

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

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

Related content

[First aid](#)

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- [No](#)

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