



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

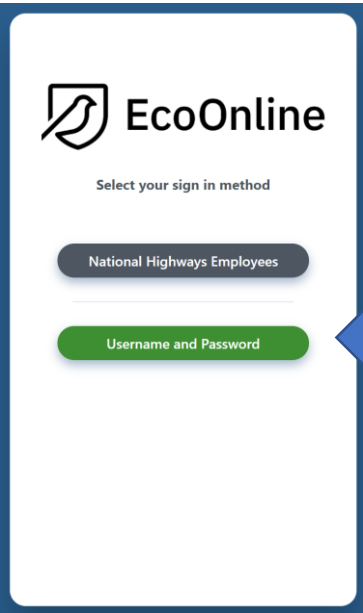
This guidance is designed to assist users in every step of the process when recording an Incursion/IPV strike

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](mailto: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](#).



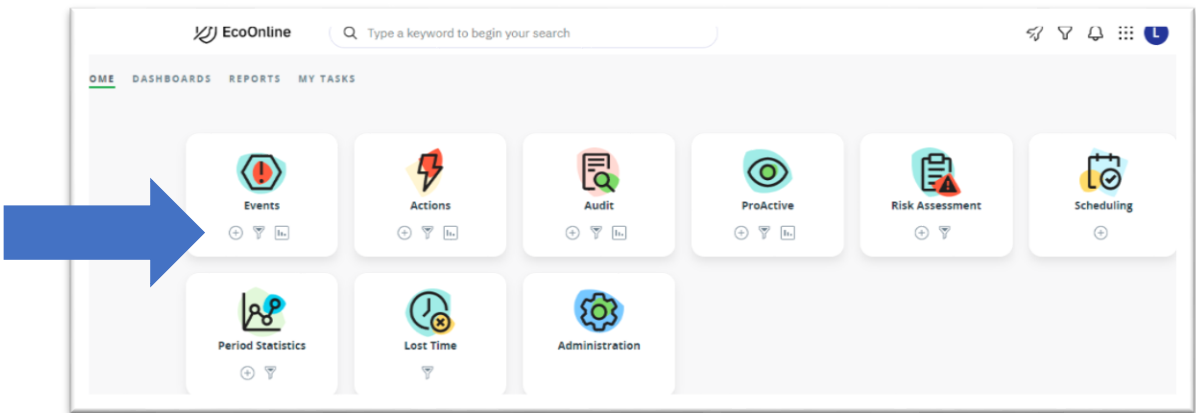
Supply chain colleagues no longer need to remember an additional username, because this is now your email address.



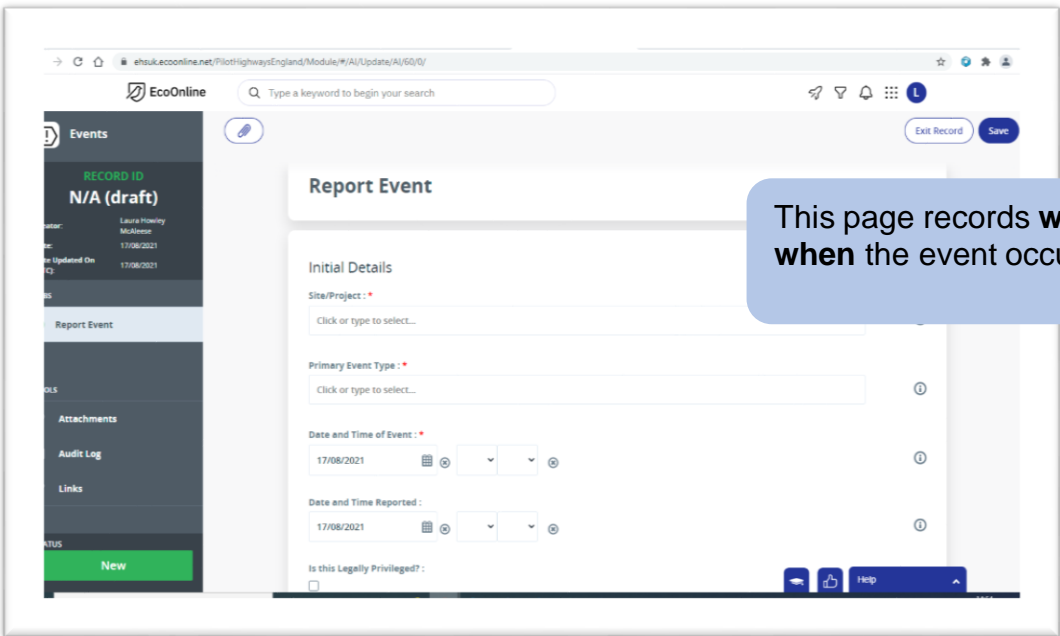
If you don't already have an account please contact us via, [HARTsupplychain@highwaysengland.co.uk](mailto:HARTsupplychain@highwaysengland.co.uk)

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 **base location**, 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 the type of event **‘Incursion/IPV strike’** from the **‘Primary Event Type’** drop-down list. Please note: If the incursion resulted in an injury, this event should be recorded under the Primary event type **‘Personal injury/illness’** with Incursion/IPV strike being selected as an additional event type (as detailed at the end of this guidance document).

Events

REPORT ID  
N/A (draft)

Report Event

Initial Details

Site/Project : \*


South Merton BSC (BSC) X

Primary Event Type : \*

Incursion / IPV strike

Details Of Event

Incursions/IPV strike

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

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

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 the location of the event 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 pin location'** box.

to the exact location on the map and select the **'use current pin location'** box.

Find Location

M56, Halton, Runcorn, UK

Map

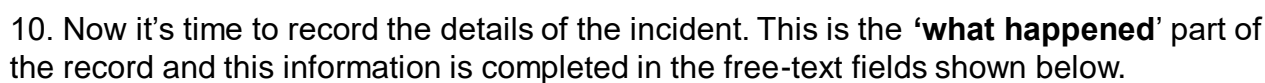
Satellite

Use Current Location

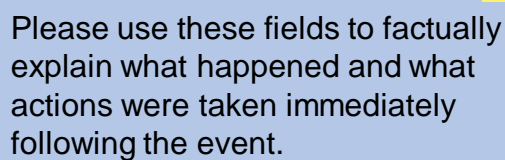
By selecting **'use current location'** this saves the position that the cursor is showing at.



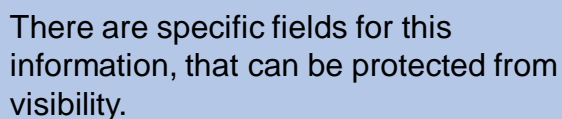
If applicable, additional location information can also be recorded here such as mile markers, motorway junctions, structures numbers etc.



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

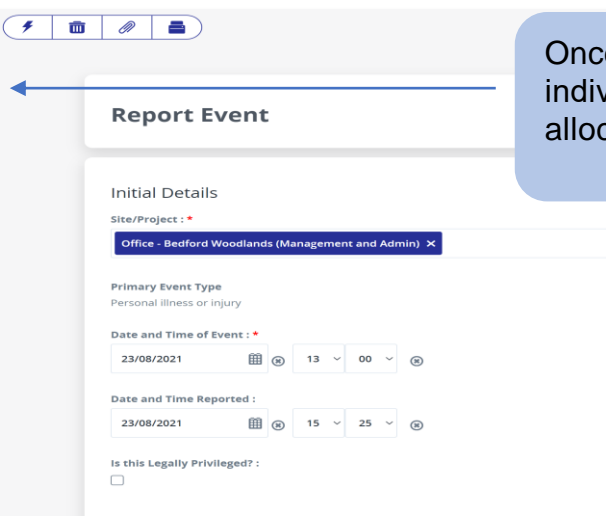
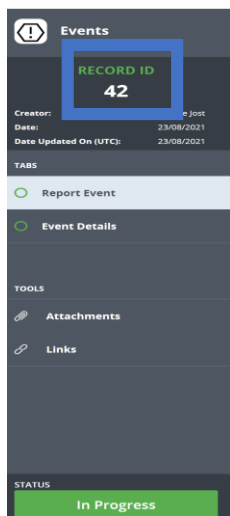
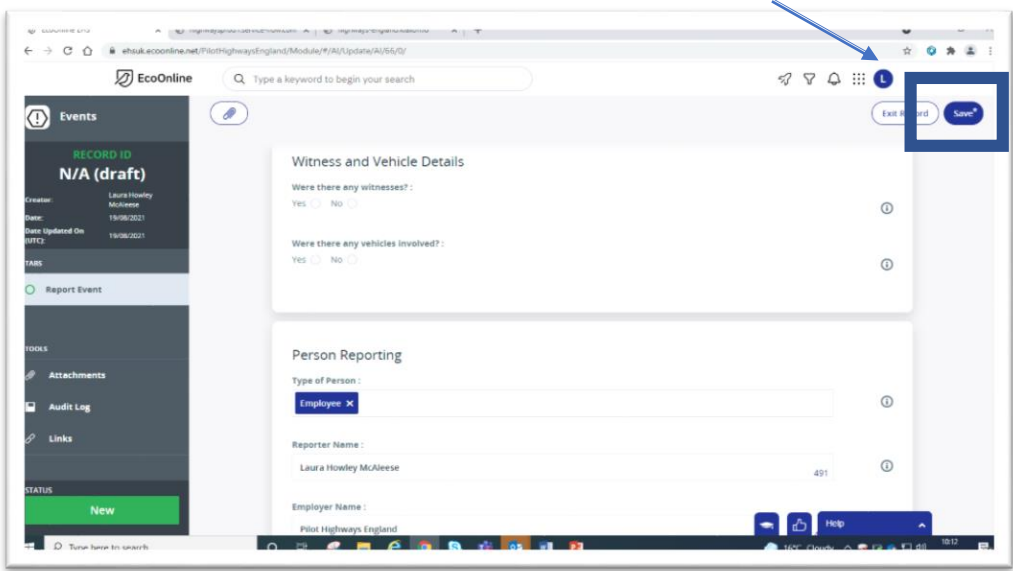


Please refrain from recording any GDPR sensitive information in free-text fields such as individuals names, gender, age, addresses, car registrations etc.



**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'.)

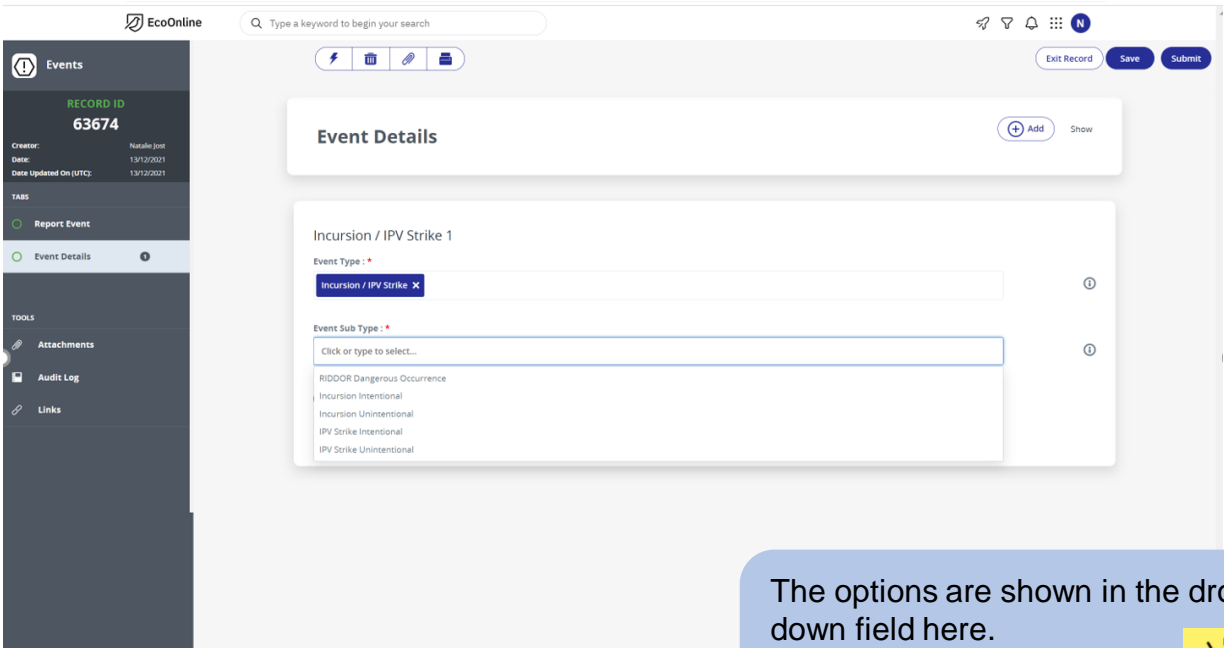
11. Once all details have been recorded, please click ‘Save’.



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, there are navigation icons (lightning bolt, trash, link, and document) and buttons for 'Exit Record', 'Save\*', and 'Submit\*'. Below this is the 'Event Details' section, which includes a table with columns: 'Item Name', 'Sub Type', 'Affected Person', and 'Legally Reportable'. The table contains one row: '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' (highlighted with a red box), '+ Utility Strike', and '+ Structural Safety'.