

BOUNDS, SAFETY HAZARDS AND RISK ASSESSMENTS FOR PUPILS

The School's policy is to ensure, as far as is reasonably practicable, the health, safety and welfare of boys whilst at School and of visitors and others whilst on School premises.

This policy also takes into account the following legislation and guidance:

- Keeping Children Safe in Education;
- National Minimum Standards for boarding schools (2022);
- The Education (Independent School Standards) Regulations 2014;
- Managing Health and Safety (HSG 65) and Sensible Health and Safety Management in Schools;
- Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014)
- The Children Act 1989;

Reference to Other School Policies

This policy should be read in conjunction with the policies and documents listed below:

- Safeguarding;
- Pupil Supervision Policy;
- Risk Assessment Policy;
- Behaviour Rewards and Sanctions Policy;
- Memoranda;
- Boy Who Has (Or Seems To Have) Gone Missing Policy;
- Staff Code of Conduct Policy;
- Pastoral and Tutor Handbook;
- Emergency Procedures Policy;
- Fire Safety Policy;
- Statement of Boarding Principles;
- Pastoral Education Policy;
- Spiritual Moral Social and Cultural Development of Pupils Policy;
- Driving Policy;
- Staff Parking and Footpaths Policy;
- Academic Handbook;
- Science Department Health and Safety Policy;
- Tonbridge School Centre H&S Policy;
- CCTV Policy;
- General Health and Safety Policy;
- Security Policy;
- RIDDOR;
- Estates Department Health and Safety Policy;
- Visitors Policy;
- Visitor and Contractor Policy;
- Grounds and Gardens Department Health and Safety;
- Asbestos Management Plan;

The nature of the School, its grounds, buildings and the weekly programme mean that boys cannot be directly supervised at all times and therefore steps are in place to manage and reduce the risks associated with the inherent dangers that might be present.

BOUNDS

The School Memoranda clearly state the rules about bounds concerning:

- going into town, visiting other houses;
- other towns, private houses, hotels, public houses, cinemas, arcades and betting shops;
- offices, laboratories, kitchens, staff cloakrooms;
- rivers and streams which cross or adjoin School grounds;
- other areas with their own rules.

These other areas, with their own rules clearly displayed, include the Vere Hodge workshops, the E.M. Forster Theatre, the Tonbridge School Centre, the Estates and Grounds Departments' buildings and stores.

Each House has a notice and map clearly showing the limits of Bounds within the town of Tonbridge.

Additionally, each House has its own rules that are clearly displayed and reinforced for its own particular risks.

SECURITY

In addition to the above School rules, other areas are kept locked for reasons of safety and partly for discipline:

- all laboratories, the Vere Hodge workshops and art rooms;
- the Tonbridge School Centre plant rooms and high risk activity areas such as;
- the swimming pool, apparatus stores for the gymnasium and other sports;
- access to cleaners' cupboards and other stores with harmful materials or apparatus;
- access to 'high places' such as flat roofs, lofts, attics, the chapel and other towers.

ROADS

The location of the Houses in the neighbourhood means that boys regularly cross roads throughout their teaching day and at many other times. All of these roads are quite busy at certain times of the day. The School Memoranda clearly states where the main London Road should be crossed and this is supervised by teaching staff at the start of each working day for 'The Avenue' crossing only as this affects the majority of those Houses concerned. At other times and at other places this is often unsupervised; boys are reminded of the risks and how to reduce them. Each House has a notice and map clearly showing the safe places for boys to cross the main roads. The introduction of a 20mph zone on some roads around the School has noticeably reduced the speed of vehicles on roads, reducing the risk of serious injury to boys, staff and visitors. An inwardly opening gate was fitted to the rear entrance of Oakeshott House in April 2021 to manage access from the rear garden onto the traffic island crossing point situated there.

Each House has its own risk assessment which includes their own identified risks for road crossings and boys are reminded on a regular basis.

Housemasters make regular announcements and reminders to the boys about safely crossing roads, Assemblies, Seminar and other forums like the Pastoral Education programme also includes road safety for pedestrians.

Cycling and driving by boys is carefully regulated – the rules are clearly stated in the Memoranda (a guide to conduct/School rules).

For boys and young adults aged 13 – 18, it is considered that these precautions are sufficient given the age of the boys without overly controlling the boys and preventing them from taking responsibility for themselves.

VEHICLE DANGERS WITHIN THE SCHOOL GROUNDS

Within the School grounds, the speed limit of 10 mph, advisory signs, speed activated interactive signs, speed ramps, and bollards help reduce risks to pedestrians. Parking restrictions adjacent to drives in order to allow space for pedestrians exist and the risks here are acknowledged.

RISK ASSESSMENTS

These are maintained for all of the above hazards within the separate assessments for each of the different Houses, Departments, Sports and Activities. The Housemaster or member of staff in charge is responsible for completing these and updating them. A signed and dated copy is held centrally by the Safety and Security Manager.

For Trips and Educational Visits, a generic risk assessment for low-risk trips is included as part of the approval system for each trip. For higher risk trips, an individual risk assessment is completed by the member of staff leading the trip and held centrally by the Trips Co-ordinator.

For all such risk assessments, the member of staff in charge is responsible for identifying the foreseeable hazards, assessing the risk and taking appropriate steps to manage or to reduce the risk. The risk assessment is then counter-signed by the Safety and Security Manager as acceptance that it has been duly completed.