the same supplier that is awarded the hours worked on this scheme, in line with GG128.

This information recorded here is used to calculate frequency rates.

10. Under ‘**Contract/Activity type**’ select the activity that the affected person was undertaking from the list below with the Supply Chain prefix (not the National Highways option)

Contract/Activity Type : *

Click or type to select...

Supply Chain: AD (All other Asset Delivery)

Supply Chain: All Major Projects Works

Supply Chain: ASC (Asset Support Contract)


Supply Chain: Category Management - Pavement

Supply Chain: CDF

Supply Chain: CDF - Capital Delivery

Supply Chain: CRF- Concrete Roads

The Contract/Activity type is the activity that the affected person was undertaking at the time of the event.

For example if you were a Major Projects contractor then you would select the option  shown above

11. Under ‘**Potential Severity Rating**’ click on ‘**Select....**’

Potential Severity Rating :

Select...




12. Using the severity matrix to determine the rating, place your cursor over the applicable option and click to select.

EcoOnline

Type a keyword to begin your search

Severity Matrix

Safety	Incident	Description		Authorities	Foreseeable number of people at risk				
		Environment			0	1	2 - 10	11 - 100	> 100
Injury requiring first aid but not medical intervention	Miscellaneous or minor damage	Emissions or discharges above internal limits	Site issue only	A1	B1	C1	D1	E1	
Injury requiring medical intervention (not life threatening)	Replacement cost / loss of 10k	Significant substance lost / definite visible / odour effects	Notifiable to regulator with possibility of minor notice of violation	A2	B2	C2	D2	E2	
Injury requiring immediate medical intervention and hospitalisation	Replacement cost / loss of 100k - 1m	Release of hazardous materials that impact the environment	Prosecution with potential for fines up to 20k	A3	B3	C3	D3	E3	
Fatality or life threatening injury	Replacement cost / loss of 1m - 10m	Major loss of very harmful substances	Severe fines (>20k) or custodial sentences	A4	B4	C4	D4	E4	
Multiple onsite fatalities. Any offsite fatalities	Replacement cost / loss > 10m	Very serious / extensive pollution or loss of amenity	Fines affecting profitability or significant custodial sentences	A5	B5	C5	D5	E5	



13. Now complete ‘**Actual Severity Rating**’, as detailed in steps 11-12.

Sign Off 1 Name :

Adam Porter X

Investigation Sign Off :

☒

Investigator Name : *

Julie Earles X

14. Once the remaining fields have been completed, place your cursor within the ‘**Sign Off 1 Name**’ field and select the name of the person who will be signing off the Event. Tick the Investigation Sign Off box and your name will automatically appear as the Investigator Name.

15. To update the record select **'Save'**

The below prompt shows you that the investigation has been successfully completed and is now locked.

To update the record at any time, you will need to unlock it by selecting the padlock icon.

Success
Record successfully saved

If any of the mandatory fields have not been completed, an error message will be displayed, detailing which fields need to be updated. Update these and click on Save.

Investigation

All

Include in Statistics

View of Events Category: *

Click on type to select...

View of Events: *

Click on type to select...

Event Timeline: *

Click on type to select...

Did this involve a Fatal Road?

Yes No

Design Related Issue?

Yes No

Was the activity being carried out a review?

Yes No

Causal Analysis: *

No Yes Unknown

Investigation Finding: *

Error

This task has errors:

View all Error in summary

Causal Analysis is mandatory

Investigation Finding is mandatory

Category Item e.g. Safety Issue is mandatory and also in mandatory

Design Related Issue is in mandatory

View of Events Category is mandatory

Event Timeline is mandatory

Other tasks have errors

View History

Close

16. The event is now at the Awaiting Sign off Stage. The required sign-off levels depends on the event subtype. See Appendix A for details.

Status
Awaiting Sign Off 1

Feedback to the reporter is important

Please ensure you feedback the findings / outcomes of the investigation to the colleague who reported the event.

You can also feedback any suggestions on how they can complete the form better next time, such as reminders not to use personal information in the free text fields.

Appendix A

Below shows which event subtypes require which sign-off level.

Event Types	Event Subtypes	Sign Off Level
Undesired Circumstance / Near Miss	Observation	1
Undesired Circumstance / Near Miss	Pro-active Intervention	1
Undesired Circumstance / Near Miss	High Potential	2
Undesired Circumstance / Near Miss	Minor or Low Potential Impact	1
Personal illness or injury	Taken medically ill	1
Personal illness or injury	No Lost Time Injury	2
Personal illness or injury	Less than 1 Day Injury	2
Personal illness or injury	1 to 3 Day Injury	2
Personal illness or injury	4 to 7 Day Injury	2
Personal illness or injury	RIDDOR > 7 Days	2
Personal illness or injury	RIDDOR - Specified Injury	2
Personal illness or injury	RIDDOR - Fatality	2
Personal illness or injury	RIDDOR - Disease	2
Personal illness or injury	RIDDOR – MOP hospital admission	2
Personal illness or injury	Non-RIDDOR - Fatality	2
Personal illness or injury	Non-RIDDOR – Specified Injury	2
Personal illness or injury	Non-RIDDOR > 7 Day Injury	2
Security	Alarm Event	1
Security	Crime	1
Security	Drugs Found	1
Security	Law Enforcement Contact	1
Security	Peace Disturbance	1
Security	Property Damage - Incidental	1
Security	Suspicious Activity	1
Security	Theft of goods or assets	1
Security	Trespass	1
Security	Vehicle Repossession	1
Security	Verbal abuse or intimidation	2
Security	Assault	2
Environmental	Observation	1
Environmental	Pro-active Intervention	1
Environmental	High Potential	2
Environmental	Minor or Low Potential Impact	1
Environmental	Damage	2
Environmental	Complaint	2
Environmental	Minor	1
Environmental	Intermediate	1
Environmental	Major	2
Facilities / Site	Individual	1
Facilities / Site	Team	1
Facilities / Site	Floor	1
Facilities / Site	Building	1
Facilities / Site	Whole Site	1
Infrastructure / Asset	Asset, vehicle, plant concern	1
Infrastructure / Asset	Asset, vehicle, plant damage	2
Infrastructure / Asset	Failure of Infrastructure or Asset	1
Infrastructure / Asset	RIDDOR Dangerous Occurrence	2
Incursion / IPV Strike	Incursion Intentional	1
Incursion / IPV Strike	Incursion Unintentional	1
Incursion / IPV Strike	IPV Strike Intentional	1
Incursion / IPV Strike	IPV Strike Unintentional	1
Incursion / IPV Strike	RIDDOR Dangerous Occurrence	2
Utility Strike	Minor or Low Potential Impact	2
Utility Strike	Disruption	2
Utility Strike	RIDDOR Dangerous Occurrence	2
Structural Safety	(DOIA) Damage or collapse	2
Structural Safety	(FOIA) No collapse	1
Structural Safety	High Potential Near Miss	2
Structural Safety	Incident	2
Structural Safety	Near Miss	1
Structural Safety	Structural Concern	1
Mental Health & Wellbeing	Level 1	1
Mental Health & Wellbeing	Level 2	1
Mental Health & Wellbeing	Level 3	2