



**Health
Futures**
UTC

Health and Safety Policy

Reviewed and approved: September 2020

Next review date: September 2021

HEALTH FUTURES UTC

Health and Safety Policy

1. Introduction

This policy relates to Health Futures UTC and is central to an understanding that health and safety must feature prominently in all aspects of the UTC in order to ensure compliance with the health and safety legislation, establishing clearly defined roles, responsibilities and arrangements at a local level.

This Policy has been developed in accordance with relevant Health and safety legislation including:

- The Health and Safety at work Act 1974;
- The Health and Safety (First Aid) Regulations 1981;
- The Electricity at Work Regulations 1989;
- The Workplace (Health Safety and welfare) Regulations 1992;
- The Manual Handling Operations Regulations 1992;
- The Health and safety (Display Screen Equipment) Regulations 1992;
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- The Provision and use of Work Equipment Regulations 1998;
- The Management of Health and Safety at work Regulations 1999;
- The Education (School Premises) Regulations 1999;
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002;
- The Control of Asbestos at Work Regulations 2006;
- The Construction (Design and Management) regulations 2007;

And will be updated in line with changes or additions to this legislation.

2. Policy Statement

The Governing Body working in conjunction with information, procedures and codes of practice as identified in the health and safety policy, is responsible for setting out the overall policy insofar as Health Futures UTC is concerned.

The planning and implementation of this policy is the direct responsibility of the Principal, ensuring that employees at all levels fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new employees and supply staff.

The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the UTC's team meeting procedures.

It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to students, contractors and members of the general public from foreseeable risk.

The governors recognise their statutory responsibility, so far as is reasonably practicable, to:

- a) Provide plant, equipment and systems of work which are safe and without risks to health
- b) Make arrangements for ensuring so far as is reasonably practicable and without risk to health, the handling, storage and transportation of articles and substances
- c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the UTC and student to perform their work safely and efficiently
- d) To promote the development and maintenance of sound safety, health and welfare practices
- e) To maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises
- f) Provide and maintain a working environment that is so far as is reasonably practicable safe without risks to health and adequate as regards welfare facilities for staff and students
- g) Ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the UTC, for the safe use of machinery, equipment and substances
- h) Maintain a close interest in all Health and Safety matters insofar as they affect activities in the premises under the control of the UTC

It is recognised by the Governors that the UTC is responsible for capital expenditure, central administration and subsequently professional advice and information on health and safety matters, any change in those responsibilities may involve the UTC seeking outside specialists/consultants.

3. Organisation

The governors recognise the need to identify organisational arrangements in the UTC for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the UTC budgets reflect the finance necessary to implement health and safety matters.

A summary of the individual duties including reporting arrangements and hence the organisation and accountability are as follows;

The Principal

The Principal is responsible and accountable to the Governors for implementing the UTC Health and Safety Policy and for all matters relating to health, safety and welfare within the establishment.

The Principal will:

- Visibly support the learners and staff health and safety representatives to ensure that all staff are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme are implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations, review reports and statistics, utilise information on trends
- Ensure that staff are appropriately trained in relevant aspects of health and safety
- Undertake monitoring and health and safety audits
- Ensure the provision of adequate resources to achieve compliance
- Ensure that local procedures for the selection and monitoring of contractors are in place
- Ensure that the academy has access to competent health and safety advice
- Ensure that all related policies and procedures are regularly reviewed and updated

The day-to-day management of health and safety matters (NB duties not responsibility) will be delegated to the Director of Operations who is also the Health and Safety Co-ordinator.

The Principal, through the Director of Operations, must be aware of all contracts and/or third parties entering the UTC to undertake maintenance, services, or works contracts. When building or plant maintenance work is carried out by contractors, it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

In addition to their statutory duties, the Principal has a common law duty of care for learners which stems from their position in law "in loco parentis".

Director of Operations

The Director of Operations is responsible to the Principal for the day to day implementation of the Health and Safety Policy.

The Director of Operations will:

- Ensure good communication exists within the UTC adhering to principles as laid down in the Health and Safety Policy
- Be responsible for emergency procedures and evacuation of UTC premises (including being the Fire Officer)
- Be responsible for ensuring competent person(s) or specialists are consulted as necessary; to advise on health and safety matters
- Ensure all site staff are familiar with the UTC's Health and Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities (e.g. storage arrangements, materials, equipment, substances etc.)
- Ensure the proper reporting and resolution of defects or hazards
- Under Section 6 of HASAW Act the Director of Operations is responsible for ensuring that everything received from suppliers (for direct UTC use), machinery, equipment, substances

etc. is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers Data Sheets should be ensured)

- In the case of direct labour, the Director of Operations is responsible for ensuring that staff under their control are adequately informed, instructed and trained in using all such items before actual use
- Report to the Principal whenever contractors are due to enter the UTC to undertake maintenance, service or works contracts
- Co-ordinate all contractual work and maintenance carried out on UTC premises
- Compile a UTC “Buildings Register” identifying known hazardous substances and materials (e.g. asbestos, lead, flammables etc.)
- Ensure that site staff undertake appropriate risk assessments, monitoring and routine maintenance around the UTC including routines for the control of Legionellosis

Senior Leadership Team

The Senior Leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective area of control. This will be done under the direction of the Principal.

The Senior Leadership team and any other member of staff with supervisor responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and material are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction for all new employees at the commencement of their employment
- Ensure effective reporting of all accidents, incidents and near-miss events, undertake an investigation into the cause and take appropriate remedial action to prevent reoccurrence
- Ensure ‘reportable’ accidents are reported to the HSE (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

All employees

All employees are responsible and accountable to their area leaders for the implementation of the UTC safety policy in the performance of their duties. They must be familiar with the UTC safety policy, the implications of that policy and equally any procedures, arrangements and practices relating to their work.

All employees will:

- Take reasonable care of their own health and safety at work and of those who may be affected by their actions or by their omissions
- Co-operate with their line manager and senior leaders to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Report to their leader any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the UTC in embedding a positive safety culture that extends to the learners of the UTC and any visitors to the site
- Conform to responsibilities as laid down in their own area policy and safe working arrangements
- Ensure that where conditions apply, all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner
- Make recommendations on safety matters as necessary

Catering Manager

The Catering Manager is responsible to the Director of Operations for ensuring that the appropriate health and safety standards, policies and procedures are followed.

The Catering Manager will:

- Familiarise him/herself with the UTC's safety Policy and what it means to their work activities
- Work in conjunction with any Policy statement, health and safety rules and guidance issued by a contract caterer if one is so employed
- Ensure that all kitchen staff are instructed and informed to work in accordance with this document
- Be familiar with the food Safety Act 1990 and the implications as far as the UTC is concerned
- Inform the Director of Operations of any potential hazard or defects
- Ensure the new entrants/employees or part-time assistants are aware of health and safety practices and procedures in the kitchen

Role of Specialist Advisers

The Governors recognise there will be occasions when the UTC will require specialist advice on air monitoring, local exhaust ventilation systems (LEV) specific inspections, etc.

Fire Marshalls

The fire marshalls, in conjunction with the Director of Operations, will be responsible for ensuring that the premises are evacuated in the event of an emergency alarm.

4. Arrangements

General Matters

Any minor issues e.g. wet floors due to spillages etc. – contact reception who will contact the duty cleaner.

Issues regarding premises which do not require immediate action – email the Director of Operations.

Major issues – advise the Director of Operations immediately who will arrange for action to be taken with the Site Manager.

Accident Reporting/Investigation

Accident books are held in the main school office. If a student is involved in an accident whilst under your supervision, please ensure that the accident book is completed. Office staff will be able to assist.

Accidents involving members of staff also require reporting. The accident book must be completed. Office staff will be able to assist.

In the event of accidents or near misses, resulting in injury or potential injury, the Director of Operations must be informed immediately. The Health & Safety Incident Report Form must be completed and passed to the Director of Operations - **Appendix 1**.

First Aid Provision

A list of qualified first aiders is displayed in the UTC Reception.

If first aid is required, advise reception who will contact the duty first aider.

Staff should not contact the emergency services. Contact reception who will contact the duty first aider and they will decide up to the relevant course of action to be taken.

Within the UTC first aid boxes are located in high risk areas (e.g. Science, Sport and PE, Kitchens etc.) and the medical room.

Fire Precautions

The arrangements for general fire safety will be in accordance with the published policy. The UTC “Fire Log Book” will be used to record tests, drills, training, and visits by the Fire Brigade etc. and is held by the Director of Operations.

House Keeping (Cleaning Arrangements)

Assistant Principals and directors should make regular checks of their areas maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

Any areas of concern should be communicated immediately to the Director of Operations.

Professional Development Arrangements

Training will be viewed as an on-going requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a retraining programme for existing staff.

There are various categories of training requirements in the UTC. They can be defined as induction training, informative/awareness training and specific “hands-on” training.

Induction Training

This will apply to new employees or transfer of employees to another area. They will need to be shown over the area made aware of policies and procedures, fire precautions and escape routes, first aid and welfare arrangements.

Informative/Awareness Training

A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.

Specific Professional Development

This is a “hands on” training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

i. Science

Microbiology – Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 1988.

Radiology – Employees will require training to be competent in the use of radioactive sources. This will be in accordance with “ionising Radiation Regulations 1985” and the DES AM 1/92. James Harding will act as Radiation Protection Supervisor for the UTC.

- ii. First Aid – The UTC will aim to have a total of 5 certificated in first aid at any one time.
- iii. Fire training – It is UTC policy that all staff will be fire awareness trained.
- iv. The UTC will aim to have a total of at least 6 trained fire wardens.

Statutory Requirements

COSHH (Control of Substances Hazardous to Health)

The Governors recognise the need for the UTC to carry out risk assessment of all areas in accordance with the regulations.

The Management of Health and Safety at Work Regulations 1992 made under the EC Directive and which came into force in January 1992 make it a legal requirement to carry out risk assessments with other chemicals and even operations involving mechanical and electrical hazards. Assistant Principals and Directors (or appointed “assessor(s)”) will be required to make provision for this in their area safety policy.

Working in conjunction with the UTC chemical register and the COSHH package, the Principal, will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the area.

The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc. (e.g. fume cupboards, woodwork extraction, heat treatment, soldering (especially with resin core solders) etc.).

Provision will be made to ensure this takes place every 12 months. A register of all such tests will be kept by the Director of Operations.

Checking of Portable Electrical Equipment

The UTC PAT Testing Policy is to be adopted and managed by the Director of Operations.

Future requirements regarding education reforms may require the UTC to appoint an outside contractor to ensure all portable electrical equipment is checked once per annum.

The Director of Operations is required to maintain a register of all equipment in the UTC.

Plant Machinery/Equipment

The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

1. Adequate and correct guarding of machinery
2. General inspection of plant, equipment and machinery
3. Storage and transportation of toxic substances, gases etc.
4. Disposal of toxic and other waste substances and materials

It is recognised that certain items of machinery/equipment require to be checked and certificated in accordance with the Health and Safety Policy.

No new machinery/equipment or dangerous substances must be brought into the premises unless it has been cleared through the Director of Operations or the Principal or his/her designated representative.

The Director of Operations will be responsible for defining safe systems of work for cleaning and maintaining plant machinery/equipment.

They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

Contractors on site

All contractors entering or working on UTC premises will be the responsibility of the Principal (or delegated person in their absence) or Director of Operations.

It must be conveyed to all known contractors by letter, the point of contact at the UTC, the safe working arrangements and access to a copy of the UTC Health and Safety Policy.

The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Principal.

Emergency Procedures

In the event of accidents, fires, explosions, spillages or near misses, the Principal (or delegated person) or Director of Operations must be informed immediately. The Health & Safety Incident Report Form must be completed and passed to the Director of Operations - **Appendix 1**.

In the event of accidents, fires, explosions, spillages or near misses, resulting in injury or potential injury, the Principal (or delegated person), Director of Operations and First Aider must be informed immediately using the appropriate form, which is held in the main UTC office. The Health & Safety Incident Report Form must be completed and passed to the Director of Operations - **Appendix 1**.

In the event of accidents, fires, explosions and spillages resulting in injury specified in the RIDDOR, the Principal (or delegated person in his absence) must inform the Chair of Governors and the appropriate authorities immediately. A copy of the RIDDOR regulations are attached – **Appendix 2**.

Dependent on the type of incident, other appropriate authorities or outside contractor will be contacted.

Security to Prevent Unauthorised Access

The site core opening hours are 8:15-17:15 Monday to Thursday and 8:15-16:15 Friday.

All visitors must report to reception as directed by notices, provide proof of identity and complete the required signing in paperwork. There are no exceptions to this.

Any visitors who will be working alone on site need to be DBS checked and proof of this needs to be provided before they are left alone on site.

All visitors will wear security passes when on site.

The member of staff hosting the visitor will be responsible for their visitor and will ensure that they are fully briefed in relation to site safety and fire evacuation procedures.

All regular UTC users will wear a UTC identity badge.

If you are suspicious about a person without identification on site, they should be challenged. If you do not feel able or are at risk, do not challenge them yourself but contact a member of the Senior Leadership Team immediately. Personal safety must be paramount.

Noise and Vibration

The Governors recognise there may be several problems with noise and vibration. Assistant Principals and Directors will report all such cases to the Principal, if required necessary specialist advice will be sought to monitor the hazard.

Communicating Information to Employees

The Principal will be responsible for ensuring UTC regulations, information, guidance notes etc., received are passed on to staff who have a direct interest.

As this will normally relate to an area's activities, information will be passed on or highlighted in that area's policy or safe working arrangements.

5. Monitoring of the UTC Health and Safety Performance

The Director of Operations will ensure that:

- There is a planned approach to spot checks and termly site inspections
- Documentation relating to the promotion of the health and safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health

The Governors will require in the annual report a commitment by the Principal that self-inspection has been carried out and that the monitoring to substantiate this has been undertaken by a suitably qualified and experienced person(s).

The Governors with the Principal will identify from the report, strengths and weaknesses in the conduct of inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

In conclusion the Governors may wish to employ outside auditors from time to time to carry out checks on health and safety management and provision of the subsequent report.

Monitoring Evaluation and Review of Policy

The Principal will report to the Governors relevant aspects of the working of the policy as appropriate.

Signed by

Chair of Governors

Date:



Principal

Date: 27 August 2020

The Governors will review the policy **annually** or as appropriate.

Appendix 1

Health and Safety Incident Report

Date:	Location:	Time:
Type of event:	<input type="checkbox"/> Injury <input type="checkbox"/> Ill health <input type="checkbox"/> Incident (near miss)	
Harm (or potential for harm):	<input type="checkbox"/> Fatal or major to property <input type="checkbox"/> Serious <input type="checkbox"/> Minor <input type="checkbox"/> Damage	
Person(s) involved in the event:	Name(s): Address: Contact number:	
Brief description of event:	What happened? When? Where? Emergency action taken?	
Details of witness/es, if any:	Name(s):	
Recorded in accident book:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date recorded: Time recorded:
Reported by:	Reported on:	
Signed:		

For office use only:		
Incident number:	Investigation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Investigation level:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Minimal	
Reportable:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date reported: Time reported:
Reported by:	Signed:	

Appendix 2

RIDDOR regulations

Incident reporting in schools (accidents, diseases and dangerous occurrences)
Guidance for employers HSE information sheet

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

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

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting fatal and specified injuries only. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them. Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person 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 or a specified injury must be reported without delay (see 'Reportable specified injuries');
- 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.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- 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.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

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. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

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.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

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).

The lists of specified injuries and diseases described in Section 1 only apply to employees. 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.

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 (e.g. inadequate supervision of a field trip);
- the way equipment or substances were used (e.g. lifts, machinery, experiments etc.); and/or
- the condition of the premises (e.g. 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 (e.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.