



Health and Safety Policy

Version: 3.7

Category: Policies - Safety, Security and Environment

Owner(s): CEO; Executive Committee

Approved by: The Board of Governors

Access: **Public** – Anyone can view this document

Scope: This policy applies to all staff (including contractors and volunteers), students and visitors at Fairfield School of Business (FSB)

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The person with overall responsibility for health and safety within the organisation is:

Mohammed Zaidi (CEO)

Persons responsible for Health and Safety at FSB's satellite locations are:

Associate Deans:

- **Ben Abudawood (Croydon Campus)**
- **Alina Iorga (Birmingham Digbeth Campus)**
- **Zahra Fatima (Leicester Campus)**
- **Sajjid Hussain (Luton Campus)**

If the above are not available, please report any health and safety concerns to the Front of House Team at your location.

If there is a medical emergency or grave danger to life, the correct procedure is to call 999 immediately and request the emergency services, then inform the Front of House Team.

Health and Safety Policy

1. General Statement of Policy

- 1.1. The following sets out how FSB ensures it effectively identifies and controls health and safety risks arising in the course of its daily activities, and how responsibility for health and safety policy is embedded throughout the institution.

Our approach to Health and safety is informed by the following statutory frameworks :

- The Health and Safety at Work etc. Act 1974 (HASAW)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

- 1.2. FSB accepts that it has a legal duty of care to its employees, students, visitors and of sub-contractors, and to anyone affected by the school's activities under the Health and Safety at Work Act 1974.

- 1.3. FSB will ensure, so far as is reasonably practicable*:

- i. that the school provides facilities for work and study that are safe and without risks to individuals' health,
- ii. that FSB's facilities are maintained in a condition that conforms to all statutory requirements, and that access to and exit from these locations is not obstructed,
- iii. that safe plant, office equipment, learning aids, furniture and amenities are provided,
- iv. that the school establishes working, teaching and learning practices which are safe, and undertakes routine risk assessments in relation to its activities,
- v. that the school provides such information, instruction, training and supervision as is necessary to ensure, the health and safety at work of all its employees, staff, students, and visitors in a timely manner,
- vi. that the school has sufficient contingency plans to evacuate all persons from its premises in the event of an emergency, including persons who for any reason may need assistance in such an event,

- 1.4. We aim to meet our health, safety and welfare commitments by, so far as is reasonably practicable* by:

- i. Providing effective leadership, resources and access to competent advice to ensure agreed health, safety and welfare standards to be met.

- ii. Clearly defining roles and responsibilities so that all members of the campus community are clear as to the contribution they will make to securing their own health, safety and welfare and that of others who may be affected by their acts or omissions.
- iii. Ensuring that all staff are competent to carry out their tasks and are given adequate information, instruction, training and supervision.
- iv. Achieving legal compliance, as a minimum, but striving for good or best practice where it is appropriate and proportionate to do so.
- v. Embedding consideration of health, safety and welfare matters when planning and coordinating all business activities to enable the early identification of unacceptable risks and the implementation of satisfactory control measures.

** 'So far as is reasonably practicable': This principle is applied to the management of risks and whether a duty holder has done enough to meet their duty of care. Case law has defined this as being about weighing risk against the effort (time, expense, resources) needed to further reduce it. The law presumes that the balance of this judgement should be in favour of reducing the risk. It is only if the effort is grossly disproportionate to the risk that this standard can be deemed to have been met.*

- 1.5. The school will encourage all employees to be actively involved in maintaining safe operating conditions and practices.
- 1.6. This policy will be regularly reviewed to ensure that these standards of health and safety are maintained.
- 1.7. The school will work with employees, students and their elected and appointed representatives, to make sure that they are consulted on matters of health and safety and can contribute to the development of our safety management system and arrangements.

2. Organisational Responsibilities

- 2.1. The following section sets out individual roles, responsibilities and accountabilities for managing health, safety and welfare issues at the school. All defined organisation roles, responsibilities and accountabilities are subject to the caveat of "so far as is reasonably practicable".
- 2.2. All employees shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.
- 2.3. Ultimate responsibility for health and safety matters within FSB resides with the school's Board of Governors, which is responsible for:
 - i. setting and monitoring strategy and policy and risk assessment, including the overarching health and safety policy,

- ii. monitoring health and safety performance and seeking appropriate reassurance that health and safety performance is satisfactory,
 - iii. recommending and monitoring improvements where health and safety performance is found to be unsatisfactory.
- 2.4. The Board of Governors has delegated management responsibility for health, safety and welfare matters to the Executive Committee. The activities and operation of the school are overseen by the Executive Committee and the associated line management structures.
- 2.5. The Executive Committee will ensure that suitable financial provision is made to fulfil its health and safety obligations.
- 2.6. Campus Deans are responsible for overseeing the implementation of Health and Safety policy locally at their respective premises and assigning health and safety responsibilities.
- 2.7. Operations Managers are responsible for coordinating day to day health and safety-related activities at their assigned campuses, ensuring:
- Cleanliness of campus facilities, safe storage and general housekeeping
 - Condition and servicing of building fabric, plant equipment and machinery, office Equipment, classroom learning aids, and furniture
 - Provision of requisite safety and building accessibility equipment
 - Campus signage and evacuation routes
 - Security and control of access to premises
 - Management of external contractors and maintenance works on and around campus
 - Provision and placement of trained fire marshals and first aiders
 - Coordination of fire drills
 - Management of risk in relation to other specific activities on site
- 2.8. The Operations Manager will act as Incident Controller in the event of an emergency on campus, or delegate this duty to a trained person; the Incident Controller will manage evacuations and liaise with the emergency services. As soon as reasonably possible, the operations manager will bear responsibility for reporting the emergency situation to a member of the senior management of the Organisation, as well as actions taken in response.
- 2.9. The Human Resources team are responsible for:
- Delivery of employee health and safety induction and training for employees
 - Maintaining records of injuries, illnesses and workers' compensation
 - Management of occupational health issues
- 2.10. Line Managers are responsible for the immediate wellbeing of their team members and should liaise with the Campus or Office Operations Manager of HR team where they have any queries or concerns.

- 2.11. Day to day Responsibilities for Health and Safety on Campus resides with the Associate Dean and the Operations manager.

3. Health and Safety Arrangements

Health and safety is considered in all aspects of our work. The following outlines the ways in which we implement health and safety; it applies to all staff and for students and visitors.

3.1. Communication of the Health and Safety Policy

The contents of this policy are brought to the attention of all employees. Employees are directly consulted on any matters that may affect their health and safety. Students and staff members receive a handbook when they join the school, which contains details of health and safety information they should be aware of. This is also part of their induction programme.

3.2. Supervision of Students

School supervision protocols must be followed. Staff should ensure that in the event of an emergency they have a record of students present and of their responsibility for any visitors they may have.

Activities arranged for students outside school premises should be accompanied by an appropriate number of staff. Before each visit staff should familiarise themselves with the premises or location and any transport arrangements involved and carry out an assessment to ascertain any particular risks to which students might be exposed. Students should be briefed accordingly.

3.1. Contractors

Contractors will comply with the school's Health & Safety Policy and, if they have a statutory requirement to have a Health & Safety Policy, make it available to the school before work is carried out.

All contractors must carry out work in accordance with statutory provisions, have appropriate insurance cover and work at all times in accordance with industry Regulations, Codes of practice and best practice. All plant and equipment must be safe and in good working order and all operators must be in possession of and use required PPE. Electrical equipment operating at greater than 110 volts should be provided with an RCD.

The contractor is responsible for the provision and use of any devices or equipment needed for the protection of other users of the building and must notify the Operations Manager of any hazardous material being used or brought onto the site.

3.2. Visitors

Members of the Public who visit the school's offices or teaching sites will be informed of any hazards that may exist on the premises and are adequately supervised whilst they are on the premises. Procedures for evacuation in the event of a fire are also made known as well as the exits pointed out.

3.3. Training

Training needs will be identified and employees will be given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of personal protective equipment (PPE) and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. Training achievement of all employees will be recorded.

3.4. Risk Assessments

Risk assessments are a legal duty under the *Management of Health and Safety at Work Regulations (1999)*. Regulation 3 states: -

1. Every employer shall make suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work.
2. Every employer shall make suitable and sufficient assessment of persons not in his employment arising out of, or in connection this, by him or his undertaking.

The objective is to examine all work areas and procedures to assess or determine if a risk or potential risks exist, categorise the severity of the risk with a view to elimination, substitution, reduction or control of the risk to help create a safe working environment.

The HR Office ensures operators are provided with appropriate instruction and training on risk assessments. Assessments are reviewed annually, when the work activity changes or if an accident occurs relating to that assessment.

3.5. Facilities and Maintenance

The Company will ensure general standards of good housekeeping are maintained across the premises it occupies. Office spaces and campus facilities will be regularly cleaned and kept free of clutter. Proper storage arrangements will be implemented, including for the storage of combustible materials and hazardous substances.

Slip, trip and fall hazards must be brought to the attention of the Operations Manager immediately.

The school will provide suitable office furniture and ensure adequate heating/comfort in its facilities. The school will ensure spaces are well lit. Sufficient washroom capacity will be provided in accordance with student and staff numbers on site. The school will also ensure that heating, ventilation and air conditioning systems are kept in safe working order and are routinely maintained. Where the school occupies spaces, which are operated by another entity, it will ensure such maintenance procedures are in place.

All portable electrical appliances (appliances that can be plugged into a wall socket) will be regularly PAT tested.

Emergency equipment (such as fire extinguishers and first aid kits will be provided). Emergency exits will be kept clear and accessible at all times; these will be well signposted.

Passenger lifts are maintained according to the manufacturer's schedule. The security staff will receive instruction on procedures to use in case of any emergency situation. Students and staff will receive specific instruction to avoid overcrowding and maximum loading will be clearly displayed.

3.6. Visual Display Units (VDU)

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries picking up boxes of paper, etc. Although Visual Display Units do produce some radiation, the levels produced are no more than those from the environment in many other areas.

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue-related conditions:

- sitting in an immobile position for long periods
- high rates of repetitive finger movements, with the wrists bent
- poor circulation to the legs
- pressure from the seat/chair upon the thighs caused by incorrectly adjusted seat.

Visual fatigue may result from the following:

- poor screen display, such as low contrast or flickering
- high levels of ambient light compared to the screen display
- reflections or glare
- the need for a document holder.

These can produce eye strain, headaches or other related symptoms.

It is our policy to exceed, wherever possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employees. Although the Regulations only apply to VDU users or operators (an operator is a self-employed VDU user), we will try to apply the principles to all VDU workstations regardless of the category of user.

In order to achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the use of VDU. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

3.7. Emergencies

If there is a medical emergency or grave danger to life, the correct procedure is to call 999 immediately and request the emergency services, then inform the Front of House Team.

First aiders and fire marshals, and their locations.

Employees must familiarise themselves with client procedures and fire exits when first attending other sites and co-operate and participate in any drills.

3.8. Welfare

Welfare arrangements are provided in line with the Workplace (Health, Safety and Welfare) Regulations 1992. FSB works with the owners and managers of its campus premises to ensure that the Workplace Approved Code of Practice. For example, it will ensure that the minimum number of sanitary conveniences is provided in line with the requirements set out in the Code of Practice for the anticipated staff and student numbers.

3.9. Equipment

All equipment is subject to routine maintenance, taking into account various factors, including:

- statutory testing
- type of equipment
- amount of use
- consequences of failure

3.10. Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 requires employers to supply suitable and sufficient PPE to their employees wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE is provided as appropriate for the work activities. It should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury. Every employee has a duty to use the PPE provided and to report any loss of or obvious defect in the equipment.

Please note that there FSB has no duty to supply PPE to any self-employed consultants or contractors, where such staff require PPE to carry out their duties the 1992 Regulations require them to supply these themselves.

3.11. Hazardous substances

The law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The risks associated with hazardous substances are considered for all work activities by obtaining information from the relevant Safety Data sheets where possible. Alternative, less harmful substances are used if available. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S adviser, as appropriate.

Any substances hazardous to health that are encountered by employees e.g. cleaning agents such as bleach are assessed using appropriate COSHH assessment forms.

3.12. Sickness and Contagion

Employees who are suffering from, or suspect they are suffering from an infectious illness, are required to notify their line manager and the Human Resources team of this and, in the event of the organisation being open for business, are discouraged from coming into work. Examples of such infectious or contagious illness include but are not limited to COVID- 19 (Coronavirus) influenza, norovirus, mumps and measles.

Line managers who suspect a staff member may be suffering from illness will be authorised to send that staff member home to recuperate. The company may undertake to clean and sanitise the workstation of an employee who has been temporarily released due to a suspected contagious illness.

Students who are unwell and suspect they may be contagious will be discouraged from coming to School premises and may be dismissed from class where a tutor feels there is risk to the student or those they may come into contact with.

The school will make suitable accommodations for persons suffering from illness who are unable to come to the school to work or study, to minimise the impact of the illness during their convalescence.

3.13. First aid & accident reporting

A basic first aid kit containing recommended minimum materials is kept on the premises. An appointed person is selected from within the office to maintain the contents of the first aid kit and to phone for emergency assistance if required.

All accidents are reported to the Security and/or HR Office and recorded in the Accident and Incident Book. Those defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) as reportable incidents are also reported to the appropriate enforcing authority or to the incident contact centre in accordance with paragraph 3.15 below.

All Accident and Incident Book entries and RIDDOR reports will be kept for 3 years from the date the record was made, in either hard-copy or digital format, or both.

3.14. Manual Handling

The Manual Handling Operations Regulations 1992 state:

1) *Each employer shall -*

(a) so far as is reasonably practicable, avoid the need for his employees to undertake any manual handling operations at work which involve a risk to their being injured.

(b) where it is not reasonably practicable to avoid the need for his employees to undertake any manual handling operations at work which involve a risk of their being injured:

- i. make a suitable and sufficient assessment of all such manual handling operations to be undertaken by them.*
- ii. take appropriate steps to reduce the risk of injury to those employees arising out of their undertaking any such manual handling operations to the lowest level reasonably practicable.*
- iii. take appropriate steps to provide any of those employees who are undertaking any such manual handling operations with general indications and, where it is reasonably practicable to do so, precise information on:*
 - the weight of each load; and*
 - the heaviest side of any load whose centre of gravity is not positioned centrally.*

If employees are required to use any manual handling equipment they should, as a minimum, be shown how to use it safely and warned of any dangers. If the equipment is complex or the risks are higher, then such information should also be conveyed in writing. This could be done, for example, by providing staff with a copy of the suppliers' operating instructions.

The main aim of the Manual Handling Operations Regulations is to avoid injury to employees, this can be achieved by avoiding moving loads altogether, but in most circumstances this will be impracticable. The second stage in the hierarchy of control is to try and automate or mechanise the manual handling operations i.e. by using forklift trucks, conveyor belts etc. Lastly if this is not possible the employer will be required to carry out a manual handling assessment, this may be a simple assessment or it may require a more detailed assessment.

A detailed assessment needs to take into account of: -

1. The task; is there twisting, stretching, stooping etc. involved
2. The individual's capability; does it require unusual height, strength, training? etc.
3. The load; is the load, hot, heavy, sharp, difficult to grasp? etc.
4. The environment; are there slippery floors, stairs, confined spaces etc.

Our employees are advised not to manually handle loads, which they feel incapable of moving safely

3.15. Working at Height

In accordance with regulations a risk assessment should be carried out before any operation which requires the use of equipment which enables work to be reached. As a general guide step ladders should not be used for heights above two metres.

3.16. Fire safety

Exposure to fire can result in burns and inhalation of smoke, either of which can be sufficiently serious to be fatal. Fires can cause massive destruction to the building structure, services, equipment, goods in storage, also information and records can be destroyed or damaged. We are legally obliged to safeguard our employees against exposure to the hazards associated with fire.

For these reasons, we undertake to put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls:

- inspection of the structure of the premises for fire safety annually
- fire detection equipment to be installed and inspected regularly
- any fire alarms will be regularly tested
- fire suppression apparatus will be inspected regularly
- emergency lighting will be provided as appropriate
- fire extinguishers will be placed at clearly labelled fire points
- emergency exit routes and signs to be kept clear at all times
- we will train staff in the use of extinguishers, procedures for fire drills and evacuation
- records of training, induction, drills, alarm tests, fire certification to be kept on the premises and up to date in the fire logbook.
- supervision and monitoring of visitors, including contractors will be carried out by The Operations Manager

These arrangements will be reviewed at least annually and on any significant change in the business or the premises.

Employees are reminded that they have a legal obligation under the Management of Health and Safety at Work Regulations 1999 to inform their manager of situations where they see serious and imminent danger to health and safety, OR any matters where they see a shortcoming in our arrangements for health and safety protection (including any shortcoming in training).

3.17. Student safety

Students receive a student handbook when they enrol and this contains details of health and safety information they should be aware of. Students are informed that they are responsible for their own safety and that of others and that breaches of health and safety requirements are likely to be considered grounds for expulsion from the school.

All staff, both teaching and non-teaching are responsible for ensuring that students behave in a responsible manner and for reporting any breaches of health and safety requirements.

3.18. Public safety

Members of the public who may visit our site are informed of any specific hazards that may exist on the premises and adequately supervised whilst they are on the premises. Procedures for evacuation in the event of a fire are also made known as well as the exits pointed out.

3.19. Food, drink and hygiene

To avoid encouragement of vermin and for general hygiene reasons, consumption of food and drink is not permitted in classrooms. In other areas food and drink waste should always be disposed of in designated bins.

3.20. Alcohol and drugs

The school takes a zero-tolerance approach to alcohol or substance abuse occurring on or around its premises.

The abuse of alcohol and drugs is a safety and health hazard and if there is any suspicion that a member of staff, student or visitor is incapacitated, this must be reported to the senior manager present. In such circumstances the school will take any action it deems appropriate, including removing such persons from its premises, instigating disciplinary action or notifying the relevant authorities.

3.21. Smoking

In accordance with the provision of the Health Bill which became law in England in July 2007 and in view of the danger of fire and to health, no smoking is permitted anywhere on the premises this includes the building itself and any outside areas deemed to be part of the premises except in the outside area specifically designated for smoking. This regulation includes 'electronic cigarettes'.

3.22. Physical Violence

Should a situation arise in which individuals are at risk of physical violence, security should be alerted, and the police should be immediately be called (dial 999 on an outgoing line). Individuals should only attempt to restrain a violent individual if it is apparent that they are likely to cause injury to themselves or others and must use their discretion when doing so.

Physical violence in all forms is intolerable to the school. Depending on the severity of the incident, the school will take appropriate disciplinary actions against individuals who engage in violent behaviour, up to and including dismissal from the school without notice for serious breach of conduct, and notification of the relevant authorities.

Contractors who engage in violent behaviour will be dismissed immediately.

3.23. Stress

Counselling arrangements for employees suffering from stress can be made by the school where requested. Employees should contact the Human Resources Team if they are concerned about stress. The school will maintain a policy of informing and discussing with staff any planned changes or developments which might affect them.

The school will make arrangements, via its student services, to support students experiencing stress and anxiety as a result of their study commitments. Students should speak to their Personal Academic Tutor if they feel they are suffering from stress.

4. RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The current regulations RIDDOR 2013 came into force on 1st October 2013 and require online reporting to the Health and Safety Executive (and in some cases to the Local Authority) of injuries, diseases and dangerous occurrences which arise out of or in connection with work activities. The following guidance interprets these regulations as they apply to London School of Science & Technology.

The reporting timescales for RIDDOR incidents to the HSE is within 10 days.

RIDDOR reports should be made through the online reporting system here:-

Injuries: <https://extranet.hse.gov.uk/lfservlet/external/F2508IE>

Dangerous Occurrence (i.e. a 'near miss'):

<https://extranet.hse.gov.uk/lfservlet/external/F2508DOE>

Occupational Disease: <https://extranet.hse.gov.uk/lfservlet/external/F2508AE>

Fatal accidents and specified injuries to staff only can also be reported by phone to: 0345 300 9923

For purposes of the requirement to report under RIDDOR the injury must be “Arising out of or in connection with work” and of a reportable type. Reportable injuries are:

1. Specified injuries to workers

The list of ‘specified injuries’ in RIDDOR 2013 replaces the previous list of ‘major injuries’ in RIDDOR 1995. Specified injuries are (regulation 4):

- bone 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:
 - covers more than 10% of the body
 - causes 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
 - requires resuscitation or admittance to hospital for more than 24 hours

2. Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

3. Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

4. Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute ‘treatment’ in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a ‘specified injury’ (see above).

5. Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

6. Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

A full list of Dangerous Occurrences can be found here:

<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm>

When determining whether an injury arises out of or in connection with work, acts of non-consensual violence to a person at work that result in death, a major injury or being incapacitated for over seven days are reportable. An example would be “a lecturer being assaulted by a student “ or “security staff injured removing student from common room/intervening in argument between students”. What would not be reportable would be “a supervisor/manager being hit by another employee during an argument over a personal matter”. This example is not a “work related incident” under the regulations and, as such, would be an assault and either police or disciplinary action may follow.

In addition to the above RIDDOR reporting requirements, organisations must also keep a record of all incidents that result in over 3 days absence



Version Tracking:

Version	Author / revisions by	Changes summary	Approved by	Date
1.0 - 2.0	Quality Unit Executive Committee	General statement of policy and assignment of responsibilities	Board of Governors	Sep 2016 Sep 2017 Sep 2018
3.0 – 3.4	Quality Unit Executive Committee	<i>Addition of update for March 2020 RE: COVID 19 (Coronavirus); Revision to general statement of policy and assignment of responsibilities – addition of new section specifically addressing sickness and contagion.</i>	Board of Governors	Dec 2021
3.5	Quality Unit Executive Committee	<i>Removal of COVID 19 (Coronavirus)- specific regulations</i>	Board of Governors	Nov 2022
3.6	Quality Unit Deans / Campus leads	<i>Updated information on first page.</i>	Board of Governors	Jan 2024
3.7	Quality Unit	<i>Updated information on first page.</i>	Board of Governors	Jun 2024

Date of next review: September 2025