

User Guide: How to report an Accident/Incident on WorkNest

Disabled children
say we can

Registered charity number: 275936

Need to Report an **Accident or Incident?**

Simply scan the below QR Code with your phone
camera and fill in an accident or incident form.

Help us keep everyone safe!



For more information or support, please contact:

H&S@kids.org.uk

Creating the Accident Record:

STEP		
1	<p>Once you have used your camera to scan the QR code, your internet browser will open SafetyNest 'Report an Incident'.</p> <p>Input your details: Name, email and phone number.</p> <p>Select 'Next'.</p>	This will direct you to the Incidents Details page.
2	<p>Fill in the 'Incident Details' form:</p> <p>Select the site that the incident/accident took place at.</p> <p>Input the date.</p> <ul style="list-style-type: none"> - To create an accident, select 'Accident' for Incident type and then 'Accident Form' for form. - To create an existing injury, select 'Accident' for Incident type and then 'Existing Injury Form' for form. - To create an incident, select 'Near Miss' for incident type and then 'Incident form' for form. - To create a behavioural incident, select 'Near Miss' for incident type and then 'Behavioural Incident Form' for form. - To create a near miss, select 'Near Miss' for incident type and then 'Near Miss Form' for form. <p>Select the relevant incident category.</p> <p>Fill in a summary description of the accident/incident.</p> <p>Click the 'Next' button.</p>	This will then take you to the 'People' page.
3	Click the 'Add Person' button.	You will be presented with the 'Add Person' screen where you can input the details of the affected party.
4	Enter the name, gender and date of birth of the person affected.	You will see the 'People' page with a summary of the details you have entered.

	<p>NOTE: Injury description section will only appear for Accidents and Existing Injuries.</p> <p>Click the 'Add' button in the top right of the screen.</p>	
5	<p>Then click the 'Next' button.</p>	<p>You will be presented with the 'Accident Details' page.</p>
6	<p>Fill in the 'Accident/Incident Details' page, this is where you will add more detail about the event.</p> <p>Click the 'Submit' button when all the information has been inputted.</p>	<p>This will present you with an 'Incident submitted successfully' page, with an Incident Reference Number that you can keep and use for your records. You can now close the page, and your accident form has been submitted.</p>

Accident: HSE Definition:

An accident is an “unplanned event that results in injury or ill health.”

Examples:

Nursery: A child trips over a loose rug and grazes their arm.

Office: An employee slips on a wet floor near the kitchen area and strains their back.

Incident: HSE Definition:

An incident is “an event that does not result in injury but has the potential to cause harm. This includes near misses.” This will also include behavioural incidents.

Examples:

Nursery: A cupboard falls open unexpectedly, but no one is injured because a staff member notices it just in time.

A child or young person runs out of the playground area, unsupervised due to a gap in the fence.

Office: A ceiling tile comes loose and falls onto an empty desk. No one is hurt, but someone could have been.

Behaviour: A child or young person becomes distressed and lashes out, scratching a colleague. Two children or young people get into a physical fight over a toy / game they were playing.

Near Miss: HSE Definition:

A near miss is “an event not causing harm but has the potential to cause injury or ill health. It is a type of incident.”

Examples:

Nursery: A child runs across a wet floor but regains balance and doesn't fall.

Office: A trailing laptop charger nearly causes someone to trip, but they catch themselves in time.

Existing Injury: No formal HSE definition, but in practice:**Examples:**

Nursery: A child/ young person already had an injury before arriving to the setting (so that there is no confusion about where and when the injury occurred)

Office: Record this for a staff member if they have informed you, particularly if the injury is visible. This maintains accurate H&S records and ensures staff have received appropriate supports (adjustments if needed)/ modified duties.