Instructions on using the incident data dashboard for Faculty/School Health and Safety Coordinators

The purpose of the spreadsheet is to enable Faculty/School Health and Safety Coordinators to easily create dashboards for Faculty Health and Safety Committees.

Dashboards should be used to consider safety performance within Faculties/Schools, and the rate of incident reporting.

Importing Data

To add data from the Sussex Direct system:

- Login to Sussex Direct here https://direct.sussex.ac.uk/login.php.
- Navigate to Admin
 on the top bar.
- Select 'Incident Reports' from the dropdown.

Degree Results	
Incident Reports	
My Groups	
SCLS Diary	
Travel Insurance	

- Select a year from the drop-down menu on the left Year: All

- Click 'Include Closed Reports' Include closed reports

- Click the box icon to the right of the menu bar. This will open a new window.

- In the new window, click export as CSV CSV to the right of the menu bar.

- This will download a copy of the incident data in Excel to your computer's downloads file.

- Open the Excel data file from your computer's downloads file and copy the data (ignoring the column headings).

- Paste the data into the "INPUT" tab of the spreadsheet.

- Navigate to the spreadsheet tab of your School.

- Right click on the data pivot table and then click on **PivotTable Analyze** in the menu bar.



- Click on refresh.

This will update the pivot table and graphs for your School.

To import data for time periods other than a calendar year you will need to select only the data from the relevant time period in the downloaded Excel file before importing it onto this spreadsheet.

<u>Notes</u>

Data reports will not include incidents reported by members of the Medical Response Team (MRT), even when members of the MRT are members of a School. This may explain why specific incidents that are of a concern to a School do not appear in the dashboard. To find these incidents, you will need to manually search for MRT incidents on Sussex Direct. Most of these will be first aid incidents. Where an incident involving the MRT is critical to a School, MRT would inform the School.

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The tabs at the foot of this spreadsheet are colour coded to the School's expected hazard level:

Green for Low Hazard Blue for Moderate Hazard Amber for High Hazard

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