



National Highways Supply Chain colleagues -
completing an incident
investigation on Highways Accident Reporting Tool

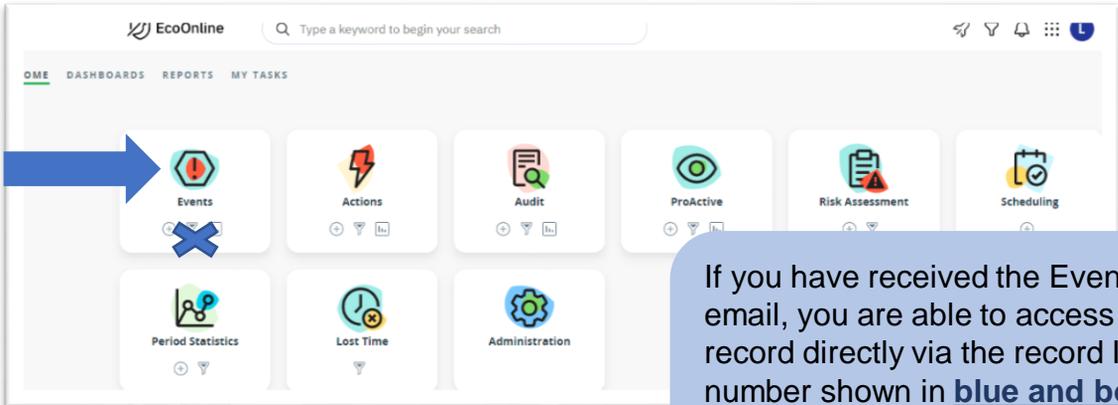
This guidance is designed to assist users in every step of the
process when completing an incident investigation on our
Highways Accident Reporting Tool

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

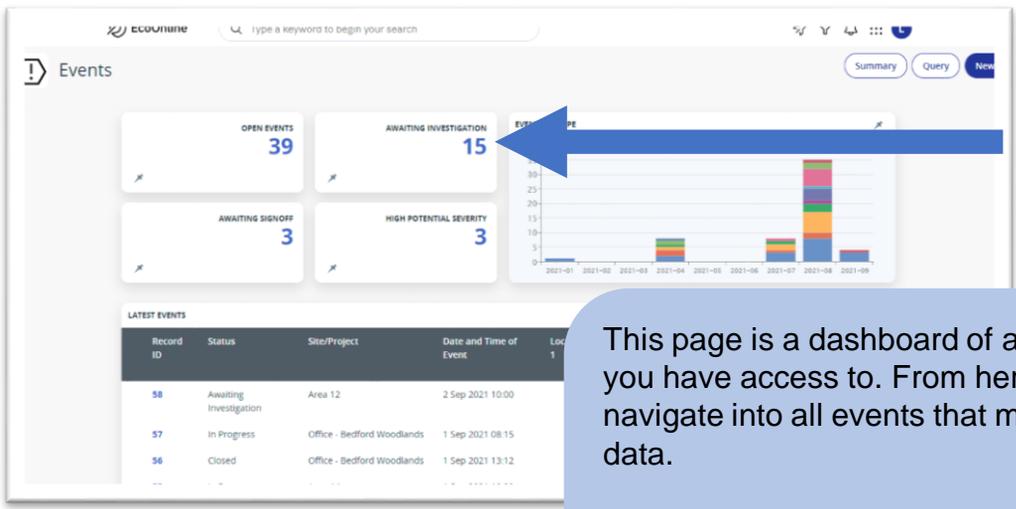
National Highways supply chain colleagues guidance - Completing an incident investigation on the Highways Accident Reporting Tool.

1. Access the Highways Accident Reporting Tool by selecting the appropriate [link](#).
2. From the home screen, click on the events tile (not the icons below the tab)



If you have received the Event Tracking email, you are able to access the record directly via the record ID number shown in **blue and bold** text. This prevents the need to follow steps 2-4. 

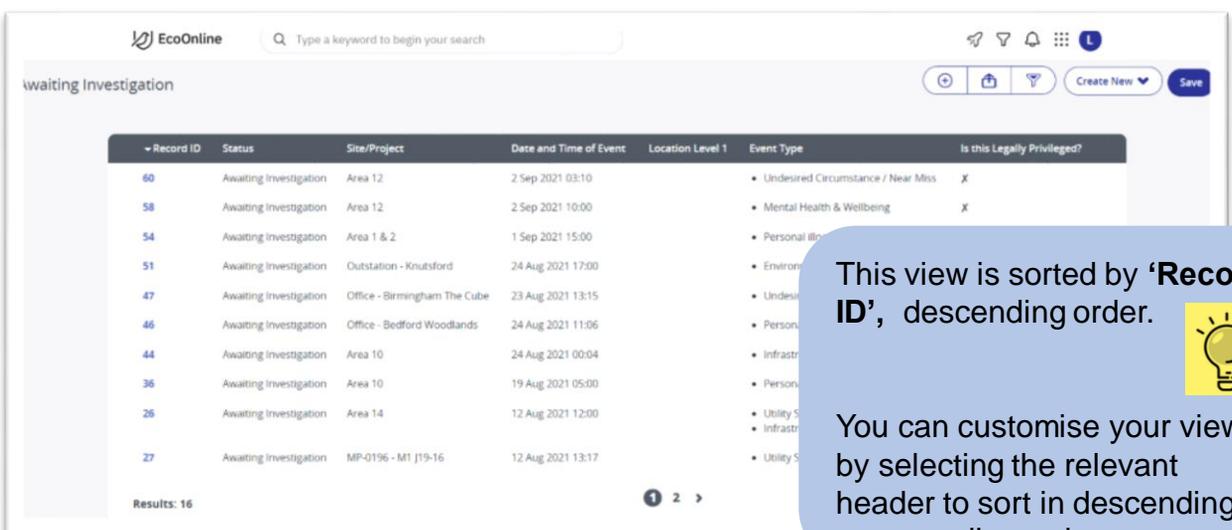
3. Select the number underneath 'AWAITING INVESTIGATION'



This page is a dashboard of all the events that you have access to. From here you can navigate into all events that make up this data. 

By selecting any number shown in **blue and bold** text, will take you directly into these records. The same applies to the bar chart, by clicking on a column segment.

4. Click on the applicable 'Record ID' number shown in **blue and bold** font.



This view is sorted by 'Record ID', descending order. 

You can customise your view by selecting the relevant header to sort in descending or ascending order.

5. You are now in the event record. Use the scroll bar to check through all the details in that tab. Once complete click on the next tab down on the side bar, **'Event Details'**.

If at any point you want to make any changes then select  to unlock the record. Once amendments have been made, **'submit'** to save the changes.

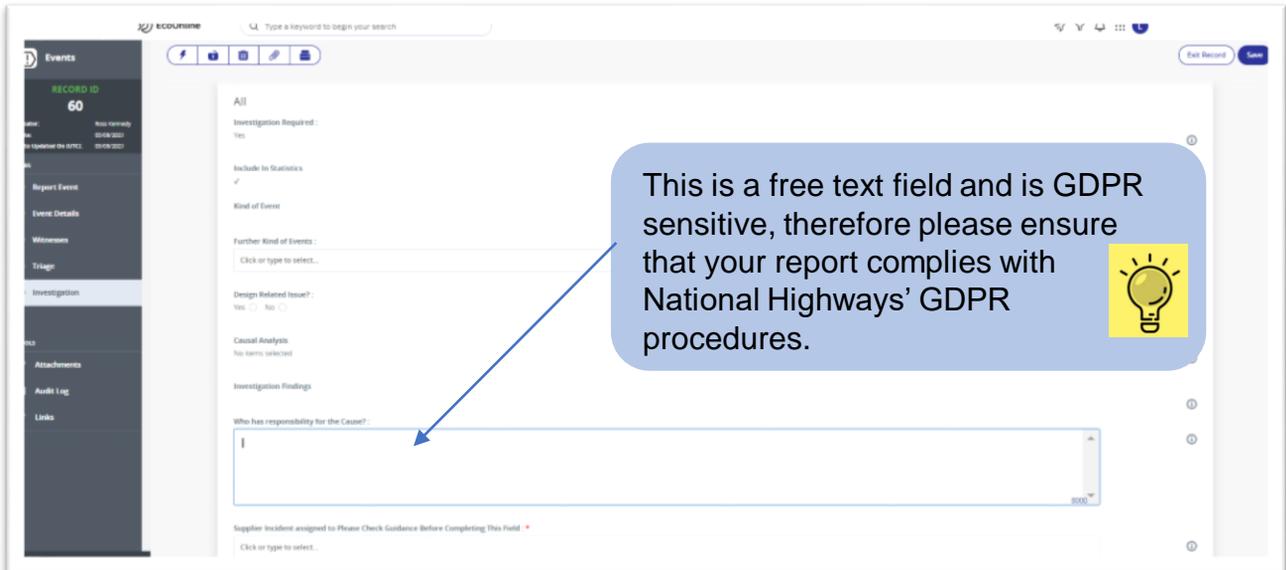
The accuracy and quality of all information recorded is vital as this may be used in National Highways reports.

6. Select the  to view the full details of what has been entered. Once you have checked the information and are happy with it, click on the next tab down on the side bar. Please note: the tabs, 'Witnesses' & 'Car details' will only be included, if applicable to the event record.

If at any point you would like to add an action relating to this incident then select  or to add attachments select .

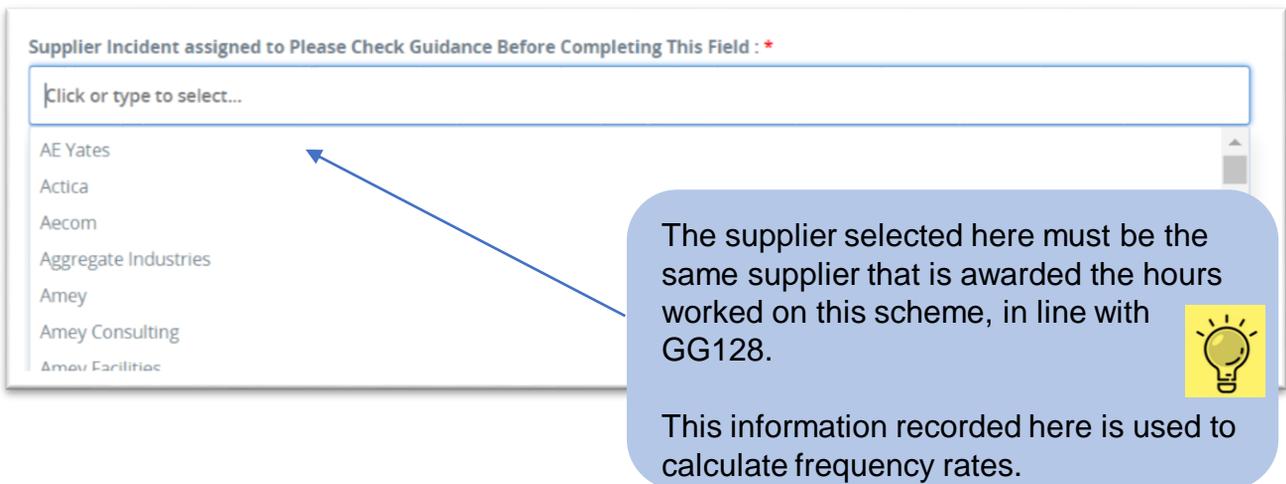
7. Select the  to view full details of what has been entered. Once complete click on **'Investigation'** on the side bar.

8. Now it's time to complete the investigation details.



This is a free text field and is GDPR sensitive, therefore please ensure that your report complies with National Highways' GDPR procedures.

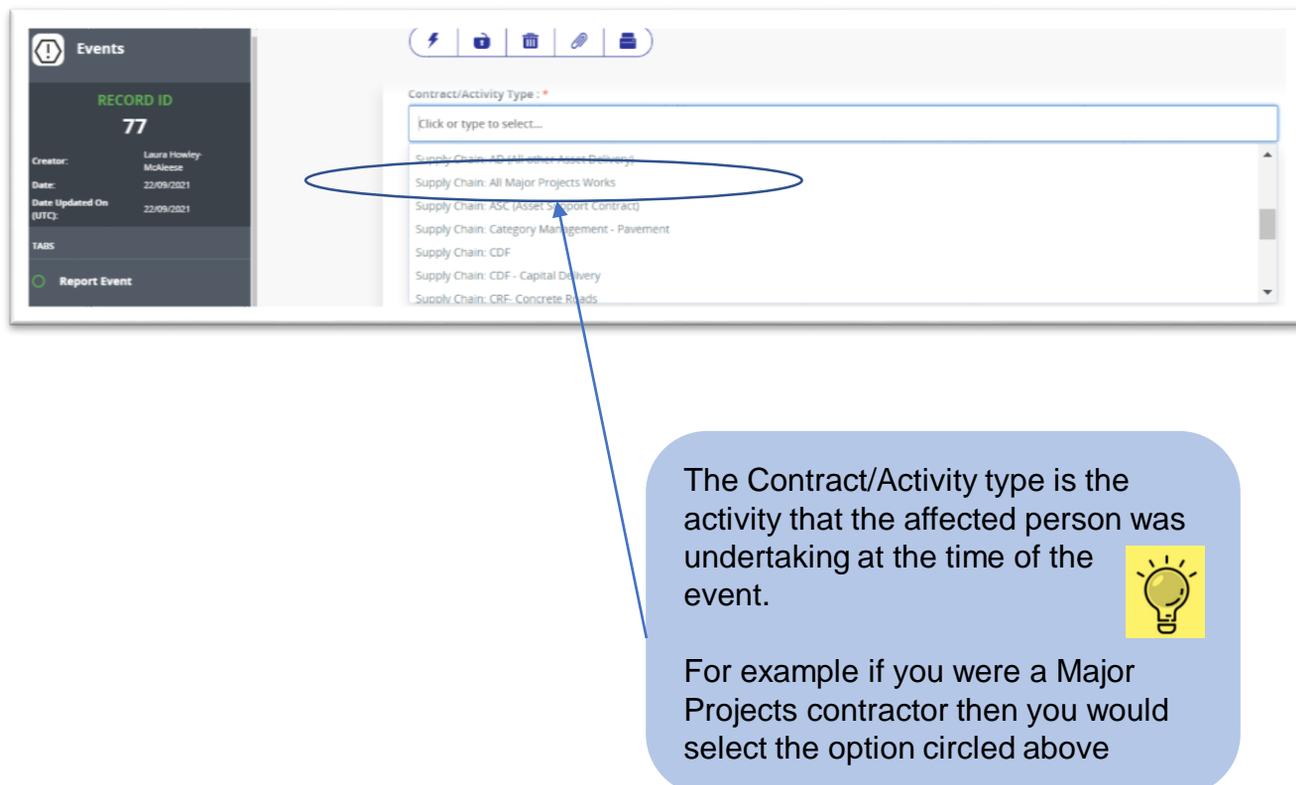
9. Under the 'Supplier Incident assigned to' field, select the name of the supplier this event is to be assigned to, from the drop down options (your organisation)



The supplier selected here must be the same supplier that is awarded the hours worked on this scheme, in line with GG128.

This information recorded here is used to calculate frequency rates.

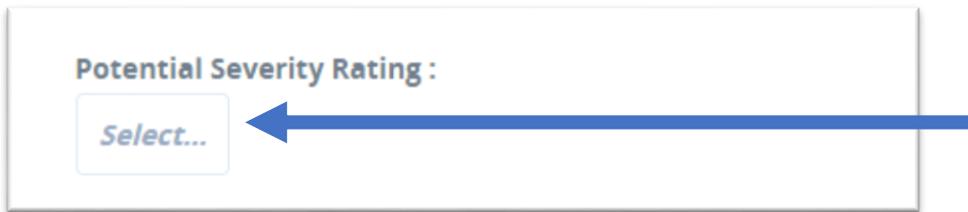
10. Under '**Contract/Activity type**' select the activity that the affected person was undertaking from the list below with the Supply Chain prefix (not the National Highways option)



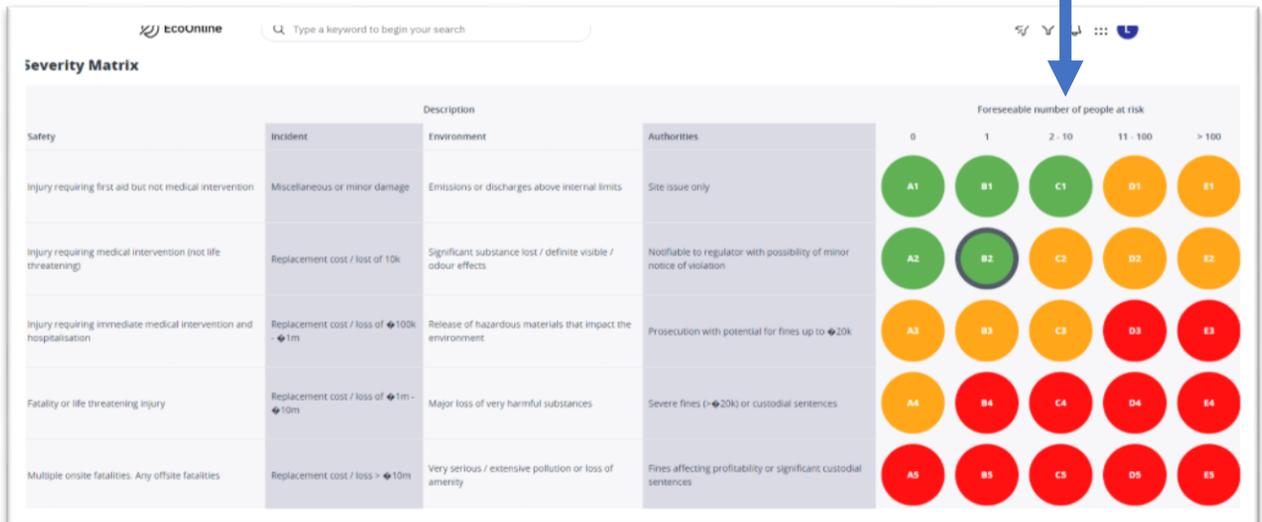
The Contract/Activity type is the activity that the affected person was undertaking at the time of the event.

For example if you were a Major Projects contractor then you would select the option circled above

11. Under 'Potential Severity Rating' click on 'Select...'

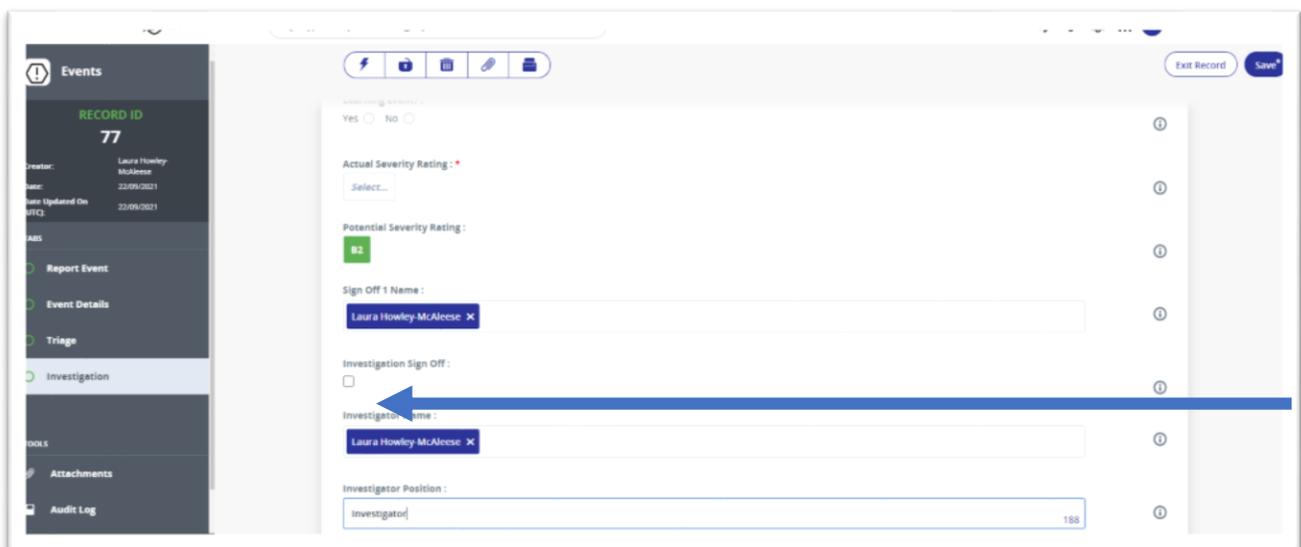


12. Using the severity matrix to determine the rating, place your cursor over the applicable option and click to select.



13. Now complete 'Actual Severity Rating', as detailed in steps 11 & 12.

14. Once the remaining fields have been completed, place your cursor over the 'Investigation Sign Off' field and select.



15. To update select 'Save'

