



Health and Safety Policy

September 2026

This policy must be read in conjunction with the Oxfordshire County Council's (employers) Health and Safety Policy and arrangements for managing health and safety.

This policy is based on the OCC model policy version 3 issued September 2026.

Version 2.0

Approved:

Date of ratification:

Next review date: September 2027

Document control	Responsible person	Signed and Dated
Policy owner	Rachel Salmons	
Approved by	Mark Balcon, Chair of Governors	
Health and safety governor	Jon Edney	
School Business Manager	Kate Balcon	n/a
Competent H&S adviser	OCC Schools Health and Safety Team	n/a

1 Status, scope and legal framework

- 1.1 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.
- 1.2 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.
- 1.3 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.*
- 1.4 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

2.1 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. We will:

- *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.*

3 Organisation and responsibilities

3.1 Oxfordshire County Council, as employer will:

- *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 The Governing Body will:

- *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 The Headteacher will

- *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 The School Business Manager will

- *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 Senior leadership team and teachers will

- *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 The Caretaker will

- *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 The Educational Visits Coordinator and Visit Leaders will

- *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 will

- *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 will

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

3.10 Contractors and visitors will

- *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 identify 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.
- 4.8 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.
- 4.9 **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.
- 4.10 **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.
- 4.11 **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.

- 4.12 **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.
- 4.13 **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.
- 4.14 **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.
- 4.15 **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.
- 4.16 **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.
- 4.17 **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.

- 4.18 **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.
- 4.19 **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.
- 4.20 **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.
- 4.21 **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. Further details are available in our **Lone Working Policy**.
- 4.22 **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.
- 4.23 **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.
- 4.24 **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. Further details are available in our **Educational Visits Policy**.

- 4.25 **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.
- 4.26 **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.
- 4.27 **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.
- 4.28 **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. Further details are available in our **Lettings Policy**.
- 4.29 **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.
- 4.30 **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.
- 4.31 **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.
- 4.32 **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.
- 4.33 **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.

- 4.34 **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.
- 4.35 **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

- 5.1 Routine operational checks will be completed by assigned competent staff at frequencies based on risk, legal requirements, manufacturer instructions and current OCC procedures.
- 5.2 Formal school health and safety inspections will be recorded, with actions risk-prioritised, allocated, dated and tracked to verified closure.
- 5.3 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.
- 5.4 Evidence used for assurance will include records, physical inspection, consultation and sampling of completed actions; completion will not be accepted solely on verbal confirmation.
- 5.5 The school will cooperate with OCC audits, monitoring, investigations and requests for assurance, and escalate any risk that cannot be controlled locally.

5.6 Responsibilities

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

5.7 The following inspection/servicing contracts are in place and details can be found in Smartlog:

Type	Frequency
Air conditioning	Annual or as recommended by manufacturer
Catering equipment	Annual or as required by risk assessment, recommended by manufacturer
D&T Machinery	N/A
Electrical installation	Five Yearly (Annual for Pool)
Fume Cupboard/Dust Extraction (LEV)	N/A
Gas boilers	Annual
Gas cookers	Annual

Gym equipment (fitness training etc.)	Annual
Emergency Lighting	Annual
Fire Alarm	6-Monthly
Fire Extinguishers	Annual
Fire Shutters	N/A
Lightning conductors	N/A
PE and external fixed play equipment	Annual
Portable Electrical Appliances	Generally annually or via risk assessment
Power Tools	As required by risk assessment, recommended by manufacturer
Pressure Vessels (e.g. compressors, steam generating equipment)	Annual
Sprinklers	N/A
Tree Inspections	As recommended by OCC arboriculturist (typically 2 years)

6 Risk Assessments

- 6.1 Risk assessments, as legally required, have been carried out in consultation with employees and are kept centrally in **Shared Drive in Risk Assessment folder**.
- 6.2 These are based on the model generic risk assessments available from OCC.

7 Security Arrangements

- 7.1 The Caretaker is responsible for maintaining the security of the site, e.g. locks, self-closers, gates, fences, etc.
- 7.2 Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable, and also to ensure that pupils are prevented from absconding.
- 7.3 The response to alarm activation is covered in the **Lone Working Policy**.
- 7.4 Key holders are: Nesko Simic, Dawn Phillips, Rachel Salmons

8 Location of Emergency Plans

- 8.1 The Critical Incident Management Plan (CIMP) and the Fire and Emergency Evacuation Plan are located electronically on the school Sharepoint (Policies\Other Policies) and a hard copy in the **reception office in the Emergency Evacuation folder**.

9 Cross-referenced Policies

<https://educationservices.oxfordshire.gov.uk/Page/42156>

The following cross references policies are available to staff via the whole school Sharepoint Policy folder:

Educational Visits Policy

Visitors to School Policy

First Aid Policy

Lettings Policy

Lone Working Policy

10 Dissemination

- 10.1 The Policy is available on the school web site and a paper copy can be obtained from the main school admin office on request.

11 Reviewing the Policy

- 11.1 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. This policy will be monitored by the Chair of Governors with changes made to ensure that the Policy is relevant and up to date.

12 Appendix 1: School-specific responsibility schedule

Function	Named lead	Deputy / support	Key record or procedure
Overall implementation	Rachel Salmons	Tim Coates	School H&S action plan
Premises compliance	Nesko Simic	Kate Balcon	Compliance register
Fire safety	Rachel Salmons	Nesko Simic	Fire risk assessment/logbook
Asbestos	Nesko Simic	Rachel Salmons	Register and management plan
Water hygiene	Nesko Simic	Rachel Salmons	Risk assessment and logbook
Accident reporting	Kirstin Honor	Rachel Salmons	OCC reporting system
First aid / medical needs	Tim Coates	Kirstin Honor	First aid needs assessment
Educational visits	Caroline Conway	Rachel Salmons	OCC visit approval system
Contractors	Kate Balcon	Nesko Simic	Contractor control records
Curriculum areas	Rachel Salmons	Tim Coates	Risk assessments

13 Appendix 2: Legal and guidance reference schedule

Reference

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
Regulatory Reform (Fire Safety) Order 2005;
Fire Safety Act 2021; Building Safety Act 2022
amendments
Control of Asbestos Regulations 2012; COSHH
Regulations 2002

Health and Safety (First-Aid) Regulations
1981; Children and Families Act 2014 section
100

PUWER 1998; LOLER 1998; PPE at Work
Regulations 1992 as amended in 2022

Manual Handling Operations Regulations
1992; Work at Height Regulations 2005;
Control of Noise at Work Regulations 2005
Electricity at Work Regulations 1989; gas-
safety legislation; Pressure Systems Safety
Regulations 2000
Construction (Design and Management)
Regulations 2015

Safety Representatives and Safety
Committees Regulations 1977; Health and
Safety (Consultation with Employees)
Regulations 1996

DfE health and safety responsibilities and
duties for schools; HSE sensible health and
safety management in schools
Current OCC Health and Safety Policy, school
toolkit, property-compliance guidance and
hazard-specific procedures

Policy application

Employer and employee duties, risk assessment,
competent assistance, cooperation, emergency
planning, information and vulnerable groups.

Safe premises, access, welfare, ventilation,
temperature, lighting, glazing, drinking water
and sanitary facilities.

Responsible Person duties, cooperation, fire risk
assessment, records, precautions, evacuation
and maintenance.

Duty to manage asbestos, surveys, registers,
contractor information, hazardous-substance
assessment and exposure control.

First-aid needs and provision; support for pupils
with medical conditions.

Selection, maintenance, inspection and safe use
of equipment, lifting equipment and personal
protective equipment.

Task assessment, avoidance and control of
handling, falls and harmful noise.

Competent inspection, maintenance and safe
operation of building services and pressure
systems.

Client duties, appointments, pre-construction
information, construction phase planning and
contractor coordination.

Consultation with recognised safety
representatives and employees.

Clear leadership, competent advice and
proportionate management of real risks while
enabling learning, play, sport and visits.

Employer framework, delegated arrangements,
escalation routes, approvals, monitoring and
local implementation.