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## Accident and incident reporting

### Accident reporting and investigation procedure

#### Report a school related accident or incident

Schools should report incidents via Ealing's online reporting system.

Reminder to select the correct accident reporting tab (pdf) when reporting incidents.

#### Online accident/incident manager investigation guide (pdf)

#### Guide to reporting an accident or incident online

How to complete, submit and trouble shoot incidents.

#### An investigators role (pdf)

Schools may still wish to, or may already be completing, a **minor accidents logbook** for those accidents that are attributed to the exuberance of children and do not result in significant injury.

## Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013

### HSE guidance on incident reporting in schools (accidents, diseases and dangerous occurrences): Guidance for employers

Information sheet giving practical guidance to schools about what they need to report and how to do it.

If a school uses the local authority Alcumus Info Exchange tool to report accidents, then the local authority will report any HSE reportable incidents on behalf of the school.

## Contact

If you have any questions or queries regarding accident/incident reporting, recording and investigation, please contact:

Raj Chowdhury, Schools health and safety adviser

Phone: 020 8825 7287/ 07568 130 165

Email: [chowdhuryr@ealing.gov.uk](mailto:chowdhuryr@ealing.gov.uk)

\* EGfL log in required. To register for a user account, email [egflwebteam@ealing.gov.uk](mailto:egflwebteam@ealing.gov.uk) (for Ealing maintained schools and academies only).

### **Related content**

First aid

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