

## **GENERAL HEALTH AND SAFETY POLICY**

### **STATEMENT OF INTENT**

- The Governors of Tonbridge School recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and that they have certain duties towards boys, the public and people who use the premises of the School from time to time, these duties being implicit in the above Act.
- The Governors of Tonbridge School accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and Approved Codes of Practice. It is considered by the Governors of Tonbridge School that health and safety is a responsibility at least equal in importance to that of any other function of the School.
- The Governors of Tonbridge School will take all such steps as are reasonably practicable to meet its health and safety objectives, which are:
  - To create and maintain an Organisational Structure and a positive health and safety culture which supports risk control at all levels within the School, particularly at Senior Management level.
  - To ensure that the School systematically identifies and controls risk as an effective approach to injury, ill-health and loss prevention.
  - To maintain safe and healthy working places and systems of work and to protect all employees, boys and others including the public in so far as they come into contact with foreseeable work hazards.
  - To provide and maintain a safe and healthy teaching environment for all employees and boys with adequate facilities and arrangements for their welfare;
  - To provide all employees and boys with the information, instruction, training and supervision that they require to work safely and efficiently. Relevant information will be disseminated to staff as appropriate;
  - To develop an understanding of risk control and safety awareness amongst all employees and boys and, as a result of this, create individual responsibility for health and safety at all levels and be responsive to internal and external change;
  - To provide a safe environment for all authorised visitors to the Schools premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the School's environments;
  - To control effectively the activity of all outside contractors when on School premises. It is the intention of the Governors of Tonbridge School that, apart from routine supervision and control of contractors, this aim will be achieved in part by demanding copies of contractors' Safety Policies at the Tender stage, where appropriate;
  - To encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the School and the committees already existing;
  - To use health and safety to preserve and develop human and physical resources and hence contribute to the School's performance;
  - To ensure that this Policy is used as a practical working document and that its contents are publicised fully;
  - To constantly scrutinise and review performance and the details of this Policy so that the School learns from experience and keeps in line with changes in current legislation.
- The Governors of Tonbridge School are committed to providing adequate resources to ensure its Health & Safety objectives and this Policy are met.

- The School is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular, the Duty of Care as regards waste.
- The Governors of Tonbridge School are aware of, and will meet, the requirements under the Children Act 1989 regarding fire provisions and ensuring that staff and boys are aware of the Schools' Health & Safety policies and practices. It is the intention of the School to follow the advice given in 'The Children Act Guidance and Regulations Volume 5.'
- The Governors of Tonbridge School recognise the guidance contained in 'Managing Health and Safety' (HSG 65) and 'Sensible Health and Safety Management in Schools' produced by the Health and Safety Executive and intend to follow the good practice recommendations they make.
- The School will provide and maintain written Risk Assessments of the risks to the health and safety of its employees whilst they are at work and others who may be affected, as required by the Management of Health and Safety at Work Regulations 1999.
- The Governors of Tonbridge School are aware of, and will follow, Government advice contained in the DFE publication "Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014)" and HSE advice contained in "School Trips and Outdoor Learning Activities; Tackling the Health and Safety Myths".
- The Governors of Tonbridge School consider that this Health & Safety Policy is an integral element of the overall School's Business Plan and other resource policies.
- The Governors of Tonbridge School have appointed Mike Vale as one of its Competent Persons to provide the necessary legal, technical and practical health and safety assistance and information and also to provide an independent monitoring service of the activities of the School.
- This Policy will be brought to the attention of all employees and periodically reviewed and revised as necessary.

Signed:

**James Priory  
(Headmaster)**

**Gavin Rochussen  
(Chairman of Governors)**

## ORGANISATION & RESPONSIBILITIES

- **The Governors:** The Governors of Tonbridge School:
  - Accept responsibility for health and safety within the School.
  - Formally and publicly accept their collective role in providing Health & Safety leadership within the Organisation.
  - Require that each Governor accepts their individual role in providing Health & Safety leadership within the Organisation.
  - Will ensure that all their decisions reflect their Health & Safety intentions as articulated in their Statement of Intent.
  - Recognise their role in engaging the active participation of employees in improving health and safety.
  - Consider that one of their primary objectives is to provide the best possible safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people.
  - Recognise their corporate responsibility as employers to ensure, so far as is reasonably practicable, that this same safe and healthy environment is also provided for boys and all other people who visit the School.
  - Are committed to ensure that the School operates in accordance with current legislation. They are not, however, content to merely conform to minimum acceptable standards but are determined to ensure the best possible standards are met.
  - Will ensure and require that they are kept informed of, and alert to, relevant Health & Safety risk management issues.
  - Will monitor the effectiveness of the implementation of this Policy and will review Health & Safety performance on a regular basis, at least annually. Where found necessary, the Policy will be revised.
  - Will ensure that any changes in this Policy will be brought to the attention of all employees.
  - Will ensure that Management Systems provide for effective monitoring and reporting of the School's Health & Safety performance.
  - Will appoint one of its number to be the 'Chair of the Pastoral Committee' but clearly acknowledge that this role does not detract either from the responsibilities of other Governors or from the Health & Safety responsibilities of the Governors as a whole.
- **Chair of The Pastoral Committee:** The Chair of the Pastoral Committee of Tonbridge School is responsible for:
  - Providing strong leadership in delivering effective Health & Safety risk control and being committed to continuous improvement in Health & Safety performance.
  - Ensuring that all Governors' actions and decisions comply with the objectives within the School's Health & Safety Policy Statement of Intent.
  - Ensuring, so far as is reasonably practicable, that the Health & Safety ramifications of investment in new plant, premises, processes or products are taken into account as decisions are made.
  - Ensuring, so far as is reasonably practicable, that the School only does business with organisations which, in themselves, deliver effective Health & Safety risk management.
  - Actively promoting and supporting employee involvement and consultation, encouraging employees at all levels to become actively involved in all aspects of the School's Health & Safety management system.
  - Ensuring that the School's Health & Safety Policy's Statement of Intent reflects current priorities.
  - Ensuring that other Governors are kept informed about any significant health and safety failures and the outcome of the investigations into their causes.

- Ensuring that there are effective arrangements in place for planning, organising, controlling, monitoring and reviewing preventive and protective measures.
  - Ensuring that the School appoints one or more competent persons to help the School undertake the measures needed to comply with Health & Safety law.
- **Headmaster:** On a ‘day-to-day’ operational basis, the Headmaster is directly responsible to the Governors of Tonbridge School for the safe functioning of all his School’s activities. The Head will:
    - Be responsible for the appointment of ‘School Health & Safety Advisor(s)’ for the School, for ensuring that the Advisor(s) have adequate capability to undertake the tasks expected of them and that they have received adequate training to ensure their competence. In addition, the Headmaster is responsible for ensuring that the School Health & Safety Advisor(s) are provided with adequate ‘resources’ and time to enable him/her to discharge their responsibilities.
    - Ensure that the objectives outlined within the School Health & Safety Policy are fully understood, observed and implemented by persons under his/her control.
    - Be responsible for ensuring that suitable Risk Assessments are completed covering all processes and activities carried out with adequate records maintained available for inspection.
    - Ensure that adequate communication and consultation channels are maintained so that information concerning Health & Safety matters, including the results of Risk Assessments which may affect employees, is adequately communicated to them.
    - Ensure that, so far as it is within his control, that adequate funds, materials, equipment and human resources are provided to ensure Health & Safety requirements are being met.
    - Ensure that all persons under his/her control are adequately trained to carry out any task required of them in a healthy and safe manner.
    - Constantly monitor the effectiveness of this Health & Safety Policy as regards both academic and non-academic work, and report back to the School Health & Safety Advisor(s) and Chief Operating Officer (COO), as appropriate.
    - Consult with Second Master/COO and appointed School’s Health & Safety Advisor(s).
    - Recommend changes to the School’s Health & Safety Policy in the light of experience.
    - Ensure the co-operation of all Staff at all levels as regards working to this Policy.
    - Be responsible for ensuring that all staff (Director of Studies, Faculty Directors, Heads of Department, Subject Co-ordinators, Teachers, Employees, etc, as appropriate) fully understand their responsibilities and are given both the time and the encouragement to pursue them.
    - Take steps to ensure that changes in curriculum are considered for their Health & Safety implications.
    - Ensure he/she implements the School requirements with respect to Fire Matters.
- **Chief Operating Officer (COO) & Second Master:** The COO and Second Master have responsibility for:
    - Monitoring the effectiveness of this Policy and reporting back to the Chair of the Pastoral Committee and other Governors of Tonbridge School, as appropriate.
    - Ensuring the Chair of the Pastoral Committee is informed about any significant Health & Safety failures and the outcome of the investigations into their causes.
    - Monitoring overall health and safety within the School.
    - Recommending changes in the Tonbridge School Health & Safety Policy in the light of experience.
    - Ensuring that all those employees who work for them are fully aware of their responsibilities within their own spheres of control.
    - Ensuring that adequate insurances are maintained including Employer’s Liability, Public Liability and that the appropriate statutory examinations are completed on the School’s behalf.

- Acting as co-chairs of the School’s Health & Safety Committee.
- Operating as the main ‘Competent Persons’ for Tonbridge School as required by the Management of Health & Safety at Work Regulations 1999.
- Monitoring the effectiveness of the School Health & Safety Policy and report back to the Governors of Tonbridge School, as appropriate.
- Establishing a system for the reporting back to them of all accidents, incidents, near-misses and damage to School and School property and the arrangements for their investigation. The results of these investigations, as well as being dealt with by the relevant line management functions, will then be discussed by the School’s Health & Safety Committee.
- Ensuring that the School’s Health & Safety Policy is kept up-to-date.
- Co-ordinating Health & Safety monitoring activities across the whole School.
- Developing the School’s Active Monitoring Inspection Plan and ensuring that this takes place within agreed timescales.

- **The Chief Operating Officer:**

- Is the liaison point with the School’s Health & Safety Consultants.
- Is responsible for the safe operation of maintenance and grounds staff.
- Is responsible for ensuring that all maintenance contracts involving outside bodies which monitor certain aspects of the Schools’ functions are fully used and kept up-to-date. Examples include boiler maintenance, fire alarms, emergency lighting, etc.
- Is responsible for the ‘fabric’ of School buildings to ensure that they are maintained in a sound and healthy condition.
- Is responsible for ensuring that fixed electrical installations on the Schools’ premises are subject to at least 5-yearly inspection and test to demonstrate their ‘maintenance’ under the Electricity at Work Regulations 1989. Copies of these inspections and tests will be kept readily available by him for inspection.
- Is responsible for ensuring that Legionella Risk Assessments of all School hot and cold water systems are completed and that the necessary management schemes are in place.
- Is responsible for ensuring that the School has had an ‘Asbestos Survey’, including Risk Assessments, completed to determine the presence of asbestos and the necessary management plan to be implemented.
- Is responsible for the selection of outside maintenance contractors and the monitoring of their activities on School premises, and, in this context, liaises fully with the School’s architects.

- **The Health and Safety Leadership Group:** The Health and Safety Leadership Group includes the COO, the Second Master, the School’s Health and Safety Advisor(s) and the Safety and Security Manager. The Health and Safety Leadership Group is responsible for:

- Ensuring that this School Health & Safety Policy is brought to the attention of all employees within the School and that copies of the School Health & Safety Policy’s Statement of Intent are displayed in prominent locations.
- Attending the School’s Health & Safety Committee and taking an active participation.
- Monitoring the effectiveness of the School Health & Safety Policy.
- Obtaining, interpreting and disseminating all Health & Safety information relevant to the School via the normal line management structure.
- Co-ordinating the reporting of all accidents, incidents, near-misses and damage to their School’s property and their investigation as appropriate. The results of these investigations, as well as being dealt with by the line management function, will then be discussed by the School’s Health & Safety Committee.
- Co-ordinating the School’s preparation of statutorily required Assessments, as follows:
  - General Risk Assessments;

- Fire Risk Assessments;
  - Manual Handling Assessments;
  - COSHH Assessments;
  - Personal Protective Equipment Assessments;
  - Display Screen Equipment Workstation;
  - Work Equipment Compliance Checks.
- Preparing the School's Active Monitoring Inspection Plan and ensuring that it takes place within agreed timescales.
  - Ensuring that all Health & Safety documentation for his School which is required to be kept available for inspection is maintained in a current condition and is readily available.
  - Ensuring that where matters that cannot be effectively remedied they are then referred to the Headmaster.
- **Safety and Security Manager:** The School Safety and Security Manager is responsible for:
    - Providing advice and guidance to decision-makers with regard to all Health and Safety and Security matters.
    - Assessing potential dangers and risks, developing workable strategies and ensuring the implementation of suitable solutions to minimise risk.
    - Preparing proposals and cost schemes for the development of safe working practices.
    - Working within the School's H&S organisation including reviewing Health & Safety policies, completing visits and reports on aspects of the School operation, and ensuring the effective implementation of recommendations.
    - Working with the School's Health & Safety Consultant (Mike Vale) to identify and develop solutions to specific areas of risk.
    - Managing specific processes and systems across the School, the maintenance of Health & Safety records and Risk Assessments.
    - Liaising directly with academic and support Department HoDs to ensure that staff are fully aware of their roles and responsibilities, and that they receive sufficient support in addressing any issues in their area.
    - Conducting security reviews of the site and make proposals for improvements, with cost implications clearly identified.
    - Responding to security incidents where necessary, acting as a point of contact to local police.
    - Liaising with the Facilities Manager to coordinate the training and activity of School Porters (providing 24 hour cover across the campus).
    - Obtaining or devising suitable training programmes which will improve the knowledge and awareness of members of staff with regard to health and safety.
    - Delivering appropriate in-house training to members of staff.
    - Keeping up to date on all relevant Health and Safety, Security and Safeguarding legislation, standards and guidance.
    - Operating as a visible and supportive member of the School community, and liaising with visitors and neighbours on issues of safety and security.
  - **Line Managers:** For the purposes of the School's Health & Safety Policy the term Line Managers includes Faculty Directors, Heads of Departments, Subject Co-ordinators, etc. These Line Managers are responsible to their immediate Line Manager or the Headmaster for:
    - Ensuring that his/her Department is run according to the standards laid out in the School Health & Safety Policy and other appropriate standards which may be set by individual Departments.
    - Ensuring that all Staff working underneath them understands the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.

- Preparing and maintaining Risk Assessments related to their department, workplace or area of responsibility.
  - Ensuring that their Staff are aware of the degree of priority that these matters carry and that, where appropriate, they should be provided with both time and encouragement to pursue such matters.
  - Notifying the School Health & Safety Advisor(s) of any matter within their field which they feel is beyond their competence to deal with.
  - Reporting via the online form any accidents, incidents, near-misses or damage for appropriate investigation.
  - Where appropriate, ensuring the adequate supervision of boys, both inside their School, during normal teaching activities, and also on external trips.
  - Notifying directly to their School's Health & Safety Advisor(s) any new substances or processes that are required by their Department in order that the required COSH� Assessments or Risk Assessments can be implemented.
  - Ensuring that Staff for whom they are responsible co-operate fully with any fire practices and other emergencies as specified in the individual School Procedures.
- **Employees:** For the purposes of this School Health & Safety Policy the term 'Employees' includes all employees who work for the School. Each and every employee is responsible for ensuring that:
    - They take reasonable care as regards themselves and other persons who may be affected by their acts or omissions and are reminded of their duties under the Health and Safety at Work (HSW) Act 1974, Sections 7 & 8 and the Management of Health & Safety at Work Regulations 1999, Regulation 14. These are:
      - **HSW Act, Section 7:** it shall be the duty of every employee while at work
        - To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
        - As regards any duty or requirement imposed on his employer or any other person by, or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
      - **HSW Act, Section 8:** no person shall intentionally or recklessly interfere with or mis-use anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
      - **Management of Health & Safety at Work Regulations 1999, Regulation 14**
        - Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned, which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.
        - Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees:
          - Of any work situation which a person with the first-mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and
          - Of any matter which a person with the first-mentioned employees training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety,

In so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work,

and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.

- They wear and use all Personal Protective Equipment and safety devices that are provided by the School and School's Management for their protection and co-operate fully with their Managers when the latter are pursuing their responsibilities under the above Act.
- They observe all Safety Rules and Regulations, both statutory, and School, and conform to any Systems of Work that are developed.
- They report all accidents, incidents (including near-misses) and damage to their immediate supervisor.

## GENERAL ARRANGEMENTS AND SPECIFIC POLICIES

As detailed above, the following general arrangements are in place to ensure effective organisation, planning and implementation, monitoring and reviewing of Health & Safety issues across the School.

### • Organisation

- The School's Health & Safety Committee is chaired jointly by the Second Master (John Bleakley) and the COO (Will May). Both are members of the School's Senior Team, ensuring the Committee is more 'executive' than 'advisory', and the Committee is made up of representatives from across all departments within the School.
- The School's Health and Safety Leadership Group meets fortnightly in term time to monitor all aspects of health and safety across the School.
- The School has one Health & Safety Advisor – an experienced and appropriately trained teacher (Chris Morgan). He works with academic departments (and boys), advises the Second Master and COO on issues arising, conducts term-time weekly monitoring inspections of departments/Houses for organisational/working issues, and generally assess and advise on whole School issues.
- The School's Safety and Security Manager (Andy Gallon) works primarily with support departments, advises the Second Master and COO on issues arising, conducts term-time weekly monitoring inspections of departments/Houses for organisational/working issues, and generally assess and advise on whole School issues; he also operates as Secretary to the Health & Safety Committee, and supports all members of the School community.
- The Estates Bursar is responsible for the Safety of the School's infrastructure (buildings, utilities etc.).

### • Planning and Implementation

- The School's Health & Safety priorities are agreed by the Governors' Pastoral Committee following input from the School's Health and Safety Leadership Group, the School's Health & Safety Committee, the School's Health & Safety Advisor(s), the Safety and Security Manager, Heads of Departments and members of staff.
- Each academic Head of Department or line manager (in support areas) is responsible for health and safety in their departments.
- Planning and implementation of "whole School" Health & Safety issues is led by the Second Master and COO, supported by the School's Health & Safety Advisor(s), Safety and Security Manager and Estates Director.
- Most planning concerns the health and safety of boys, staff and visitors on School premises, however some issues considered occur beyond the School's sites (e.g. road safety).

- **Monitoring**

- Routine meetings of different groupings across the School provide a forum for Health & Safety issues to be raised and solutions found (e.g. Senior Team, Heads of Departments, Housemasters' meetings, within Departments, and ultimately the Health & Safety Committee).
- Day-to-day monitoring of health and safety is the responsibility of Heads of Departments, the Health & Safety Advisor(s), and the Safety and Security Manager.
- The Chair of the Governors' Pastoral Committee (Andrew Mayer) and other Committee members conduct regular visits to the School to oversee Health & Safety leadership and management.
- The School's employs an experienced Health & Safety Consultant (Mike Vale) who visits the School once a term to provide external auditing of issues and progress, and to provide guidance on specific issues.
- QLM (Quality Leisure Management) advise on PE, Sports and TSC related activities, recognising that this area requires specialist oversight.
- External bodies visit the School regularly to monitor specific areas (e.g. Environmental Health visit kitchens, Insurers inspect buildings).

- **Reviewing**

- The School's overall approach to health and safety is regularly reviewed, including with reference to published external guidance and "checklists".
- Every year (generally in September / October) the Health & Safety Advisor(s) and SSO check or review / amend policies and risk assessments, and plan objectives for the next academic year.
- Whilst the School keeps records of issues and reviews undertaken (e.g. fire checks, house visits etc.), a more robust framework of objectives and targets has been developed to provide a more coherent approach for reviewing Health & Safety performance by the Health & Safety Committee.

The School has in place a number of specific and departmental policies that focus on particular areas of risk or concern (in addition to a range of policies and procedures relating to the Safeguarding and Health & Safety of boys at the School):

<b>Specific Policies</b>	<b>Departmental Policies</b>
<ul style="list-style-type: none"> <li>▪ Critical Incident Management</li> <li>▪ Emergency Procedures</li> <li>▪ Fire Safety</li> <li>▪ First Aid Policy and Provision</li> <li>▪ Trips</li> <li>▪ Medical</li> <li>▪ Alcohol and Drugs</li> <li>▪ Occupational Stress</li> <li>▪ Security</li> <li>▪ AbsenceStaff Recruitment</li> <li>▪ RIDDOR</li> <li>▪ Bounds, Safety Hazards and Risk Assessments for Boys</li> <li>▪ Planning for a Pandemic Policy</li> <li>▪ Head Injuries</li> <li>▪ HIV Aids</li> <li>▪ Minibus Regulations</li> <li>▪ Portable Appliance Testing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Catering Department</li> <li>▪ Design Technology Department</li> <li>▪ Estates Department</li> <li>▪ Grounds Department</li> <li>▪ Science Department</li> <li>▪ E.M. Forster Theatre</li> <li>▪ Tonbridge School Centre for Sports (TSC)</li> </ul>

In addition, and generally within each department's own policies, the following general precautions and policies are in place across the School:

- **TRAINING.** Training is essential to maintain a safe working environment. New members of staff receive induction training within their allocated work place and for the general precautions (Fire, First Aid) which the School operates. This is completed within one month of the commencement of employment. Further or continuation training, airing new skills or updating existing skills also assists in the management and reduction of risk in the workplace. Staff are encouraged to highlight to line managers training which would enhance performance. Additionally, tool box talks are delivered to staff as required but no less than every two years.
- **CONSULTATION.** It is recognised that communication between staff is crucial for the maintenance of a safe working environment. All safety-related information (including relevant Risk Assessments) is shared with fellow workers via notice boards or routine departmental meetings. As described above, the School's Health & Safety Committee provides a useful forum both to communicate with staff on Health & Safety matters, and to consult with staff.
- **RECORDING AND REPORTING ACCIDENTS.** The School has an online system for the reporting of all accidents, incidents, and near-misses affecting boys, staff and visitors. The system is monitored by the School's Safety and Security Manager, who undertake investigations, report to RIDDOR if necessary, and report back to the Health & Safety Committee annually.
- **VISITS.** Detailed guidelines are provided for all teachers leading trips ("Guidelines on Educational Trips and Visits organised by the School"), along with a copy of HASPEV (Health and Safety of Boys on Educational Visits). These guidelines include administrative procedures, responsibilities, approval processes, staffing, parental information and consent, medical arrangements and first aid, insurance, communications, passports and visas, clothing and equipment, emergency procedures, behaviour, and specific guidelines for hazardous activities and particular activities (e.g. mountain walking and sailing). (See also the School's "Trips and Educational Visits Policy").
- **EMERGENCIES.** The School's approach to dealing with Health & Safety emergencies is detailed in its "Emergency Procedures" and "Critical Incident Management Plan" documents.
- **FIRST AID.** The School makes arrangements for the appointment and training of qualified first aiders, and their names and workplaces are displayed and generally known. (See also the School's "First Aid" policy).
- **OCCUPATIONAL STRESS.** The School's approach to managing stress in the workplace is detailed in its "Occupational Stress Policy".
- **WORKPLACE SAFETY.** The School's approach to ensuring a safe environment for boys, staff and visitors is detailed above.
- **SCHOOL SECURITY.** The School's approach to security is detailed in its "Security Policy" which aims to establish a framework for the proactive implementation of good practice and procedures that will not only ensure the safety of boys, staff and visitors and protect them from the risk of injury or loss while on School premises, but also ensure the physical security of the School's assets.
- **VIOLENCE TO STAFF.** The School aims to provide an environment free from harassment, intimidation and violence, and has established policies to deal with such incidents. The School does not tolerate or condone the use of violence against its staff. Where violence (physical or threatening

behaviour) is offered by one member of staff to another, the incident may, if appropriate, be dealt with via the School's disciplinary or grievance procedures. Staff may also be subject to violent behaviour from visitors to the campus. Through briefings and H&S Tool Box Talks, guidance is provided to staff on how the School expects them to deal with such incidents. They are encouraged to enquire, observe and report any unwanted activity in the School but are actively discouraged from placing themselves in danger or taking personal risks. Any violence to staff by visitors is reported to the Police via the Safety and Security Manager.

- **MANUAL HANDLING.** All regular operations involving lifting or carrying equipment is assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations 1992). Occasional / one-off manual handling operations are assessed by the staff member(s) before attempting them. Concerns are reported to line managers. Storage arrangements are designed to minimise the lifting and carrying of heavy objects. Equipment that is used regularly is not be stored at a high level. Manual Handling training is organised for specific groups as and when necessary. Department Heads contact the Safety and Security Manager to arrange training.
- **SLIPS AND TRIPS.** Slips and trips are the most common of all accidents in schools. Staff receive guidance and training in different guises including induction training, annual briefings and Tool Box Talks to ensure that the workplace remains safe for boys, staff and visitors. Staff are encouraged to deal with any hazard that they encounter or report it immediately. The School's standard procedures require that spillages are cleared up immediately and/or cautionary warning signs displayed. Where it is necessary to position items temporarily in communal areas they are located away from main 'foot-traffic' routes.
- **ON-SITE VEHICLE MOVEMENTS.** The School aims to minimise the safety risks to all School users (staff, boys, parents, visitors, contractors) as a result of vehicular traffic. Parking is only permitted in designated areas. Staff and visitors are encouraged to park in the Main School Car Park, which has adequate signage, lighting and marked bays. Limited (short stay) parking and disabled parking is available in the Quad. Traffic marshals are deployed if an event is likely to attract significant visitors (e.g. for parents' evenings, theatre productions etc.), and if larger vehicles are expected (coaches, large deliveries etc.). Pedestrians are segregated at main vehicle access points and on-site by designated pedestrian routes and crossing points. There is a speed restriction of 10mph with traffic calming measures on all access roads. Staff drivers are instructed to be vigilant of other vehicles and pedestrians at all times, and to always give-way to pedestrians on site. Lighting and grounds maintenance are monitored to maintain sight lines on vehicle and pedestrian traffic routes. Where practicable, deliveries and waste collections are scheduled to take place outside of School working hours. Construction or extensive maintenance projects are designed, planned and implemented to ensure adequate segregation of the site, plant and equipment from other school users. Any adverse incident involving vehicles or pedestrians should be reported and investigated as soon as practicable.
- **MANAGEMENT OF ASBESTOS.** The School's Estates Director produces and updates an Asbestos Management Plan (AMP) to ensure, so far as is reasonably practicable, the health, safety and welfare of School employees at work, of boys whilst at school, of visitors and others on School premises with specific regards to asbestos. The School recognises the risks involved with materials containing asbestos and has embraced previous legislation regarding the management of asbestos. The AMP, along with supporting procedures, is designed to ensure that the School continues to meet its legal obligations as stated in the following documentation: Control of Asbestos Regulations (CAR), 2012 (L143), Asbestos (Licensing) Regulations (ASLIC), 1998 (as amended) The Licensed Contractors Guide (HSG247) Personal Protective Equipment Regulations (PPE), 1992 (Indg 174) Hazardous Waste Regulations, 2005 Asbestos: The Survey Guide (HSG264) The Analysts Guide for

Sampling, analysis and clearance testing (HSG248) The Management of Asbestos in Non-Domestic Premises (ACOP L127) superseded by L143 Management of Health, Safety and Welfare Regulations (MHSWR), 1999 Health and Safety at Work Act (HASAWA), 1974 Other relevant Health & Safety Legislation. By strictly following this AMP, the School will fulfil its responsibilities for ensuring the health and safety of School employees, boys whilst at school, visitors and others whilst on the school premises who may be affected by its actions with specific regards to asbestos. In order to fully embrace the Regulations, Tonbridge School applies the same principles to all of its buildings; this includes accommodation occupied by staff.

- **CONTROL OF HAZARDOUS SUBSTANCES including the use and storage of chemicals.** A wide range of substances are used or created across the School (in both academic and support areas) that may pose a hazard to staff, boys and visitors. The Control of Substances Hazardous to Health (COSHH) Regulations 2002, serve to regulate these hazards in the workplace. Many materials or substances used or created in (and that may require safe disposal from) the workplace could be a hazard; these include chemicals (including products containing chemicals – e.g. cleaning products), fumes, dusts, vapours/mists, gases and biological agents (germs). Where possible, the School avoids using hazardous substances by substituting safer products or processes in their place - milder concentrations, using a vacuum rather than a brush, using solid rather than liquids to avoid splashes and ensure areas are properly ventilated. The School controls use of these substances in various ways: completing Risk Assessments; holding Data Sheets 'locally'/at the point of use; reducing exposure time; restricting the access (e.g. locking cupboards); providing briefing/training for users; ensuring the use of PPE; and regular testing (e.g. for legionella). Bulk quantities of COSHH-related products are ordered and held centrally and be closely controlled; minimal amounts, (containers/packages) are distributed and stored appropriately at the point of use. Academic staff follow the guidance given by CLEAPSS for the use and storage of chemicals. The task of arranging safe storage of chemicals, including highly-flammable liquids, is given to each Head of Department, who may delegate this to the senior technician in each department who will see that labels are readable and that a spill kit is to hand and properly replenished.
- **WORKING AT HEIGHT.** The Estate's Director is responsible for ensuring all work at height is properly planned, supervised and carried out by competent people, selecting the right type of equipment for working at height, and ensuring that all equipment used is properly maintained. Staff in other functions who need to work at height receive advice, support and direction from the Estate's Director. Departments that regularly work at height (e.g. Grounds and Gardens and the Theatre) complete their own Risk Assessments.
- **SELECTING AND MANAGING CONTRACTORS.** Most contractors, and their records for safe working operations, are well known to the School. When new contractors are appointed, their Health & Safety track record and procedures are important factors in the selection process. Where external contractors are employed for a specific tasks or project, a Health & Safety briefing is conducted by the Estates Director, a Health & Safety statement is submitted to the Estates Director by the contractor before work commences, and a file is maintained relating to work completed. This file is retained by the Estates Bursar.
- **MAINTENANCE OF PLANT AND EQUIPMENT.** The Estates Director is responsible for the maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, ventilation, gas appliances, lifting equipment and glazing safety), and executes an annual programme to inspect and monitor high risk items.

- **FIRE.** Fire orders and instructions displayed throughout the School are to be complied with at all times, and all new staff members should be instructed by their departmental head in the action to be taken in the event of Fire. (See also the School's "Fire Safety Policy").

## **COVID-19**

Given the Covid-19 pandemic, the School has implemented a wide range of new policies and practices aimed at reducing the risk from Coronavirus transfer and infection for staff, boys and visitors. Please see the following documentation:

- Working Safely with COVID-19 (August 2020) (attached)
- Safeguarding Policy COVID-19 Addendum (April 2020)

