## ealing1Reporting school property incidents to the insurance section

### **Damage to and theft from all council establishments (T730)**

**Report within 7 days** all incidents (accidental or deliberate) including break-ins, criminal damage, vandalism, graffiti, theft and fire damage which occur at your establishment.

Email to: insurance@ealing.gov.uk. This form will guide you through your investigation of the incident. Please **complete as fully as possible**. Have it to hand when you meet the police or fire brigade. The information will also help Ealing Council to improve its risk management programme.

|  |  |
| --- | --- |
| School/address of incident – |  |
| Date/s of incident |  |
| Time/s |  |
| Where did it happen? Eg floor level |  |
| Have the POLICE been informed? | [ ] Yes [ ] No If ‘no’ – why not? |
| Crime Reference number, officer |  |
| Who notified the police? |  |
| Was the FIRE BRIGADE called? |  |
| Name of senior officer if known |  |
| Name and address of any victims |  |
| Did a fire investigation unit attend? | [ ] Yes [ ] No |
| Is the fire alarm automatic or manual |  |

### Graffiti details

|  |  |
| --- | --- |
| Names and addresses of witnesses |  |

**Do not switch on water damaged electrical equipment**

### Property damage including vandalism

**Please attach full details** of the extent of the damage to property including a list of damages and corresponding repair costs for each item. (Schools please provide estimates)

### Damage/theft of equipment

**Please provide paperwork** and a list of equipment to be replaced. Note: privately owned items are not covered by the council’s insurance. **The list is to include all the following information**: item, serial number, where located, council/private, repair cost /replacement cost (£). Estimates for repair/replacement are to be provided.

If an item has been lost, stolen or damaged beyond repair you may only replace like for like, betterment will not be met. Pay for the replacement/damaged item(s) before reimbursement takes place and provide copies of receipts. Where contents are damaged by water or the loss/damage exceeds £5000 you must contact the Insurance Section immediately as loss adjusters may have to be appointed to assess the damage.

### Theft of cash

|  |  |
| --- | --- |
| Exact amount stolen  |  |
| Exact location where the cash was kept e.g. in a safe, in a classroom (which one?), cabinet, desk? |  |
| Is the stolen cash the property of the council or private? |  |
| If monies were in a safe, where was the key at the time of the theft? |  |

### The incident

|  |  |
| --- | --- |
| Is the building fitted with an intruder alarm? | [ ] Yes [ ] No |
| Was the alarm activated during the incident? | [ ] Yes [ ] No |
| Does the alarm automatically signal to a monitoring station? | [ ] Yes [ ] No |
| If forced entry, what was the point of entry? E.g. rear, side, front, roof etc. |  |

### Point of entry –

|  |  |
| --- | --- |
| **Door?** - was the door locked? | [ ] Yes [ ] No |
| What type of door was it? |  |
| How was it forced? |  |

### Point of entry –

|  |  |
| --- | --- |
| **Window?** - was it fitted with security locks? | [ ] Yes [ ] No |
| Was the window locked? | [ ] Yes [ ] No |
| Was the glass broken to access the handle? | [ ] Yes [ ] No |
| What type of window was it and how was it forced? |  |

### Environmental features of the incident

|  |  |
| --- | --- |
| Was the building open to the public at the time of the incident? | [ ] Yes [ ] No |
| What type of event took place? |  |
| Did the incident occur during the school holidays? | [ ] Yes [ ] No |
| In your opinion did the incident take place during hours of darkness? | [ ] Yes [ ] No |
| Was the point of entry well lit at the time of the incident? | [ ] Yes [ ] No |
| Do you have a **risk management group**? | [ ] Yes [ ] No |
| Is the relevant person on this group aware? | [ ] Yes [ ] No |
| Has a person been apprehended? | [ ] Yes [ ] No |
| If a motor vehicle was used please quote the registration mark(if the registration mark was noted the person making the note must sign and date it for production in court). |  |

**Please add any information you think is relevant on a separate sheet.**

Incidents involving theft, vandalism, and fire must be reported to the police/fire brigade. The claim will not be met if the incident was not reported to the police.

Claims payments are credited to school bank accounts via BACS

|  |  |
| --- | --- |
| Name |  |
| Designation |  |
| Email address |  |
| Telephone No./Extn |  |
| Date |  |
| Signature |  |

If you have any queries regarding this form please contact the Insurance Section Telephone 020 8825 8378 or 020 8825 8816

Email **insurance@ealing.gov.uk**