

Business Information Services

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**Sussex Direct: Security Incident Reporting Log**

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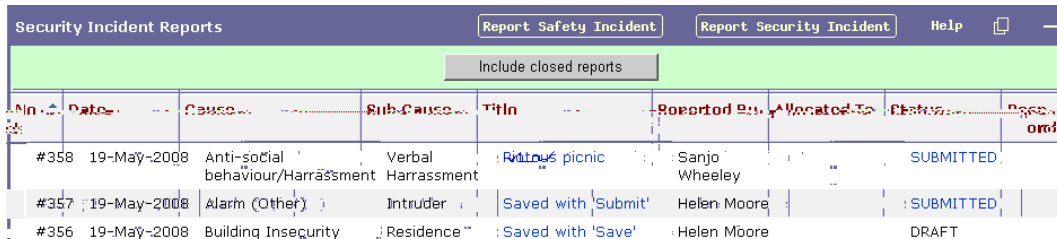


## Making Changes to the Incident Report

If you would like to make any changes to a **submitted** report, contact the Administrator who has the facility to do so. For example, you may receive more accurate details on the time/date of the incident.

## Managing the Security Incident Report (for Administrators)

The Administrator manages submitted Incident Reports.



ID	Date	Cause	Sub-Cause	Title	Reported By	Allocated To	Status	Assignee
#358	19-May-2008	Anti-social behaviour/Harrasment	Verbal Harrassment	Rituals picnic	Sanjo Wheeley		SUBMITTED	
#357	19-May-2008	Alarm (Other)	Intruder	Saved with 'Submit'	Helen Moore		SUBMITTED	
#356	19-May-2008	Building Insecurity	Residence	Saved with 'Save'	Helen Moore		DRAFT	

Once the Incident Report has been **submitted**, the Administrator will be able to manage it. This means that they will be able to allocate the report to a member of staff, change the details and status of the report, and enter an Admin Code for the report.

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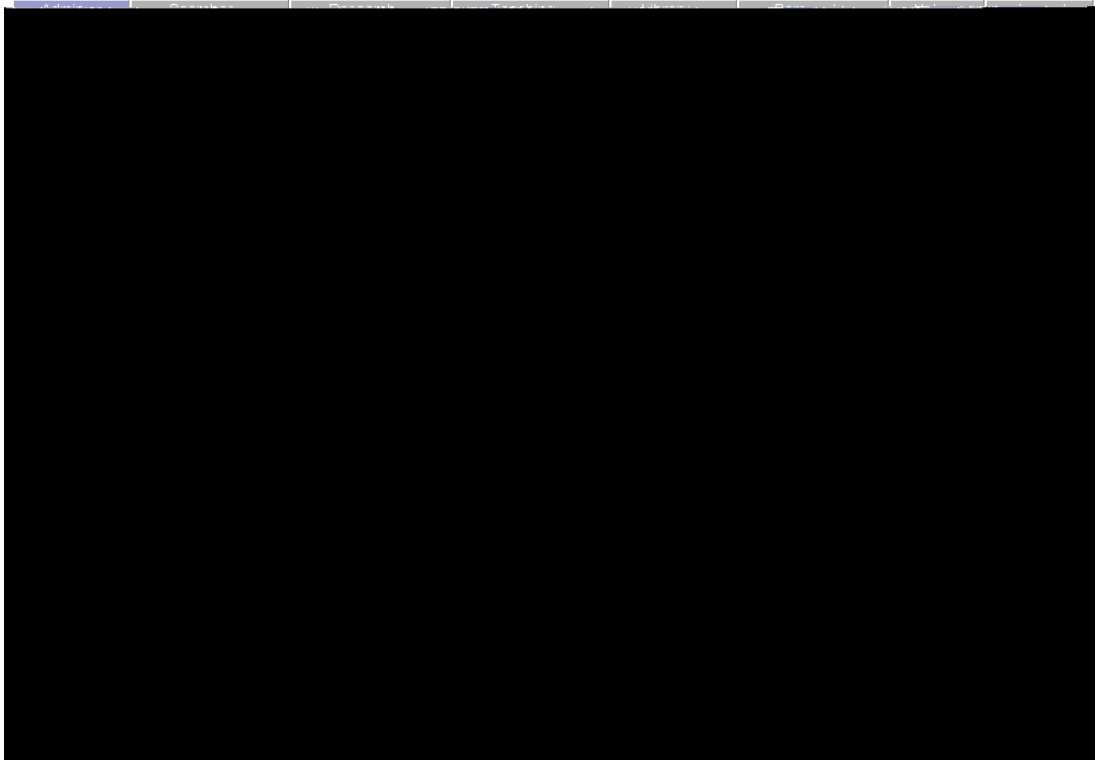


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## Safety Incidents

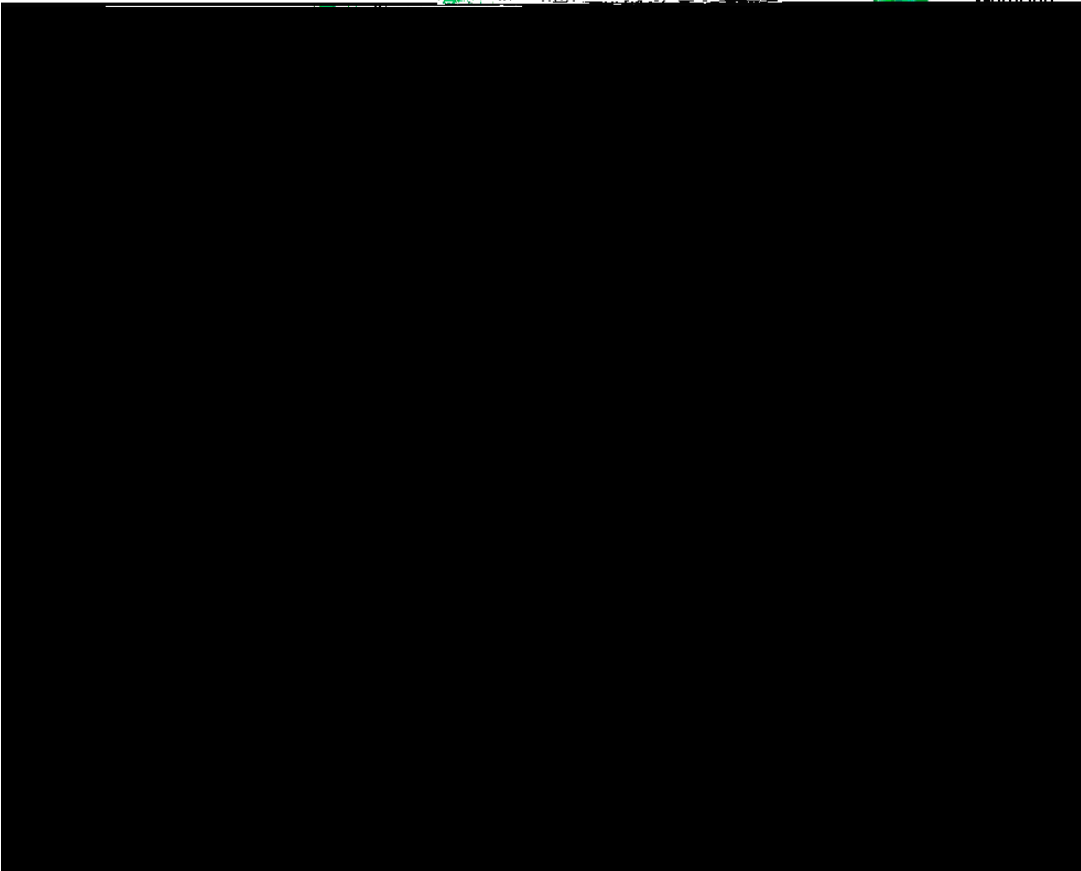
### The Safety Incident Reporting Log ...

- enables users to report and submit Health and Safety incidents
- enables the Health and Safety Administrator to allocate incidents to a Health and Safety Advisor (HSA) for action and comment
- enables users to record a log of correspondence between the HSA and the health and tAfAt



4. Complete the Incident Report form
  - a. The **Cause** and **Incident Title** fields are mandatory
  - b. It is important that you record the Age and Contact Details [address and contact number] and the Line Manager's name if a staff related incident.
  - c. Flag if **First Aid** was given or wy

6. Health and Safety Advisors or nominated staff responsible for overseeing all health and safety



5. Once the HSA has saved their response then a tick will appear in the '**Advisor Responded**'