



National Highways supply chain colleagues - Recording a Near Miss/Undesired Circumstance on Highways Accident Reporting Tool

This guidance is designed to assist users in every step of the process when recording a Near Miss/Undesired Circumstance onto Highways Accident Reporting Tool

Please Note:

- If you wish to record a positive observation (Blue star award and/or where good practice has been observed) please refer to, '**Recording a Good Practice Observation**' guidance.
- Please refer to the '**Recording an event guidance**' if you wish to record an event involving one of the following; Utility Strike, incursion/IPV Strike, Infrastructure asset, Security, Environmental, Structural safety.

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@highwaysengland.co.uk

Highways Accident Reporting Tool - supply chain colleagues guidance - Recording a Near Miss/Undesired Circumstance.

1. Access Highways Accident Reporting Tool by selecting the appropriate [link](#).

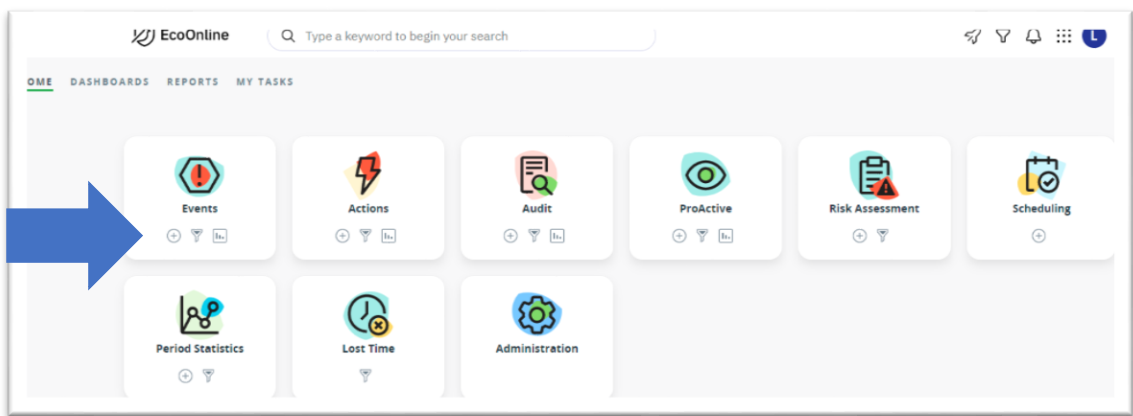


Supply chain colleagues no longer need to remember an additional username, because this is now your email address.

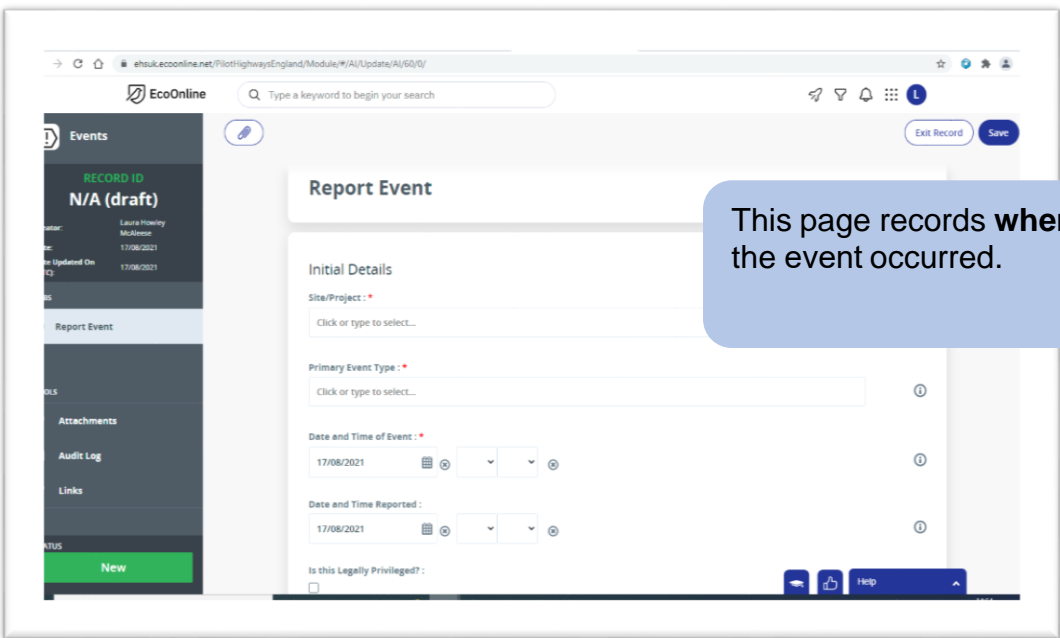
If you don't already have an account please contact us via, HARTsupplychain@highwaysengland.co.uk

For National Highways supply chain colleagues, please select '**Username and Password**'

2. On the home screen main tiles, simply select the + icon on the events tile, to add an event.



3. You are now in the 'Report Event' screen.



This page records **where** and **when** the event occurred.

4. Within the **'Site/Project'** field, begin to type your **contracted site**, selecting it from the drop-down list, once it appears

Initial Details

Site/Project : *

Area 10 (Asset Delivery) X

A45 Rushden Lakes S278 works (Midlands)

Area 1 & 2 (Asset Delivery)

Area 10 (Asset Delivery)

Area 12 (Asset Support Contract)

Area 13 (Asset Delivery)

Area 14 (Asset Delivery)

Area 3 (Asset Delivery)

For supply chain colleagues, the site/project is where you are contracted to work on, as a Tier 1 supplier for National Highways, this is not necessarily the location of the event.



5. Select **'Undesired Circumstance/Near Miss'** from the **'Primary Event Type'** drop-down list

Primary Event Type : *

Click or type to select...

Personal illness or injury

Environmental

Security

Infrastructure / Asset

Undesired Circumstance / Near Miss


Facilities / Site

Incursion / IPV Strike

Utility Strike

Structural Safety

Mental Health & Wellbeing

6. In the **'date and time of the event'**, select the date from the calendar  and the time of the event.

18 August 2021 Today

4 August 2021

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

18/08/2021

14

If you are unsure of the exact time of the event upon reporting, please provide an estimated time.



You are able to update the record, once the correct time is known.

The more accurate our reporting is, the more accurate our analysis on the data is. Particularly when looking at seasonal trends or events occurring on particular days/times of the day.

7. In the **'shift start date and time'** select the date using the calendar and the drop-down options for the time.

Shift Start Date and Time : *

DD/MM/YYYY

This is the date and start time of the affected persons shift, prior to the event happening. For example, if an operative started work on 24/8/21 at 07:30 and the event occurred on the same date at 10:45, the information entered here would be; 24/08/2021 07:30.



8. Now it's time to complete the event details.
This is the **'where it happened'** part of the record.

Mandatory fields are marked with *, however, complete as many of the fields as you can, to the best of your knowledge.

The greater the detail the better the record.

9. Please enter the exact **location of the event** utilising the fields. There are a number of ways you can achieve this;

To enter known co-ordinates; type them in here

Coordinates : *

Latitude

Longitude

or

Select the map icon

Coordinates : *

Latitude

Longitude

When the map displays, start typing your location and select it from the drop-down list, once it appears, then select the **'use current pin location'** box.

m61

M61 Motorway Horwich, Bolton, UK


M61 Westhoughton, Bolton, UK

Mina del Potosi M61 Morales, San Luis Potosi, San Luis Potosi, Mexico

M61, Block O Lajpat Nagar 2 Road Vinoba Puri, Block M, Lajpat Nagar II, Lajpat Nagar, New Delhi, Delhi, India

Urbanização Vale da Telha M61 Aljezur, Portugal

powered by Google

If needed, move the red marker  to the exact location on the map and select the **'use current location'** box.

Find Location

M56, Halton, Runcorn, UK

Map

Satellite

Use Current Location

By selecting **'use current pin location'** this saves the position that the cursor is showing at.

Location :
Click or type to select...

Sub Location :
Click or type to select...

Motorway :
Motorway

Junction :
Junction

Mile Marker :
Mile Marker

Specific Location/RCC Log/Structure Number :
Specific Location/RCC Log/Structure Number

Additional location information can also be recorded here such as mile markers, motorway junctions, structures numbers etc.



10. Now it's time to record the details of the event. This is the **'what happened'** part of the record and this information is completed in the free-text fields shown below.

Details of actual job being done at the time : *
Details of actual job being done at the time

Describe the facts of what happened : *

Immediate remedial actions taken :

Where possible, individuals can be referred to as; Injured person, Individual, operative or they.



Please use these fields to factually explain what happened and what actions were taken immediately following the event.

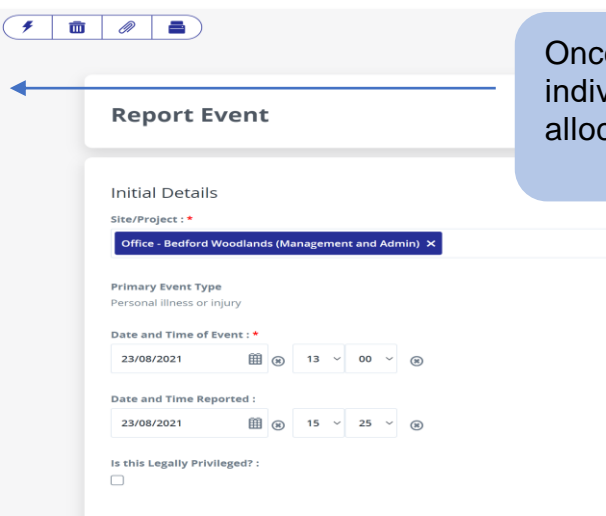
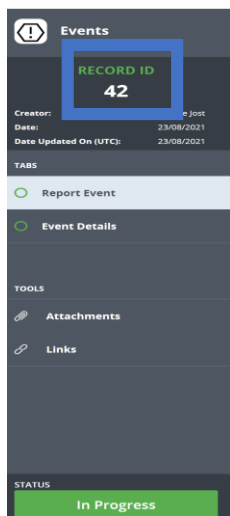
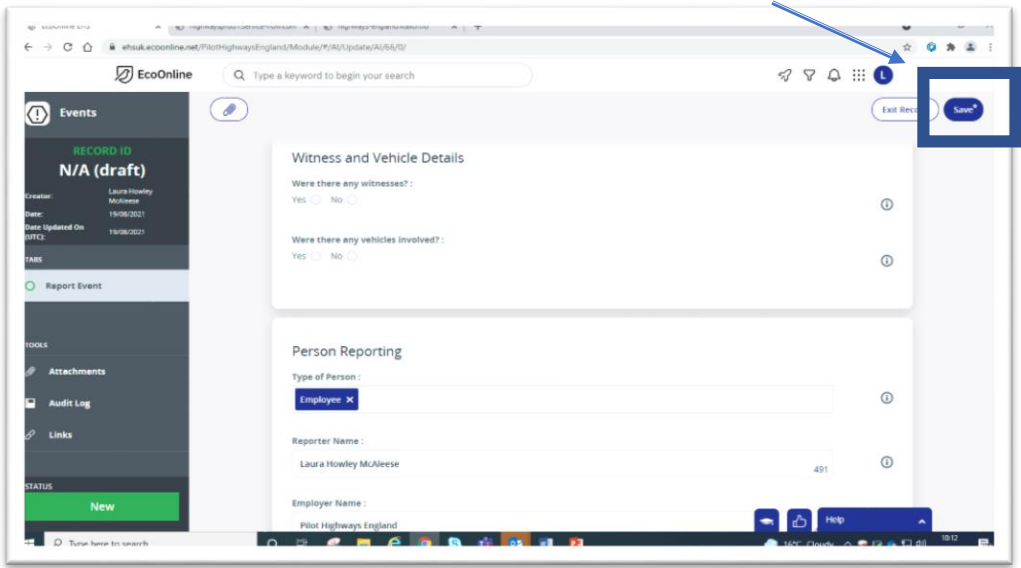
Please refrain from recording any GDPR sensitive information in free-text fields such as individuals names, gender, age, addresses, car registrations etc.



There are specific fields for this information, that can be protected from visibility.

Please note: specific fields relating to car details will only appear if 'was a car involved' has been selected as 'yes'. These appear as you progress through the reporting an event screens – as an additional tab.

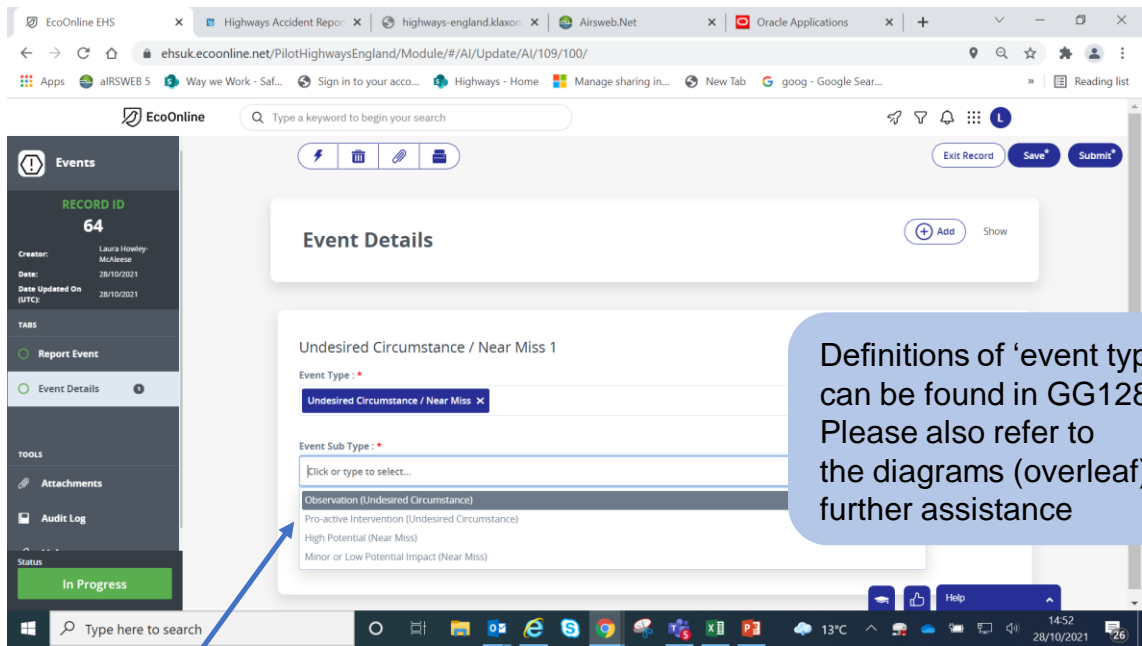
11. Once all details have been recorded, please click ‘Save’.



Once an event is saved, an individual ‘record ID’ is allocated.



12. Please select the ‘event sub type’ that is appropriate for the observation.



Definitions of ‘event types’ can be found in GG128. Please also refer to the diagrams (overleaf) for further assistance



A pro-active intervention is a undesired circumstance/near miss that has been intercepted to prevent the risk of harm occurring.

If you wish to record a positive observation (Blue star award and/or where good practice has been observed) please refer to the specific ‘Recording a good practice observation’ guidance.



13. Once the details have been completed click '**Submit**'.

At any point of recording an event if the save button has an asterisk (*) this means there are fields that contain unsaved information.



All mandatory information fields will need to be completed before you are able to save.



14. Please advise your line manager/on-site supervisor/SHE manager, you have reported an event. Please quote the unique 'record ID number' when advising them of your event. This gives them the opportunity to start the investigation process immediately.

Diagrams to assist with understanding the differences between a Near Miss & an Undesired Circumstance;



This is a ***Near Miss***.

- An incident occurred that had the potential to cause injury, ill health or a dangerous occurrence



This is an ***Undesired Circumstance***.

- A set of conditions or circumstances that have the potential to cause injury or ill-health.