



## **WESTMINSTER UNDER SCHOOL**

# **HEALTH AND SAFETY POLICY**

### **Statement by the Governing Body**

1. The Governors of Westminster School recognise and accept their responsibility as employers for providing, so far as it is reasonably practicable, safe and healthy work places, work practices and working environments for all their employees, pupils and visitors.
2. The Governors will take all steps within their power to meet this responsibility paying particular attention to the provision and maintenance of the following:
  - environments for safe and healthy working and adequate welfare facilities.
  - places of work with safe access and egress
  - plant, equipment and systems of work
  - arrangements for the use, handling, storage and transport of articles and substances
  - information, instruction, training and supervision
3. Without detracting from the primary responsibility of the heads of teaching departments and for those in support areas for ensuring safe conditions of work, the Governors will continue to keep under review arrangements for providing competent technical advice on health and safety matters where this is necessary.
4. The Governors are committed to ensuring that the School operates in accordance with current legislation and all reasonable resources will be provided to facilitate this.
5. The Governors, recognising the need for the involvement of both teaching and non-teaching staff in achieving a successful safety policy, will co-operate with safety representatives and will provide them with such facilities and training as may be necessary for them.
6. The Governors will make appropriate committee arrangements for the consideration of safety matters. Specifically, the Under School will have a Health & Safety Committee, chaired by the Assistant Master (Pastoral), and he will report to the WUS Committee and the Master to the Executive Committee. The Bursar shall report to Governors any significant health and safety matters affecting the School.
7. Employees are reminded of their own duties to take care of their own safety and that of other employees, pupils and other persons who might be affected by their work activities and also of their duty to co-operate with the Governors to enable them to carry out their health and safety responsibilities successfully.
8. A copy of this statement is issued to all employees. It will be reviewed and added to or modified from time to time and as necessary.

## **ORGANISATION FOR HEALTH AND SAFETY FOR WESTMINSTER UNDER SCHOOL**

### **Statement by the Master of the Under School**

The Master is responsible, together with the Chairman of the Under-School Health and Safety Committee and the Bursar, for ensuring compliance with the Under School Health and Safety Policy. The Assistant Master (Pastoral) is appointed the Chairman of the Health and Safety Committee. He attends the Great School Health and Safety Committee to ensure coherence of practice with the Great School.

The School's overall responsibilities in accordance with the law are set out below:

1. To ensure adherence in all respects to the Health and Safety Policy of the School and in particular to ensure that the necessary resources for implementation are available.
2. To plan, organise, control, monitor and review the arrangements for health and safety including the arrangements for any visitors (including contractors).
3. To carry out general risk assessments and specific risk assessments as required by health and safety legislation.
4. To ensure that all work procedures are safe and without risks to health.
5. To ensure that training and instruction have been given in all procedures including emergency procedures.
6. To hold regular staff meetings at the start of each term. Health and Safety will be a standing item on the agenda at these meetings and any points raised will be duly minuted, reported to the Health and Safety Committee and action taken accordingly.
7. To provide occupational health surveillance where appropriate.
8. To investigate and keep a record of all cases of ill health, accidents and hazardous incidents.
9. To post warning notices and signs as appropriate and to keep them up to date.
10. To appoint qualified first aiders and to have first aid boxes checked regularly.
11. To see that adequate fire-fighting equipment and appliances are provided and to take prompt action to remedy deficiencies.
12. To ensure that fire escape routes are kept clear.
13. To test emergency lights, fire detection and alarm systems regularly.
14. To have fire drills at regular intervals.
15. To make sure that the conditions of local authority licences etc. are observed.

16. To ensure the safe disposal of hazardous wastes, in compliance with the School's policies.

These responsibilities are delegated by the Governors to the Master in the first instance. Some further delegated to others, and this document describes these delegations and also describes the advisory arrangements within the School. Sections covering specific issues such as asbestos or working at height which apply across Westminster School (i.e. the Great School and the Under School) are attached. They should be read in conjunction with this statement and applied as appropriate.

### **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 particular, the general responsibilities listed in the Annex are delegated to such persons for their areas.

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

- Public Areas – Deputy Master
- Teaching Departments – Heads of Department
- Sports Centre – Director of Sport and Sports Centre Manager
- Playing Fields and Play Areas – Director of Sport and Head Groundsman
- Kitchens – Brookwood
- Cleaning – Cleaning Supervisor
- Fire Safety – Deputy Master
- Medical – Primary First Aider - School Administrator as advised by the Consultant Nurse Practitioner engaged by the School
- Plant and buildings – The Estates Bursar

The Assistant Master Pastoral has primary responsibility for the execution of the routine Health and Safety Policy throughout the School. All those with executive responsibility should notify him 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 the duty of the Master to ensure adherence to the School's Health and Safety Policy and I instruct every head of department and employee with a supervisory role to report to me or the Assistant Master (Pastoral) any breach of the safety arrangements. When heads of departments, supervisors or others in charge of areas, employees, pupils or visitors are to be or are absent for a significant period, adequate arrangement of cover must be made in writing to the Assistant Master (Pastoral) and any other persons that are affected.

### **Advisory Responsibility for Safety**

Those listed below are to advise on matters of health and safety within the School. If their advice is not taken by any employee (or pupil) of the School, either I or the Assistant Master (Pastoral) are to be informed. Exceptionally, if they discover any risk which requires immediate action, they are authorised to take the necessary action and subsequently inform me or the Deputy Master.

- The Bursar is responsible for advising the Master on the measures needed to carry out School work without risks to health and safety; coordinating any safety advice given to 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 the Master. The Bursar should be informed if any significant new hazards are to be introduced or if there are any newly identified and significant hazards.

- The Estates Bursar is responsible for providing routine health and safety advice to the Chairmen of the two Schools' Health and Safety Committees. He is also responsible for the safe operation of the plant and of the buildings.
- The School's specialist advisor for Health and Safety at Work is: Croners, 145 London Road, Kingston upon Thames, Surrey KT2 6SR. Tel: 020 8547 3333.
- The School has engaged the following to ensure we receive specialist advice on assessing the risk of fire in any building: PHS, Compliance House, Enterprise Park, Kid Glove Road, Golborne, Warrington, WA3 3GR. Contact: David Stoneham – Business Development Manager – 07595 968080. PHS has appointed the following expert risk assessor to assist the School in drawing up fire risk assessments (FRA) for all buildings: J L O'Leary, Firecomply Ltd., Tel: 0845 5192 583, Mob: 07585 226 296. Web: [www.firecomply.co.uk](http://www.firecomply.co.uk)

### **Fire Officer**

The Assistant Master (Pastoral) is appointed the Fire Officer and is 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 the attending London Fire Brigade Officer or the practice is satisfactorily completed.

He will be assisted as necessary, particularly for ensuring that fire detection and firefighting equipment is fully tested and also in the conduct of drills, by the Bursar, Estates Bursar, Domestic Bursar and Security Officer as necessary.

### **The Health and Safety Committee**

The membership of the Health and Safety Committee comprises:

The Assistant Master (Pastoral) – Chairman  
 The Master  
 The Bursar  
 The Estates Bursar  
 The Head of Science  
 The Head of Art  
 The Head of Drama  
 The Director of Sport  
 The Educational Visits Coordinator  
 Head Groundsman  
 Primary First Aider – School Administrator  
 PA to the Master

The purpose of the Committee is to oversee and monitor the effective implementation of the Health & Safety Policy within the school and to review regularly the contents of the policy. It will meet once a term as a minimum and additionally as required.

### **Others with Specific Functions**

Those responsible for First Aid are listed in the First Aid Policy and their names are published in the School Office and the Common Room. Reference should be made to that list which will be kept up to date and also the First Aid Policy overall.

### **Individual Responsibility**

All School employees, pupils and all other persons entering onto the School's premises or who are involved in School activities (including Visiting Music Teachers and also Sports Coaches) are

responsible for exercising care of 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's Health and Safety Policy where appropriate.

Teachers and non-teaching staff who have any concern about their responsibilities should consult the Deputy Master in the first instance.

**Specifically staff must:**

- Make sure that all work is carried out in the approved way and in accordance with School Policy.
- Protect themselves and others by wearing the personal protective equipment (PPE) provided, and by using any guards or safety devices provided.
- Obey all instructions given by the Master and Assistant Master Pastoral in respect of health and safety.
- Warn their immediate supervisor and ultimately the Master or the Assistant Master (Pastoral) of any new hazards, or newly identified risks found in present procedures.
- When appropriate, give 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 for staff, pupils and visitors.
- Report all fires, incidents and accidents immediately to the PA to the Master or, in her absence, the School Administrator.
- Familiarise themselves with the location of fire-fighting equipment, alarm points, escape routes and fire evacuation procedures.
- If in doubt about any matter of health and safety staff should consult their supervisor, the Master or the Assistant Master (Pastoral).

**Special Arrangements for Specific Places**

The following areas/activities present identified and significant risks in this School and specific local arrangements and rules are in place for each:

- Science Laboratories: arrangements and rules will be provided by the Head of Science who will also induct all pupils in the safe use of equipment and materials;
- Art Department: arrangements and rules will be provided by the Head of Art who will also induct all pupils in the safe use of equipment and materials;
- School transport: arrangements and rules will be provided by the Director of Sport; no-one may drive a School minibus, with or without pupils, unless authorized by the Director of Sport who is responsible to the Master for authorizing drivers and maintain a list of such;
- Sports facilities: arrangements will be provided by the Director of Sport. In addition, any special rules for use of the Sports Centre or equipment therein will be published by the Sports

Centre Manager having discussed such with the Director of Sport; likewise any special rules for use of equipment in Vincent Square will be published by the Head Groundsman having discussed such with the Director of Sport;

- School visits and trips: arrangements and rules for organizing and running School trips are laid down in the School's Policy on Boys' Safety Outside School (Educational Visits) which is available to all staff and can also be obtained from the Educational Visits Coordinator (EVC).

### **Risk Assessments**

Risk assessments are to be carried out on all aspects of the School's activities and they are to be kept up to date. Copies will be held in the school office. Those pertaining to educational visits will also be held by the Educational Visits Coordinator (EVC).

### **Supporting detail to the main H&S Policy**

The School's Health and Safety Policy as laid out above is supported by 41 individual policies covering matters such as asbestos, Gas Safety and Working at Height. These have been drawn up for Westminster School incorporating the Great School and Under School and they are managed centrally by the Bursar and Estates Bursar. The topics covered are listed at Appendix 1. They are to be carried on the Under School Sharepoint and should be referred to by any member of staff as necessary. If anyone has any doubt after reading the policy, they should refer in the first instance to the Bursar or Estates Bursar.

Mark O'Donnell  
Master

WESTMINSTER UNDER SCHOOL

ADDITIONAL INFORMATION SUPPORTING HEALTH AND SAFETY POLICY

- Section 1. Risk Assessments
- Section 2. Access Equipment and Work At Heights
- Section 3. Accident Records and Notification
- Section 4. Asbestos
- Section 5. Construction (Design& Management) Regulations 1994
- Section 6. The Health & Safety (Consultation with Employees) Regulations 1996 (HSCER)
- Section 7. Contractors
- Section 8. Display Screen Equipment
- Section 9. Electricity at Work Regulations 1989
- Section 10. First Aid
- Section 11. Flammable Liquids and Petrol
- Section 12. Gas Safety
- Section 13. Hazardous Materials Register
- Section 14. Information, Instruction, Training and Supervision
- Section 15. Inspections
- Section 16. Ionising Radiation
- Section 17. Kitchens
- Section 18. Lasers – General Requirements
- Section 19. Legionella Prevention
- Section 20. Lifting Operations and Lifting Equipment Regulations 1998
- Section 21. Manual Handling and Lifting
- Section 22. Personal Protective Equipment (PPE)
- Section 23. Pesticides
- Section 24. Pupil Supervision
- Section 25. Premises
- Section 26. Pressure Vessels and Associated Equipment
- Section 27. Security
- Section 28. Signs
- Section 29. Stations and Outdoor Activities
- Section 30. Statutory Notices
- Section 31. Stress Management
- Section 32. Substances Hazardous To Health
- Section 33. Swimming Pool
- Section 34. Vehicles on School Property
- Section 35. Visitors
- Section 36. Visits and Activities Out Of School
- Section 37. Woodworking Machinery
- Section 38. Work Equipment
- Section 39. Work Experience
- Section 40. Theatre/Drama
- Section 41. Inspection Check List