

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'.

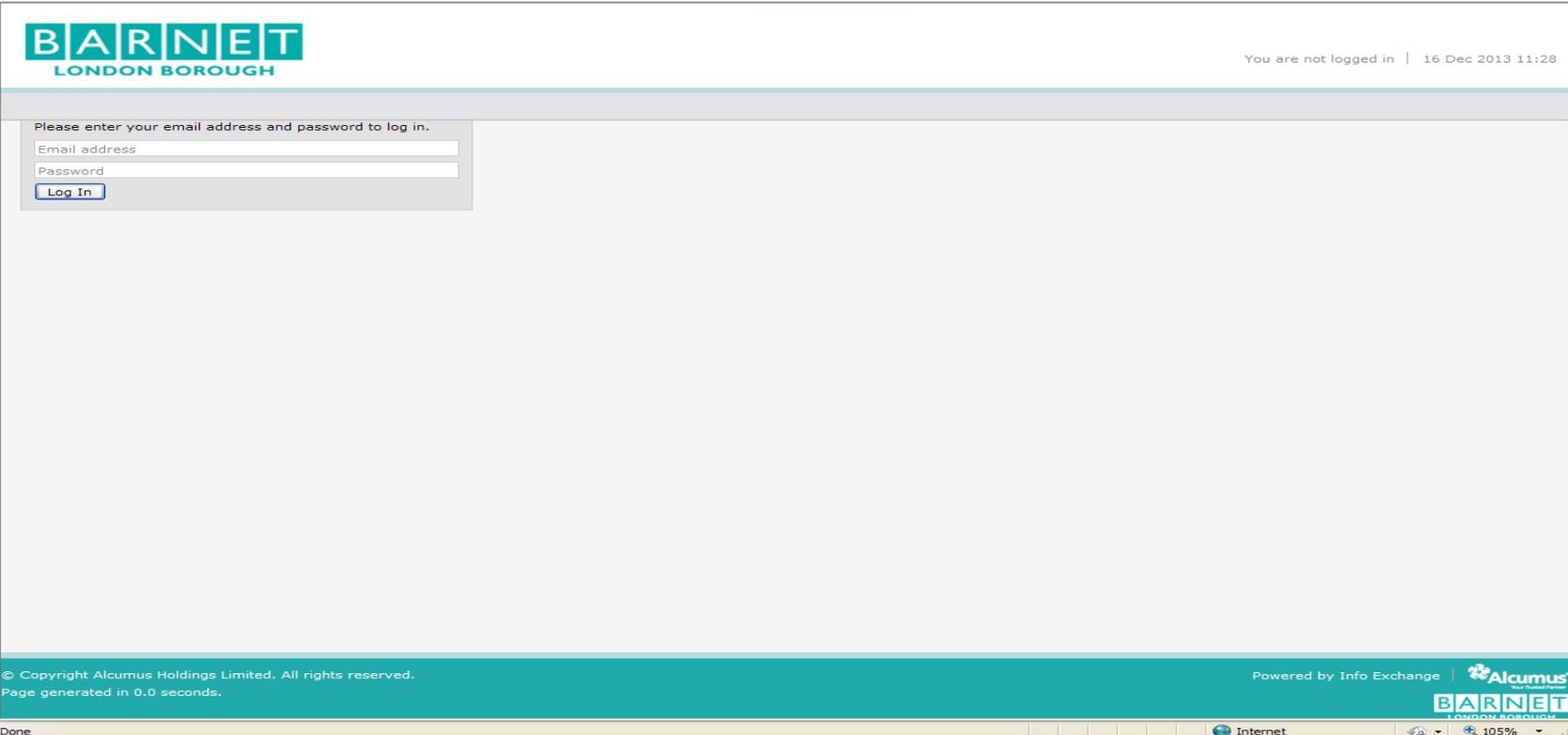


As a manager, you will be able to view, edit and comment on incident reports; complete investigations; upload supporting documents and monitor feedback from SHaW.

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 the login page for Barnet London Borough. At the top left is the logo "BARNET LONDON BOROUGH". At the top right, it says "You are not logged in | 16 Dec 2013 11:28". The main content area has a heading "Please enter your email address and password to log in." followed by two input fields: "Email address" and "Password". Below these fields is a "Log In" button. At the bottom of the page, there is a teal footer with the text "© Copyright Alcumus Holdings Limited. All rights reserved. Page generated in 0.0 seconds." and "Powered by Info Exchange | Alcumus". The browser's address bar shows "Internet" and the page is zoomed to 105%.

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

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

The screenshot displays the home page of the Virtual Health & Safety Management System for Barnet London Borough. The page features a teal header with the Barnet logo and navigation links. A main content area includes a news item about a landmark outsourcing contract and a row of five quick-access buttons for Council Incidents, School Incidents, Hazard, Structure, and Lookups. The footer contains copyright information and the Alcumus logo.

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.

Home | Council Incidents | School Incidents | Hazard | Structure | Lookups

Logged in as Annalee.walker@capita.co.uk | 16 Dec 2013 12:54 | Log out

BROWSE SEARCH REPORTS

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 filtered search or manage your reports.

Council Incidents (8)

Create new Incident

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 (146)

1 2 3 > >1 ...

Page 1 of 15 Show all

Saved searches

You do not have any saved searches.

Quick reports

You do not have any reports.

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:

The screenshot displays two side-by-side panels. The left panel, titled 'Council Incidents (8)', contains a table with columns for Incident Ref No, Date and Time, Team, Was the Incident?, and Status. The right panel, titled 'Team (146)', contains a list of team names under a 'Name' column and a 'level 2' column. Both panels have search bars and pagination controls. Two teal arrows point to the 'Not Reviewed' status items in both panels.

Incident Ref No	Date and Time	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...	Business Supp...	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

Name	level 2
Admission to Schools	Access to Schools
AMHP	AMHP
AMHP	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 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 the Barnet London Borough incident management system. At the top, there is a navigation bar with links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookups. The user is logged in as Annalee.walker@capita.co.uk on 16 Dec 2013 13:12. The main content area displays the incident details for reference 9, which is currently under review. A green arrow points to the 'Edit Incident' button. Below the incident details, there is a section for supporting documents, showing two documents uploaded on 18 Nov 2013: a photo and a document.

BARNET
LONDON BOROUGH

Home | Council Incidents | School Incidents | Hazard | Structure | Lookups

Logged in as Annalee.walker@capita.co.uk | 16 Dec 2013 13:12 | Log out

BROWSE SEARCH REPORTS

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

Edit Incident

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

Incidents

Incident Ref No	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)

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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.

Home | Council Incidents | School Incidents | Hazard | Structure | Lookups

Logged in as Annalee.walker@capita.co.uk | 16 Dec 2013 13:17 | [Log out](#)

BARNET
LONDON BOROUGH

[BROWSE](#) [SEARCH](#) [REPORTS](#)

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

[Save Changes](#) [Delete](#) Last modified by Annalee Walker on 18 Nov 2013 10:14

Reporters Details * indicates a mandatory field

First Name * Timmy Test Job Role * Tester
Surname * Telephone Number * 1234
Email Address timmy.test@test.com

Incident Details * indicates a mandatory field

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

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'.

The screenshot displays a web form for incident review, divided into several sections. The 'Managers Review' section is highlighted with a green arrow pointing to the left. This section includes the following fields and options:

- Any Witnesses?**: A dropdown menu with the option 'Click to select'.
- Manager's Name**: A text input field.
- Date Reviewed**: A date picker dropdown menu.
- Underlying Causation**: A dropdown menu with the selected option 'Lack of concentration' and a red asterisk indicating it is a mandatory field.
- RIDDOR carried out?**: A dropdown menu with the option 'Click to select' and a red asterisk indicating it is a mandatory field.
- Immediate Actions taken to prevent a further Incident**: A dropdown menu with the option 'Click to select'.
- Remedial Actions Date Completed**: A date picker dropdown menu.
- Additional incident details**: A text area with a scroll bar.
- Action to Prevent recurrence**: A text area with a scroll bar.
- Comments**: A text area with a scroll bar.
- Status**: A red button labeled 'Not Reviewed'.

Below the 'Managers Review' section is the 'Health and Safety Service Review Only' section, which includes:

- Reviewing Officer**: A text input field.
- Action carried out by the Health and Safety Service**: A text area with a scroll bar.
- Date Review Carried Out**: A date picker dropdown menu.
- Comments**: A text area with a scroll bar.

At the bottom left of the form, there is a 'Save Changes' button, which is highlighted with a green arrow pointing to the left. The footer of the page contains the following text: 'Copyright Alcumus Holdings Limited. All rights reserved. Page generated in 1.9 seconds.' and logos for 'Powered by Info Exchange', 'Alcumus Your Trusted Partner', and 'BARNEYS'.

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

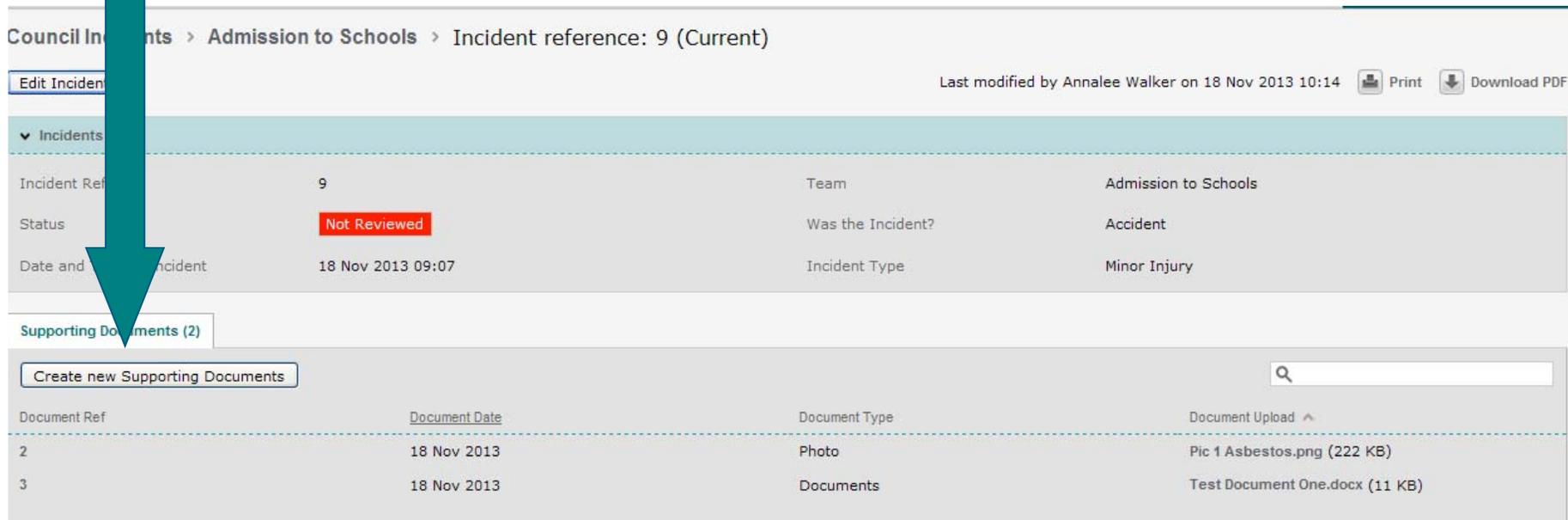
This means that the report is awaiting review from the Health and Safety Service and requires no further action from yourself at that time.

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:



The screenshot displays the 'Incident Summary Page' for 'Incident reference: 9 (Current)'. A large green arrow points to the 'Create new Supporting Documents' button. The page includes a breadcrumb trail, an 'Edit Incident' button, and a 'Last modified by Annalee Walker on 18 Nov 2013 10:14' timestamp with 'Print' and 'Download PDF' options. The incident details table shows the status as 'Not Reviewed'. Below this is a 'Supporting Documents (2)' section with a search bar and a table listing two 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 then click 'Document Upload' then 'Browse' to attach any file from your computer.

The screenshot shows the 'BARNET LONDON BOROUGH' logo in the top left. The top right navigation bar includes links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookups. Below this, it shows the user is logged in as 'Annalee.walker@capita.co.uk' on '16 Dec 2013 13:42' with a 'Log out' button. The main breadcrumb trail is 'Council Incidents > Admission to Schools > Incident reference: ... (Current) > Add Supporting Documents'. The form has a 'Supporting Documents' section with a red asterisk indicating mandatory fields. It contains fields for 'Document Ref', 'Document Date', 'Document Notes', 'Incident Ref' (with value '9'), 'Document Type' (with a dropdown menu showing 'Click to select'), and 'Document Upload' (with a dropdown menu showing 'No file attached'). A teal arrow points to the 'Document Upload' dropdown. A 'Save Changes' button is located below the form. The footer contains copyright information for Alcumus Holdings Limited and the Alcumus logo.

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 interface. At the top, there is a navigation bar with links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookups. Below this, there is a login status bar indicating the user is logged in as Annalee.walker@capita.co.uk on 16 Dec 2013 at 12:54. The main content area is titled "Council Incidents > Browse" and contains a search box for incidents. Below the search box is a table of incident reports with columns for Incident Ref No, Date and Time of..., Team, Was the Incident?, and Status. The table contains 8 rows of data. To the right of the incident table is a search box for teams, which is highlighted with a red arrow. Below the search boxes are sections for "Saved searches" and "Quick reports", both indicating that the user does not have any saved searches or reports.

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

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.

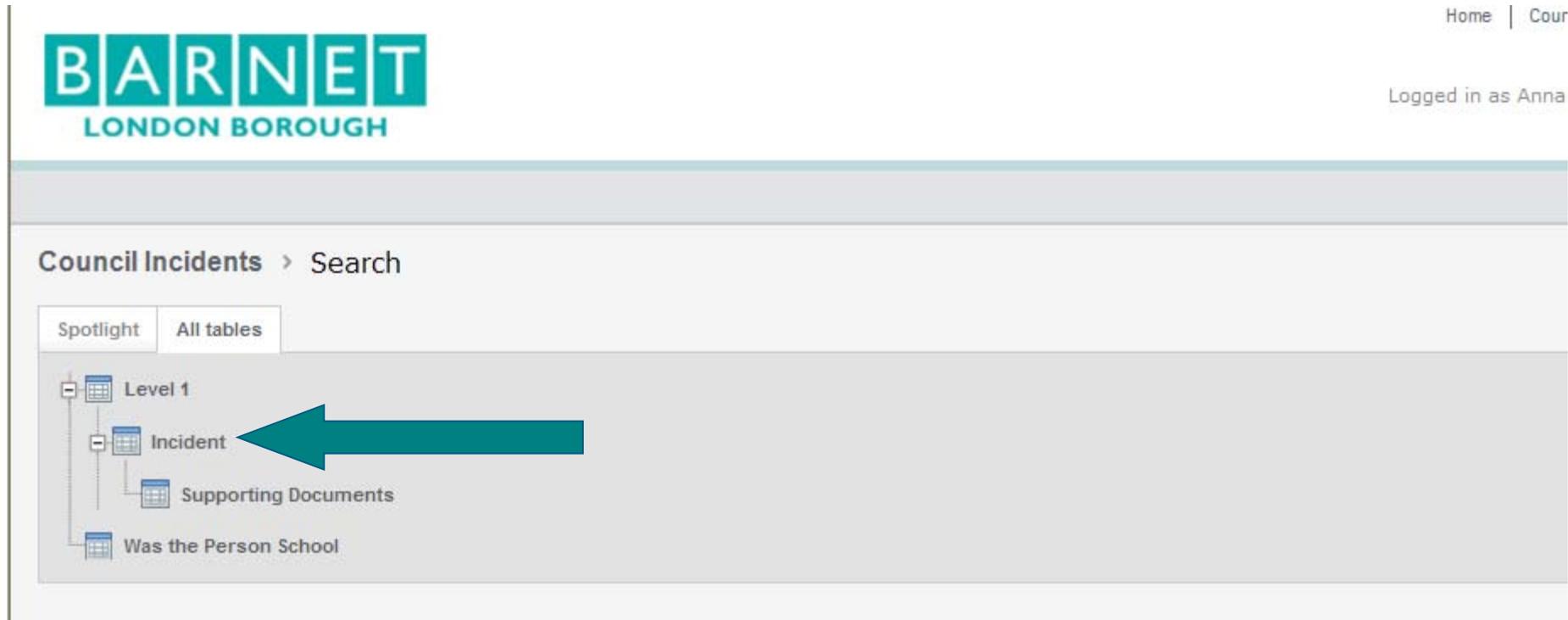
[BROWSE](#) [SEARCH](#) [REPORTS](#)

Was the Incident?	Status
Accident	Closed
Accident	Open
Accident	Not Reviewed
Accident	Not Reviewed
Accident	Open
Violent & Abusi...	Closed
Violent & Abusi...	Open
Accident	Not Reviewed

Team (146)

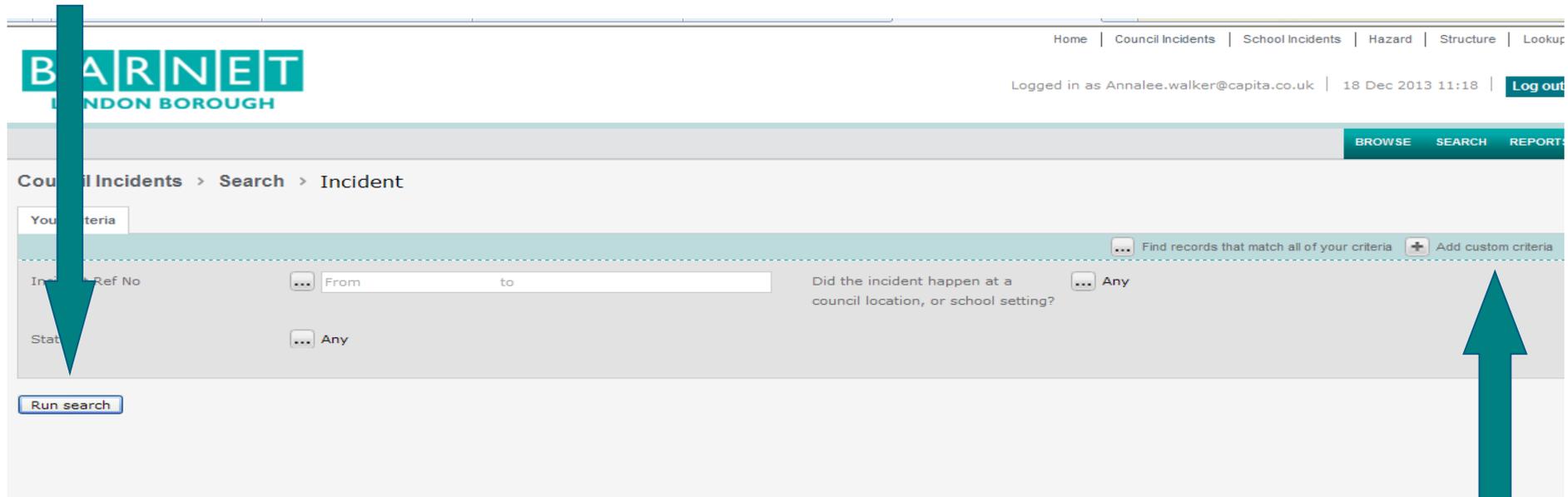
Name ^	level 2
Admission to Schools	Access to Schools
AMHP	AMHP
Analysis,Performance & Strategy Team	Service Commissioning & BI
Apprentices	Apprentices
Attendance at Schools	Access to Schools
Barnet Partnership School Improvement	Barnet Partnership School Improvement
Benefits Support	Benefits Support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

Select the 'All Tables' tab,



Then select 'Incident'.

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



The screenshot shows the search interface for Barnet London Borough. At the top left is the Barnet London Borough logo. The top right navigation bar includes links for Home, Council Incidents, School Incidents, Hazard, Structure, and Lookup. Below this, it shows the user is logged in as Annalee.walker@capita.co.uk on 18 Dec 2013 at 11:18, with a Log out button. The main content area has a breadcrumb trail: Council Incidents > Search > Incident. Below the breadcrumb is a section titled 'Your criteria' with a search bar. To the right of the search bar are two links: 'Find records that match all of your criteria' and 'Add custom criteria'. Below the search bar are several search criteria fields: 'Incident Ref No' with a dropdown menu, a 'From' to 'to' date range field, 'Did the incident happen at a council location, or school setting?' with a dropdown menu set to 'Any', and 'Status' with a dropdown menu set to 'Any'. At the bottom left of the search criteria section is a 'Run search' button. A large teal arrow points down from the top left towards the 'Run search' button. Another large teal arrow points up from the bottom right towards the 'Add custom criteria' link.

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 London Borough website's search interface. The main page has a header with the Barnet logo and navigation links. Below the header, there's a breadcrumb trail: Council Incidents > Search > Incident. The search criteria section includes fields for 'Incident Ref No' (with 'From' and 'to' dropdowns) and 'Status' (with 'Any' dropdown). A 'Run search' button is visible. An 'Add additional criteria' dialog box is open, displaying a table of fields to select from. The dialog box has a 'Close' button and a 'Done' button. The table lists various fields with checkboxes and labels.

Field name	Label
<input type="checkbox"/> Exact Location	Exact Location
<input type="checkbox"/> Trade union to be in...	Do you wish for your...
<input type="checkbox"/> Incident Details	Incident Details
<input type="checkbox"/> Nature of Work Activ...	Nature of Work/Activ...
<input type="checkbox"/> Was the work authori...	Was the work authori...
<input type="checkbox"/> Underlying Causation	Underlying Causation
<input checked="" type="checkbox"/> Type of Accident	Type of Accident
<input type="checkbox"/> PI Name	Name
<input type="checkbox"/> Gender	Gender
<input type="checkbox"/> DOB	DOB if known

Page 2 of 5

Select a field from a related table

Done

Select the required field and click 'Done'

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 displays the BARNET LONDON BOROUGH search interface. At the top left is the BARNET LONDON BOROUGH logo. On the top right, there are navigation links: home | Council incidents | School incidents | Hazards | Structure | Lookups. Below this, it shows the user is logged in as Annalee.walker@capita.co.uk on 18 Dec 2013 at 11:18, with a Log out button. A navigation bar contains BROWSE, SEARCH, and REPORTS. The main content area shows a breadcrumb trail: Council Incidents > Search > Incident. Below this is a 'Your criteria' section with a dashed line separator. The criteria form includes: Incident Ref No (From to), Status (Any), Did the incident happen at a council location, or school setting? (Any), and Type of Accident (Assault). There are buttons for 'Find records that match all of your criteria' and 'Add custom criteria'. A 'Run search' button is located at the bottom left of the form area.

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:

The screenshot displays the 'Council Incidents' search interface. At the top, the Barnet London Borough logo is visible on the left, and navigation links (Home, Council Incidents, School Incidents, Hazard, Structure, Lookups) and user information (Logged in as Annalee.walker@capita.co.uk, 18 Dec 2013 11:45, Log out) are on the right. The main content area shows the search path 'Council Incidents > Search > Incident'. Below this, there's a 'Your criteria' section with a search bar and options to 'Find records that match all of your criteria', 'Show all criteria', and 'Add custom criteria'. A 'Status' filter is set to 'Not Reviewed'. A 'Re-run search' button is present. On the right, there are icons for 'Print', 'Download', and 'Save search'. The 'Your results (6)' section shows a table with columns: Incident Ref No, Team, Was the Incident?, and Status. A red box highlights the 'Status' column, and a blue arrow points to it.

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 Occurance	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)

Create new Incident

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

1 2 3 > >1 ... Page 1 of 15 Show all

Quick reports

You do not have any reports.

Saved searches

- TEST
- TEST SEARCH
- Your most recent search (Incident)



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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