

**Peponi House
Preparatory School
Nairobi, Kenya**



Health and Safety Policy

Health and Safety

The Headmaster and Senior Leadership Team (SLT) at Peponi House recognise and accept their responsibility to provide, as far as is reasonably possible, a healthy and safe work place and working environment for all their employees, pupils and visitors to the School. The Health and Safety Policy should be read in conjunction with the Staff Handbook. It is the responsibility of the school to ensure that all staff are recruited under the correct procedures and guidance within Kenya.

Overall Staff Responsibilities

No safety policy is likely to be successful unless it actively involves employees themselves. All employees are reminded of their own duties as they act *in loco parentis* whilst at work.

Appointed Person

The Health and Safety Officers at Peponi House are the Administrator (Mrs Rose Kibe) and the Deputy Head Pastoral (Mr Mike Peck) in conjunction with the Headmaster and Senior Leadership Team. The School Bursar (Mr Ernest Njuguna) is also a key figure in Health and Safety issues and is kept informed at all times of decisions made and recommendations suggested.

Role of Appointed Person:

- To identify current best practice and legal requirements – relevant / appropriate to Kenya
- Plan and implement a health and safety programme that will meet legal requirements
- Communicate changes in policy and procedures to staff
- Chair the Health and Safety Committee (*NB see below*) and ensure it fulfils its role effectively

School trips Co-ordinator

The **School trips Co-ordinator** (Mr Mike Peck) is responsible for the following:

- Ensure visits meet school requirements and risk assessments
- Approval of activities and visits
- Assessment and designation of visit leaders
- Ensure appropriate training in place
- Organise emergency arrangements
- Keep records of individual visits
- Review systems/ monitor practice

Health and Safety Committee

[From 2015/ 2016] There is a Health and Safety Committee that meets once each term. Its members comprise:

Deputy Head Pastoral.....	Mike Peck
Director of Sport	Sue Taylor
Estates Manager	Rose Kibe
Head Chef	Ephantus Imanene
Head Juniors	Lucy Waddington
Head of Science	Zahra Verjee
Head of Swimming	John Wroe
School Bursar	Ernest Njuguna
School Nurse	Sister Beatrice
School Trips Coordinator	Mike Peck

Role of Health and Safety Committee

Key staff will be given the opportunity to raise any concerns that they might have. They will then email RK and MCP listing their concerns; these will then be turned into part of the meeting agenda and concerns raised and addressed.

Meetings will take place four times per year: before the start of the school year; thereafter once a term, just after half term. This allows concerns to be raised.

The committee will:

- Review and implement any actions that result from a risk assessment or incident report.
- Discuss and agree how to manage practical implications of implementing any alterations.
- Report on the issues and concerns raised by any departments.
- Review the impact of any legal changes or perceived changes in best practice that are under consideration for the School, where relevant.
- Review and look for trends in accidents and try to reduce the risk of further incidents.
- Feed back to their colleagues on the matters discussed and actions agreed. Minutes to be taken from all meetings.

Role of the Senior Leadership Team (SLT)

The SLT shares responsibility for the operational management of the school. This includes the health and safety risks associated with the School. Once each term the Health and Safety Committee reviews health and safety within the school with reference to accidents and incidents reported and overall risks identified.

The SLT will be emailed the minutes from the Health and Safety meeting. At the bottom there will be a section on 'actions to be taken'. This will then be addressed in SLT meetings.

The Board of Directors will be briefed by the Headmaster on all matters relating to Health and Safety.

Individual members of the team may be given specific responsibility to oversee the implementation or monitoring of certain aspects of health and safety.

Teaching Staff

Teaching staff have an important role to play in the day-to-day implementation of safe practice. Where appropriate, an issue of serious concern can be raised before any morning briefing. Teaching staff will be briefed on any new procedures and actions to be implemented. All teaching staff are aware that they have a responsibility in protecting the welfare of the pupils at Peponi House.

Teaching staff are encouraged to raise any concerns that they may have about any element of Health and Safety. The protocol is to email all concerns to RK and MCP. They will then be added to the agenda for the next meeting, unless they can be simply rectified or pose an immediate threat, in which case action would be taken immediately.

Staff are kept apprised through this meeting of incidents and accidents that occur and feedback is sought on general and specific concerns.

How to Complete a Risk Assessment

Since October 2015 the School has used a procedure for completion of risk assessments. All risk assessments must be stored on the School intranet. These are stored on the school's network and hard copies lodged with the DHP.

Activity Visit Checklist

This should be completed for all external visits. It is an aide memoir to ensure teachers have thought about medical needs, food and accommodation needs together with staffing levels and other issues. Completion of the checklist will help you ensure that the visit has been properly authorised and planned.

The school trips coordinator has a specific template that has been designed for Peponi House and its location. There are specific email lists that are created and Sematime databases set up for immediate contact with parents. Staff are also reminded to use Firefly to send messages to groups and send emails.

Day trips must still always go through the school trips coordinator and be checked off. All staffing ratios must be correct and agreed by SLT.

There is also a full handbook that is created by the school trips coordinator giving all details of the trip, including itinerary, list of children and staff, all contact details and medical concerns. Copies will be handed to the school secretary, HM and DHP prior to departure.

The school trips coordinator will also ensure that for overnight the school trip phones are taken as emergency back up as well as individualised first aid kits.

The school trips coordinator will also ensure that the Flying Doctors cover is in place for parents should they so wish.

Risk Assessment Sheet

The purpose of this sheet is to examine the risks associated with a visit or activity and to assess the level of such risk together with the steps to be taken to manage the risk in an appropriate way. By referring to the guidance notes teachers will see that they should, for example, consider:

- Location
- The age and experience of the children
- The age and experience of the staff
- The specific activity being undertaken
- Weather conditions
- "Stranger danger" and other pastoral issues
- Equipment being used or needed (and its condition and safety)
- What level of briefing is needed (pupil and staff)
- Transport and traffic issues
- Specific pupil issues (e.g. a known problem with fine motor skills may be an issue for a child)

In completing the form teachers must be practical and realistic.

Level of Risk

Within the Risk Assessment worksheet there is a section entitled “Level of Risk”. Here we categorise each aspect of the risk assessment being undertaken as high, medium or low risk.

How Do We Interpret and Use a Risk Score?

The most difficult element of the assessment to score is the likely severity of an incident. In many cases the most severe manifestation of an incident will be fatal but in most cases this is extremely unlikely. The key word in using the severity score is “likely” i.e. what is probable or what could the school reasonably have been expected to consider could happen as the result of an incident involving this risk.

As a general principle the risk assessment grid will remind you to be cautious about taking an inexperienced, young group of children with inexperienced staff on anything other than a low risk activity.

The hazard score for the activity itself can be quite subjective. This is to be expected and teachers are requested to use common sense. For example, walking may be considered a low-risk activity but common sense will prevail if, for example, the walk is in the bush.

All out of school risk assessments for overnight camps are completed by RVA (Rift Valley Adventures) and are in place. They are checked and kept by the school trips coordinator.

We do not want to shrink away from high risk activities but we will manage them effectively and consult expert advice.

Generic Risk Assessment

To establish the level of risk present and appropriate procedures to manage the risks identified, in line with the policy statement, the following generic risks are to be assessed and documented:

Traffic movement on the campus	RK
Slipping, tripping and falling	RK
Working with dangerous/ hazardous chemicals	RK / JEW
Working with machinery - grounds/ maintenance/ kitchen	RK
Working with electricity	RK
Hygiene – kitchen and personal	EE
Risks associated with the storage, preparation and consumption of food	EE
Pests	RK
Fire	RK

This list is not exhaustive and others will be added.

Specific Risk Assessment

There are a number of activities and risks associated with a School that require specific risk assessment:

Games - sport specific	ST and JK
P.E.	ST and JK
Playtime	DHP
Science Laboratory	ZBV
Swimming Pool	JEW
School trips and visits	MCP
Transport provided by the school	RK

Risk Assessment – Monitoring and Evaluation

The Risk Assessment Database is held electronically in an area of the intranet that is accessible to all members of staff:

Accident Reporting

The school keeps records of all serious injuries. They are completed by:

- Medical – school nurse
- School site – RK
- Other – SLT
- Kitchen – EE

These reports will be emailed to SLT and RK and kept on file.

These incidents include:

- Deaths
- Major injuries
- Over-seven-day injuries
- An accident causing injury to pupils, members of the public or other people not at work
- A specified dangerous incident where something happened which did not result in injury, but could have done. The person dealing with or witnessing an accident must email RK / MCP / SLT to record an account of the event.

Procedure in the Event of an Accident

If an accident is life-threatening, call for help immediately and call an ambulance. The school nurse is called and from here the school nurse will decide the next level of action. In more serious cases the nurse will call SLT and decide what the next steps should be. This might involve the calling of ambulance or using the school drivers to transport the person to the most appropriate hospital.

First Aid and Medication

Peponi House has a full time School Nurse. It also has 12 members of staff that are completely up to date in their first aid training. (December 2015).

There are first aid boxes located in the following places:

- Kitchen
- Art Room
- ICT / Library
- Lab One
- Lab Two
- Back Office
- Nurse's Room

They are stocked and checked at the start of every half term by the school nurse.

Head injuries

Accident Reporting – Monitoring and Evaluation

The school nurse completes all the accident reports, fills in the child's homework diary and then records and stores all paperwork. She holds a copy of each accident report filed by the name of the person involved. During the Health and Safety meetings the committee will review the accidents that have occurred as a whole to establish trends, examples of good and bad practice and new risks that might require attention. They will then feedback any information to the SLT on actions that need to be taken.

Incident Reporting, Statement of Policy

The school recognises that incidents are often the precursor of accidents and that it is important to record incidents so that trends and the degree of risk that an accident might occur can be established. For this reason, it is requested that those incidents are documented via email. The person witnessing the incident must email with a full description of the incident, which should be sent to the school nurse in the first instance.

Definition of an Incident

An event or occurrence which, in the opinion of the person completing the report, could have led to an accident.

Procedure for Reporting an Incident

Create a detailed email and sent it to the DHP.

Incident Reporting – Monitoring and Evaluation

The Health and Safety committee holds a copy of each incident. The SLT receives a report outlining the incidents that have occurred during the term. They have the opportunity to note trends and identify new risks and to comment on the actions necessary to manage such risks identified.

Fire Practice and Alarm

Whole School practice once per term – a full list of times, dates and feedback is held on the network and up on the wall in the DHP's office. The objective of holding fire practices is to ensure that in the event of a real fire we can safely and rapidly evacuate pupils and staff from School buildings, assemble at a safe point and account for everybody. Practices are recorded by the DHP.

The school has an up to date and well maintained fire alarm system. An instruction leaflet detailing how this operates and the location of fire sensors can be found next to the school secretary's desk.

The company that we use, Nimrod, regularly update the wiring and systems in place. They / we do regularly try to hold tests without telling the staff / children. On occasions the power fluctuations can cause problems with the systems.

Fire Equipment

The School has taken advice on the location and type of fire extinguisher and other fire control equipment it should hold. All extinguishers are checked annually (if not termly) by Nimrod.

All staff periodically receive training in the safe operation of fire extinguishers and are encouraged, where safe to do so, to tackle small fires with appropriate extinguishers. Untrained staff should not use extinguishers.

Maintenance Schedule

The School has a maintenance programme to promote the safe operation of equipment and the maintenance of a high level of fire protection. This includes:

- The fire alarm system
- Kitchen equipment
- Grounds equipment
- School electrical system (including main fuse boxes)

Key Contacts List

There are a number of key contacts when reviewing health and safety within the School:

Health and Safety Executive	Through Ernest Njuguna, Catering and Grounds managers
Fire Service (local)	Tested at the start of every term, logged with RK
Electrical maintenance engineer	All electrical equipment is tested annually
Kitchen equipment engineer	Tested at the start of every term, logged with EE
Grounds equipment engineer	Tested at the start of every term, logged with RK

Health and Safety Training Policy

All staff arriving at Peponi House receive an induction to the school. As part of this many of the key Health and Safety issues / topics are addressed. This document, in addition to the staff handbook, will be gone through and discussed with staff.

All the staff in the school kitchen will receive a training session at the start of each term to recap on all safety procedures required to work in the kitchen.

Health and Safety Training Approach

The School uses the following approaches:

- Staff inset for briefings
- Staff inset for training large numbers e.g. resuscitation, administering EpiPen
- Distance learning for individual knowledge
- Courses e.g. lifesaving, chemical handling

Monitoring Developments in Health and Safety

The Health and Safety team will closely monitor all aspects of Health and Safety training to ensure that the children at Peponi House are healthy and safe.