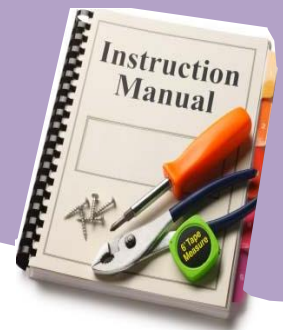


Health & Safety

Quick Card Guide



Completing an FNOL (ex-PO3) accident/incident form on the EvoSafe accident reporting system

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A. Introduction

The PO3 accident reporting system previously in operation at LCC has been replaced by the EvoSafe system. Reporting forms and notification emails from the new system will refer to an "FNOL" (First Notification of Loss) and not a "PO3".

Important information to know before completing this new electronic accident/incident reporting form is the following:

- ✓ The system is optimised for Chrome, so if you experience difficulties using Internet Explorer, use Chrome instead.
- ✓ The form will take approximately 5 minutes to complete.
- ✓ If more than one person has been injured, a form will need to be completed for each injured person.
- ✓ The system DOES NOT permit you to save and retrieve a partially-completed form; it must be completed in one session, so please ensure you have all the information before you start, including:
 - Name of individual involved
 - Employee number (if employee) or date of birth (if non-employee)
 - Email address of responsible manager
 - Details of incident

- Date of incident
- Number of days off work (if known)
- Supporting documents (for example, photos or witness statements, if applicable)

B. How to access the EvoSafe accident reporting system

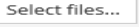
The EvoSafe 360 accident reporting system can be accessed via GEORGE (for LCC employees) or via [the on-line FNOL system](#).

C. How to complete the online form/report an accident

The online form is a series of drop-down or free text boxes (some will self-populate). In some cases, your response to a particular question will result in a drop-down menu appearing. You will be guided through the 8 pages of the form, as per the list below. If at any point you are unable to progress from one page to the next, please check to ensure you have completed all of the mandatory fields on the existing page.

- **'Reporting person' page** – i.e. please complete with the details of the person completing/creating the report.
- **'Incident details' page** – please complete 'Service Area' first. For example, "Children's Residential Units" is under Children's Safeguarding which in turn is under Children's. Click the search (🔍) icon and a window will appear, then click the arrows (►) to navigate through to find your service/team. *(SCHOOLS: please select 'Secondary', 'Primary' or 'Nursery' as appropriate and then populate the 'Location of Accident/Incident' section with the school address. CHILDREN'S CENTRES: please select 'Children's Centres' and then populate the 'Location of Accident/Incident' section with the location address. Please do not search for/select individual school sites or Children's Centres in the drop down menu, your site may not show as the drop-down lists relate to a non-H&S part of the system which is irrelevant for accident/incident reporting purposes.)* Once the service and/or team have been selected, the 'Directorate' section will automatically populate. There are four questions on this page that need to be completed via drop-down options. Correct selection of options will automatically categorise the incident.
- **'Incident details (cont)' page** – continue to populate the drop-down options and 'describe what happened' in the free text box.
- **'Person involved' page** – these are the details of the injured person, including a section on recording the injuries sustained. If more than

one injury has been sustained, by clicking on the '+new entry' box you can record additional injuries.

- **'Person involved (injury)' page** – this allows you to provide further information, including details of First Aid, hospital admission, etc.
- **'Attach documents' page** – this page enables you to attach any supporting documents you may have, e.g. additional information regarding the accident, photos, etc. Click on the  icon and a browser window will appear, allowing you to search through your files and select the document you want to attach. Please note that you can progress the form without attaching documents, if there are none to attach.
- **'Witnesses' page** - details of witnesses (if any) can be entered here. As above, you can progress the form without entering witness details, if there are none.
- **'Completion' page** – once the form has been completed, please click on 'submit' if you are happy that all of the detail has been captured. If not, you can click on 'previous' to return to a previous page. Once you click on 'submit', a fresh page will appear that provides you with a reference number and confirmation that the form will be sent to a relevant manager for approval. You can now close this page.

Please note the manager may either approve or reject your form. If your form is rejected, you will be notified by email with the reason (e.g. more information is required). If your form is rejected, you will need to resubmit.

Do's...  & Don'ts...  for the Reporting Person

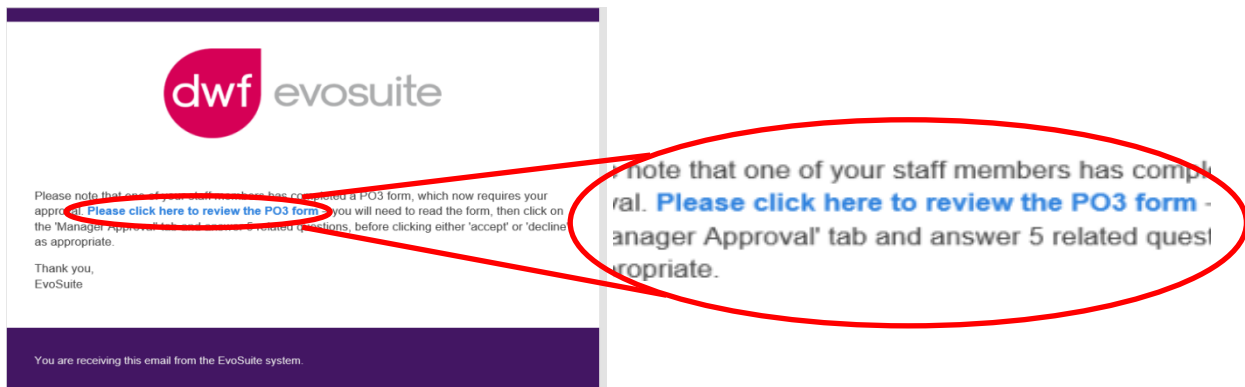
- 👍 **Do** ensure you have all the details you need before you start the form, as the form cannot be saved part-way through.
- 👍 **Do** ensure the responsible manager's email is that of the manager responsible for the injured person.
- 👍 **Do** resubmit the FNOL form if it is rejected (contact the responsible manager for more information, if you need more information around the reason for rejection, before doing so).

- 👎 **Don't** forget that a separate FNOL form must be completed for each injured person.
- 👎 **Don't** ignore any email stating that your form has been rejected. You must contact the responsible manager for more information (if needed) and then resubmit the form.

D. How to authorise a submitted FNOL (info for managers only)

When a member of staff completes an online form, you (as the recorded responsible manager) will receive an email notification from EvoSafe. This email will notify you that 'an FNOL assigned to you has been submitted'. ***Please do not delete this email, as you will need to click on the link provided within it to access the form.***

Click on the link within the email to review the accident report form.



On clicking the link (maximised for Chrome, so please open in Chrome) you will be taken to a notification form where you will see the following tabs:

- **Details** - the information entered into the submitted report
- **Manager approval** – you must enter 1) details of measures taken to prevent reoccurrence, 2) the number of days lost as a result of the

accident, 3) identify whether the accident is RIDDOR-reportable (guidance on RIDDOR-reportable accidents/incidents can be found on the HSE website www.hse.gov.uk), 4) record if an accident investigation has taken place, and 5) state if the person involved was 'doing as expected' at the time of the accident/incident.

- **Documents** – this is where you will find any documents that have been attached to the form. You will also be able to attach information relevant to the reported accident/incident (e.g. G4 Appendix 4 – Managers Investigation Report Template and Guidance).

Once you have reviewed the documents, you can either 'accept' or 'reject' the form (top right). If you reject the form, a dialogue box will open and you can select the relevant reason. A rejection notification, including the reason, will be sent to the person who submitted the form.

Do's...👍 & Don'ts...👎 for the Authorising Manager

- 👍 **Do** respond to the notification email in a timely manner.
- 👍 **Do** ensure you have checked all the details recorded in the form for accuracy.
- 👍 **Do** ensure you have answered the 5 questions in the 'Manager's Approval' tab.
- 👍 **Do** consider if the accident/incident requires an accident investigation form to be completed.
- 👍 **Do** attach any relevant documents you may have, using the 'Documents' tab, before you accept the form.
- 👍 **Do** read all the information contained in the FNOL to determine if the accident/incident is RIDDOR-reportable.

- 👎 **Don't** delete the notification email, as you may not be able to access the FNOL without it.
- 👎 **Don't** accept a submitted form if you believe it to be inaccurate, incomplete, duplicated or illegible.
- 👎 **Don't** forget to complete a RIDDOR report if the accident/incident meets the RIDDOR criteria.
- 👎 **Don't** forget to 'accept' or 'reject' each submitted FNOL as appropriate.

E. Further Information

- G4 Reporting of Work Related Injuries/Incidents and Cases of Ill-Health

- G4 Appendix 1 RIDDOR Flowchart (2019)
- G4 Appendix 4 Managers Investigation Report Template and Guidance
- Online Accident, Incident & RIDDOR reporting Quick Card
- G4 Appendix 1 – Hard Copy FNOL Form