

# Health and Safety Management System

Manager Guide  
October 2023



# Accidents and Ill Health

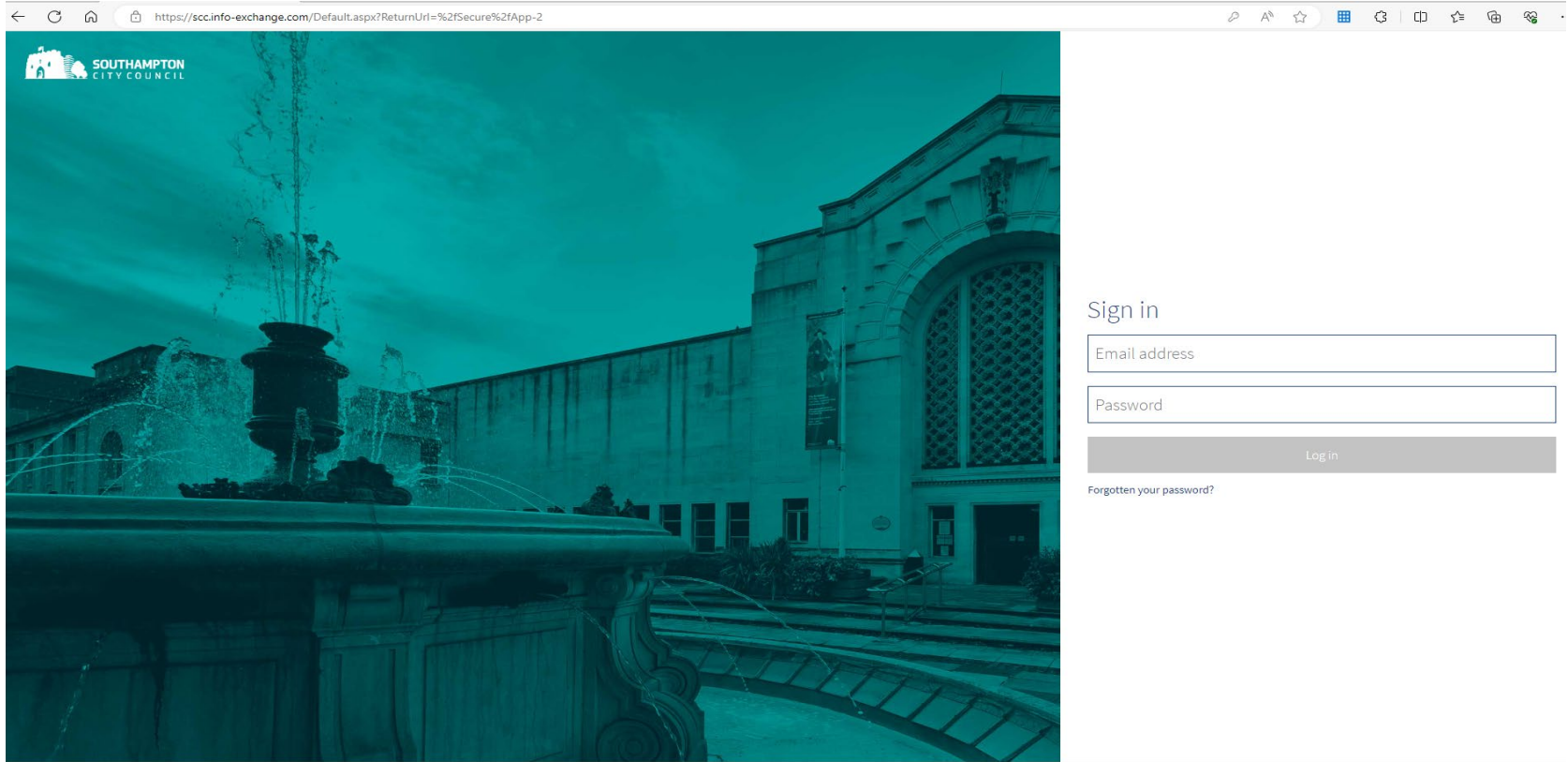
- Under health and safety law, you must report and keep a record of certain injuries, incidents and cases of work-related disease (RIDDOR).
- You can find out which ones must be reported and how to report them on the HSE website ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).
- Keeping records will help you to identify patterns of accidents and injuries, and will help when completing risk assessments.
- HSE may require to see records in the event of a serious incident or as part of a routine program of checks
- Insurance company's may also want to see records if there is a work-related claim.

# Importance of information recorded

- If suitable and sufficient records of incidents are not recorded the HSE could impose fines and/or bring charges against the company's directors and/or any of its employees
- It may also be difficult to defend claims, leading to high compensation payments
- Therefore, it is important to ensure that accurate and detailed information of all incidents is recorded and that all incidents are reviewed by managers to consider how and why they happened and what actions may be needed towards preventing a reoccurrence
- As a manager, you have a responsibility to ensure this process is fully implemented in your team(s)

- The Health & Safety Management System (HSMS) is an online tool which makes reporting incidents easier and quicker
- All SCC employees can report an accident, incident, violent or verbal abuse or hazard from any location and using any device with internet access. The reporting forms are hosted online and do not require the user to “log in”.
- As a manager, you are able to view, edit and comment on incident reports; complete investigations; upload supporting documents and monitor feedback from the Corporate H&S Team.
- Each time a member of your team logs an incident you will receive an automated email to notify you. This email will include a reference number for the incident report and a link that will direct you to the report to review.
- Due to data protection you will be required to log in each time before you can review the report.

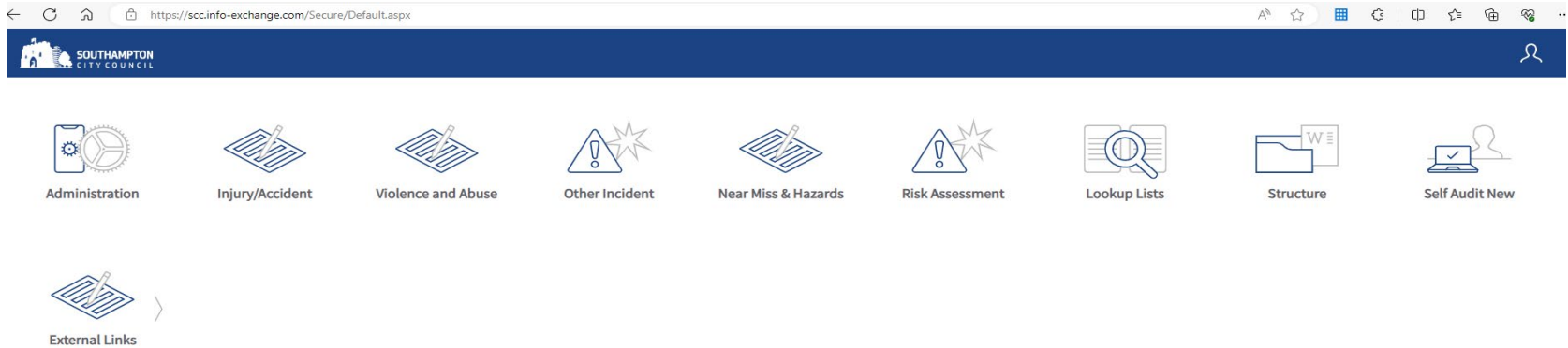
To log in go to <https://scc.info-exchange.com/Default.aspx>  
you will need to enter your username (this will be your email address) and password.  
If you do not know your log in details please email [health.and.safety@Southampton.gov.uk](mailto:health.and.safety@Southampton.gov.uk)



The screenshot shows a web browser window with the URL <https://scc.info-exchange.com/Default.aspx?ReturnUrl=%2fSecure%2fApp-2>. The page content is overlaid on a teal-tinted image of a fountain and a building. In the top left corner, the Southampton City Council logo is displayed. The main content area is titled 'Sign in' and contains the following elements:

- An input field labeled 'Email address'.
- An input field labeled 'Password'.
- A grey button labeled 'Log in'.
- A link labeled 'Forgotten your password?'.

# Once you have logged in you will see the Health and Safety Management System homepage





To view the type of incident you wish to review, click on the relevant icon



Injury/Accident



Violence and Abuse



Other Incident



Near Miss & Hazards

# You will then be able to view a list of all the incidents reported by your team showing time and date of the incident, type of incident, incident details and status

Browser navigation bar: <https://scc.info-exchange.com/Secure/App-2>

SOUTHAMPTON CITY COUNCIL | Browse | Search | Reports | Workflow | Share | Configuration

## Injury/Accident

Accident/Incident Reporting.

Choose from the options below to create a new Incident/Accident report, run a saved search/report or manage your workflow actions.

**Injury/Accident 9,878** | Schools 92 | Sub Team 613

Create new | Search | Page 1 of 659

REF NO.	DATE/TIME OF EVENT	ACCIDEN... TYPE	EVENT DETAILS	STATUS	H&S REVIEW TAKEN PLACE?	SUB TEAM OF PERSON INVOLVED?	LAST UPDATED BY	LAST UPDATE BY MANAGER	CHSS LAST REVIEWED BY (USELAST)	CHSS LAST REVIEW (USELAST)
>	08 Nov 2...	8A) Pupil...	Walking ...	Closed	Yes			08 Nov 2...	Rebecca ...	08 Nov 2...
>	08 Nov 2...	8A) Pupil...	Pupil pla...	Closed	Yes			08 Nov 2...	Rebecca ...	08 Nov 2...
	07 Nov 2...	8A) Pupil...	Playing '...	Open	Yes		Injury Ac...	07 Nov 2...	Maria Pop	08 Nov 2...
	07 Nov 2...	1) Minor ...	Classroo...	Open	Yes		Injury Ac...	07 Nov 2...	Maria Pop	07 Nov 2...
	17 Nov 2...	9a) Servi...	Monica g...	Open	Yes	#Woolston	Injurv Ac...	08 Nov 2...	Maria Pop	08 Nov 2...

**Investigation 114** | Witnesses 13 | Su >

Search | Show all | <

INCIDENT REF NO	YOUR NAME	STATUS
175		Closed
174		Closed
174		Closed
171		Closed
167		Closed



# When an incident has not been reviewed it will appear as ● open and these incidents require you to review the report, edit/update if necessary and fully complete the 'Managers Review' section.

## Injury/Accident

### Accident/Incident Reporting.

Choose from the options below to create a new Incident/Accident report, run a saved search/report or manage your workflow actions.

Injury/Accident 9,878

Schools 92

Sub Team 613

REF NO.	DATE/TIME OF EVENT	ACCIDENT/INCIDENT TYPE	EVENT DETAILS	STATUS	H&S REVIEW TAKEN PLACE?	SUB TEAM OF PERSON INVOLVED?	LAST UPDATED BY	LAST UPDATE BY MANAGER	CHSS LAST REVIEWED BY (USELAST)	CHSS LAST REVIEW (USELAST)
> 18540	08 Nov 2023 13:56	BA) Pupil Injury (Ta...	Walking along the...	● Closed	Yes		Terri Chappell	08 Nov 2023 14:51	Rebecca Palmer	08 Nov 2023 17:04
> 18541	08 Nov 2023 13:55	BA) Pupil Injury (Ta...	Pupil playing foot...	● Closed	Yes		Terri Chappell	08 Nov 2023 14:52	Rebecca Palmer	08 Nov 2023 17:06
18533	07 Nov 2023 12:45	BA) Pupil Injury (Ta...	Playing 'it' with pe...	● Open	Yes		Injury Accident Re...	07 Nov 2023 17:32	Maria Pop	08 Nov 2023 13:06
18522	07 Nov 2023 12:30	1) Minor Injury/No...	Classroom door w...	● Open	Yes		Injury Accident Re...	07 Nov 2023 12:51	Maria Pop	07 Nov 2023 13:07
18536	07 Nov 2023 11:30	9a) Service user / ...	Monica got a small...	● Open	Yes	#Woolston	Injury Accident Re...	08 Nov 2023 10:08	Maria Pop	08 Nov 2023 13:08
18518	06 Nov 2023 11:15	4) 7 or More days o...	Whilst walking acr...	● Open	Yes		Injury Accident Re...	07 Nov 2023 09:23	Rebecca Palmer	09 Nov 2023 10:08
18519	06 Nov 2023 11:10	8) Pupil Injury / Pu...	During activity tim...	● Open	Yes		Injury Accident Re...	06 Nov 2023 12:00	Rebecca Palmer	07 Nov 2023 14:16
18521	06 Nov 2023 00:00	1) Minor Injury/No...	Whilst walking thr...	● Open	Yes		Injury Accident Re...	07 Nov 2023 11:28	Maria Pop	07 Nov 2023 13:06
> 18524	03 Nov 2023 13:30	1) Minor Injury/No...	Today i was in the...	● Closed	Yes		Karen Mellor	07 Nov 2023 14:26	Rebecca Palmer	07 Nov 2023 14:54
18508	03 Nov 2023 13:25	1) Minor Injury/No...	JB was in class dur...	● Open	Yes		Injury Accident Re...	03 Nov 2023 14:02	Maria Pop	03 Nov 2023 17:36
> 18516	03 Nov 2023 12:15	1) Minor Injury/No...	O C-C wanted an L...	● Pending	Yes		Andy Evans	06 Nov 2023 15:35	Rebecca Palmer	06 Nov 2023 15:59
> 18503	01 Nov 2023 16:00	BA) Pupil Injury (Ta...	After school footba...	● Closed	Yes		Terri Chappell	03 Nov 2023 10:34	Rebecca Palmer	03 Nov 2023 11:06
> 18504	01 Nov 2023 15:45	BA) Pupil Injury (Ta...	Fractures in 3 plac...	● Closed	Yes		Terri Chappell	03 Nov 2023 10:35	Rebecca Palmer	03 Nov 2023 11:09
> 18514	01 Nov 2023 15:10	8) Pupil Injury / Pu...	Cantell's school stu...	● Closed	Yes		Paula Whiteley	06 Nov 2023 11:00	Rebecca Palmer	06 Nov 2023 11:46
18500	31 Oct 2023 14:55	5) Specified Injury ...	ZS was walking a R...	● Pending	Yes		Lindsey Rayner	01 Nov 2023 13:22	Rebecca Palmer	01 Nov 2023 17:22

Investigation 114

Witnesses 13

Supporting Documents 582

INCIDENT REF NO	YOUR NAME	STATUS
17586		● Closed
17456	Lindsay McCulloch	● Closed
17444	Meenu Grewal	● Closed
17141	Lesley Weeks	● Closed
16770		● Closed
16241	Nicholas Drew	● Closed
15966	Paul Howlett	● Closed
15931	meenu Grewal	● Closed
15923	meenu Grewal	● Closed
14841	Meenu Grewal	● Closed
14699	Michael Lobo	● Closed
14482		● Closed
14402		● Closed
13920	Meenu Grewal	● Closed
13888	Sean Taylor	● Closed

**This will take you to a summary page for the incident, displaying brief details of the incident and any investigations completed, witness details and any supporting documents that have been uploaded.  
To view the full incident report, click 'Edit Incident'.**

The screenshot shows a web browser displaying the 'Incident Summary' page for incident 18346. The page header includes the Southampton City Council logo and navigation links: Browse, Search, Reports, Workflow, Share, Configuration, and a user profile icon. The breadcrumb trail is 'Injury/Accident'. The main content area is titled 'Incident: 18346 v1 · Current'. The incident summary is presented in a table-like format with the following details:

<b>REF NO.</b> 18346	<b>DATE/TIME OF EVENT</b> 02 Oct 2023 15:30
<b>ACCIDENT/INCIDENT TYPE</b> 7) Member of public not taken directly to hospital	<b>EVENT DETAILS</b> Customer sat on a chair at a public PC and as he lent over to get something out of his bag the seat became detached from the base of the chair and the customer fell to the floor.
<b>PRIMARY CAUSE</b> Falls on level	<b>STATUS</b> ● Open
<b>IS THIS A SCHOOL OR NON SCHOOL INCIDENT?</b> Non School	
<b>WHO WAS THE AFFECTED PERSON?</b> Member of public	
<b>SUB TEAM OF PERSON INVOLVED?</b> #Central Library	
<b>IS THIS INCIDENT REPORTABLE TO THE HSE UNDER RIDDOR?</b>	

Below the summary, there is a navigation bar with tabs: Investigation 0, Supporting Documents 0, Witnesses 0, and Corporate Health and Safety Review 1. At the bottom right, there is a button labeled 'Edit Incident'.

# Scroll through the incident details to note; how and why the incident occurred, existing controls in place, weather conditions if applicable, witness statements, any documents uploaded and all other information

← ↻ 🏠 🔍 https://scc.info-exchange.com/Secure/App-2/Table-6/Record-168140/Edit.aspx 🔍 🗖 ⚙️ 📄 🌟 📁

**SOUTHAMPTON CITY COUNCIL** Browse Search Reports Workflow Configuration 👤

Injury/Accident

Incident: 18346 > Edit ⓘ

Incident

If you experiencing difficulties completing any section of this form please contact Corporate Health and Safety Service on 0238083 4271 for assistance

Incident

WHO WAS THE AFFECTED PERSON? ●

Member of public 🗄️

Affected Person Details

APPROPRIATE FOR INCLUSION ON THE CORPORATE INCIDENT LIST?

Click to select 🗄️

NOTIFY THE CLIENT/INDIVIDUAL OF INCLUSION?

Click to select 🗄️

REASONS FOR DECISION?

Incident Details

Save changes Delete Cancel

**When you reach the Manager's Review section, enter your comments regarding what happened and why. Provide details of any existing controls in place prior to the event. It is important to enter as much detail as possible and to include witness details and statements and to upload evidence and documents as applicable to demonstrate you have fully considered how and why the incident occurred and what might be done towards preventing a reoccurrence. **When you have done this make sure you click on SAVE CHANGES****

The screenshot shows a web browser window with the URL <https://scc.info-exchange.com/Secure/App-2/Table-6/Record-168140/Edit.aspx>. The page header includes the Southampton City Council logo and navigation links: Browse, Search, Reports, Workflow, Configuration. Below the header is a file upload area with the text "Click here or drag and drop a file" and "No file attached". The main section is titled "Manager's Review" and contains several input fields: "YOUR FIRST NAME", "SURNAME NAME", "STATUS" (with a red dot and the text "Open"), "DATE REVIEWED" (with the text "Automatically calculated"), "MANAGERS COMMENTS", and "OTHER INFORMATION". There is also a section for "ACTION TO BE TAKEN" with the text "Click to select" and a dropdown arrow. At the bottom of the form, there is a disclaimer: "Please take this opportunity to check the information provided on the form. The Council has an obligation under the GDPR to ensure that information is accurate and up-to-date. Errors can result in breaches of the data protection principles, such as information being sent to the wrong recipient, or incorrect decisions being made." Below the disclaimer is a "Data Redaction Workflow" section. At the bottom right of the form, there are three buttons: "Save changes", "Delete", and "Cancel".

If further investigation or action is required, update the Actions to be Taken check box accordingly and enter details in the Other Information. Enter a date for actions to be completed. **Remember to click SAVE CHANGES**

← ↻ 🏠 🔒 https://scc.info-exchange.com/Secure/App-2/Table-6/Record-168140/Edit.aspx 🔍 🗨️ 🏠 📄 🔄 📄 🗨️ 🗑️ 🔄

**SOUTHAMPTON CITY COUNCIL** Browse Search Reports Workflow Configuration 👤

Click here or drag and drop a file 🗑️

No file attached

**Manager's Review**

YOUR FIRST NAME

STATUS  
● Open

MANAGER'S COMMENTS

OTHER INFORMATION

**ACTION TO BE TAKEN** Close

- Investigate
- Investigation Completed
- No Further Action
- Other Action

Please take this opportunity to check the information provided on the form. The Council has an obligation under the GDPR to ensure that information is accurate and up-to-date. Errors can result in breaches of the data protection principles, such as information being sent to the wrong recipient, or incorrect decisions being made.

Data Redaction Workflow

Save changes Delete Cancel

Once you have completed the Manager's Review the status will change to **Pending**

This means that the report is awaiting review from the Corporate Health and Safety service and requires no further action from yourself at this time. However you need to check periodically to see if H&S have requested any further information.

Check back regularly to answer any queries H&S have and provide further information as required.

When a member of the H&S team reviews the report they will record their name, the date, any actions they have carried out and any additional comments or queries they may have.

You will be able to see these when you view the whole report and will need to answer any queries or follow up on any further actions requested.

Once the H&S team are confident that no further action is required they will alter the status to **Closed**

# If the incident requires further investigation, on the initial incident page, click Investigation and then on Create New. This will open a new Investigation report

The screenshot shows a web browser window displaying the Southampton City Council incident management system. The URL is <https://sccinfo-exchange.com/Secure/App-2/Table-6/Record-168140/Summary.aspx>. The page title is "Injury/Accident" and the incident is identified as "Incident: 18346 v1 · Current".

The main content area is titled "Incident Summary" and contains the following information:

- REF NO.:** 18346
- DATE/TIME OF EVENT:** 02 Oct 2023 15:30
- ACCIDENT/INCIDENT TYPE:** 7) Member of public not taken directly to hospital
- EVENT DETAILS:** Customer sat on a chair at a public PC and as he lent over to get something out of his bag the seat became detached from the base of the chair and the customer fell to the floor.
- PRIMARY CAUSE:** Falls on level
- STATUS:** Open
- IS THIS A SCHOOL OR NON SCHOOL INCIDENT?:** Non School
- WHO WAS THE AFFECTED PERSON?:** Member of public
- SUB TEAM OF PERSON INVOLVED?:** #Central Library
- IS THIS INCIDENT REPORTABLE TO THE HSE UNDER RIDDOR?:**

At the bottom of the page, there is a navigation bar with the following tabs: "Investigation 0", "Supporting Documents 0", "Witnesses 0", and "Corporate Health and Safety Review 1". The "Investigation 0" tab is highlighted with a red circle. Below the navigation bar, there is a "Create new" button and a search field.



**The person investigating the incident should enter full details of the investigation using the form supplied. If this is not the manager and they do not have access to the system, this can be requested from the H&S team by emailing [health.and.safety@Southampton.gov.uk](mailto:health.and.safety@Southampton.gov.uk)**

- The investigation should
  - Gather as much information as possible, recording details and interviewing witnesses as applicable
  - Review hazards relating to the incident
  - Establish the Root Causes
  - Consider actions to prevent a reoccurrence

The Manager then needs to review the information and complete the Manager's Review section accordingly.

The H&S Team will then review and update with comments as appropriate.

**Note; full investigations are usually only undertaken for incidents, which cause significant injury or harm or which had the potential to do so.**

# Supporting documents/photos can be uploaded by clicking on Supporting Documents and then Create New on the initial incident page.

*Alternatively you can upload supporting documents/photos to the incident report itself*

The screenshot shows a web browser window displaying the Southampton City Council incident management system. The URL is <https://scc.info-exchange.com/Secure/App-2/Table-6/Record-168140/Summary.aspx>. The page title is "Incident: 18346 v1 - Current".

The main content area is titled "Incident Summary" and contains the following information:

- REF NO.:** 18346
- DATE/TIME OF EVENT:** 02 Oct 2023 15:30
- ACCIDENT/INCIDENT TYPE:** T) Member of public not taken directly to hospital
- EVENT DETAILS:** Customer sat on a chair at a public PC and as he lent over to get something out of his bag the seat became detached from the base of the chair and the customer fell to the floor.
- PRIMARY CAUSE:** Falls on level
- STATUS:** Open
- IS THIS A SCHOOL OR NON SCHOOL INCIDENT?:** Non School
- WHO WAS THE AFFECTED PERSON?:** Member of public
- SUB TEAM OF PERSON INVOLVED?:** #Central Library
- IS THIS INCIDENT REPORTABLE TO THE HSE UNDER RIDDOR?:**

At the bottom of the page, there is a navigation bar with the following tabs: Investigation 0, Supporting Documents 0, Witnesses 0, and Corporate Health and Safety Review 1. The "Supporting Documents 0" tab is highlighted with a red circle. Below the tabs, there are two buttons: "Create new" and "Search", both of which are also circled in red. An "Edit Incident" button is located in the bottom right corner of the page.

# Witness details can be uploaded by clicking on Witnesses tab on the initial Incident page and then on Create New

*Alternatively you can enter witness details in incident report itself*

The screenshot displays the 'Incident: 18346 v1 - Current' page in the Southampton City Council system. The page is divided into several sections:

- Header:** Includes the Southampton City Council logo and navigation links for Browse, Search, Reports, Workflow, Share, and Configuration.
- Incident Summary:** A detailed view of the incident with the following information:
  - REF NO.:** 18346
  - DATE/TIME OF EVENT:** 02 Oct 2023 15:30
  - ACCIDENT/INCIDENT TYPE:** 7) Member of public not taken directly to hospital
  - EVENT DETAILS:** Customer sat on a chair at a public PC and as he lent over to get something out of his bag the seat became detached from the base of the chair and the customer fell to the floor.
  - PRIMARY CAUSE:** Falls on level
  - STATUS:** Open (indicated by a red dot)
  - IS THIS A SCHOOL OR NON SCHOOL INCIDENT?:** Non School
  - WHO WAS THE AFFECTED PERSON?:** Member of public
  - SUB TEAM OF PERSON INVOLVED?:** Central Library
  - IS THIS INCIDENT REPORTABLE TO THE HSE UNDER RIDDOR?:** (Field is empty)
- Navigation Tabs:** Investigation 0, Supporting Documents 0, **Witnesses 0**, Corporate Health and Safety Review 1.
- Witnesses Section:** A 'Create new' button and a search bar are visible, with a list of witness entries below.
- Footer:** An 'Edit Incident' button is located in the bottom right corner.

# Searching for an incident

If you know the reference number, you can enter the number into the 'Search' box on the screen that lists all incidents

Accident/Incident Reporting.

Choose from the options below to create a new Incident/Accident report, run a saved search/report or manage your workflow actions.

Injury/Accident 9,879 Schools 92 Sub Team 613

Create new Search Page 1 of 659

REF NO.	DATE/TIME OF EVENT	ACCIDEN... TYPE	EVENT DETAILS	STATUS	H&S REVIEW TAKEN PLACE?	SUB TEAM OF PERSON INVOLVED?	LAST UPDATED BY	LAST UPDATE BY MANAGER	CHSS LAST REVIEWED BY (USELAST)	CHSS LAST REVIEW (USELAST)
> 18540	08 Nov 2...	8A) Pupil...	Walking ...	● Closed	Yes		Terri Cha...	08 Nov 2...	Rebecca ...	08 Nov 2...
> 18541	08 Nov 2...	8A) Pupil...	Pupil pla...	● Closed	Yes		Terri Cha...	08 Nov 2...	Rebecca ...	08 Nov 2...
18533	07 Nov 2...	8A) Pupil...	Playing '...	● Open	Yes		Injury Ac...	07 Nov 2...	Maria Pop	08 Nov 2...
18522	07 Nov 2...	1) Minor ...	Classroo...	● Open	Yes		Injury Ac...	07 Nov 2...	Maria Pop	07 Nov 2...
18536	07 Nov 2...	9a) Servi...	Monica g...	● Open	Yes	#Woolston	Injury Ac...	08 Nov 2...	Maria Pop	08 Nov 2...

Investigation 114 Witnesses 13 Su >

Search Show all <

INCIDENT REF NO	YOUR NAME	STATUS
17586		● Closed
17456	Lindsay McCulloch	● Closed
17444	Meenu Grewal	● Closed
17141	Lesley Weeks	● Closed
16770		● Closed

If you do not know the incident ref or wish to search for multiple types of incidents you can build a custom search. To do this, click on **SEARCH** on the page which lists all incidents



## Injury/Accident

### Accident/Incident Reporting.

Choose from the options below to create a new Incident/Accident report, run a saved search/report or manage your workflow actions.

**Injury/Accident 9,879** Schools 92 Sub Team 613

Create new Search Page 1 of 659

REF NO.	DATE/TIME OF EVENT	ACCIDEN... TYPE	EVENT DETAILS	STATUS	H&S REVIEW TAKEN PLACE?	SUB TEAM OF PERSON INVOLVED?	LAST UPDATED BY	LAST UPDATE BY MANAGER	CHSS LAST REVIEWED BY (USELAST)	CHSS LAST REVIEW (USELAST)
> 18540	08 Nov 2...	8A) Pupil...	Walking ...	● Closed	Yes		Terri Cha...	08 Nov 2...	Rebecca ...	08 Nov 2...
> 18541	08 Nov 2...	8A) Pupil...	Pupil pla...	● Closed	Yes		Terri Cha...	08 Nov 2...	Rebecca ...	08 Nov 2...


**Investigation 114** Witnesses 13 Su >



Search Show all <

INCIDENT REF NO	YOUR NAME	STATUS
17586		● Closed
17456	Lindsay McCulloch	● Closed
17444	Meenu	● Closed

# Select the All Tables tab and then scroll down

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 SOUTHAMPTON CITY COUNCIL

Browse Search Reports Workflow Configuration  

Injury/Accident

## Search

Spotlight **All tables**

---

Gender

Primary Cause

Local Action New

Reason for inclusion

MTM Local Action

MTM Reason for inclusion


H and S Officers



HSS Reviewer

YesNo Responses

# Then select Incident

← ↻ 🏠 <https://sccinfo-exchange.com/Secure/App-2/Search> 🔍 🗨️ ☆ 📱 🔄 📄 📌 📄 📄

 **SOUTHAMPTON**  
CITY COUNCIL


Browse Search Reports Workflow Configuration  



- Management Root Causes MTM
- Materials Root Causes MTM
- PPE MTM
- Root Cause MTM
- Body Parts MTM
- Schools
- Team
- Incident**
  - Investigation
  - Supporting Documents
  - Witnesses
  - Corporate Health and Safety Review
- Section1
- Location



# Enter your search criteria by filling in the available fields and click 'Run Search'


← ↻ 🏠 https://scc.info-exchange.com/Secure/App-2/Table-6/Search/Criteria.aspx?Search=39068 🔍 A👤 ☆ 📱 ⌂ 📄 📌 📄 ⋮


 SOUTHAMPTON  
CITY COUNCIL


[Browse](#) | [Search](#) | [Reports](#) | [Workflow](#) | [Configuration](#)  


Injury/Accident > Search


## Incident


**MATCH CRITERIA**  
All 


**ACCIDENT/INCIDENT TYPE**  
Any 


**EVENT DETAILS**  
Any 


**REF NO.**  
From   
To  

**PRIMARY CAUSE**  
Any 

**OLD REF NO.**  
Any  

**IS THIS A SCHOOL OR NON SCHOOL INCIDENT?**  
Any 

**DATE/TIME OF EVENT**  
From   
To  

**SOURCE**  
Any 

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# If the criteria you wish to search by is not displayed you can add it by clicking on 'Add custom criteria'

Injury/Accident > Search

## Incident

MATCH CRITERIA

All

REF NO.

From  
To

IS THIS A SCHOOL OR NON SCHOOL INCIDENT?

Any

ACCIDENT/INCIDENT TYPE

Any

PRIMARY CAUSE

Any

DATE/TIME OF EVENT

From  
To

EVENT DETAILS

Any

OLD REF NO.

Any

SOURCE

Any

Run search

Add custom criteria

**Click on fields you wish to include in your report. Note, there are several pages to choose criteria from, you can also use the search function to search for specific criteria. Click Done when you have added all criteria to be included in your report**

The screenshot displays the Southampton City Council search interface. The main page is titled "Incident" and includes sections for "MATCH CRITERIA", "ACCIDENT/INCIDENT TYPE", and "EVENT DETAILS". A modal dialog box titled "ADD ADDITIONAL CRITERIA" is open, allowing users to select specific criteria for their report. The dialog box contains a search field, a "Select All" button, and a list of criteria with checkboxes. The criteria listed are:

- Ref No.
- Is this a school or non school Incident?
- Sub Team of Person Involved?
- School of Person Involved
- Who was the affected person?
- First Name of Injured Person
- Surname of Injured Person
- Date of Birth (dd/mm/yyyy)

The dialog box also features a "Close" button and a pagination indicator showing "Page 1 of 30". The background interface includes a navigation menu with "Browse", "Search", "Reports", "Workflow", and "Configuration" options, and a "Run search" button.

Once you have selected all criteria you require for your report and clicked Done you will be returned to the Search page.

Click Run Search

**Your search results will be displayed as below.  
To download a copy, click Share and then select Download, then CSV  
Select to open or save the document.**

The screenshot shows a web browser window with the URL <https://scc.info-exchange.com/Secure/App-2/Table-6/Search/Criteria.aspx?Search=39068>. The page header includes the Southampton City Council logo and navigation links: Browse, Search, Reports, Workflow, Share (circled in red), Customise, and Configuration. The main content area is titled 'Incident' and shows search criteria for 'DATE/TIME OF EVENT' with a date range from 01 Jan 2023 00:00 to 01 Nov 2023 00:00. A 'Show all criteria' dropdown menu is open, displaying options for 'DOWNLOAD', 'PDF', and 'CSV'. Below the menu, a table of search results is displayed. The first row shows a record with reference number 17083, dated 02 Jan 2023 09:15, caused by 'Handling objects'. The incident type is '5) Specified Injury (for staff injuries only)' and the status is 'Closed'. The event details describe a staff injury involving a manila folder. The page footer indicates 'Total number of records found: 1397' and 'Page 1 of 47'. There are buttons for 'Re-run search', 'Edit columns', and 'Add custom criteria'.

**Incident**

MATCH CRITERIA

DATE/TIME OF EVENT

01 Jan 2023 00:00

01 Nov 2023 00:00

Show all criteria

DOWNLOAD Close

PDF

CSV

List results (1397)

REF NO. ^	DATE/TIME OF EVENT	PRIMARY CAUSE	ACCIDENT/INCIDENT TYPE	EVENT DETAILS	STATUS	OLD REF NO.	DOCUMENT UPLOAD	SUB TEAM OF PERSON INVOLVED?	SOURCE
17083	02 Jan 2023 09:15	Handling objects	5) Specified Injury (for staff injuries only)	MARCONI INRERACTIVE NEEDED TO BE RESET. IT IS AWKWAER TO GET TO AND INVLVES MANULA HANDI ING WORKING	Closed			#A&H Exhibitions	Injury/Accident

Total number of records found: 1397

Page 1 of 47

Re-run search

Edit columns

Add custom criteria


If you wish to save the search criteria to use again in the future, select **Save Search**. Enter a name for your search and untick the **Homepage** option.


The screenshot shows the Southampton City Council search interface. The top navigation bar includes 'Browse', 'Search', 'Reports', 'Workflow', 'Share', 'Customise', and 'Configuration'. The 'Share' dropdown menu is open, showing options: 'Print', 'Download', 'Download documents', and 'Save search' (which is circled in red). The main content area shows search criteria for 'Incident' with date/time filters for '01 Jan 2023 00:00' and '01 Nov 2023 00:00'. Below the criteria is a 'Show all criteria' button. A 'List results (1397)' button is also visible. The results table has the following columns: REF NO., DATE/TIME OF EVENT, PRIMARY CAUSE, ACCIDENT/INCIDENT TYPE, EVENT DETAILS, STATUS, OLD REF NO., DOCUMENT UPLOAD, SUB TEAM OF PERSON INVOLVED?, and SOURCE. The first row shows a record with REF NO. 17083, DATE/TIME OF EVENT 02 Jan 2023 09:15, PRIMARY CAUSE Handling objects, ACCIDENT/INCIDENT TYPE 5) Specified Injury (for staff injuries only), EVENT DETAILS MARCONI INRERACTIVE NEEDED TO BE RESET. IT IS AWKWAER TO GET TO AND INVLVES MANI!! A HANDI NG, STATUS Closed, and SOURCE Injury/Accident. At the bottom, there is a 'Total number of records found: 1397' and navigation controls including 'Page 1 of 47', 'Re-run search', 'Edit columns', and 'Add custom criteria'.

REF NO.	DATE/TIME OF EVENT	PRIMARY CAUSE	ACCIDENT/INCIDENT TYPE	EVENT DETAILS	STATUS	OLD REF NO.	DOCUMENT UPLOAD	SUB TEAM OF PERSON INVOLVED?	SOURCE
17083	02 Jan 2023 09:15	Handling objects	5) Specified Injury (for staff injuries only)	MARCONI INRERACTIVE NEEDED TO BE RESET. IT IS AWKWAER TO GET TO AND INVLVES MANI!! A HANDI NG	Closed			#A&H Exhibitions	Injury/Accident

# Your saved search will show under the Spotlight option when click on the Search button

← ↻ 🔍 https://scc.info-exchange.com/Secure/App-2/Search

 SOUTHAMPTON CITY COUNCIL

Browse Search Reports Workflow Configuration 

Injury/Accident

## Search

Spotlight All tables

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SAVED SEARCHES

- Significant incidents (RIDDOR)
  - overview by school
  - Non-Teaching staff
  - Riddor
  - Schools Search
  - RIDDORs
  - Status for Overdue Incidents
  - Springwell School
  - Record Due for Redaction
  - Incident's added to Incident List
  - Incident's removed from Incident List
  - Corporate Assets Report
  - Corporate Estate & Assets Report
  - Daily check
  - A Test**
  - Your most recent search (Incident)



To delete a saved search, click on the Search button and then click on the search you wish to delete to open the search up and click on Share, then select Delete saved search.

The screenshot shows the Southampton City Council search interface. The top navigation bar includes 'Browse', 'Search', 'Reports', 'Workflow', 'Share', 'Customise', and 'Configuration'. The 'Share' dropdown menu is open, showing options: 'Print', 'Download', 'Download documents', 'Save search', and 'Delete saved search'. The 'Delete saved search' option is circled in red. The search criteria section shows 'DATE/TIME OF EVENT' with two input fields: '01 Feb 2023 00:00' and '01 Nov 2023 00:00'. Below the search results, there is a table with columns: REF NO., DATE/TIME OF EVENT, PRIMARY CAUSE, ACCIDENT/INCIDENT TYPE, EVENT DETAILS, STATUS, OLD REF NO., DOCUMENT UPLOAD, SUB TEAM OF PERSON INVOLVED?, and SOURCE. The first row shows a record with REF NO. 17264, DATE/TIME OF EVENT 02 Feb 2023 13:00, STATUS Open, and SOURCE Violence and Abuse. At the bottom, there is a 'Total number of records found: 1223' and navigation controls including 'Page 1 of 41', 'Re-run search', 'Edit columns', and 'Add custom criteria'.

Southampton City Council

Injury/Accident > Search

## Incident

MATCH CRITERIA

All

DATE/TIME OF EVENT

01 Feb 2023 00:00

01 Nov 2023 00:00

Show all criteria

List results (1223)

REF NO.	DATE/TIME OF EVENT	PRIMARY CAUSE	ACCIDENT/INCIDENT TYPE	EVENT DETAILS	STATUS	OLD REF NO.	DOCUMENT UPLOAD	SUB TEAM OF PERSON INVOLVED?	SOURCE
17264	02 Feb 2023 13:00			Elaine was visiting a family at their home today alongside the allocated social worker (Care Director ID: 374458) where the two children (14 and 12 years old) became agitated over their parent putting in boundaries and began physically fighting. One of the children threw their hands in the air and accidentally caught Elaine across her cheek. Elaine reports no physical	Open			#Engagement	Violence and Abuse

Total number of records found: 1223

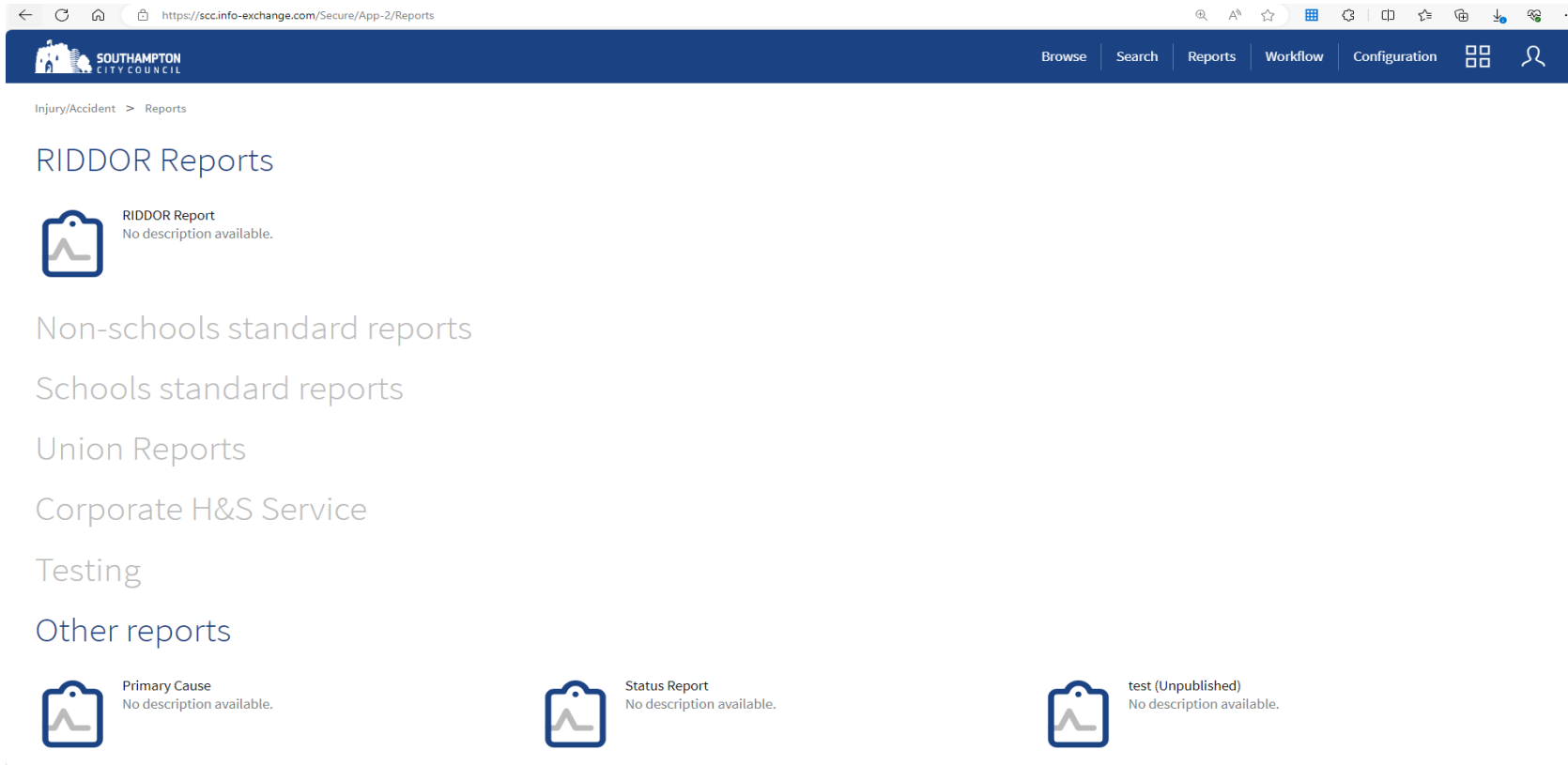
Page 1 of 41

Re-run search

Edit columns


Add custom criteria

# There are a number of generic reports available for you to run To access these click on Reports and select the report you wish to run



The screenshot shows a web browser window with the URL <https://scc.info-exchange.com/Secure/App-2/Reports>. The page header includes the Southampton City Council logo and navigation links for Browse, Search, Reports, Workflow, and Configuration. The breadcrumb trail is "Injury/Accident > Reports".

## RIDDOR Reports

-  **RIDDOR Report**  
No description available.

Non-schools standard reports




Schools standard reports

Union Reports

Corporate H&S Service

Testing


Other reports



-  **Primary Cause**  
No description available.
-  **Status Report**  
No description available.
-  **test (Unpublished)**  
No description available.

# You will then be prompted to enter the date and time period you'd like to run the report for

## Once you have selected your date and time criteria, select 'Run this report'


← ↻ 🏠 <https://sccinfo-exchange.com/Secure/App-2/Reports/RunReport.aspx?Id=3152> 🔍 A ☆ 🗪 🔄 📄 🏠 📌 📄 ⌵ 🌐 ⋮

 SOUTHAMPTON CITY COUNCIL

Browse | Search | Reports | Workflow | Configuration  


Injury/Accident > Reports > Injury/Accident Stats Report (Non-schools)

DATE/TIME OF EVENT


From 

To


SECTION1 > DIVISION (NONE)

Any 


DEPARTMENT > SECTION (NONE)

Any 


SUB TEAM OF PERSON INVOLVED?

Any 


WHO WAS THE AFFECTED PERSON?

Any 


DIVISION > DIRECTORATE (NONE)

Any 

SUB TEAM > TEAM (NONE)

Any 

TEAM > DEPARTMENT (NONE)

Any 

Run this report

# Results will be displayed as shown below and can be downloaded using the Share button as detailed previously

Injury/Accident > Reports > Injury/Accident Stats Report (Non-schools)

## Injury/Accident Report

*For non-schools use only*

Detailing Injury Incidents by Primary Cause and by Team including RIDDOR reportable incidents

DATE/TIME OF EVENT

From 01 Jan 2022 00:00 to 01 Nov 2023 00:00

SUB TEAM OF PERSON INVOLVED?

Any

SUB TEAM > TEAM (NONE)

#Civic Buildings

SECTION1 > DIVISION (NONE)

Any

WHO WAS THE AFFECTED PERSON?

Any

TEAM > DEPARTMENT (NONE)

Any

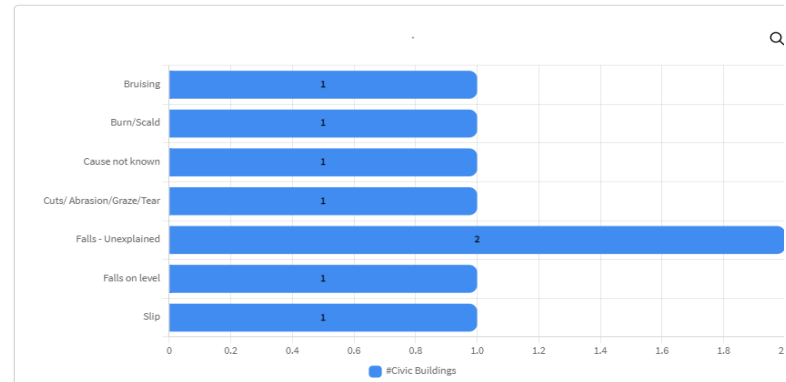
DEPARTMENT > SECTION (NONE)

Any

DIVISION > DIRECTORATE (NONE)

Any

PRIMARY CAUSE	TEAM	ALL VALUES FROM IS THIS INCIDENT REPORTABLE TO THE HSE UNDER RIDDOR?	COUNT OF INCIDENT	ALL VALUES FROM SUB TEAM OF PERSON INVOLVED?	DISTINCT VALUES FROM DEPARTMENT
Bruising >	#Civic Buildings		1	#Civic Buildings	#Civic Buildings
	<b>Total for Team</b>		<b>1</b>	<b>#Civic Buildings</b>	<b>#Civic Buildings</b>
Burn/Scald >	#Civic Buildings		1	#Civic Buildings	#Civic Buildings
	<b>Total for Team</b>		<b>1</b>	<b>#Civic Buildings</b>	<b>#Civic Buildings</b>
Cause not known >	#Civic Buildings		1	#Civic Buildings	#Civic Buildings
	<b>Total for Team</b>		<b>1</b>	<b>#Civic Buildings</b>	<b>#Civic Buildings</b>
Cuts/ Abrasion/Graze/Tear >	#Civic Buildings		1	#Civic Buildings	#Civic Buildings
	<b>Total for Team</b>		<b>1</b>	<b>#Civic Buildings</b>	<b>#Civic Buildings</b>
Falls - Unexplained >	#Civic		2	#Civic Buildings, #Civic	#Civic Buildings



Should you have any queries or concerns regarding the Health & Safety Management System please do not hesitate to contact the Corporate Health and Safety team via email at [health.and.safety@Southampton.gov.uk](mailto:health.and.safety@Southampton.gov.uk)

or call us on 02380 83 4271