Model Policy

School Health and Safety Policy

Version 3 September 2026

OXFORDSHIRE COUNTY COUNCIL

Queensway School

Health and Safety Policy

Model template for an Oxfordshire County Council maintained community or voluntary controlled school

Document control	School entry
Policy owner	Headteacher: Sarah Horbury-Jakeman
Approved by	Resources Committee
Version	1
Approval date	20/11/2026
Next review date	November 2027
Health and safety governor	David Mendham
Responsible Premises Manager	Fiona Sykes
Competent H&S adviser	OCC Schools Health and Safety Team

Status and use of this template
This model must be adapted to the school's actual governance, staffing, premises, activities and local procedures. It must be read with the Oxfordshire County Council corporate health and safety policy, OCC school procedures and relevant risk assessments. Delete all guidance text and complete every bracketed field before approval.

1. Status, scope and legal framework

This policy applies to all employees, governors, pupils, volunteers, agency workers, contractors, visitors, young workers/work experience and others who may be affected by the school's activities, including activities away from the school site.

For an LA maintained community or voluntary controlled school, Oxfordshire County Council is the employer and principal duty holder. The governing body and Headteacher manage health and safety locally under delegated arrangements and must cooperate with OCC requirements.

The policy supports compliance with applicable legislation, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- School Premises (England) Regulations 2012 and, where applicable, Education (School Premises) Regulations 1999.
- Health and Safety (First Aid) Regulations 1981.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Safety Representatives and Safety Committees Regulations 1977 and Health and Safety (Consultation with Employees) Regulations 1996.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH) and Control of Asbestos Regulations 2012.
- Regulatory Reform (Fire Safety) Order 2005, Fire Safety Act 2021 and relevant amendments made by the Building Safety Act 2022.
- Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998.
- Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022.
- Manual Handling Operations Regulations 1992, Work at Height Regulations 2005 and Control of Noise at Work Regulations 2005.
- Electricity at Work Regulations 1989, Gas Safety legislation and Construction (Design and Management) Regulations 2015.
- Employers' Liability (Compulsory Insurance) Act 1969.
- Equality Act 2010, Children and Families Act 2014 section 100, and relevant SEND, safeguarding and supporting-pupils-with-medical-conditions requirements.

This list is not exhaustive. More specific legislation and approved guidance must be applied where relevant to a particular hazard or activity.

2. Statement of intent

On behalf of Oxfordshire County Council as employer, the Governing Body and Headteacher are committed to securing, so far as is reasonably practicable, the health, safety and welfare of employees and to protecting pupils, visitors, contractors and others who may be affected by the school's activities. Health and safety will be integrated into leadership, governance, curriculum planning, premises management and decision-making, with a sensible and proportionate focus on significant risks while enabling learning, play, sport and educational visits.

- Provide visible leadership, clear responsibilities and a positive health and safety culture.
- Identify hazards, assess significant risks and apply controls that are suitable, sufficient and proportionate.
- Consult employees and recognised representatives in good time and encourage everyone to raise concerns and contribute to practical solutions.
- Provide and maintain safe premises, access and egress, plant, equipment, substances and systems of work.
- Provide suitable information, instruction, training and supervision, supported by access to competent advice.
- Maintain effective arrangements for emergencies, incident reporting, investigation and learning.
- Provide adequate resources and cooperate with OCC, contractors, hirers and others who share responsibility for managing risk.
- Set objectives, monitor performance and review this policy and its arrangements through the Plan–Do–Check–Act approach, taking prompt action where standards are not met.

Signed for the school	Name	Signature	Date
Headteacher	Sarah Horbury-Jakeman		20/11/2026
Chair of Governors	Matthew Ingall		20/11/2026
H&S Governor	David Mendham		20/11/2026

3. Organisation and responsibilities

3.1 Oxfordshire County Council as employer

- Set the corporate policy and arrangements framework.
- Provide or arrange access to competent health and safety advice.
- Set requirements for reporting, monitoring and assurance.
- Consult employees and recognised trade unions as required.
- Retain overall legal accountability and specify, through the current scheme of delegation, corporate landlord and school-finance arrangements, which premises works, statutory compliance activities and capital projects are retained by OCC and which are managed from the school's delegated budget.

3.2 Governing Body

- Provide strategic oversight and cooperate with OCC as employer.
- Approve and review this school-specific policy.
- Nominate a governor to support scrutiny of health and safety.
- Ensure adequate resources and competent advice are available.
- Receive assurance on significant risks, incidents, actions and compliance.
- Ensure an inspection of the premises and site is completed and recorded at least annually, consistent with OCC school arrangements.
- Confirm that premises responsibilities, funding routes and escalation arrangements are understood; refer retained, capital, insurance or landlord matters to the relevant OCC service and ensure delegated repairs and remedial actions are funded and completed.

3.3 Headteacher

- Implement this policy and lead the school's safety culture.
- Allocate duties to competent people and make expectations clear.
- Ensure suitable and sufficient risk assessments and emergency plans are in place.
- Ensure incidents are reported, investigated and escalated appropriately.
- Ensure staff receive induction, role-specific training and supervision.
- Report significant issues and unresolved risks to governors and OCC.

Responsibility boundary: Delegation of budgets or day-to-day tasks does not transfer OCC's overall accountability as employer. The school will use the current OCC scheme for financing schools, property compliance guidance and approval routes to determine whether work is delegated revenue maintenance, school-funded improvement work, retained landlord work or capital work. Where ownership, funding or authority is unclear, the Headteacher will seek written clarification before committing work or allowing risk to remain unmanaged.

3.4 Responsible Premises Manager / School Business Manager

- Coordinate statutory premises compliance, records and action plans.

- Maintain a register of inspections, servicing, defects and remedial work.
- Manage contractors, access arrangements and relevant permits or authorisations.
- Coordinate fire, asbestos, legionella, security and emergency arrangements as allocated.

3.5 Line managers, department heads and subject leaders

- Assess and control risks within their area.
- Ensure local procedures are followed and staff are competent.
- Maintain curriculum-specific equipment, substances and records.
- Monitor standards and act promptly on hazards or unsafe practice.

3.6 Site Manager / Caretaker

- Complete assigned premises checks, report defects and control access to unsafe areas.
- Maintain site, plant and equipment within their competence and authorisation.
- Support contractor control, fire precautions and compliance records.

3.7 Educational Visits Coordinator and Visit Leaders

- Apply current OCC educational visits requirements.
- Ensure visits are appropriately planned, risk managed, approved, staffed and reviewed.
- Ensure emergency contacts, medical needs, safeguarding and transport arrangements are addressed.

3.8 Employees and volunteers

- Take reasonable care of themselves and others.
- Follow training, instructions, risk assessments and safe systems.
- Report hazards, defects, near misses, accidents and work-related ill health promptly.
- Use equipment and PPE correctly and not interfere with safety provisions.

3.9 Pupils

- Follow reasonable safety instructions and school rules.
- Use equipment as instructed and report hazards or incidents to staff.

3.10 Contractors and visitors

- Comply with signing-in, safeguarding, security and safety arrangements.
- Provide suitable evidence of competence, insurance, risk assessments and method statements when required.
- Report hazards, incidents and changes to agreed work arrangements.

4. General arrangements

4.1 Competent advice

The school will obtain competent health and safety advice through the OCC Schools Health and Safety Service. Advice will be sought where risks are complex, unusual, high consequence or outside local competence.

4.2 Risk assessment and control

Suitable and sufficient risk assessments will identify people at risk, existing controls, further action, owners and review dates. Controls will follow the hierarchy of control. Assessments will be reviewed after significant change, an incident, evidence of ineffectiveness, or at planned intervals.

4.3 Consultation and communication

The school will consult employees and recognised representatives in good time on significant changes, risk controls, training and arrangements. Health and safety will be included in relevant staff and governor meetings.

4.4 Information, instruction, training and supervision

All new employees, volunteers and agency staff will receive local induction, including emergency procedures and reporting routes. Managers will identify role-specific and refresher training and keep records. Training alone will not be treated as proof of competence.

4.5 Accident, incident, near-miss and ill-health reporting

All events will be recorded using the current OCC reporting system and investigated proportionately. Immediate controls and corrective actions will be recorded, tracked and checked. Potentially reportable events will be referred promptly to the competent adviser so the employer can determine any RIDDOR duty.

4.6 Emergency planning and business continuity

The school will maintain plans for foreseeable emergencies, including fire, serious injury or illness, utility failure, severe weather, security threats, lockdown and evacuation. Plans will identify command arrangements, communications, vulnerable people, reunification and recovery. Exercises will be recorded and reviewed.

4.7 Fire safety

The school will identity of the legal Responsible Person and any other person with control of all or part of the premises. Where premises are shared, occupied by others or let, Responsible Persons will cooperate, coordinate controls and exchange relevant fire-safety information.

A suitable and sufficient fire risk assessment will be completed by a competent person, with the assessor's competence and all significant findings recorded. Actions will be risk-prioritised, assigned, tracked and independently verified before closure. Escape routes, fire doors, alarm and detection systems, emergency lighting, firefighting equipment, evacuation drills, staff training and arrangements for disabled people or anyone requiring

assistance will be maintained and recorded. Relevant information will be given to contractors, hirers and any incoming person with fire-safety duties.

4.8 First aid and medical needs

First-aid provision for employees will meet the Health and Safety (First Aid) Regulations 1981 and be based on a recorded needs assessment. The wider needs of pupils, visitors, off-site activities and out-of-hours use will also be considered. The school will maintain sufficient trained people, equipment, communication and cover. Arrangements for pupils with medical conditions will address individual healthcare plans, consent, secure but prompt access to medicines, administration records, confidentiality, emergency medicines, trips and staff training, in line with the Children and Families Act 2014 and current statutory guidance.

4.9 Allergy management and adrenaline auto-injectors

The school will identify pupils with allergies, keep individual care plans up to date, assess risks and train staff. Prescribed and spare adrenaline auto-injectors must be in date, regularly checked and readily accessible on and off site. If anaphylaxis is suspected, staff must give adrenaline immediately, call 999, follow emergency procedures and monitor the pupil.

4.10 Premises and statutory compliance

The school will ensure that all applicable premises assets and statutory duties are subject to appropriate inspection, examination, testing, maintenance and servicing. Records will identify whether responsibility is delegated to the school or retained by OCC and will include the funding and approval route, required frequency, competent provider, completion date, findings, defects, interim controls, action owner, target date and evidence of closure. Serious defects or overdue statutory work will be escalated promptly to the Headteacher, governing body and relevant OCC service; unsafe areas or equipment will be taken out of use where necessary.

4.11 Asbestos management

Where asbestos may be present, the school will identify the dutyholder arrangements and appoint a trained named person, with deputy cover, to coordinate local controls. The current asbestos management survey, register and management plan will be accessible and known materials will be visually reinspected and recorded at least annually, or more frequently where specified. Before any work that may disturb the building fabric, the school will check both the local register and relevant OCC property records, provide the information to those doing the work and obtain written authorisation. A suitable refurbishment and demolition survey will be commissioned before intrusive refurbishment or demolition where required. The school will maintain an emergency procedure for suspected damage or disturbance: stop work, isolate the area, prevent access, avoid further disturbance and obtain competent advice immediately.

4.12 Water hygiene

A suitable legionella risk assessment and written control scheme will be implemented by named competent and responsible persons. Monitoring, flushing, temperature checks, cleaning, sampling where specified, little-used outlet controls, records and escalation

routes will be documented. Scalding risk will be assessed, particularly for younger or vulnerable users; thermostatic mixing valves and other controls will be provided, tested and maintained where required.

4.13 Contractors and construction work

Contractors will be selected and controlled in proportion to the work and risk. Competence, insurance, risk assessments, method statements, safeguarding, site segregation, emergency arrangements and supervision will be checked as applicable. No intrusive work may begin until asbestos and other hidden-service information has been checked, relevant permits or written authorisations are issued and site risks are exchanged. Routine maintenance will be distinguished from construction work. Where the school is the CDM client, it will make suitable arrangements, allow adequate time and resources, provide pre-construction information, ensure a construction phase plan is in place, and appoint a principal designer and principal contractor where more than one contractor is involved. Self-financed work and alterations will follow current OCC approval routes.

4.14 Hazardous substances

Substances will be avoided or substituted where reasonably practicable. COSHH assessments, inventories, safety information, storage, labelling, training, spill response, PPE and disposal arrangements will be maintained.

4.15 Work equipment, machinery and lifting equipment

Equipment will be suitable, maintained, inspected where necessary and used only by competent and authorised persons. Guarding, emergency stops, manufacturer instructions and statutory thorough examination requirements will be addressed.

4.16 Electrical and gas safety

Fixed electrical installations, including EV chargers and solar photovoltaic systems, and gas systems will be maintained and inspected by competent persons. Portable electrical equipment will be subject to a risk-based user-check, inspection and maintenance regime. Defective equipment will be labelled, isolated and removed from use pending repair or disposal.

4.17 Manual handling and moving pupils

Hazardous manual handling will be avoided where possible and assessed where it cannot be avoided. Individual plans, equipment, competence and dignity will be addressed for pupils requiring assistance.

4.18 Display screen equipment

DSE users and workstations will be identified and assessed. Adjustments, information, breaks or changes of activity, and eyesight-test arrangements will be provided in line with employer procedures.

4.19 Work at height

Work at height will be avoided where reasonably practicable and otherwise properly planned, risk assessed and supervised. Suitable access equipment will be selected, inspected and used only by trained, authorised people. Pupils and unauthorised staff must

not undertake work at height or use access equipment beyond the limits set by the school's risk assessment and local procedure.

4.20 Violence, aggression, lone working and personal safety

The school will assess foreseeable risks from distressed or challenging behaviour, verbal abuse, threats, physical assault, third-party aggression, home visits, cash handling, opening or closing and lone work. Controls will address staffing, communication, access to assistance, information sharing, training, de-escalation, positive handling where lawful and necessary, and emergency response. All incidents, including threats and verbal abuse, will be reported and reviewed; affected employees will receive appropriate support and preventative actions will be tracked.

4.21 Work-related stress and wellbeing

The school will manage work-related stress as an organisational health and safety risk, using the HSE Management Standards approach where appropriate. Work demands, control, support, relationships, role and change will be considered through consultation, risk assessment and management action. Individual support may form part of the response but will not replace action on underlying work factors.

4.22 New and expectant workers and young workers

Individual risk assessments will be completed when the school is notified of pregnancy, recent childbirth or breastfeeding and will be reviewed as circumstances change. Young workers will receive risk assessment, information, appropriate supervision and restrictions where required.

4.23 Educational visits and transport

Visits and transport will follow current OCC requirements and the school's separate educational visits procedure. Approval, competence, supervision, insurance, medical needs, emergency contacts, accessibility and transport suitability will be addressed.

4.24 Curriculum safety, play and sport

The school will use proportionate risk management that enables learning, challenge, play and sport. Specialist areas such as science, design and technology, PE, drama, art and food technology will follow recognised subject guidance and local controls.

4.25 Supporting pupils with disabilities or additional needs

Assessments will focus on the individual and seek enabling solutions. Health and safety controls will be balanced with equality, SEND, human rights, safeguarding and care responsibilities. Blanket prohibitions will be avoided.

4.26 Infection prevention, sharps and bodily fluids

The school will maintain hygiene, cleaning, waste, spill, exposure and outbreak arrangements, including suitable PPE and confidential post-exposure support where necessary.

4.27 Security, safeguarding interface and lettings

Access control, visitor management, deliveries, lettings and shared use will be coordinated with safeguarding and emergency arrangements. Hirers/site users will receive relevant site information and responsibilities will be recorded.

4.28 Off-site and home working

Where staff work away from school, risks such as travel, lone working, DSE, communication, violence and emergency support will be assessed and controlled.

4.29 Housekeeping, slips, trips and severe weather

Floors, routes, stairs and work areas will be kept in good condition and free from avoidable obstruction. Defects, spillages and contamination will be dealt with promptly. The school will maintain proportionate arrangements for snow, ice, flooding, high winds, heat and other severe weather, including inspection, gritting or closure decisions, communications and safe access.

4.30 Outdoor areas, playgrounds and boundaries

Playgrounds, fixed play equipment, sports surfaces, trees, ponds, gates, fences, walls and other external features will be inspected and maintained at frequencies based on risk and manufacturer or competent-person advice. Restricted areas will be secured, defects acted on promptly and supervision arrangements reviewed. Outdoor learning and play will be enabled through proportionate controls rather than elimination of all risk.

4.31 Doors, windows, glazing and finger-entrapment

Doors, gates, windows and glazing will be included in routine inspection and defect reporting. Risk assessment will consider finger-entrapment points, door closers, restrictors, guarding, impact locations and the need for safety glazing or protective film. Higher-risk locations used by younger pupils or pupils with additional needs will receive priority controls and recorded checks.

4.32 Workplace transport, deliveries and driving

Vehicle and pedestrian movements, car parks, drop-off areas, deliveries and reversing will be risk assessed, with segregation, speed control, supervision, signage and timed access used as necessary. Driving for work and staff transport of pupils will follow current OCC and school requirements, including authorisation, licence, insurance, vehicle roadworthiness, seat restraints, supervision, safeguarding, emergency arrangements and individual needs.

4.33 Welfare, ventilation, temperature and drinking water

The school will provide and maintain suitable toilets, washing facilities, changing arrangements where needed, rest facilities, wholesome drinking water, lighting, ventilation and reasonable temperatures. Concerns about indoor air quality, damp, mould, excessive heat or cold will be investigated and controlled, with vulnerable occupants considered.

4.34 Catering, specialist plant and site-specific hazards

Catering and food activities will be managed under appropriate food-safety arrangements and coordinated with this policy for equipment, burns, slips, allergens, cleaning and

contractors. Where present, local exhaust ventilation, fume cupboards, pressure systems, radioactive sources, radon controls, pools, hydrotherapy facilities, animals, clinical waste, temporary buildings and changes of use will be managed through named competent persons, applicable statutory examinations and site-specific procedures.

5. Monitoring, assurance and review

- Routine operational checks will be completed by assigned competent staff at frequencies based on risk, legal requirements, manufacturer instructions and current OCC procedures.
- Formal school health and safety inspections will be recorded, with actions risk-prioritised, allocated, dated and tracked to verified closure.
- The Headteacher will provide the governing body with termly assurance on significant and high-risk actions, overdue statutory inspections or remedial work, training compliance, risk-assessment reviews, contractor and construction work, fire, asbestos and water-hygiene actions, educational visits, and trends in accidents, violence, near misses and work-related ill health.
- Evidence used for assurance will include records, physical inspection, consultation and sampling of completed actions; completion will not be accepted solely on verbal confirmation.
- The school will cooperate with OCC audits, monitoring, investigations and requests for assurance, and escalate any risk that cannot be controlled locally.
- This policy will be reviewed at least annually and sooner following significant legal, organisational, premises or activity change, a serious incident, audit findings or evidence that arrangements are ineffective.

Assurance item	Minimum review	Owner	Reported to
Premises/site inspection and high-risk actions	Termly and after significant change	School Business Manager	Headteacher / Governing Body
Statutory compliance, overdue inspections and remedial work	Monthly	School Business Manager	Headteacher; termly summary to governors
Fire risk assessment, drills, systems and actions	As specified by the fire risk assessment; termly assurance	School Business Manager	Headteacher / Governing Body
Asbestos, water hygiene and scalding controls	Monthly tracker; formal review at specified frequencies	School Business Manager	Headteacher / Governing Body
Training, competence and risk-assessment review compliance	Termly	School Business Manager	SLT / Governing Body
Accidents, violence, near misses and work-related ill health trends	Termly and after serious events	School Business Manager	SLT / Governing Body / OCC as required
Contractors, construction and educational visits	Before approval and termly trend review	School Business Manager	Headteacher / Governing Body
Policy, action plan and verified closure sample	Annual and after significant change	Headteacher	Governing Body

Appendix 1: Adoption checklist

- The policy reflects the school's governance type, staffing, premises, activities and shared-use arrangements.
- Named leads and deputies are recorded for each significant duty.
- The location of emergency plans, registers, logbooks and key contact details is stated locally.
- Current OCC escalation routes, approval thresholds and links to procedures are confirmed.
- Inspection, testing, servicing and review frequencies are entered in the compliance register.
- Educational-visit and construction-work approval arrangements are documented.
- Local record-retention periods follow current OCC, insurance, safeguarding and legal requirements.
- The school has identified which specialist and site-specific arrangements apply.
- The governing body has received evidence that priority actions are resourced and controlled before adoption.

Appendix 2: School-specific responsibility schedule

Function	Named lead	Support	Key record or procedure
Overall implementation	Fiona Sykes	Sonja Smith	School H&S action plan
Premises compliance	Fiona Sykes	Sonja Smith	Compliance register
Fire safety	Fiona Sykes	Sonja Smith	Fire risk assessment/logbook
Asbestos	Fiona Sykes	Sonja Smith	Register and management plan
Water hygiene	Fiona Sykes	Sonja Smith	Risk assessment and logbook
Accident reporting	Fiona Sykes	Sonja Smith	OCC reporting system
First aid / medical needs	Fiona Sykes	Sonja Smith	First aid needs assessment
Educational visits	Fiona Sykes	Sonja Smith	OCC visit approval system
Contractors	Fiona Sykes	Sonja Smith	Contractor control records
Curriculum areas	Fiona Sykes	Sonja Smith	Department risk assessments

Appendix 3: Minimum local documents and records

- Current approved school health and safety policy and action plan.

- Risk assessments and safe systems for significant risks.
- Staff induction, training and competence records.
- Accident, incident, near-miss and investigation records.
- Fire risk assessment, drill records and fire safety logbook.
- Asbestos register and management plan, where applicable.
- Legionella risk assessment, written scheme and monitoring records.
- Statutory inspection, testing, servicing and defect records.
- Contractor competence, site information and monitoring records.
- Educational visit approvals and records.
- First aid needs assessment and medical support arrangements.
- COSHH inventory, current safety data sheets, assessments, exposure controls and disposal records.
- Consultation, inspection, audit and governing-body assurance records.

Appendix 4: Legal and guidance reference schedule

Reference	Policy application
Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999	Employer and employee duties, risk assessment, competent assistance, cooperation, emergency planning, information and vulnerable groups.
Workplace (Health, Safety and Welfare) Regulations 1992; School Premises (England) Regulations 2012	Safe premises, access, welfare, ventilation, temperature, lighting, glazing, drinking water and sanitary facilities.
Regulatory Reform (Fire Safety) Order 2005; Fire Safety Act 2021; Building Safety Act 2022 amendments	Responsible Person duties, cooperation, fire risk assessment, records, precautions, evacuation and maintenance.
Control of Asbestos Regulations 2012; COSHH Regulations 2002	Duty to manage asbestos, surveys, registers, contractor information, hazardous-substance assessment and exposure control.
Health and Safety (First-Aid) Regulations 1981; Children and Families Act 2014 section 100	First-aid needs and provision; support for pupils with medical conditions.
PUWER 1998; LOLER 1998; PPE at Work Regulations 1992 as amended in 2022	Selection, maintenance, inspection and safe use of equipment, lifting equipment and personal protective equipment.
Manual Handling Operations Regulations 1992; Work at Height Regulations 2005; Control of Noise at Work Regulations 2005	Task assessment, avoidance and control of handling, falls and harmful noise.
Electricity at Work Regulations 1989; gas-safety legislation; Pressure Systems Safety Regulations 2000	Competent inspection, maintenance and safe operation of building services and pressure systems.
Construction (Design and Management) Regulations 2015	Client duties, appointments, pre-construction information, construction phase planning and contractor coordination.
Safety Representatives and Safety Committees Regulations 1977; Health and	Consultation with recognised safety representatives and employees.

Reference	Policy application
Safety (Consultation with Employees) Regulations 1996	
DfE health and safety responsibilities and duties for schools; HSE sensible health and safety management in schools	Clear leadership, competent advice and proportionate management of real risks while enabling learning, play, sport and visits.
Current OCC Health and Safety Policy, school toolkit, property-compliance guidance and hazard-specific procedures	Employer framework, delegated arrangements, escalation routes, approvals, monitoring and local implementation.

Template review note: This document is a management template, not legal advice. Schools must use the latest OCC procedures and seek competent advice where duties or local circumstances are unclear.