

Accident reporting and investigation– a refresher to Alcumus online system

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CORPORATE RESOURCES

System overview

- Online, secure web based – accessible anywhere – Operational since March 2015
- Anyone with internet access can log an accident
- Tracks progress and links department selected to investigation officer
- Email alerts ensure rapid action, review or investigation

Purpose of reporting and investigating

- To comply with the law
- Identifying immediate and underlying cause
- Develops preventative control measures
- To prevent re-occurrence
- Mitigation against claims / compensation and legal actions

What to report

- Work related accidents / incidents
- Physical / Verbal Abuse
- Work related ill-health
- Near miss
- Dangerous occurrences
- Occupational disease
- Fire
- Road traffic accidents whilst working
- N.B. Every accident / incident to be reported and investigated not just those reportable to the HSE under RIDDOR

When to report

- As soon as possible but within 24 hours of the event

How to report

All incidents and accidents MUST be reported immediately to your manager and an incident report submitted using the On-Line Reporting System.

<https://ealing.info-exchange.com/SchoolIncidents>

How to report

All you need is a computer or other similar device with access to the internet.

<https://ealing.info-exchange.com/SchoolIncidents>

How to report - main points to remember

- **What to report**
- **Information required when logging an incident**
- **How to submit an accident / incident**

How to investigate - Link to the investigation

Link to report incident:

- Access the system by entering the following URL for schools, children centres and education centres use:

<https://ealing.info-exchange.com/SchoolIncidents>

- Using the Username and Password

Completing Incident Investigator Section

- **An investigator's role** is to gather any evidence, upload any documents and photos onto the system and action any outcomes to prevent re-occurrence.

Completing Incident Investigator Section

Investigators will:

- **Receive an automated e-mail**
- **Conduct the investigation**
- **Log into on line system**
- **Complete the investigation report**
- **Closed out their actions**

How to report - Link to report

Uploading documents and photos

- When you are in the investigation page
- You will notice a tab marked Supporting Documents, select this
- Then select “Create New Supporting Documentation”, enter the information requested: Date of upload; document type; document title and notes and then upload the document you are referring to

The managers role

- Report if staff or other haven't already
- Investigate
- Contact CHS immediately for advice & **always** for hospital cases, fatalities or serious incidents or if unsure
- Review risk assessment, safe system of work, training
- Cautionary Contact Database entry if appropriate

For further information / advice contact

Corporate Health and Safety
and / or
Schools' Health and Safety Officer

Internal 2311

External 020 8825 5617

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