



WESTMINSTER
SCHOOL

HEALTH AND SAFETY ORGANISATION STATEMENT

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Shared Policy across Westminster Great School and
Westminster Under School

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WESTMINSTER SCHOOL

HEALTH AND SAFETY ORGANISATION STATEMENT

OVERVIEW

The Head Master of Westminster Great School (WGS) and Master of Westminster Under School (WUS) are responsible together with the Bursar and 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:

LOCATION	PERSON RESPONSIBLE
17A Dean's Yard	Bursar & COO
Adrian House	Assistant Master (Extra-Curricular)
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
Dean's Yard	Head of Site Services / Assistant Director of Estates & Operations
Examinations	Head of Examinations
George House	Assistant Master (Extra-Curricular)
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 & Operations

LOCATION	PERSON RESPONSIBLE
Surgery	School Nursing Sister
Sutcliffe's	Head of Classics
Tufton Street	Assistant Director of Estates & Operations & Fire Officer
Vincent Square and Pavilion	Head Groundsman
Weston's	Head of Economics

The Bursar & COO has oversight of Health and Safety, as well as responsibility for the execution of the routine Health and Safety policy throughout the School. They are also the Chair of the Health and Safety Committee. In performing these duties, they are assisted by the Head of Legal, Risk & Assurance who line manages the Health & Safety Manager and who also maintains the Health and Safety Risk Register.

All those listed above with overall responsibilities should notify the Head of Legal, Risk & Assurance of any planned, new or newly identified significant hazards in their areas and also of the control measures needed to avert any risks involved. The Head of Legal, Risk & Assurance will escalate matters as required to the Bursar & COO.

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 Head of Legal, Risk & Assurance any breach of the safety arrangements who will escalate matters as required to the Bursar & COO.

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 Head of Legal, Risk & Assurance informed.

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

- Until the appointment of the Assistant Director of Estates & Operations, 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 Director of Estates & Operations 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 & Operations. 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 and Master on 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. 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.
- Health & Safety Manager (to be appointed in late 2025 and line managed by the Head of Legal, Risk & Assurance) will provide advice on health and safety matters, keeping the School and key stakeholders informed of current legislation and regulatory requirements,

professional codes of practice, sector guidance and changes in best practice as appropriate. This role will promote and champion a strong and robust health and safety culture, ensuring a consistent approach.

- 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, they have 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 (WGS) / Deputy Master (WUS) 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 when requested, as well as helping to prioritise any required actions. Prior to the appointment of the in-house Health & Safety Manager, the Health and Safety Consultant also provides advice to all departments on the levels of compliance within each department and reports to the Head of Legal, Risk & Assurance and Bursar & COO where action is needed to maintain high standards.

OTHER FUNCTIONS

The following persons are responsible for First Aid:

WGS: School Nursing Sister, House Matrons, teaching staff and those other staff trained in First Aid.

WUS: Day Matron 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 (WGS), the Master (WUS) 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 those listed above who have executive responsibility for safety. If staff are unclear on who to contact they should liaise with the Head of Legal, Risk & Assurance who will advise them"

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, via the Head of Legal, Risk & Assurance, 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.
- After contacting the relevant emergency services, report all fires, incidents and accidents immediately to the Head of Site Services / Assistant Director of Estates & Operations 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 Head of Legal, Risk & Assurance, the Health & Safety Manager, or the Bursar & COO, the Head Master (WGS) / the Master (WUS).

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:

- Art Department: Head of Art & Design (WUS)
- Art Department: Head of Art (WGS)
- Boat House: Head of Water
- Robert Hooke Science Centre: Head of Science (WGS)
- School transport: Head of Site Services / Assistant Director of Estates & Operations
- School Trips and Expeditions: Assistant Master (Extra-Curricular) (WUS)
- School Trips and Expeditions: Deputy Head (Co-curriculum, Events and Planning) (WGS)
- Science: Head of Science (WUS)
- Sport: Director of Sport (WUS)
- Sports Centre: Sports Centre Operations Manager
- Station: Head of Station (WGS)
- Workshop: Director of Estates & Operations

HEALTH AND SAFETY COMMITTEE

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

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| • Bursar & COO | Chair |
| • EA to the Bursar & COO | Secretary |
| • Director of Estates & Operations | |
| • Director of People | |
| • External Catering Manager | |
| • External Head of Housekeeping | |
| • External Health and Safety Consultant | |
| • Head Groundsman | |
| • Head of Legal, Risk & Assurance | |
| • Head of Site Services & Fire Officer | |
| • Health & Safety Manager | |
| • Security and Fire Manager | |
| • Sports Centre General Manager | |

WGS:

- Head Master
- Under Master
- Deputy Head (Academic)
- Deputy Head (Co-curriculum, Events and Planning)
- Director of Upper School and Boarding
- Head of Station
- Head of Water
- School Nursing Sister

WUS:

- Master
- Deputy Master
- Assistant Master (Extra-Curricular)
- Head of Science
- Director of Sport
- Head of Art

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 update the Health and Safety Risk Register to ensure that the School
 - Is aware of the risks
 - Has mitigations in place
 - Escalates those risk where necessary to the School-wide risk register.
- 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.