



WESTMINSTER  
SCHOOL

# HEALTH AND SAFETY ORGANISATION STATEMENT

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## WESTMINSTER SCHOOL

# HEALTH AND SAFETY ORGANISATION STATEMENT

### OVERVIEW

As Head Master of the School, I am responsible together with the Bursar & Chief Operating Officer (COO), for ensuring compliance with this Health and Safety Policy.

Our responsibilities are set out in annexed policies and these are delegated by the Governors to us. Some parts of these responsibilities are further delegated to others and this document describes these delegations and also describes the advisory arrangements within the School.

### EXECUTIVE RESPONSIBILITY FOR SAFETY

Every Head of Department and employee with a supervisory role is responsible for ensuring in accordance with the law the health and safety of employees, pupils and other persons in their area of responsibility and also anyone else who may be affected by their work activities.

In the areas listed below, the persons named have overall executive authority for safety:

17A Dean's Yard	Bursar & COO
Archives	Archivist
Ashburnham House	Head of Mathematics
Boat House	Head of Water
Boult	Director of Admissions
Chapel	Chaplain
College Hall and Kitchen	General Services Manager
Examinations	Head of Examinations
Grant's Dining Room and Kitchen	General Services Manager
Houses	Housemasters
Library	Librarian
Little Dean's Yard	Under Master
Manoukian Music Centre	Director of Music
Millicent Fawcett Hall	Director of Drama
Rifle Range	Master i/c Shooting
Robert Hooke Science Centre	Head of Science
School	Deputy Head (Co-curriculum, Events and Planning)
Singleton's	Under Master
Sports Centre	Sports Centre Operations Manager
St Edward's Refectory	General Services Manager
Storage Area and Workshops	Director of Estates
Surgery	School Nursing Sister
Sutcliff's	Head of Classics
Vincent Square	Head Groundsman
Weston's	Head of Economics
Dean's Yard	Head of Site Services

The Bursar & COO is the Health and Safety Coordinator with responsibility for the execution of the routine Health and Safety policy throughout the School. He is also the Secretary of the Health and Safety Committee.

All those with executive responsibility should notify the Bursar of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved.

It is our duty to ensure adherence to the School's Health and Safety Policy: we instruct every Head of Department and employee with a supervisory role to report to the Bursar & COO any breach of the safety arrangements.

When Heads of Departments, supervisors or others in charge of areas, employees, pupils or visitors are to be absent, adequate substitution must be made and the Bursar & COO informed.

The following employees have executive responsibility throughout the School to ensure compliance with the Policy as it applies to their special function:

- The Head of Site Services together with the Reception staff are responsible for making arrangements for visitors and this will involve carrying out suitable risk assessments as appropriate and ensuring visitors to the School are briefed.
- The Clerk of Works is responsible for making arrangements for contractors and this will involve carrying out suitable risk assessments as appropriate.
- Control of electrical safety in accordance with this Policy is vested in the Director of Estates. Additionally, they are responsible for arranging for a summary of the results of the inspections / tests of portable electrical equipment to be returned annually to the Bursar & COO.

#### **ADVISORY RESPONSIBILITY FOR SAFETY**

We have appointed those listed below to advise on matters of health and safety within the School. If their advice is not taken by any member of the School (employee or pupil), the Bursar & COO must be informed. Exceptionally, if they discover any risk which requires immediate action, they are authorised to take the necessary action and inform the Bursar & COO subsequently.

- The Bursar & COO is responsible for advising the Head Master on the measures needed to carry out school work without risks to health and safety; coordinating any safety advice given in the School by specialist advisors and those with enforcement powers; monitoring health and safety within the School and reporting any breaches of the health and safety policy to me. The Bursar & COO should be informed if any significant new hazards are to be introduced or if there are any newly identified and significant hazards.
- The Fire Officer (Head of Site Services) has been appointed to provide general advice on fire control activities. In the case of a fire practice or actual alarm, he has executive authority to clear the building and to manage such roll calls or checks as may be necessary up until the time when responsibility is handed over to an attending officer from the Fire Services or the practice is satisfactorily completed. He will work closely with the Under Master when the School is in session.
- The Radiation Protection Supervisor (RPS), as delegated by the Head of Science, is responsible for liaison with the Radiation Protection Advisor for ensuring compliance with the Ionising Radiation Regulations 2017 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.

The Health and Safety Consultant, as appointed by the Bursar & COO, will proffer advice on levels of health and safety compliance, as well as helping to prioritise any required actions. The Health and Safety Consultant also provides advice to all departments on the levels of compliance within each department and reports to the Bursar & COO where action is needed to maintain high standards.

## **OTHER FUNCTIONS**

The following persons are responsible for First Aid: School Nursing Sister, House Matrons, teaching staff and those other staff trained in First Aid.

All accidents, dangerous occurrences and near misses, should be reported immediately using the relevant intranet Incident Form. Only the Head Master or the Bursar & COO are authorised to report notifiable accidents and dangerous occurrences to The Health and Safety Executive as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), via the following website: <http://www.hse.gov.uk/riddor/report.htm>.

## **APPOINTED SAFETY REPRESENTATIVES**

Employees in this School who wish to consult their safety representatives should contact the Bursar & COO.

## **INDIVIDUAL RESPONSIBILITY**

All School employees, pupils and other persons entering onto the School's premises or who are involved in School activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors (including contractors) should ensure that the visitors adhere to the requirements of the School Health and Safety Policy where appropriate.

### **You must:**

- Make sure that all work is carried out in the approved way and in accordance with policy.
- Protect yourself and others by wearing the personal protective equipment provided, and by using any guards or safety devices provided.
- Obey all instructions given by the Head Master, Bursar & COO and their delegated representatives for specific areas, in respect of health and safety.
- Warn your immediate supervisor and ultimately the Bursar & COO of any new hazards to be introduced or newly identified risks found in present procedures.
- When appropriate, give your visitors (including contractors) a named contact within the School with whom to liaise.
- Offer any advice and suggestions that you think may improve health and safety.
- Report all fires, incidents and accidents immediately to the Head of Site Services and the Bursar & COO.
- Familiarise yourself with the location of fire-fighting equipment, alarm points and escape routes, together with the fire procedures.
- If you are in doubt about any matter of health and safety consult your supervisor, the Bursar & COO, or the Head Master.

## **SPECIFIC ARRANGEMENTS**

The following areas / activities present identified and significant risks in this School and local arrangements and rules can be obtained from the person listed:

- Robert Hooke Science Centre: Head of Science
- Art Department: Head of Art
- School transport: Head of Site Services
- Boat House: Head of Water
- Sports Centre: Director of Sports Centre
- Station: Head of Station
- School Trips and Expeditions: Deputy Head (Co-curriculum, Events and Planning)

- Workshop: Director of Estates

## **HEALTH AND SAFETY COMMITTEE**

The School's Health and Safety Committee comprises the following:

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| <ul style="list-style-type: none"> <li>• Bursar &amp; Chief Operating Officer</li> <li>• PA to the Bursar &amp; Chief Operating Officer and Clerk to the GB</li> <li>• Head Master</li> <li>• Under Master</li> <li>• Deputy Head (Academic)</li> <li>• Deputy Head (Co-curriculum, Events and Planning)</li> <li>• Director of Upper School and Boarding</li> <li>• Director of Estates</li> <li>• Director of People</li> <li>• Head Groundsman</li> <li>• Head of Housekeeping</li> <li>• Head of Legal, Risk and Assurance</li> <li>• Head of Site Services</li> <li>• Head of Science</li> <li>• Head of Station</li> <li>• Catering Manager</li> <li>• Security and Fire Manager</li> <li>• School Nursing Sister</li> <li>• Health and Safety Consultant</li> <li>• Master (WUS)</li> <li>• Deputy Master (WUS)</li> <li>• Assistant Master, Extra-Curricular (WUS)</li> <li>• Head of Science (WUS)</li> <li>• Director of Sport (WUS)</li> <li>• Head of Art (WUS)</li> </ul> | <p>Chair<br/>Secretary</p> |
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The purpose of the Health and Safety Committee is to:

- Oversee and monitor the effective implementation of Health and Safety policy within the School
- Review and endorse the Health and Safety policy
- Direct, and take reports from, other bodies and committees with a responsibility for Health and Safety where this matter will be a standing agenda item at any meeting.

### **Meetings**

The Health and Safety Committee will meet each term, with meetings timed to permit reports to the Governing Body to be reviewed and agreed.