

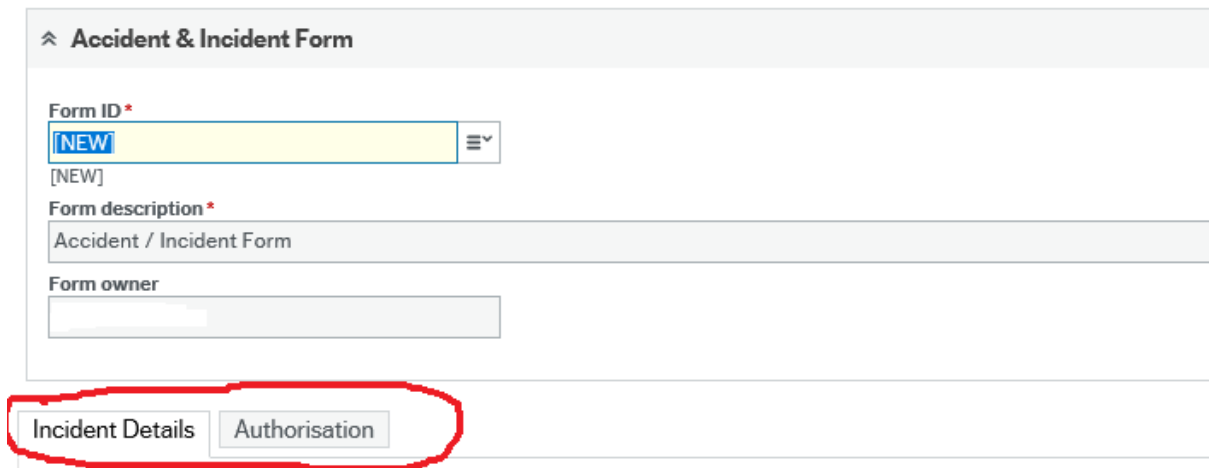
## Incident Form – Authorisation

If you are a school's authoriser, then you will receive a task through Business World when someone at your school reports an incident on Business World. You will need to click on the "LM Approval" task to access the completed form.



If you are a school's authoriser and you are completing the incident details on the form, you will also need to complete the authorisation tab before submitting the form. This role has been assigned to you by the headteacher and it is their responsibility to make sure you have the authority to do this.

### Incident Form

A screenshot of a form titled "Accident & Incident Form". The form has several fields: "Form ID" with a dropdown menu showing "[NEW]"; "Form description" with the text "Accident / Incident Form"; and "Form owner" with an empty text box. At the bottom of the form, there are two tabs: "Incident Details" and "Authorisation". Both tabs are circled in red.

Once you have accessed the form, please check through all details on the “Incident Details” tab and then click on the “Authorisation” tab.

Incident Details | **Authorisation**

**Notifier Details**

Name:  ...

Position\*:  ▼

Line Manager:  ▼

Work Address:  ...

Phone Number:

Email:

Make sure you add a comment in the “Further Details” box even if it is just to confirm that no further action is needed.

Also make sure you answer “Yes” to the authorisation statement to confirm that you have read through and agree with the incident details otherwise the form will be sent back to you.

Incident Details | **Authorisation**

**Further Details**

**i** Further comments about incident/accident including Steps to Prevent Re-Occurrence.

**Further Details**

Please add any comments here including any steps taken to prevent reoccurrence. If no further comment needed, please confirm that here, do not leave blank otherwise the form will be sent back to you.

**Authorisation**

**Authorisation**

I give authorisation that the details on this form are correct to the best of my knowledge.

**Answer**

**More Information Required** | Task complete | Clear | Log book | Export

Once you are happy that all details are correct and it is ready to come through to the Health & Safety team, then you can click “Approve”.

**Authorisation**

Authorisation  
I give authorisation that the details on this form are correct to the best of my knowledge.

Answer  
Yes  
Yes Y

**Date Completed**

Approve Reject Clear Log book Export

If you are not happy that the form has been completed correctly or with enough detail, you need to “Reject” the form so it will workflow back to the initial notifier.

Before clicking “Reject”, you need to add a comment to the workflow log stating what needs amending or adding.

Workflow log (row 1)

(Enter a comment) Add comment here requesting amendments or further details

Incident Details Authorisation

Once you have added the request for more information, you can click “Reject” and the form will go back to the notifier.

**Authorisation**

Approve Reject Clear Log book Export