

## **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.

Under Boarding Standards 10.2, Boarders have access to a range and choice of safe recreational areas, both indoors and outdoors, and there are safe areas at School where boarders can be alone if they wish. 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 bounds for:

- 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 climbing wall (laundry exterior), the Tonbridge School Centre for Sports and Media, the Estates and Grounds Departments' buildings and stores.

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

The Novi PSHE programme also includes road safety for pedestrians with particular emphasis on local hazards.

Cycling and driving by boys is carefully regulated – the rules are clearly stated in the Memoranda.

For boys and young adults aged 13 – 18, it is considered that these limited precautions are all that can be done 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 and speed ramps and bollards help reduce risks to pedestrians. Parking restrictions adjacent to drives in order to allow space for pedestrians are encouraged rather than enforced 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 Headmaster's Health and Safety Adviser.

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 Headmaster's Health and Safety Adviser as acceptance that it has been duly completed.