



Health and Safety Policy

STATUS: STATUTORY

Review Cycle: Annual

Governors Committee Responsible: Resources and FGB

Date of Last Review: 9/12/2025

Date of Next Review: Autumn 2026

Tiffin School's health and safety Policy is based upon the model Kingston and Richmond AfC policy (Action HR) 2024 and complies with the health and safety at Work etc Act 1974 and the Management of health and safety at Work Regulations 1999.

Health and Safety Policy Statement

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It is the policy of Tiffin School to maintain high health and safety standards in order to protect pupils, members of staff, visitors and others who may be affected by school activities. In particular it is the school's policy to ensure, so far as is reasonably practicable, that we:

- Provide and keep plant and equipment and systems of work that are safe and suitable
- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees, students and visitors
- Provide and keep our workplace in a condition that is safe and with minimal risks to health, including means of safe access and exit from workplace, as well as adequate facilities and arrangements for employees' and students' welfare at work
- Ensure that significant workplace hazards have been assessed for risk and suitable controls and safe systems of work have been put in place
- Provide forums for active employee involvement in the continuous improvement of health and safety throughout the schools activities, as staff make an invaluable contribution to reducing risks.

This Health and Safety Policy covers all sites used by Tiffin School: the main school site in Kingston, The Grist Memorial Sports Ground, and Canbury Boathouse.

Health and Safety Organisation

School Governors

The school's governors have responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

- Ensuring the school has access to competent health and safety advice/advisors
- Ensuring that decisions of the governing body take account of, and comply with its legal duties as defined in health and safety legislation
- Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards
- Ensuring that health and safety standards in the school are monitored and reviewing the standards achieved by considering reports from the Headteacher at least every term
- Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected so as to ensure the health and safety of staff, pupils, visitors and contractors who may visit, use or work on the premises
- Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk
- Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised, and the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it.

The Resources Committee has the responsibility to liaise with the Headteacher and Chief Operating Officer on health and safety issues. Their duties are to:

- Monitor the action plans developed from the health and safety audits/inspections and ensure adequate resources are identified by the Governing Body to make improvements
- Take an active part in school inspections and monitor the follow up actions

- Review health and safety data including accidents and report to the Governing Body on the continuous progress being made into creating a safer and healthier school
- Commend staff and students where health and safety improvements have been made

Headteacher/ Chief Operating Officer

Garth Williams (Headteacher) has overall responsibility for health and safety in the school but has delegated day to day management of health and safety in the school to Samantha Joiner (Chief Operating Officer). In particular, the Chief Operating Officer has the following responsibilities:

- To ensure that appropriate health and safety standards are implemented and maintained at the school
- To ensure that appropriate staff are appointed to manage specific areas of health and safety
- To ensure that school staff receive adequate health and safety training appropriate for their responsibilities
- To ensure that staff are adequately consulted on health and safety matters and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties
- To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least every term
- Attend appropriate health and safety training in order to be able to understand and carry out their role
- Ensure arrangements are in place for health and safety inspection and maintenance, including statutory inspections of plant and equipment across the school
- Ensure that all legally required documentation such as Asbestos Management Plans and Legionella Control Schemes are in place
- To ensure that health and safety monitoring and inspection arrangements are implemented.
- To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive.
- To ensure for any off-site event or trip, organised by, or on behalf of, the school, that adequate arrangements are made for the supervision of the pupils involved and the safety of the staff and pupils
- To ensure that, where required, school specific risk assessments are undertaken and recorded
- To ensure that the health and safety requirements identified in any risk assessments are implemented
- To ensure there are adequate arrangements for first aid provision, both on school premises and on school outings, or activities
- To ensure suitable safeguarding and security procedures are in place
- To ensure accidents/ incidents are suitably investigated and recorded

Appointed Fire Safety Coordinator

Samantha Joiner, Chief Operating Officer, has responsibility for the planning and organisation of fire safety matters within the school, in particular:

- Ensure there is a suitable and sufficient fire risk assessment in place.
- Ensure the school's Fire Safety Policy is up to date
- Ensure that fire precautions in the school premises are maintained to an appropriate standard
- Ensure fire evacuation drills are undertaken at least every term and that all staff are aware of their particular responsibilities in the event of fire
- Ensure that comprehensive records are kept of evacuation drills.

- Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival
- Ensure staff/ students that require additional help to safely evacuate have an up to date Personal Emergency Evacuation Plan (PEEP)
- Ensure that the inspection and maintenance of fire safety systems and equipment is taking place and that a regular report is provided to the Headteacher on the results of these checks

Appointed Building Manager

Carlos Blanco, Premises Manager, has responsibility for the planning and organisation of building safety matters within the school, in particular:

- Ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with legal requirements and that any corrective action identified as necessary is promptly implemented and the required records are kept
- Ensuring the schools Legionella Control Scheme is up to date
- Ensuring the school's Asbestos Management Plan is up to date
- Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with legal requirements and that records are kept
- Ensuring that any necessary statutory inspections of lifting equipment, pressure vessels and exhaust ventilation equipment etc are undertaken and records kept
- Arranging any necessary corrective action identified by health and safety inspections detailed above
- Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are reported to the appropriate party for remedial action
- Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the appropriate party for remedial action

Appointed Contractor Manager

Carlos Blanco, Premises Manager, has responsibility for the the monitoring and managing of contractors within the school, in particular:

- Ensuring the school's dedicated Contractor Managing and Monitoring Policy is up to date
- Acting as the school representative in any dealings with contractors who are to work at the school
- Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken
- Ensuring there is a procedure in place for informing contractors of any hazards associated with the work area and the emergency arrangements in place

General Safety Monitor

Samantha Joiner, Chief Operating Officer, has responsibility for the general safety arrangements within the school, in particular:

- Ensuring that a list of first aiders is maintained, together with the dates for refresher training
- Arranging necessary refresher training for first aiders

- Reporting to the headteacher the need to train further first aiders in order to meet the minimum required for the school
- Ensuring that notices displaying the name and location of first aiders are kept up to date
- Maintaining records of health and safety training undertaken for school staff
- Maintaining local accident and incident records and ensuring that these are reported to the Headteacher
- Ensuring that accidents, incidents and violent incidents are reported to outside authorities as applicable
- Ensuring that any staff identified as Display Screen Equipment users are provided with advice regarding safe workstation set up

Educational Visits Coordinator

Andy Dean, Director of engagement, under the direction of Samantha Joiner, Chief Operating Officer, has been appointed as the Educational Visits Coordinator. His responsibilities include:

- Coordinating between staff organising the visit and the Headteacher and/ the Educational Visits Adviser to ensure visits are arranged safely
- Ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils
- Ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved

Teaching Staff

Teachers within the school have a duty to follow the school's procedures and a responsibility for the health and safety of themselves and pupils under their control. In particular teachers are responsible for:

- Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils
- Ensuring that they and students are familiar with the school's fire procedure and their role in it
- Maintaining good standards of housekeeping and cleanliness in the activities under their control
- Ensuring equipment is only used (by staff and students) in the way it has been designed to be used (e.g. do not stand on chairs and tables when working at height)
- Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced
- Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used
- Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to
- Ensuring that any off-site outing or activity for which they are responsible, only takes place following the completion of written risk assessments and consultation with the school's Educational Visits Coordinator
- Attending any required health and safety training
- Undertaking, as required, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards
- Reporting, promptly, any deficiencies in health and safety standards to the appropriate person
- Ensure safeguarding and security procedures are followed

All School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided and for drawing to the school's attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

Health and Safety Arrangements

Standards and Guidance

The school complies with all relevant legal standards; it does this by following the guidance provided by the Action HR Health and Safety Team.

Where guidance does not cover a specific issue the school adopts the practices or standards recommended in, Health and Safety Executive or Department of Education publications or the relevant British or European Standard.

Competent Professional Health and Safety Support and Assistance

The school receives Health and Safety advice and assistance from the Action HR Health and Safety Team.

The school sends a representative to the regular Schools Health and Safety Meetings arranged by the Action HR Health and Safety Team.

Staff Consultation

Staff are able to raise any health and safety concerns directly with the Headteacher or Chief Operating Office at any time.

The school's Health and Safety Group is Chaired by the Chief Operating Officer and meets at least once a term. The Committee includes teaching and non-teaching school staff.

General Health and Safety

Risk Assessment

Risk assessments are undertaken by the appropriate person(s) and discussed with relevant staff. These are reviewed annually, when there is a change in activity or a major incident relating to the risk assessment.

Risk assessment training is available to staff.

Selection of Staff

The school selects staff having regard to the level of health and safety experience and competence required for the particular role. Training will be made available where a staff's skills require improvement to reach a suitable level.

The Chief Operating Officer ensures that Disclosure and Barring Service (DBS) checks are undertaken for all school staff, including, as required, volunteers.

Information, Instruction and Training

The Chief Operating Officer ensures that all staff receive adequate health and safety induction including, emergency arrangements and how to obtain first aid.

Staff are provided with adequate in house instruction and training in order to be able to carry out their role safely and attend specialist training, both online and classroom based.

The Chief Operating Officer ensures that staff experience and attendance to training are regularly reviewed in order that extra training can be provided when necessary.

Management of Organisational Change

The governing body ensures that, where organisational changes are planned within the school, the health and safety implications are considered and managed effectively.

The Headteacher keeps staff informed of organisational change through staff meetings and other school events such as PDD days.

First Aid

The Chief Operating Officer ensures that sufficient numbers of qualified First Aiders are on duty at all times and that first aid supplies are available.

When events take place at the school, including those organised by the Tiffin Parents Association, the number of First Aiders required is taken into consideration.

Display Screen Equipment/ Workstation Assessment

All staff are provided with information regarding correct workstation set up as part of Induction. Where staff are identified as a workstation “user” they are encouraged to reassess their workstation annually and/ or if they experience any pain or discomfort associated with working at a desk.

School Trips and Educational Visits

Tiffin School follows the Educational Visits Guidelines provided by the Action HR Health and Safety Team. An Educational Visits Coordinator has been appointed and has attended suitable EVC training.

The school carries out a risk assessment for each trip. Where trips are planned to activity centres the school checks that there is an Adventure Activities Licence in place. Enquiries are made as to the training and competence of the centre staff. Where the risk assessment identifies high risk for a trip these are discussed with the independent Educational Visits Adviser.

Building Management

Fire Safety Management

The school has a Fire Safety Policy in place that addresses local responsibilities and arrangements.

The most recent full Fire Risk Assessment was carried out in June 2023.

The Chief Operating Officer ensures there is a procedure in place for reviewing the Fire Safety Risk Assessment and ensuring that recommendations are actioned.

Arrangements are in place to ensure that inspection and maintenance of all fire safety systems and equipment takes place, as well as appropriate record keeping.

All staff take part in regular emergency drills and where they have a specific fire safety role they attend appropriate training that is refreshed at least every three years.

The school will notify the Action HR Health and Safety Team of any work involving or storage of, flammable, oxidising or explosive substances.

Control of Substances Hazardous to Health

It is the policy of Tiffin School to ensure there are arrangements in place to both assess and manage the risks of any hazardous substances used on the premises. To this end there is a Control of Substances Hazardous to Health Policy in place.

Where any chemicals are in use at the school these are subject to COSHH assessment and suitable control measures identified. Where contractors are used they are required to provide copies of their COSHH assessments for review. The school maintains a COSHH register.

Any staff involved in the management of COSHH receive suitable training that is refreshed at least every three years.

Asbestos

The school has an Asbestos Management Plan in place that summarises how asbestos is managed across the school.

The most recent Management Survey was carried out in May 2024, by Infinity (Norse Group). Arrangements are in place for annual, professional reinspection of any identified asbestos.

Suitable training is provided to any staff involved in the management of asbestos and this is refreshed every three years.

Legionella

There is a Legionella Control Scheme in place at the school. The Duty Holder (Samantha Joiner, Chief Operating Officer) has ensured that suitable and sufficient assessments have been carried out at Tiffin School to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises and any precautionary measures needed.

The assessments were carried out by specialist water management company, Building Monitoring Services Ltd in 2019 and 2020, and will be reviewed again in late 2024/ early 2025 and thereafter when there is reason to believe that the risk assessments are no longer valid, in accordance with HSE ACOP L8.

The Duty Holder has appointed Carlos Blanco, Premises Manager, as a competent person to take day to day responsibility for managing any risks identified in the assessment. In order to enable the Responsible Person to carry out their role, the Duty Holder has ensured that they have attended appropriate training and received suitable instruction.

Plant and Equipment

There are managed contracts in place to ensure that required inspection, testing and maintenance of all plant and equipment. These contracts are organised and managed in house by Carlos Blanco, Premises Manager.

Inspection and maintenance arrangements include an annual gas safety inspection carried out by a Gas Safe Registered engineer and five yearly fixed electrical inspections by a specialist contractor, NICEIC qualified for electrical work.

The passenger lifts at the school receive annual inspection and maintenance under contract with Gartec and the six monthly Thorough Examination, (in line with the requirements of LOLER) carried out by Gartec.

Arrangements are in place to ensure the findings from inspections are reviewed and recommendations actioned.

General Site Safety

The school ensures high standards of health and safety across the site by carrying out regular in house, testing, inspection and site checks. These include equipment and systems checks, such as call point testing and water temperature monitoring as well as general site checks to ensure walkways and travel routes are clear and that fire doors are unblocked.

Arrangements are in place to deal with snow and ice on external walkways and playgrounds. It is ensured there is a supply of grit/ salt at the site during the winter months.

Relevant health and safety signs are displayed throughout the school, particularly with regard to smoking restrictions, evacuation directional signs and fire procedural signage. The legally required Health and Safety Law poster is displayed in the staffroom.

In order to prevent accidents involving pedestrians and vehicles the school has carried out a car park risk assessment and suitable control measures are in place.

Playground and Gym Equipment

The school follows the Playground and Gym Equipment Guidance provided by the Action HR Health and Safety Team. All new equipment purchased is obtained from an EC supplier and is CE marked. Only equipment that meets BS EN 1176 is purchased and safety surface installed beneath the equipment meets BS EN 1177.

The playground risk assessment takes the play equipment into consideration and control measures are in place to reduce the potential for accidents. All equipment receives regular in house visual checks and an annual professional inspection by a specialist contractor.

Work at Height

Regular review is carried out of any work at height activities taking place at the school; where tasks are significant or undertaken on a regular basis written risk assessments are completed.

All ladders and step ladders and other working at height equipment provided at the school meet the Class 1/ EN 131 standard and any staff required to carry out work at height tasks are provided with suitable training that is refreshed at least every three years.

Manual Handling

The school carries out a regular review of any manual handling tasks taking place; this includes handling of “static loads” and where any pupils require moving and lifting assistance. Where tasks are significant or undertaken on a regular basis written risk assessments are completed.

Where any member of staff is required to undertake manual handling tasks, (either static load or people moving) they are provided with appropriate training, that is refreshed at least every three years.

Contractors, Agency Staff and Visitors

Managing and Monitoring Contractors

The school has a dedicated policy in place for the managing and monitoring of contractors. The school is also aware of, and makes use of the Construction Design Management Guidance and templates provided by the Action HR Health and Safety Team.

Engagement of Agency and Supply Staff

When agency or supply staff are employed the school ensures that it informs the agency of any special occupational qualifications required or training necessary for health and safety reasons.

The Chief Operating Officer ensures arrangements are in place for agency and supply staff to receive first day health and safety instruction, (Induction) including emergency arrangements and how to obtain first aid.

The school ensures that the agency obtains DBS checks.

Work Experience and Young Persons

If a work experience placement is to take place at the school, the Headteacher ensures that a risk assessment is undertaken and that these are provided to the organisation arranging the placement for their information.

Accidents, Incidents and Violence

Accident and Incident Reporting

All accidents and incidents are recorded locally and in house investigation is carried out to establish cause and prevent a recurrence of any serious accident or incident. Accidents and incidents are reported to external agencies as applicable.

Violence

Tiffin School does not tolerate any violence towards staff. "Violence" could include:

- Verbal abuse
- Threatening behaviour
- Anti social behaviour
- Damage to property
- Physical violence
- Online or social media bullying

Where staff are involved in a violent incident this is recorded and reported to the appropriate external agencies.

Further reporting to an appropriate authority is determined on a case by case basis.