



## Accident reporting and investigating

08 Jul 2025

### Completing incident investigation

There are still some schools who have a number of outstanding investigations to complete on [Alcumus/Info Exchange](#).

**Schools must ensure that investigations have been carried out and completed by the school and the online portal updated by the end of term.**

This is so that we can meet our legal obligations and also help prevent reoccurrences.

### Sharing incident forms with staff whom the report relates to

Where a staff member reports an incident on the online portal relating to another member of staff, the school must ensure that the person who the report is about is given a copy of the incident report.

Instructions have been added to the portal (details below) on how to do this and these instructions can be seen prior to the report submission:

#### **Alcumus/Info Exchange instructions on how to download/print an incident report:**

If you wish to take a copy of this incident notification for your records or to pass on to your trade union representative, follow these instructions once you have submitted the incident:

1. Click the **share** tab on the right hand side of the page
2. Select either **print** or **download** (Download will allow you to save a copy of the submission onto your computer) to obtain a copy of your submission

If a school is reporting an incident on behalf of an employee, the school must provide a copy of the submission to the employee using the instructions above.

Any issues with the above please contact: [schoolshealthandsafety@ealing.gov.uk](mailto:schoolshealthandsafety@ealing.gov.uk)

### Reporting food safety or food allergy incidents

Please can schools ensure that they report all food safety/food allergy related incidents (including any near misses) to the local authority using Alcumus/Info Exchange.

It is important that the local authority is made aware of all food related incidents so that we can work alongside the school and the catering provider to try and prevent any further incidents.

#### **Related content**

[Accident and incident reporting](#)

#### **Was this page useful?**

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- [Neutral](#)
- [No](#)

### Contacts

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