

Customer and Support Group



Virtual Health & Safety Management System

Managers Guide

CAPITA



The Virtual Health & Safety Management System (VHSMS) is a new online tool introduced by the CSG to make reporting incidents easier, quicker and less of an administrative burden for all.

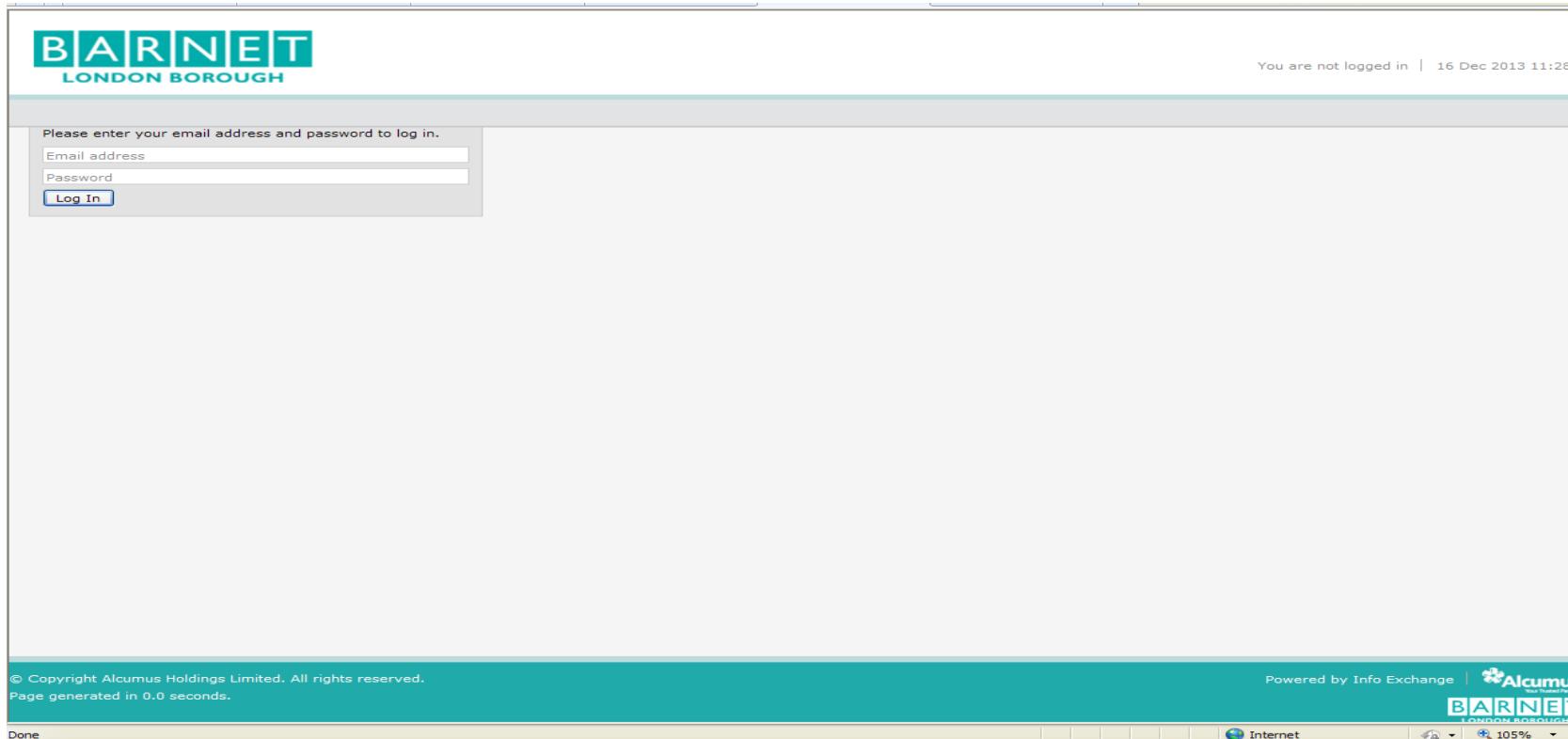
All LBB employees will be able to report an accident, incident or hazard from any location and using any device with internet access. The reporting forms are hosted online and do not require the user to 'log in'.

As a manager, you will be able to view, edit and comment on incident reports; complete investigations; upload supporting documents and monitor feedback from SHaW.

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 view the report.

To log in, you will need to enter your username (this will be your email address) and password.



The screenshot shows a web browser window with the Barnet London Borough logo at the top left. At the top right, it says "You are not logged in | 16 Dec 2013 11:28". Below the header is a login form with the placeholder text "Please enter your email address and password to log in.". It contains three input fields: "Email address", "Password", and a "Log In" button. The main body of the page is blank. At the bottom left, there is copyright information: "© Copyright Alcumus Holdings Limited. All rights reserved." and "Page generated in 0.0 seconds.". At the bottom right, it says "Powered by Info Exchange | Alcumus" and "BARNET LONDON BOROUGH". The browser's status bar at the bottom shows "Done", "Internet", "105%", and other standard icons.

If you have not received your log in details yet please contact the SHaW team SHaW@barnet.gov.uk

Once you have logged in you will see the Virtual Health & Safety Management System home page:

BARNET
LONDON BOROUGH

Home | Council Incidents | School Incidents | Hazard | Structure | Lookups
Logged in as Annalee.walker@capita.co.uk | 16 Dec 2013 12:13 | Log out
HOMEPAGE CHANGE YOUR PASSWORD HELP

Home > Welcome to London Borough of Barnet



Council publishes landmark outsourcing contract
Contract to provide back office services now online


Council Incidents


School Incidents


Hazard


Structure


Lookups

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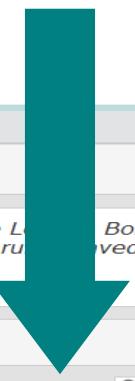
To view each type of incident available to you, click on the relevant logo:



All incidents including accidents,
violence and abuse, near misses
and dangerous occurrences that
occur on the council (left) or
council schools (centre)

All
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, team name, the type of incident and it's status.



The screenshot shows the 'Barnet London Borough' incident reporting system. At the top, there are navigation links: Home, Council Incidents, School Incidents, Hazard, Structure, and Lookups. Below that, it shows the user is logged in as Annalee.walker@capita.co.uk on 16 Dec 2013 at 12:54, with a Log out button. The main area has tabs for BROWSE, SEARCH, and REPORTS. On the left, under 'Council Incidents > Browse', there's a 'Create new Incident' button and a table listing 8 incidents. The table columns are: Incident Ref No, Date and Time of..., Team, Was the Incident?, and Status. The incidents listed are:

Incident Ref No	Date and Time of...	Team	Was the Incident?	Status
10	18 Nov 2013 1...	Apprentices	Accident	Closed
> 11	18 Nov 2013 1...	Business Supp...	Accident	Open
9	18 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
6	13 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
12	12 Nov 2013 1...	Greenspaces A...	Accident	Open
> 2	12 Nov 2013 0...	Business Supp...	Violent & Abusi...	Closed
> 3	11 Nov 2013 0...	Business Supp...	Violent & Abusi...	Open
8	06 Nov 2013 1...	Benefits Support	Accident	Not Reviewed

To the right, there's a 'Team (146)' section with a tree view of team names. The tree structure is as follows:

- Name ^
 - Admission to Schools
 - Access to Schools
 - AMHP
 - Access to Schools
 - Analysis, Performance & Strategy Team
 - Apprentices
 - Access to Schools
 - Attendance at Schools
 - Barnet Partnership School Improvement
 - Benefits Support
 - Access to Schools
 - Business Governance
 - Business Governance
 - Business Intelligence
 - Business Intelligence
 - Business Resources (Finance)
 - Service Commissioning & BI

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Incident Status

When an incident status is NOT REVIEWED you are required to review the report, edit/update it if necessary and complete the short ‘Manager’s Review’ Section.

To do this, click on the relevant reference number:

Incident Ref No	Date and Time of...	Team	Was the Incident?	Status
10	18 Nov 2013 1...	Apprentices	Accident	Closed
> 11	18 Nov 2013 1...	Business Supp...	Accident	Open
9	18 Nov 2013 1...	o S...	Accident	Not Reviewed
6	13 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
12	12 Nov 2013 1...	Greenspaces A...	Accident	Open
> 2	12 Nov 2013 0...	Business Supp...	Violent & Abusi...	Closed
> 3	11 Nov 2013 0...	Business Supp...	Violent & Abusi...	Open
8	06 Nov 2013 1...	Benefits Support	Accident	Not Reviewed

Team (146)

Name	level 2
Admission to Schools	Access to Schools
AMHP	AMHP
Apprentices	Service Commissioning & BI
Attendance at Schools	Apprentices
Barnet Partnership School Improvement	Access to Schools
Benefits Support	Barnet Partnership School Improvement
Business Governance	Benefits Support
Business Intelligence	Business Governance
Business Resources (Finance)	Business Intelligence
	Service Commissioning & BI

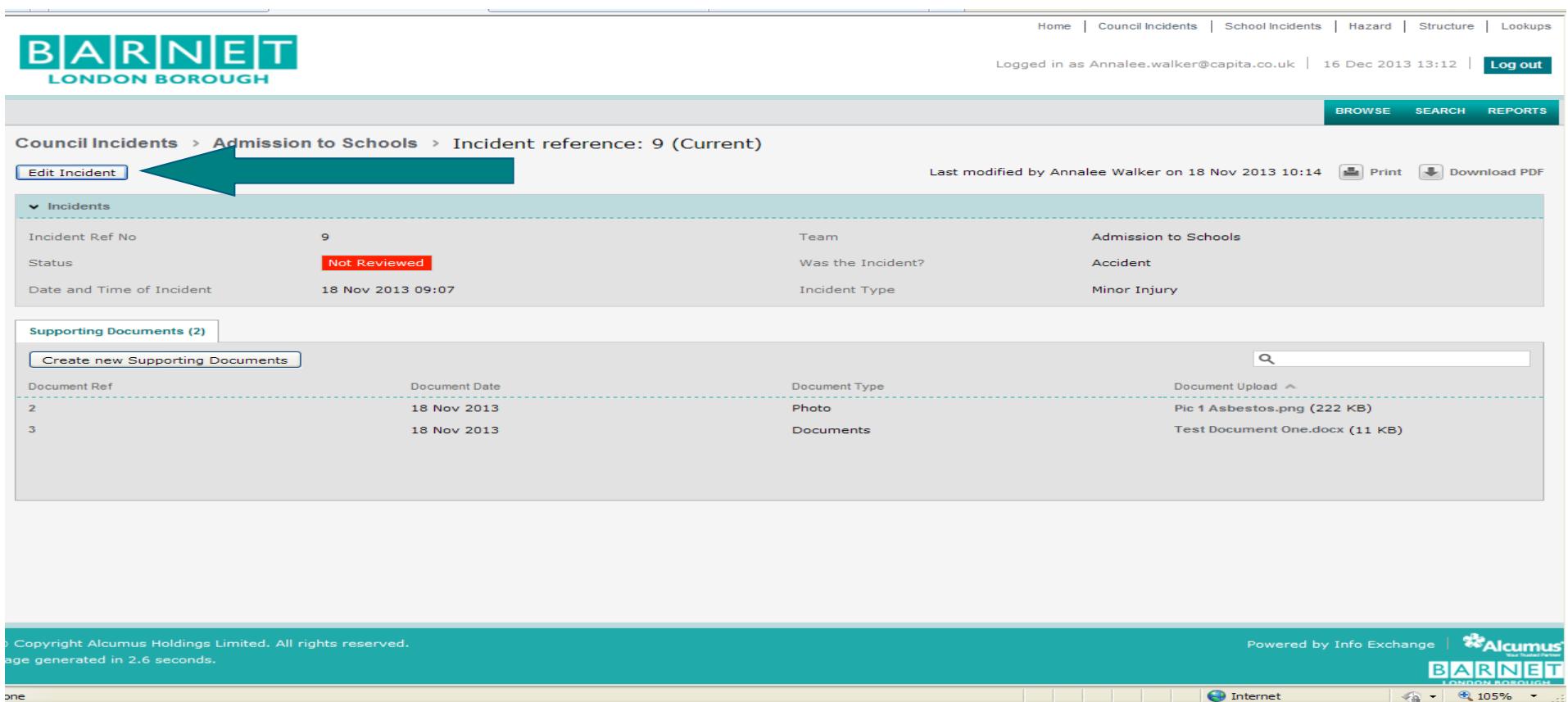
Saved searches

You do not have any saved searches.

Quick reports

You do not have any reports.

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



The screenshot shows a web-based application for managing incidents. At the top, there's a navigation bar with links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookups. It also shows the user is logged in as Annalee.walker@capita.co.uk on 16 Dec 2013 13:12 and provides options to Log out, Browse, Search, or Reports.

The main content area displays the following information:

- Council Incidents > Admission to Schools > Incident reference: 9 (Current)**
- Edit Incident** (highlighted by a large blue arrow)
- Last modified by Annalee Walker on 18 Nov 2013 10:14**
- Print** and **Download PDF** buttons
- Incidents** section:
 - Incident Ref No: 9
 - Status: Not Reviewed
 - Date and Time of Incident: 18 Nov 2013 09:07
 - Team: Admission to Schools
 - Was the Incident?: Accident
 - Incident Type: Minor Injury
- Supporting Documents (2)**
 - Create new Supporting Documents
 - Document Ref: 2, Document Date: 18 Nov 2013, Document Type: Photo, Document Upload: Pic 1 Asbestos.png (222 KB)
 - Document Ref: 3, Document Date: 18 Nov 2013, Document Type: Documents, Document Upload: Test Document One.docx (11 KB)
- Copyright Alcumus Holdings Limited. All rights reserved.
Page generated in 2.6 seconds.
- Powered by Info Exchange | Alcumus
BARNET LONDON BOROUGH
- Internet 105% ::

On this screen you will be able to scroll through the entire report. You can also edit anything (if necessary). When you save these changes a new version of the report will be saved – the original is never lost.

BARNET
LONDON BOROUGH

Home | Council Incidents | School Incidents | Hazard | Structure | Lookups
Logged in as Annalee.walker@capita.co.uk | 16 Dec 2013 13:17 | Log out

BROWSE SEARCH REPORTS

Council Incidents > Admission to Schools > Incident reference: ... (Current) > Edit

Last modified by Annalee Walker on 18 Nov 2013 10:14

[Save Changes](#) [Delete](#)

* indicates a mandatory field

Reporters Details			
First Name	<input type="text" value="Timmy Test"/>	Job Role	<input type="text" value="Tester"/>
Surname	<input type="text"/>	Telephone Number	<input type="text" value="1234"/>
Email Address	<input type="text" value="timmy.test@test.com"/>		

* indicates a mandatory field

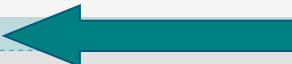
Incident Details			
Incident Ref No	9	Date and Time of Incident	<input type="text" value="18 Nov 2013 09:07"/>
Team	<input type="text" value="Admission to Schools"/>	Incident Type	<input type="text" value="Minor Injury"/>
Was the Incident?	<input type="text" value="Accident"/>	Nature of Work/Activity	<input type="text"/>
Incident Details	<input type="text" value="Tina fell off her chair whilst leaning back on it and talking in the phone."/>		
Type of Accident	<input type="text" value="Click to select"/>		
Do you wish for your trade union representative to be informed about this incident?	<input type="text" value="Yes"/>	Weather Conditions	<input type="text" value="N/A Indoors"/>
Did this involve a vehicle	<input type="text" value="Click to select"/>	Did the incident happen at a council location, or school setting?	<input type="text" value="Yes"/>
		Council Location	<input type="text" value="Barnet House - Office"/>
		Upload document	<input type="text" value="No file attached"/>

one Internet 105%

As you scroll down you will come across the ‘Managers Review’ section. You will need to complete this with as much detail as possible and click ‘Save Changes’.

Witnesses

Any Witnesses?

Managers Review 

Manager's Name

Date Reviewed

Underlying Causation * Lack of concentration

RIDDOR carried out? *

Immediate Actions taken to prevent a further Incident

Remedial Actions Date Completed

Additional incident details

Action to Prevent recurrence

Comments

Status Not Reviewed

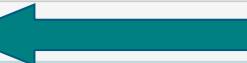
Health and Safety Service Review Only

Reviewing Officer

Action carried out by the Health and Safety Service

Date Review Carried Out

Comments



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Once you have completed the Manager's Review the status will change to OPEN.

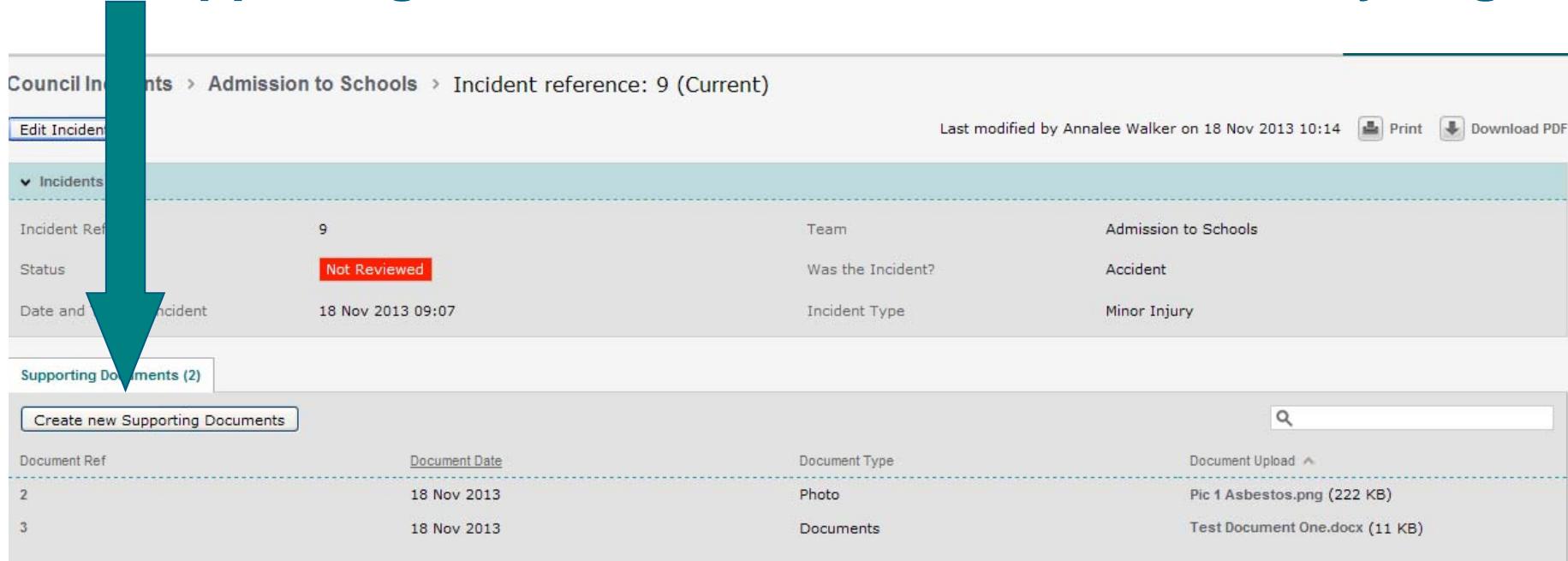
This means that the report is awaiting review from the Health and Safety Service and requires no further action from yourself at that time.

When a member of the Health and Safety Service reviews the report they will record their name, the date, any actions they have carried out and any additional comments they may have.

You will be able to see these when you view the full report and can feedback to employees if required.

When Health and Safety Service have completed this, the status will change to CLOSED.

The VHSMS can securely store as many supporting documents as you feel necessary. This may include Risk Assessments, photographs, witness statements, investigations, etc. In order to do this simply select 'Create New Supporting Document' on the Incident Summary Page:



Council Incidents > Admission to Schools > Incident reference: 9 (Current)

Last modified by Annalee Walker on 18 Nov 2013 10:14 Print Download PDF

Incident Ref: 9 Team: Admission to Schools

Status: Not Reviewed Was the Incident?: Accident

Date and Time of Incident: 18 Nov 2013 09:07 Incident Type: Minor Injury

Supporting Documents (2)

Create new Supporting Documents

Document Ref	Document Date	Document Type	Document Upload
2	18 Nov 2013	Photo	Pic 1 Asbestos.png (222 KB)
3	18 Nov 2013	Documents	Test Document One.docx (11 KB)

Simply enter the date and document type the click 'Document Upload' then 'Browse' to attach any file from your computer.

BARNET LONDON BOROUGH

Home | Council Incidents | School Incidents | Hazard | Structure | Lookups
Logged in as Annalee.walker@capita.co.uk | 16 Dec 2013 13:42 | Log out

BROWSE SEARCH REPORTS

Council Incidents > Admission to Schools > Incident reference: ... (Current) > Add Supporting Documents

* indicates a mandatory field

Supporting Documents

Document Ref
Document Date *
Document Notes

Incident Ref
Document Type * Click to select
Document Upload * 9
* No file attached

Save Changes

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How do I find an incident report?

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

The screenshot shows the Barnet London Borough Incident reporting system. The main interface displays a list of 8 incidents with columns for Incident Ref No, Date and Time of..., Team, Was the Incident?, and Status. A modal window titled "Team (16)" is overlaid on the right side, listing various teams such as Apprentices, Business Support, and Greenspaces. An arrow points from the text above to this modal window.

Incident Ref No	Date and Time of...	Team	Was the Incident?	Status
10	18 Nov 2013 1...	Apprentices	Accident	Closed
> 11	18 Nov 2013 1...	Business Supp...	Accident	Open
9	18 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
6	13 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
12	12 Nov 2013 1...	Greenspaces A...	Accident	Open
> 2	12 Nov 2013 0...	Business Supp...	Violent & Abusi...	Closed
> 3	11 Nov 2013 0...	Business Supp...	Violent & Abusi...	Open
8	06 Nov 2013 1...	Benefits Support	Accident	Not Reviewed

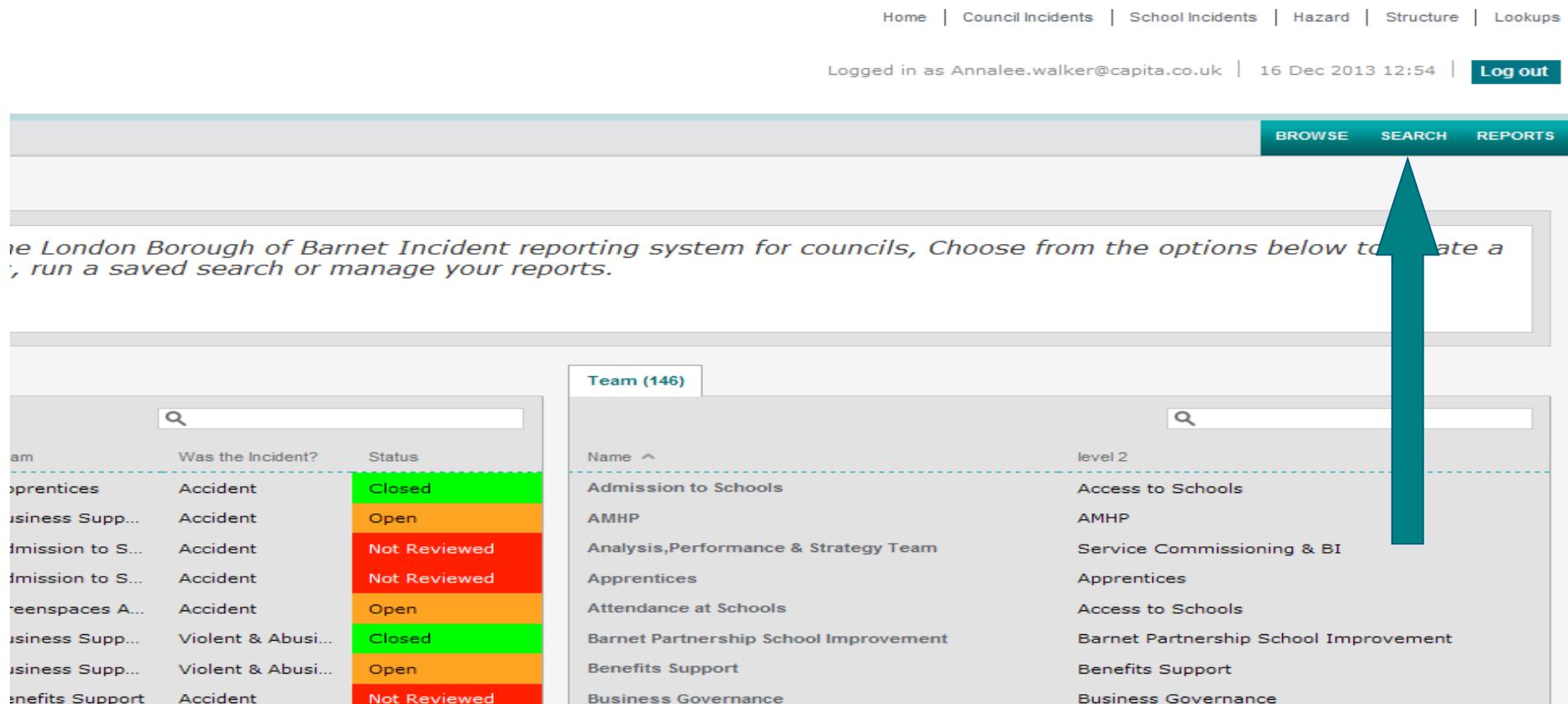
Welcome to the London Borough of Barnet Incident reporting system for councils. Choose from the options below to create a new Incidents, run a saved search or manage your reports.

Team (16)

Name	level 2
Admission to Schools	Access to Schools
AMHP	AMHP
Analysis,Performance & Strategy Team	Service Commissioning & BI
Apprentices	Apprentices
Attendance at Schools	Access to Schools
Barnet Partnership School Improvement	Barnet Partnership School Improvement
Benefits Support	Benefits Support
Business Governance	Business Governance
Business Intelligence	Business Intelligence
Business Resources (Finance)	Service Commissioning & BI

This will also work with the date, time and team name.

If you need to search by another criteria, you can build a custom search. First click on ‘Search’ on the page that lists all incidents



The London Borough of Barnet Incident reporting system for councils. Choose from the options below to create a new search, run a saved search or manage your reports.

BROWSE **SEARCH** **REPORTS**

Name	Was the Incident?	Status
Apprentices	Accident	Closed
Business Supp...	Accident	Open
Admission to S...	Accident	Not Reviewed
Admission to S...	Accident	Not Reviewed
Teenspaces A...	Accident	Open
Business Supp...	Violent & Abusi...	Closed
Business Supp...	Violent & Abusi...	Open
Benefits Support	Accident	Not Reviewed

Team (146)	
Name ^	level 2
Admission to Schools	Access to Schools
AMHP	AMHP
Analysis,Performance & Strategy Team	Service Commissioning & BI
Apprentices	Apprentices
Attendance at Schools	Access to Schools
Barnet Partnership School Improvement	Barnet Partnership School Improvement
Benefits Support	Benefits Support
Business Governance	Business Governance

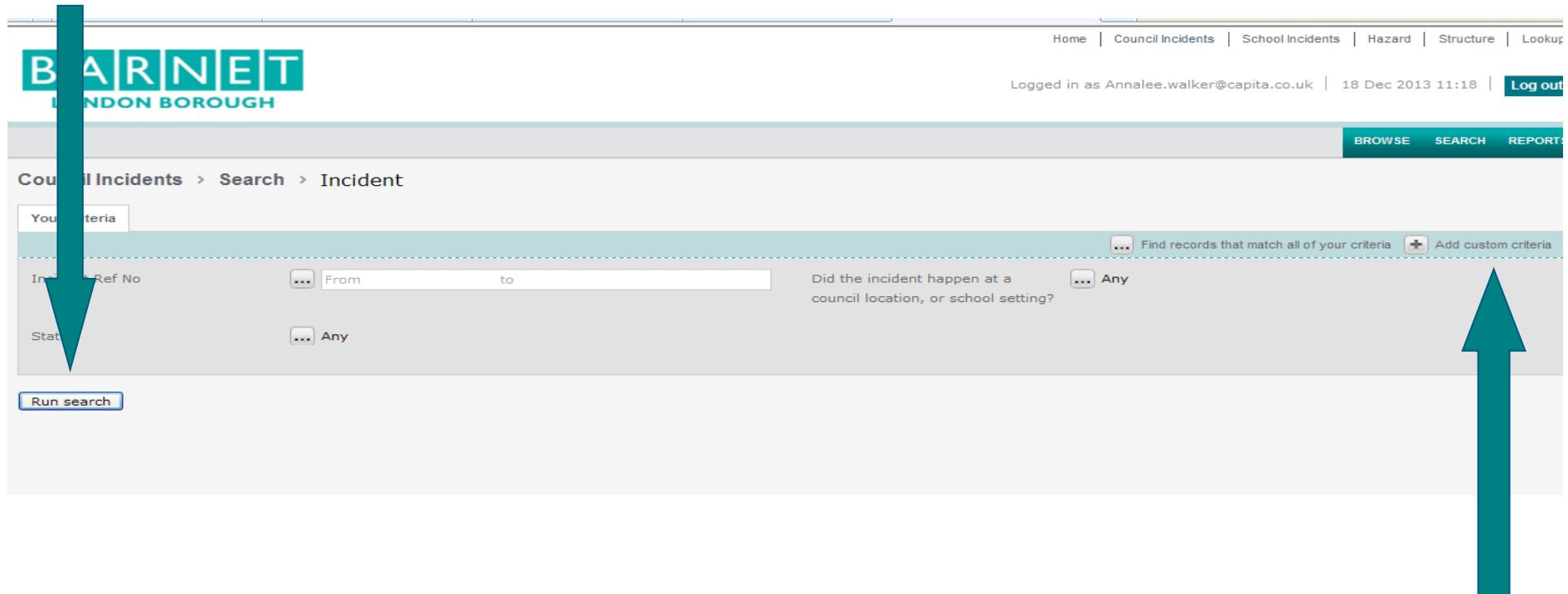
Select the 'All Tables' tab,

The screenshot shows a web-based application for managing council incidents. At the top, there is a navigation bar with the Barnet London Borough logo on the left and links for 'Home' and 'Cour...' on the right. A user is logged in as Anna. Below the header, the main title is 'Council Incidents > Search'. Underneath, there is a navigation bar with two tabs: 'Spotlight' and 'All tables'. The 'All tables' tab is highlighted with a white background and black border. To its right is a tree view of data categories. A large blue arrow points from the text above to the 'Incident' node in the tree view. The tree structure includes:

- Level 1
 - Incident
 - Supporting Documents
- Was the Person School

Then select 'Incident'.

From here you can enter your search criteria by filling in the available fields and clicking 'Run Search'



The screenshot shows a web-based search interface for 'Council Incidents'. At the top, there's a navigation bar with links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookup. It also shows the user is logged in as Annalee.walker@capita.co.uk on 18 Dec 2013 11:18, with a Log out option. Below the navigation is a toolbar with BROWSE, SEARCH, and REPORTS buttons. The main area is titled 'Council Incidents > Search > Incident'. It features a search form with fields for 'Incident Ref No' (with 'From' and 'to' dropdowns), 'Status' (with a 'Any' dropdown), and a checkbox for 'Did the incident happen at a council location, or school setting?' followed by another 'Any' dropdown. There are buttons for 'Find records that match all of your criteria' and 'Add custom criteria'. A 'Run search' button is at the bottom left. A green arrow on the left points down to the 'Your criteria' button, and a green arrow on the right points up to the 'Add custom criteria' button.

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

This will allow you to select any field from the form and run your search based on the result you select

The screenshot shows the Barnet Council Incidents search interface. On the left, there's a search form with fields for 'Incident Ref No' (with dropdowns for 'From' and 'to') and 'Status' (with a dropdown for 'Any'). A 'Run search' button is at the bottom. On the right, a modal window titled 'Add additional criteria' is open, showing a list of fields with checkboxes. The 'Type of Accident' checkbox is checked. Other visible fields include 'Exact Location', 'Trade union to be in...', 'Incident Details', 'Nature of Work Activ...', 'Was the work authori...', 'Underlying Causation', 'PT Name', 'Gender', and 'DOB'. There are also sections for 'Label' and 'Exact Location' descriptions. At the bottom of the modal, there are navigation buttons (back, forward, page numbers 1-5, etc.), a 'Page 2 of 5' indicator, and a 'Done' button.

Select the required field and click 'Done'

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This will then apply that field to the search screen. You can then select the category you wish to search for and click ‘Run Search’

The screenshot shows a web-based search interface for 'Council Incidents'. At the top, there's a navigation bar with links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookups. It also shows the user is logged in as Annalee.walker@capita.co.uk, the date 18 Dec 2013 11:18, and a Log out button. Below the navigation is a header with BROWSE, SEARCH, and REPORTS buttons. The main area is titled 'Council Incidents > Search > Incident' and has a 'Your criteria' section. This section includes fields for 'Incident Ref No' (with 'From' and 'to' inputs), 'Status' (set to 'Any'), 'Did the incident happen at a council location, or school setting?' (set to 'Any'), 'Type of Accident' (set to 'Assault'), and a 'Run search' button. There are also buttons for finding records that match all criteria and adding custom criteria.

You can search by as many criteria as you need to in order to achieve the search results required.

Your search results will be displayed as below:

BARNET LONDON BOROUGH

Council Incidents > Search > Incident

Your criteria

Status Not Reviewed

Find records that match all of your criteria Show all criteria Add custom criteria

Re-run search

Print Download Save search

Your results (6)

Incident Ref No	Team	Was the Incident?	Status
5		Accident	Not Reviewed
6	Admission to Schools	Accident	Not Reviewed
7		Accident	Not Reviewed
8	Benefits Support	Accident	Not Reviewed
9	Admission to Schools	Accident	Not Reviewed
13		Dangerous Occurrence	Not Reviewed

You can print, download to pdf and save you search to run again in the future by using the icons on the right of the screen.

You will be able to see any saved searches and your most recent search on the screen that lists all incidents.

Council Incidents > Browse

Welcome to the London Borough of Barnet Incident reporting system for councils, Choose from the options below to create a new Incidents, run a saved search or manage your reports.

Council Incidents (8)

Incident Ref No	Date and Time of...	Team	Was the Incident?	Status
10	18 Nov 2013 1...	Apprentices	Accident	Closed
> 11	18 Nov 2013 1...	Business Supp...	Accident	Open
9	18 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
6	13 Nov 2013 0...	Admission to S...	Accident	Not Reviewed
12	12 Nov 2013 1...	Greenspaces A...	Accident	Open
> 2	12 Nov 2013 0...	Business Supp...	Violent & Abusi...	Closed
> 3	11 Nov 2013 0...	Business Supp...	Violent & Abusi...	Open
8	06 Nov 2013 1...	Benefits Support	Accident	Not Reviewed

Team (148)

Name	level 2
Admission to Schools	Access to Schools
AMHP	AMHP
Analysis,Performance & Strategy Team	Service Commissioning & BI
Apprentices	Apprentices
Attendance at Schools	Access to Schools
Barnet Partnership School Improvement	Barnet Partnership School Improvement
Benefits Support	Benefits Support
Business Governance	Business Governance
Business Intelligence	Business Intelligence
Business Resources (Finance)	Service Commissioning & BI

Saved searches

TEST
TEST SEARCH
Your most recent search (Incident)

Quick reports

You do not have any reports.

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To access your search – just click on it!

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We will be building a number of reports that will enable you to get statistical data for your department or team with the click of a button – more information on these to follow in the near future.

In the mean time should you have any queries or concerns regarding the VHSMS please do not hesitate to contact us at
SHaW@barnet.gov.uk