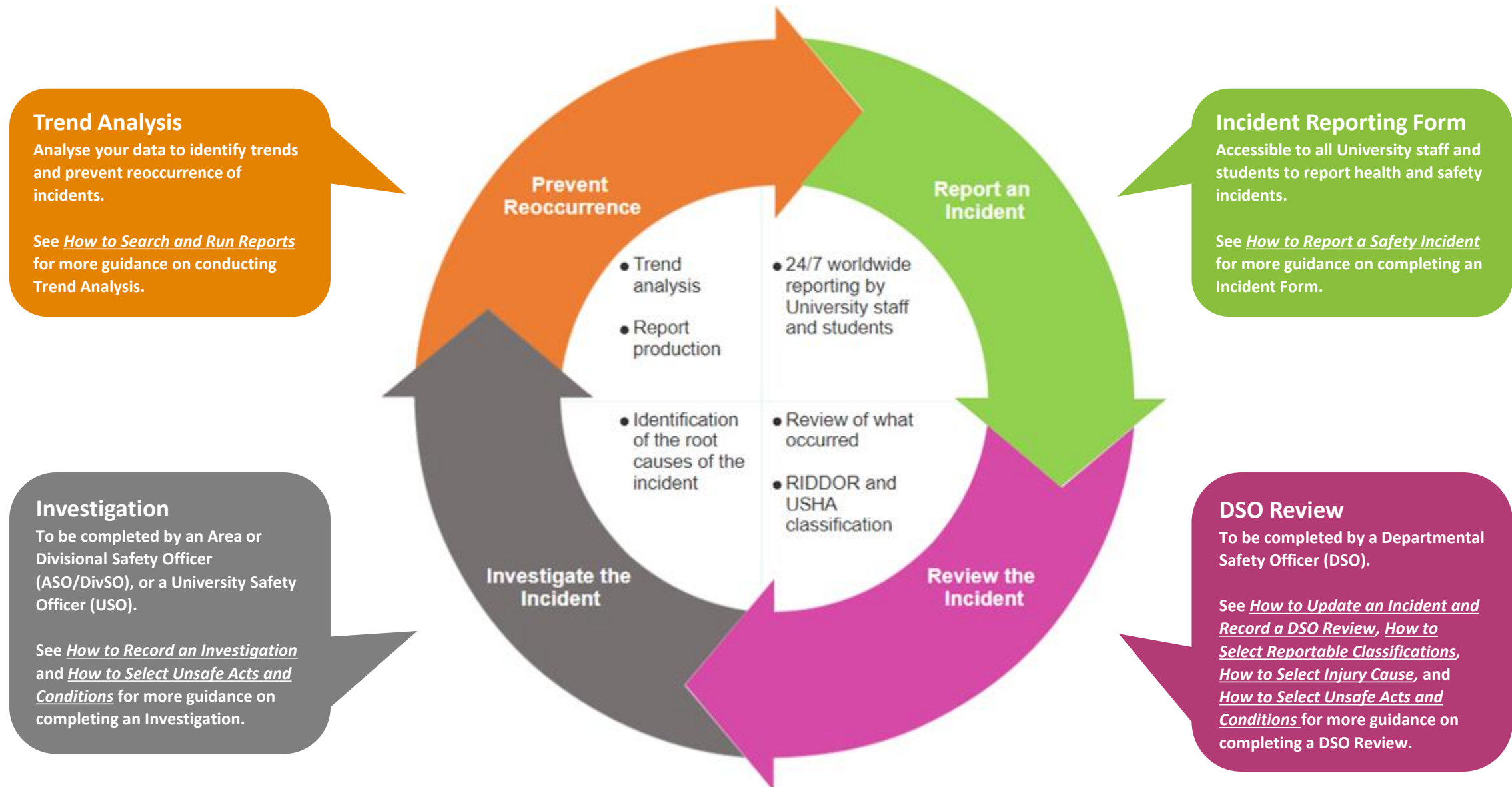


This guide provides a high level overview of the life cycle of a health and safety incident at the University reported and managed via the Incident Reporting and Investigation System (IRIS). This guide will also set out how to navigate the system and direct users to further guidance materials to assist them in reporting and recording our response to these incidents.



HOW-TO Guide

IRIS System – Overview & Navigation



IRIS System Homepage

Accessed via URL <https://oxforduni.info-exchange.com/Default.aspx>
Requires an account and Single Sign On credentials.

Incidents

Click here to access the Incidents Homepage

Document Library

Click here to access the Document Library which houses all support materials for IRIS

The screenshot shows the IRIS System Homepage. At the top, there is a dark blue header with the University of Oxford logo and the text "IRIS - Incident Reporting & Investigation System". To the right of the logo, there are navigation links: "HOME", "INCIDENTS", and "DOCUMENT LIBRARY". Below these links, there is a status bar showing "LOGGED IN AS CRIMTRN01@OX.AC.UK" and "28 JAN 2020 10:21", along with a "LOG OUT" button. Further down, there are links for "HOMEPAGE", "CHANGE YOUR PASSWORD", and "HELP". The "CHANGE YOUR PASSWORD" link is highlighted with a red box and a red callout bubble that says "Change Your Password" and "Reset and change your password". Below the header, there is a grid of images showing various scenes from the University of Oxford, including a building, a street, a group of people, a cityscape, a statue, a person speaking, a colorful wall, a woman at a podium, a clock face, and a smartphone displaying the University of Oxford app. At the bottom of the page, there is a dark blue bar with two icons: a white cross icon labeled "Incidents" and a white stack of papers icon labeled "Document Library". Both icons are highlighted with green boxes and green callout bubbles that say "Incidents" and "Click here to access the Incidents Homepage" for the cross icon, and "Document Library" and "Click here to access the Document Library which houses all support materials for IRIS" for the stack of papers icon.

Incidents

Click here to access the Incidents Homepage

Document Library

Click here to access the Document Library which houses all support materials for IRIS

Incidents Homepage

Incident Dashboard

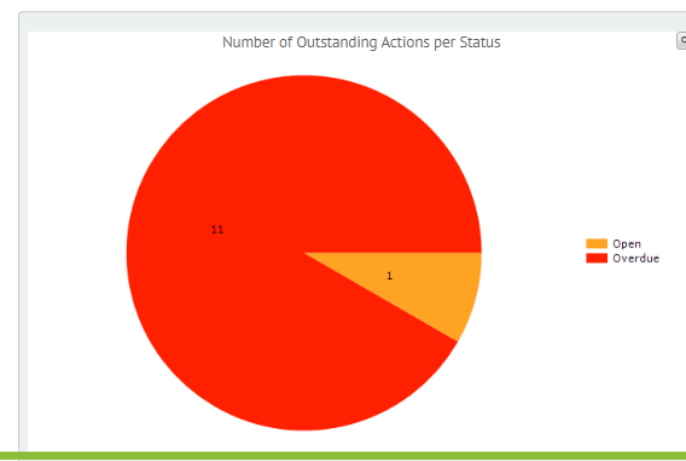
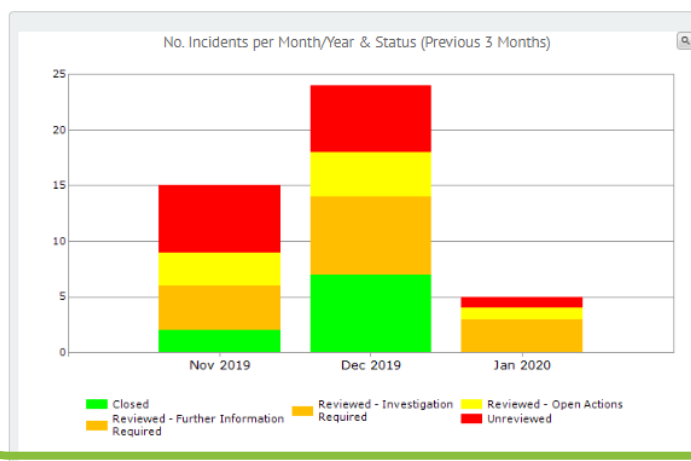
Displays useful information around the number of incidents and outstanding actions in your area(s).

Search & Reports

Allows you to run searches to interrogate your data or generate reports to publish data out of the system.

Incident List

Displays a list of all incidents in your area(s). Incidents are colour coded based on their status for ease. Tabs can be used to display All, Open or Closed incidents.



INCIDENTS

All Incidents (44)

Open Incidents (35)

Closed Incidents (9)

Create new Incident

Search Incidents

Incident Ref No.	Date of Incident	Department, Faculty or School where incident occurred	Building/Location where incident occurred	Incident Type	Incident Description	Incident Status	DSO Review Status
264	28 Jan 2020	Jags Centre for IT Testing	11 Wellington Square - Continuing Education	Fire Incident	xxxxx	Unreviewed	Unreviewed
> 263	27 Jan 2020	UAT Test Centre 1A	Non-University - Sports Venue	Fire Incident	dfgj	Reviewed - Investigation Required	Closed
> 262	22 Jan 2020	The Newton Centre for Apple Testing	JR - BMS Unit	Fire Incident	Yesterday, a student produced a tissue sample in their laboratory in biochemistry that needed transporting to the JR labs for analysis. The student placed the sample in a sealed Cryo vessel on dry ice and cycled up the hill to the JR laboratories. On arrival the vessel exploded in the laboratory corridor. The student was hit by shrapnel and injured their foot and eye. They were immediately taken to Accident and Emergency and were later transferred to a ward for on-going treatment.	Reviewed - Open Actions	Open - Open Actions
> 260	21 Jan 2020	Jags Centre for IT Testing	Ashmolean Museum	Injury Incident	Member of the public got their hand trapped in the revolving door when entering the museum. A member of their family accidentally hit the release button causing their hand to be trapped.	Reviewed - Investigation Required	Closed
> 261	21 Jan 2020	Jags Centre for IT Testing	Wellington	Injury Incident	Hand trapped in a door	Reviewed - Investigation Required	Closed
> 258	21 Jan 2020	Jags Centre for IT Testing	Health	Injury Incident	IP tripped over waste paper bin	Reviewed - Open Actions	Open - Open Actions

Incident Details

An incident can be viewed in more detail by clicking on the Incident Reference Number.

Workflow Inbox

You have recently closed 3 actions

Person Involved

- Data Redaction : 171, assigned on 28 Jan 2020,
- Data Redaction : 170, assigned on 27 Jan 2020,
- Data Redaction : 168, assigned on 23 Jan 2020,
- Data Redaction : 168, assigned on 21 Jan 2020,
- Data Redaction : 167, assigned on 21 Jan 2020,

Workflow Inbox

Displays a list of all outstanding actions assigned to your user profile. Clicking on the reference number will open the action.

Incidents Homepage contd.

Actions List

Displays a list of all outstanding actions associated to any incident in your area(s). Tabs can be used to display All, Open or Closed actions.

ACTIONS							
All Actions (54) Open Actions (12) Completed Actions (22)							
Action Ref No.	Incident Ref No.	Action Date	Action Required	Person Responsible	Target Completion Date	Status	
132	262	23 Jan 2020	Review risk assessment for transportation of samples	christopher.sanders@uohs.ox.ac.uk	31 Jan 2020	Open	
131	260	21 Jan 2020	Reopen revolving door to the public	christopher.sanders@uohs.ox.ac.uk	22 Jan 2020	Closed Early	
128	258	19 Dec 2019	Log on planon	Chris Williams	30 Dec 2019	Open	
> 129	259	19 Dec 2019	To recommend risk assessment review	UAT1AB ASO-One	31 Dec 2019	Closed Early	
> 130	259	19 Dec 2019	<ul style="list-style-type: none"> Review of Emergency Procedures for potential exposures. New starter and refresher training on labelling procedures, signs and symptoms of key poisons. Further discussions on the addition of a containment facility within Old Power Station. 	UAT1AB ASO-One	31 Dec 2019	Closed Early	
121	253	18 Dec 2019	To review the signage displayed on the use of the door.	victoria@mooselearning.com	31 Dec 2019	Closed Early	
> 122	255	18 Dec 2019	Email security to ensure that the door is kept out of use until otherwise notified.	UAT1A DSO-One	31 Dec 2019	Closed Early	
123	255	18 Dec 2019	Advise security that the door can be put back in action.	victoria@mooselearning.com	18 Dec 2019	Closed On Time	
> 124	255	18 Dec 2019	Advise security that the door can be put back in operation.	UAT1AB ASO-One	18 Dec 2019	Closed On Time	
> 125	256	18 Dec 2019	Confirm that the door has been taken out of action	UAT1AB ASO-One	31 Dec 2019	Closed Early	
> 126	256	18 Dec 2019	Confirm that the door has been brought back into operation.	UAT1AB ASO-One	31 Dec 2019	Closed Early	
> 127	256	18 Dec 2019	<p>Head of Department confirming the actions agreed at a meeting held this morning to discuss the incident:</p> <p>ed to wear eye protection in Lab.</p> <p>introduced:</p> <p>completion of a form to confirm understanding.</p> <p>Lab for a minimum of 1 week and referral to the Head of Department who has final decision on when/if they can</p> <p>se lab.</p>	UAT1AB ASO-One	31 Dec 2019	Closed Early	
> 119	253	16 Dec 2019	Head of Department confirming the actions agreed at a meeting held this morning to discuss the incident: <p>ed to wear eye protection in Lab.</p> <p>introduced:</p> <p>completion of a form to confirm understanding.</p> <p>Lab for a minimum of 1 week and referral to the Head of Department who has final decision on when/if they can</p> <p>se lab.</p> <p>the Risk Assessment based on the findings of the review.</p>	UAT1AB ASO-One	31 Dec 2019	Closed Early	
120	253	16 Dec 2019	Contact security at the front desk and bring the door back into service.	victoria@mooselearning.com	18 Dec 2019	Closed On Time	
115	252	13 Dec 2019	Train everyone not to cut themselves	christopher.sanders@uohs.ox.ac.uk	18 Dec 2019	Closed On Time	

Action Detail

An action can be viewed in more detail by clicking on the Action Reference Number.

DSO Review List

Displays a list of all DSO Reviews for incidents in your area(s). Tabs can be used to filter DSO Reviews by their status.

DSO REVIEWS						
All DSO Reviews (43) Unreviewed (13) Further Information Required (3) Reviewed (19) Open - Open Actions (8)						
Incident Ref No.	Department, Faculty or School where Incident occurred	Incident Type	Incident Description	DSO Review Date	DSO Review Status	
264	Jags Centre for IT Testing	Fire Incident	xxxxxx	28 Jan 2020	Unreviewed	
> 263	UAT Test Centre 1A	Fire Incident	dfgj	27 Jan 2020	Closed	
> 262	The Newton Centre for Apple Testing	Fire Incident	<p>Yesterday, a student produced a tissue sample in their laboratory in biochemistry that needed transporting to the JR labs for analysis. The student placed the sample in a sealed Cryo vessel on dry ice and cycled up the hill to the JR laboratories. On arrival the vessel exploded in the laboratory corridor. The student was hit by shrapnel and injured their foot and eye. They were immediately taken to Accident and Emergency and were later transferred to a ward for on-going treatment.</p>	23 Jan 2020	Open - Open Actions	
> 260			got their hand trapped in the revolving door when entering the museum. A member of their family accidentally hit the release button causing their hand to be trapped.	21 Jan 2020	Closed	
> 261				21 Jan 2020	Closed	
> 221			held the leading edge of the door as her mother and brother had stooped it turning by kicking the heel sensor whilst they were inside the door.	27 Dec 2019	Closed	

DSO Review Detail

An DSO Review can be viewed in more detail by clicking on the Incident Reference Number.

Incidents Homepage contd.

Investigations List

Displays a list of all investigations for incidents in your area(s). Tabs can be used to filter investigations by their statuses.

INVESTIGATIONS							
All Investigations (51) Reviewed - Open Actions (0) Investigation Required (23) Closed (3)							
Incident Ref No.	Department, Faculty or School where incident occurred	DSO Review Ref No.	Investigation Created Date	Investigation Owner	Investigation Team	Was an update to any risk assessments required following this incident and investigation?	Status
263	UAT Test Centre 1A	212	27 Jan 2020	Julie Hamilton,Andy Bryson,UAT1AB ASO-One			Investigation Required
262	The Newton Centre for Apple Testing	211	23 Jan 2020	Gary Tideswell,Jennie Jack,Brian Jenkins			Investigation Required
> 260	Jags Centre for IT Testing	209	21 Jan 2020	Julie Hamilton,Andy Bryson	Chris Sanders	No	Investigation Required
261	Jags Centre for IT Testing	210	21 Jan 2020	Julie Hamilton,Andy Bryson			Investigation Required
258	UAT Test Centre 2A	207	19 Dec 2019	Chris Williams,UATAll University-One,UATAll University-Two			Investigation Required
> 259	UAT Test Centre 1A	208	19 Dec 2019	Chris Williams,UATAll University-One,UATAll University-Two	Victoria Jervis, Chris Sanders	Yes	Closed
> 255	UAT Test Centre 1A	204	18 Dec 2019	UAT1AB ASO-One	Victoria Jervis, Chris Sanders	Yes	Closed
> 256	UAT Test Centre 1A	205	18 Dec 2019	UAT1AB ASO-One	Chris Sanders and Kerri Richards	Yes	Closed
> 257	UAT Test Centre 1A	206	18 Dec 2019	Chris Williams,UATAll University-One,UATAll University-Two	Chris Sanders and Kerri Richards	Yes	Closed
> 253				UAT1AB ASO-One	Victoria Jervis, Christopher Sanders	Yes	Investigation Required
> 252				UAT2AB ASO-One	Julie	No	Closed
254				UAT1AB ASO-One			Investigation Required
244				Jagadish Srinivasa,Chris Williams,UATAll University-One,UATAll University-Two			Investigation Required
246				UAT2AB ASO-One,UATAll University-One,UATAll University-Two			Investigation Required
247	UAT Test Centre 2A	199	11 Dec 2019	Chris Williams,UATAll University-One,UATAll University-Two			Investigation Required

Investigation Detail

An investigation can be viewed in more detail by clicking on the Action Reference Number.

Saved Searches

Test
Your most recent search (MTM Injury Sustained Combined)

Quick Reports

You do not have any reports.

Saved Searches

Displays a list of any saved searches as well as your most recent searches.

See *How to Search and Run Reports* for more guidance

Quick Reports

Displays a list of any saved reports for quick access.

See *How to Search and Run Reports* for more guidance