

Health and Safety Practical Arrangements

Introduction

Heritage School's Health and Safety Policy Statement (available on the Heritage website) provides the School's general statement of policy, and how responsibility is delegated throughout the school community. This Health and Safety Practical Arrangements document follows on and covers the arrangements for managing specific areas of health and safety. Some of these subjects require more detail and therefore a specific document has been written.

Heritage School is committed to:

1. Compliance with statutory requirements (including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999).
2. Assessing and controlling risks from curriculum and non-curriculum work activities.
3. Providing a safe and healthy working and learning environment.
4. Ensuring safe working methods and providing safe working equipment.
5. Providing effective information, instruction and training.

ORGANISATION AND RESPONSIBILITIES

The Trustees

The Trustees, as the principal employers under the Health and Safety at Work Act 1974, recognise and accept their overall responsibility for health and safety at Heritage. The designated Health and Safety Trustee (Mr Tom Amies) has particular responsibility for health and safety and an annual Health and Safety review is carried out, with the Compliance Officer, each year.

To enable these duties to be carried out the Trustees will ensure that responsibilities for health and safety matters are clearly assigned, accepted and fulfilled both by designated staff, and by all employees at all levels within Heritage.

Designated Staff

The Headmaster

The Headmaster has primary responsibility for ensuring health and safety at Heritage, with support from the Bursar, the Site Manager and the Compliance Officer.

The Compliance Officer

The Compliance Officer supports the administration of health and safety matters within the school by supporting the formation of policy. In addition, the Compliance Officer is responsible for aspects of our risk assessment procedures, as explained in our Risk Assessment Policy.

Health and Safety Meetings for key staff

Termly health and safety meetings chaired by the Bursar and attended by the Headmaster, Compliance Officer, EVC, Site Manager, Compliance Administrator and other staff, are held at the School.

External Consultants

External professional health and safety advice is contracted whenever appropriate - such as for the annual Fire and Asbestos risk assessments. Actions are identified by the Compliance Officer and implemented by the relevant staff member, under the oversight of the Head and Bursar.

Other Staff and Students

Class teachers

Classroom teachers are expected to:

1. Exercise effective supervision of their students and to know the procedures in respect of fire,

- first aid and other emergencies, and to carry them out.
2. Follow the health and safety procedures applicable to their area of work.
 3. Give clear oral and written health and safety instructions and warnings to students as often as necessary.
 4. Ensure the use of personal protective equipment and guards (eg. safety goggles in science) where necessary.
 5. Report all accidents, defects and dangerous occurrences to the Compliance Officer.
 6. Lower School teachers and Upper School Form Teachers: to inform the Compliance Officer of any changes to any individual pupil's needs which might require specific evacuation arrangements in the case of an emergency.

All Employees

Apart from any specific responsibilities which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
2. Observe all instructions on health and safety issued by the Headmaster or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific Health and Safety training received.
4. Record accidents in the accident books.
5. Cooperate with other persons to enable them to carry out their health and safety responsibilities.
6. Exercise good standards of housekeeping and cleanliness.
7. Know and apply the procedures in respect of fire, first aid and other emergencies.
8. Inform the Compliance Officer of any disability which might require specific evacuation arrangements in the case of an emergency.
9. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

Students

Students, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and in particular the instructions given from staff in any emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Contractors

The Site Manager, with support from the Compliance Administrator ensures that all contractors employed by the School are professionally qualified to undertake their work and that they have sufficient insurance for public liability, professional indemnity and employers liability. The Compliance Administrator ensures they are provided with the School's relevant Health and Safety documentation, premises' emergency procedures, and relevant operational rules and procedures so as to ensure their health, safety and welfare whilst on the school premises.

All contractors who work on the premises are asked to identify and control any risk arising from their activities and inform the Site Manager of any risks that may affect staff, students and visitors.

When contractors are on site, the Site Manager supervises and monitors their work or will appoint a competent person to do so. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Site Manager will take such actions as are necessary to protect the safety of staff, students and visitors.

The School's Contractor Policy, sets out the selection and management of Contractors and the Hot Works Policy provides guidance on activities associated with hot works. These policies are available on request and provided to Contractors as needed as part of the procurement process.

PROCEDURES AND ARRANGEMENTS

The following procedures and arrangements have been established within the school to eliminate and/or reduce health and safety risks to an acceptable level and to comply with legal requirements:

Accident Reporting, Recording and Investigation

An accident is defined as any unplanned event that results in injury or ill health.

A near miss is defined as any unplanned event that does not cause injury or damage but has the potential to do so.

School Accident Books are kept in the following locations:

1. Office - one book for students and a separate one for staff/visitors
2. Quiet Staff Room
3. Playground First Aid bag
4. PE First Aid bag 1
5. PE First Aid bag 2
6. UP First Aid bag
7. Y5 First Aid bag
8. Science Lab
9. Panton Hall First Aid bag
10. Senior Trips Bag 1
11. Senior Trips Bag 2

The School Office holds the accident book for staff and visitors. The school will inform parents of any accident or injury where first aid has been given on the same day or as soon as reasonably practicable via an accident form. Where the accident is serious, as well as receiving an accident form, the child's parents/guardians must be notified by telephone on the same day or as soon as reasonably practicable. Maintaining records of accidents is a statutory obligation.

For near misses, defined as any unplanned event that does not cause injury or damage but has the potential to do so, the online [Accident Near Miss Form](#) must be completed.

There is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) for certain types of accidents/incidents to be reported to the HSE. More information on how and what to report to the HSE, can be found in Appendix 1. It is possible to report online via the following link: [Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR](#). Fatal and specified injuries involving employees can also be reported by phone on 0345 300 9923. An additional Incident Form is available online and must be used to report any more significant incident that might require a report to RIDDOR.

All staff are required to ensure that all accidents, and near misses meeting the criteria in Appendix 1 are reported to the Compliance Officer who will ensure that the accident is investigated and reported to the Health and Safety Executive (RIDDOR) as appropriate. If a staff member is uncertain whether or not an accident meets these criteria, they should contact the Compliance Officer.

Regular reviews of the accident books and near miss incidents are discussed at termly Health & Safety Meetings. Any trends, including causes, are identified and discussed. Relevant action will be taken when necessary.

Asbestos

It is the School's policy that no employee, pupil, visitor or contractor be exposed to asbestos, as far as is reasonably practicable, except in the case of an approved asbestos surveyor or licensed removal contractor.

An Asbestos Risk Assessment has been conducted and is updated on an annual basis by a specialist surveyor to identify asbestos containing materials and an Asbestos Management Plan has been formulated. All asbestos containing materials have either been removed by a licensed contractor, or

have been encapsulated, and a plan is in place to monitor their condition. Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.

The Asbestos Management Plan also contains the asbestos register showing the location, type and condition of the asbestos. Details of the asbestos register are made available as required to all occupants of the building and visiting contractors.

Behaviour / Anti-Bullying

All staff must be familiar with the school's policies for behaviour management and bullying. Any incidents of unacceptable behaviour or bullying must be reported and dealt with in accordance with these policies.

Bushcraft - Clare Wood

We have an agreement in place with Clare Hall to use Clare Wood for Bushcraft/Forest School type activities. Class groups only attend Clare Wood under the supervision and direction of suitably qualified school employees/contractors. An annual arboricultural report is carried out by a qualified arborist.

At the beginning of each series of sessions of Bushcraft/Forest School the suitably qualified person carries out an inspection of the Wood and clears away any rubbish. Ground-level visual checks on trees are made and a consultant is called in if deemed necessary. Additional checks are made after adverse or severe weather.

A separate Risk Assessment has been written for Bushcraft/Forest School in consultation with suitably qualified bushcraft practitioners. This Risk Assessment is updated regularly and must be followed by all staff supervising children in Clare Wood.

Cleaning

The Site Manager is responsible for managing the safe maintenance and cleaning of the School premises, using external contractors where necessary, in accordance with the Headmaster's instructions and the relevant cleaning specifications.

Control of Hazardous Substances (COSHH)

All staff are responsible for ensuring that substances which may be hazardous to health are assessed under COSHH before being used. If a CLP (classification, labelling and packaging of substances and mixtures) label is used, which can include 1 or more of the 9 primary hazard symbols shown below, then a COSHH risk assessment must always be carried out.



Staff are advised that COSHH assessments may also be needed for substances without CLP labels that can be hazardous to health. Human beings react differently to substances, some people may have sensitive skin and may react to something that would not usually be considered to be hazardous. Some hazardous substances will be created via a process e.g. fumes and some will be

biological in nature, e.g. bacteria.

Staff are asked to identify all hazardous substances and if reasonably practicable replace them with safer alternative products. They are also asked to ensure a copy of the latest Material Safety Data Sheet (MSDS) is obtained for all hazardous products, which explain the safe storage, disposal and emergency procedures for their use.

The substances must be stored securely in accordance with the manufacturer's instructions and only used by authorised persons trained in the safe use of the product.

Relevant staff including the Head of Science and the Head of Art are responsible for safe storage and use of hazardous chemicals required for lessons in their respective subject areas.

Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students over the age of 11, but under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints
- Strong glues

All the above should be used in a well ventilated area and stored away when not required for use.

Covid-19

As COVID-19 becomes a virus that the country learns to live with, the government is moving away from stringent restrictions on everyone's day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

Therefore, the school considers COVID-19 to be one risk amongst others in relation to health and safety. In exceptional circumstances, the school may introduce targeted interventions to help prevent the spread to COVID-19 with the school community, such as extra cleaning regimes, extra ventilation or the wearing of masks.

Curriculum Safety

Risk assessments for the school buildings and other areas of the school site as well as specific curriculum areas such as science and PE are available on the School Site & Local Area Risk Assessments in the Staff Information section of the school's intranet.

The risk assessments are made known to all teaching and support staff and are reviewed regularly.

Educational Visits and Trips

The Headmaster, Educational Visits Coordinator and the Enrichment Coordinator are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational Visits which is available on the School website. All staff must be familiar with this policy.

Electrical Installations and Equipment

The School uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations and has current electrical test certificates for all its buildings. Testing of electrical circuits is undertaken every 5 years. The Compliance Officer is responsible for ensuring that all portable electrical equipment is tested in accordance with the Electricity at Work Act for using and maintaining electrical equipment. PAT testing is conducted every 2/3 years.

Fire Precautions and Emergency Procedures - see Fire Risk (Prevention) Policy

The School has appointed an external Fire Safety Consultant to carry out an annual fire risk assessment. The risk assessment will be updated more frequently than each year if there are significant changes are made to the interior or use of buildings

The Compliance Manager is responsible for ensuring:

1. That a Fire Risk Assessment is completed and reviewed annually.

2. That the school emergency plan and evacuation procedures are regularly reviewed.
3. The provision of fire awareness training to all staff.
4. That an emergency fire drill is undertaken at least every term.
5. The preparation of specific evacuation arrangements for staff and/or students with special needs.

The Site Manager, is responsible for:

1. Formal maintenance and regular testing of the fire alarm (weekly testing) and emergency lighting (monthly testing).
2. The maintenance and inspection of the firefighting equipment (including annual testing by an approved contractor).
3. The maintenance of exit/escape routes and signage.

Links to records of all fire drills, weekly, monthly and annual tests and maintenance can be found in the [2024-25 Health and Safety Management Framework and Improvement Plan](#).

All staff must be familiar with the school's emergency plan and evacuation procedures.

First Aid

Heritage will ensure that:

- a sufficient number of staff (i.e. so that a qualified first aider is on site for the duration of each school day) are adequately qualified in first aid and therefore able to provide treatment in a professional manner.
- first aiders regularly review their first aid skills, including refresher training courses.
- first aid information is readily available and that all users of the school know how to call for help.
- first aid kits for minor injuries are available for use throughout the school by all staff and that they are regularly maintained.
- first aid kits are taken to games lessons and to other off site activities.
- first aid 'accident books' are readily available and completed incident forms are kept on file.

A list of First Aiders is attached to the First Aid policy.

The Compliance Administrator is responsible for ensuring that the stocks of supplies are kept up to date, including the first aid kit in the school minibus.

All staff must be familiar with the school arrangements for First Aid.

Gas systems servicing and inspections

An annual check and service of the gas boilers is carried out by registered Gas Safe Engineers.

Hot Works

Hot Works are operations undertaken that require the use of open flames, grinding, cutting or welding equipment, the local application of heat or equipment that generates sparks. Hot Works are dangerous, both at the time of work and in the period following it. The School has a Hot Works Policy in place requiring the need for RAs and daily permits for work.

Legionella and Water Safety

External legionella consultants carry out a Risk Assessment on water safety within the school and provide ongoing professional advice. A formal risk assessment is undertaken every 2 years or sooner if there are changes in the water system or use, however the external consultant comes into the school approximately every 6 months to carry out servicing/maintenance and provides advice/guidance at these points too. A management programme has been implemented including carrying out remedial action where recommended (eg. the removal of redundant pipework) and weekly flushing, monthly temperature testing, and descaling regimes are in place.

Lettings/shared use of premises/use of premises outside school hours

When the premises are used for purposes not under the direction of the Headmaster, e.g. when a

room or area of the school is rented to a third party, the person in charge of the activities will have responsibility for safe practices in the areas under their control.

The Bursar is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the school health and safety policy. The Bursar will ensure that those letting the building have sufficient liability insurance for the activities planned. The Bursar will also ensure that they are provided with the necessary information and instructions to follow the School's procedures whilst on the school premises.

Lone Working

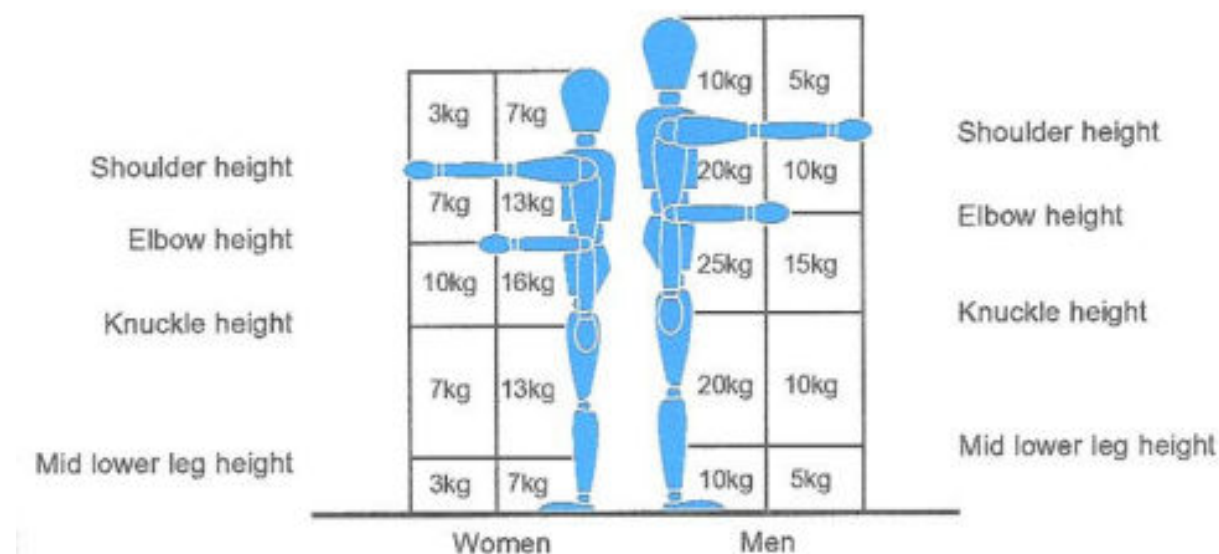
Lone workers can be defined as anyone who works by themselves without close or direct supervision. The cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury to themselves or damage to property or equipment, this particularly applies to Science and Art teachers.

Manual Handling

Manual handling refers to any activity which requires a person to use force to lift, lower, push, pull, carry or otherwise move, hold or restrain objects.

Staff must not attempt to lift heavy objects on their own. As a guide the average maximum weights adult men and women should lift at different heights are displayed below:



Minibus

The Site Manager is responsible for overall maintenance and for carrying out regular safety checks on the school's minibus. In addition, pre-use checks are carried out by drivers prior to every trip. The Site Manager safety checks and the driver pre-use checks are both recorded using online forms on the school intranet.

Before driving for the School, all minibus drivers must have:

- read RoSPA's Minibus Driver's Handbook;
- sign an annual Driver's Declaration Form;
- complete a minibus driver assessment, either online using Castle Minibus' CODA system or in person if they will be driving for the school regularly (CAMDAS or similar)
- be fully inducted by the Site Manager in how to carry out pre-use driver checks as well as rules for driving and procedures to follow in the case of a breakdown or accident.

More information regarding Minibus use can be found in the school's Minibus Policy.

On-Site Vehicle Movements

The school site is generally not accessible to vehicles with the exception of the staff car parking area at the front of Panton Hall and at the rear of Brookside, which is fenced off from the playground and secured via a locked gate. However, the gate is open during pupil drop-off and pick-up times. The compact layout of each of the car parks does not allow for segregation of pedestrians/cyclists and vehicles. Staff are therefore reminded in the Whole School Risk Assessment to exercise vigilance and to avoid entering or leaving the car park in their vehicles at pupil drop-off and pick-up times as far as possible.

PE

The Director of Sport is responsible for ensuring that all PE equipment and PE activities planned, are suitable and safe for the age and abilities of the students. A general PE Risk Assessment can be found within the Whole School Risk Assessment. This covers travel to sport venues, regular PE Risk Mitigations (eg. correct uniform, sufficient supervision), and external sports facilities (eg. Leys Sports Hall, Leys Swimming Pool etc). Sport Specific RAs (eg. for rugby, badminton, swimming etc) are written and reviewed at least each year, or more regularly in the event of an accident/significant event.

Playground Equipment

The Site Manager carries out a monthly inspection (defects, breakages, etc.) of all outdoor play equipment. This inspection is recorded online.

An annual detailed independent inspection of the playground equipment is carried out by a person qualified to Register of Play Inspectors International standards.

RAAC

Reinforced autoclaved aerated concrete is a lightweight, 'bubbly' form of concrete commonly used in construction between the 1950s and mid-1990s. It is predominantly found as precast panels in roofs, commonly found in flat roofs, and occasionally in floors and walls. RAAC panels are a Health and Safety risk as they may suddenly collapse with no prior warning. A RAAC survey of the school was carried out by the Site Manager in 2023 in line with DfE Guidance and no RAAC was identified.

Risk Assessments

The Headmaster is responsible to ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

Heads of departments are responsible for ensuring that any specialist area within their faculty is covered by a risk assessment.

A detailed Whole School Risk Assessment is reviewed and updated each autumn and all staff must read, and confirm that they have read, all sections relevant to them. Additional risk assessments are written for higher risk activities such as science experiments, or certain sports (eg. rugby).

Risk assessments are written, normally by the Compliance Officer, as deemed necessary, for staff with health issues. The majority of students' medical needs are covered by their Student Health Plan, details being provided by parents and compiled by the Compliance Administrator. These are made available to all staff and whenever a Student Health Plan is updated, staff are alerted to the change. If needed, a risk assessment is carried out alongside the Student Health Plan.

The Educational Visits Coordinator ensures that risk assessments are completed by all staff who organise and lead school trips and visits.

External professional consultants are appointed by the school to carry out specialist risk assessments for areas such as fire, asbestos and legionella.

Science

The Head of Science is responsible for Health and Safety in the Science Department and within the

lab.

A general lab Risk Assessment can be found within the Whole School Risk Assessment. In addition, individual risk assessments are written for practicals using the CLEAPSS website as explained in the Science Health and Safety Protocol document. The Health and Safety noticeboard in the lab details the steps to take in the event of an incident in the lab. The gas shut off is under the sink, the electricity shut off is near the whiteboard and both are clearly labelled. A range of weekly, termly and annual checks are carried out and logged in the Science Ongoing Health and Safety Checks document.

There is an end of day lab shutdown that must be followed. Details are on the H&S notice board and by the light switches.

The Head of Science meets on a monthly basis with the technician. During this meeting any specific H&S issues are discussed, including any CLEAPSS updates, accidents and incidents. Once a term a meeting is held with the Compliance Officer to discuss H&S within Science. Minutes to be recorded. Head of Science to meet with other science teachers on a regular basis to discuss RAs, plans for the department etc.

Security

Key locks are fitted to external doors - keys are only held by members of staff that require them. Doors and gates that directly open onto the outside of school property, i.e. to Brookside, Pemberton Terrace and Brookside Lane, are locked unless actively supervised by staff. Only members of staff, i.e., not pupils (apart from Senior School pupils leaving via no. 17 front door onto Brookside at the end of the school day), are permitted to open external doors.

Any incidents of verbal abuse or threatening behaviour by parents, visitors or students must be reported immediately to the Headmaster.

Slips, Trips and Falls

The Site Manager is responsible for the condition of the School's walkways, stairways, rooms and outside paths. Refurbishment works take place primarily during school holidays.

Staff Training & Development

The Headmaster is responsible for assessing the health and safety training needs of all staff and for arranging any identified training.

All staff will receive fire awareness training on an annual basis.

New staff will receive relevant training during their induction and will also be made aware of policies, procedures, fire precautions and first aid.

Stress

The Headmaster is responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

1. An environment in which there is good communication, support, trust and mutual respect.
2. Training to enable them to carry out their jobs competently.
3. Being able to plan their own work and seek advice as required.
4. Involvement in any major changes.
5. Clearly defined roles and responsibilities.
6. Consideration of domestic or personal difficulties.
7. Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Students participating in swimming lessons are taught by appropriately qualified instructors. A Swimming lesson Risk Assessment is in place and is reviewed at least each year. In other circumstances, such as on school trips to the coast, a risk assessment must be drawn up and supervision plans be in place before students swim.

Tree Safety

An external consultant carries out a survey of all the trees on the school site every year and remedial works are undertaken as promptly as possible. Remedial works on trees with TPO (Tree Preservation Orders) can normally only be carried out following Local Planning Authority permission. Where an exception applies (such as where there is an immediate risk of serious harm) the authority's consent to carry out works is not needed, but notice of those works may need to be given to the authority. Full guidance can be found here: [Tree Preservation Orders and trees in conservation areas](#)

Ground-level visual checks on trees are made, especially after adverse or severe weather, and a consultant is called in if deemed necessary.

Visitors

All visitors to the school during school hours (including parents when not simply dropping off/picking up their child) must sign in and out at the school office and wear a visitor's lanyard while on site. Visitors to the school will be made aware of the emergency procedures and other health and safety information, as is relevant.

Working at Height

Where it occurs, working at height is primarily conducted by contractors, who are required to provide details to the Site Manager before work commences and to ensure that all work undertaken complies with the Work at Height Regulations 2005.

Authorised by	
The Trustees	Tom Amies (Chair of the Trustees)
Date	December 2024
The Headmaster	Jason Fletcher
Date	December 2024

Effective date of the policy	December 2024
Review date	December 2025
Circulation	Staff and parents via website

Appendix 1: Incident reporting in Schools - When to notify RIDDOR

From <https://www.hse.gov.uk/pubns/edis1.pdf>

Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need to be notified to the Health and Safety Executive (HSE) under RIDDOR.

What needs to be reported?

1. Injuries and ill health for employees

Under RIDDOR, the School must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- *accidents which result in death* (must be reported without delay)
- *Specified injuries*: (must be reported without delay)
 - fractures, other than to fingers, thumbs and toes;
 - amputations;
 - any injury likely to lead to permanent loss of sight or reduction in sight;
 - any crush injury to the head or torso causing damage to the brain or internal organs;
 - serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
 - any scalping requiring hospital treatment;
 - any loss of consciousness caused by head injury or asphyxia;
 - any other injury arising from working in an enclosed space which: leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.
- *Over-seven-day injury*: accidents which prevent the injured person from continuing their normal work for more than seven days not counting the day of the accident, but including weekends and other rest days (must be reported within 15 days of the accident).
- *Reportable occupational diseases* Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:
 - carpal tunnel syndrome;
 - severe cramp of the hand or forearm;
 - occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
 - hand-arm vibration syndrome;
 - occupational asthma, eg from wood dust and soldering using rosin flux;
 - tendonitis or tenosynovitis of the hand or forearm;
 - any occupational cancer;
 - any disease attributed to an occupational exposure to a biological agent.
- Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are **not** reportable under RIDDOR.

2. Injuries involving pupils and other non-employees (eg. visitors or volunteers)

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

What about accidents to pupils during PE?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable.

Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in the playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no

action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

3.Dangerous occurrences (Near-miss events)

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

4. Contractors

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be builders, maintenance staff or cleaners.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury (see Section1), the School will need to report the injury.

Full copy of RIDDOR legislation can be found here:

<https://www.legislation.gov.uk/ukxi/2013/1471/contents/made>