



National Highways Supply Chain colleagues - Recording an Incursion/IPV strike on Highways Accident Reporting Tool

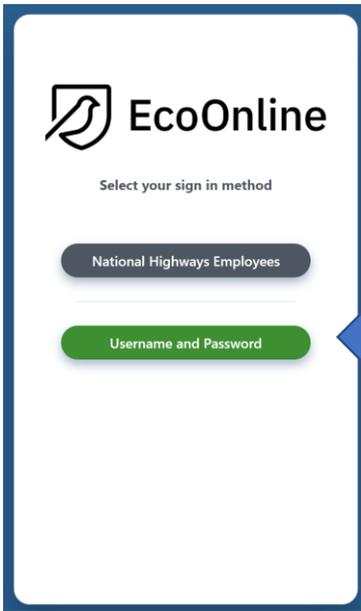
This guidance is designed to assist users in every step of the process when recording an Incursion/IPV strike

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 – National Highways Supply Chain colleagues Guidance - Step by Step – Recording an Incursion/IPV strike.

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



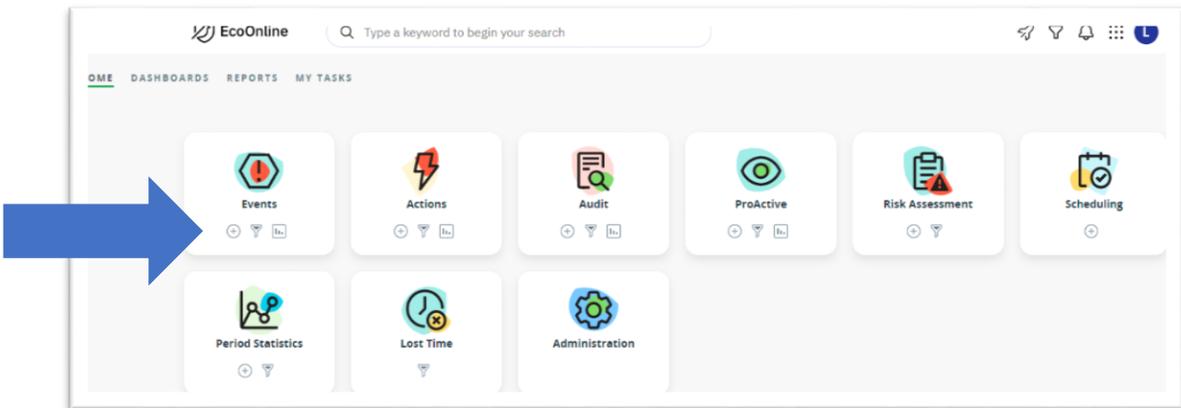
Supply chain colleagues no longer need to remember an additional username, because this is now your email address.



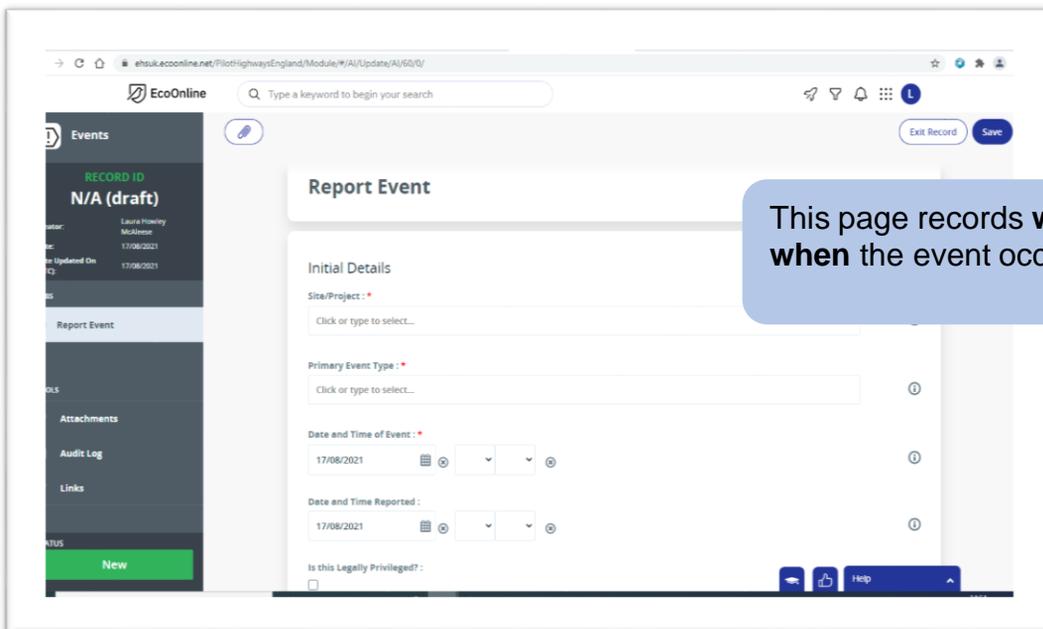
If you don't already have an account please contact us via, HARTsupplychain@highwaysengland.co.uk

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.



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.



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

The greater the detail the better the record.

To enter known co-ordinates; type them in here

A screenshot of a form titled "Coordinates : *". It has two input fields: "Latitude" and "Longitude". At the bottom left of the form is a small map icon.

or

Select the map icon 

A screenshot of a form titled "Coordinates : *". It has two input fields: "Latitude" and "Longitude". At the bottom left of the form is a small map icon. A blue box highlights the map icon, and a blue arrow points from the text "Select the map icon" above to the icon.

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

A screenshot of a search bar containing the text "m61". Below the search bar is a list of location suggestions:

- 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
- Urbanizaçao 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 pin location'** box.

A screenshot of a map interface. The search bar at the top contains "M56, Halton, Runcorn, UK". The map shows a red location pin placed on the M56 road. At the bottom right of the map, there is a blue button labeled "Use Current Location". A blue arrow points from the text above to this button.

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



Location :

Sub Location :

Motorway :

Junction :

Mile Marker :

Specific Location/RCC Log/Structure Number :

If applicable, 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 incident. 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 : *

Describe the facts of what happened : *

Immediate remedial actions taken :

Where possible, individuals should 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.



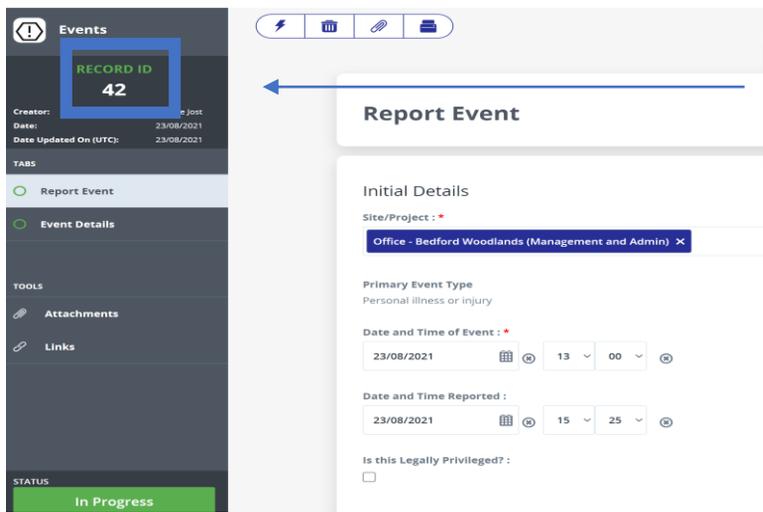
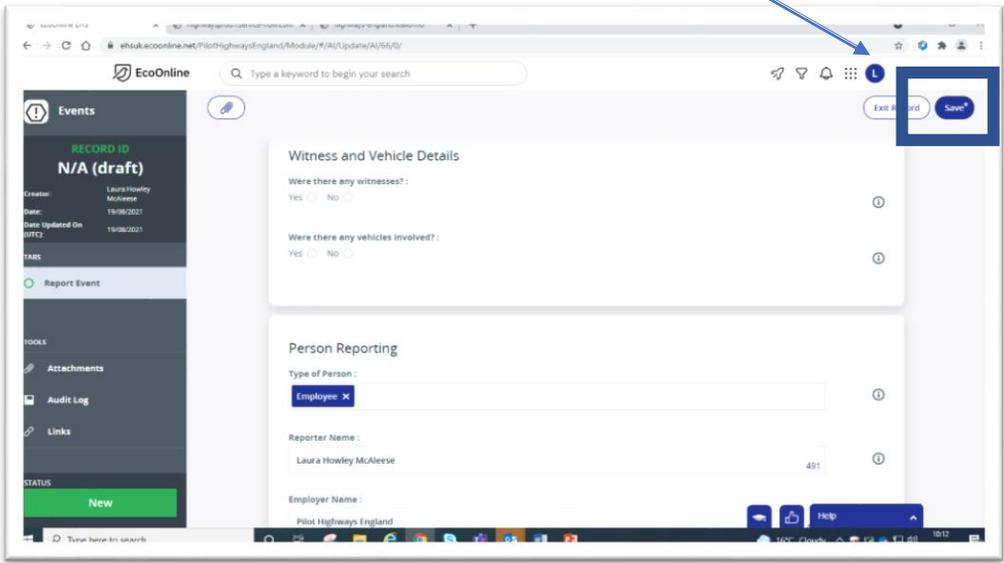
Please refrain from recording any GDPR sensitive information in free-text fields such as individuals names, gender, age, addresses, car registrations etc.

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 fields appear as an additional tab, as you progress the reporting an event screens (not at the time you select 'yes'.)

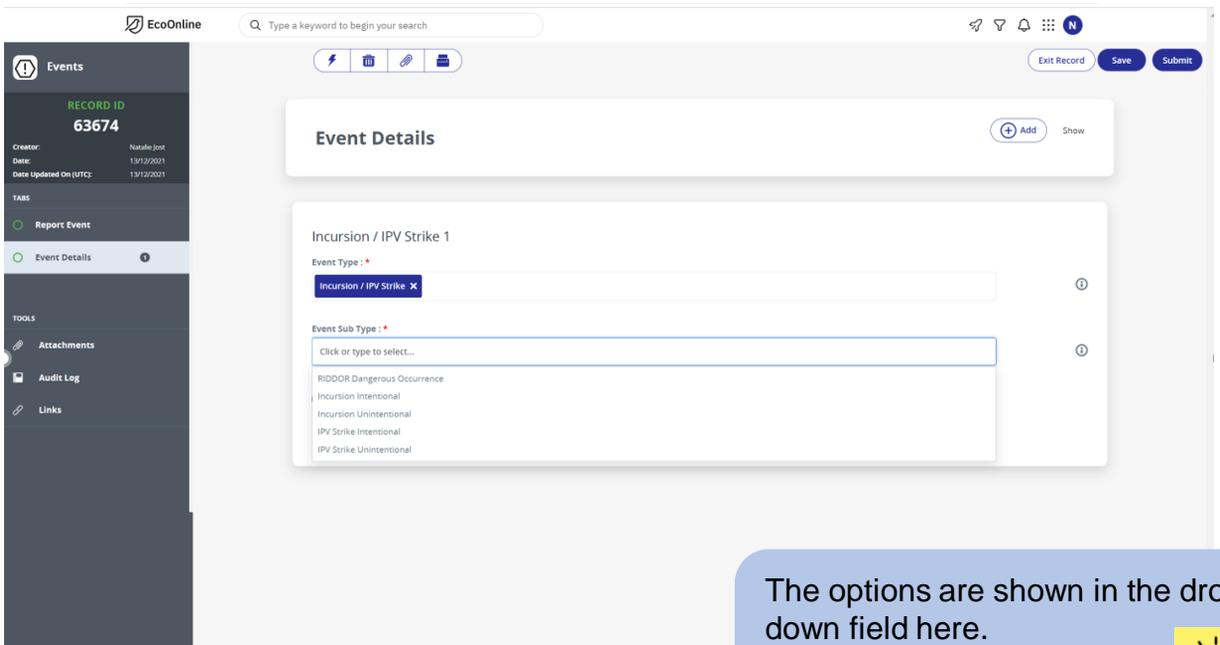


11. Once all details have been recorded, please click **'Save'**.



Once an event is saved, an individual 'record ID' is allocated. 

12. Please select the 'event sub type' that is appropriate for the event.



Definitions of 'event types' can be found in GG128. 

The options are shown in the drop down field here. 

13. Once the details have been completed click '**Submit**'. Your event is now live on the system.

At any point of recording an event if the save button has an asterisk (*) this means there are fields that are currently unsaved. If you select save whilst mandatory fields still require completion, these will be highlighted to you.



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



14. Please advise your line manager (and on-duty supervisor, if applicable) 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.

Please note: For occasions where an incursion/IPV strike has occurred yet, this is not the primary event type, for the event being reported (for example if an incursion occurred yet the incident resulted in a personal injury), the 'primary event type' selected will be 'personal injury/illness' however, as you progress through the HART reporting screens (detailed from step 12 above) additional event types can be selected for example; 'Incursion / IPV' strike'.



Once selected, select the relevant event subtype, press **save** and repeat steps 13 & 14 above.

The screenshot shows the HART reporting system interface. At the top right, there are buttons for 'Exit Record', 'Save*', and 'Submit*'. Below this is the 'Event Details' section, which includes a table with columns for 'Item Name', 'Sub Type', 'Affected Person', and 'Legally Reportable'. The table contains one entry: 'Personal illness or injury 1'. Below the table is the 'Select Additional Event Type' section, which contains several buttons: 'Personal illness or injury', 'Environmental', 'Security', 'Infrastructure / Asset', 'Undesired Circumstance / Near Miss', 'Facilities / Site', 'Incursion / IPV Strike', 'Utility Strike', and 'Structural Safety'. The 'Incursion / IPV Strike' button is highlighted with a red box.