



Peponi School

Health & Safety Policy

1. Statement of Intent

The Board of Peponi School recognises its responsibilities as defined in the *Occupational Safety & Health Act, (Kenya, 2007)* and subsequent health and safety legislation under, for instance, the various *Factories & Other Places of Work* legal notices. The Board recognises that it is required to provide a safe and a healthy place of work for staff, pupils and visitors to the School. The responsibility for the day-to-day management and supervision of health and safety lies with the Second Master and the Bursar.

The Board requires the School's leadership and staff at all levels to display and maintain a positive attitude to Health and Safety.

Keeping Children Safe in Education (UK, Sept 2016) provides guidance for safeguarding in its broadest sense. Inherent within *KCSIE* are principles that are relevant in the Health and Safety context and help to engender the positive and proactive approach to the health, safety and wellbeing that the Board requires. Principally, the Board draws to the attention of management and staff the following two points from *KCSIE* that are particularly relevant.

- **All** school staff have a responsibility to provide a safe environment in which children can learn.
 - Staff members working with children are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned.

The Board believes that these statements underpin a safer environment and a positive organisational culture around safety.

The School Leadership will, on behalf of the Board, take all reasonable steps to ensure the health, safety, and welfare of all persons using school facilities and to ensure that the buildings, plant and equipment are safe for their intended use, paying particular attention to:

- Provide adequate resources to maintain health and safety.
- Carry out risk assessments and a programme of review of these assessments.
- Provide and maintain systems of work that are safe and that minimise risk to health.
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and that minimise risk to health.
 - Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
 - Carry out health surveillance, where required.
 - Ensure that all machinery, plant and equipment, be maintained in a safe condition.
 - Make adequate provision and arrangements for welfare facilities at work.
- Keep the workplace safe and ensure that access and egress are safe and without risk, including regular monitoring of traffic in and around the School site.
 - Monitor safety performance to maintain agreed standards.

Signed

Chairman of the Board

Date:

2. Organisation and Responsibilities

The organisation or 'chain of command' for health and safety management is outlined in this section by the order in which the various persons are named. Their responsibilities are given under each heading:

The Board - The Board has overall responsibility for maintaining health and safety within Peponi School. The Board Representatives for Health and Safety are Jill McLachlan and the Bursar

The Headmaster, Second Master and the Bursar - The Headmaster and the Bursar have been delegated the responsibility for the overall management of health and safety. They will ensure that sufficient resources are available to provide (as far as is reasonably practicable) training, information and equipment to achieve and maintain a high standard of safety and proficiency. The Second Master is responsible for the health and safety of the pupils and the Common Room. The Bursar is responsible for the health and safety of support and administrative staff.

The Health & Safety Committee - The Health & Safety Committee is chaired by the Second Master. The Bursar, the Safety Officer and the Fire Officer sit on the committee along with workplace representatives for all areas of the School. The Committee arrangements are stated later in this policy.

The Safety Officer and the Fire Officer - The Safety Officer and the Fire Officer, L Maina and M Ayatta respectively, have the responsibility for advising and leading health and safety on the School campus, in sports and extra-curricular activities, and will oversee the arrangement for fire safety and maintain the School's Health & Safety Register.

The Campus Manager - The Campus Manager is responsible for the health and safety of the campus, grounds and of all the support staff, security staff and the drivers. Every effort is made to ensure that the buildings and grounds of Peponi School are safe, secure and well maintained. The school employs maintenance staff to ensure that repairs are carried out swiftly and that there is a quick and efficient resolution of any problems which might cause a hazard or put the safety of pupils, staff or visitors at risk. All staff should report issues as soon as they arise.

Heads of Faculties and Housemasters and Housemistresses - HoFs & HSMs are responsible for providing leadership and promoting responsible attitudes towards health and safety within their faculty or house.

Each HoF and HSM (or Matrons where appropriate):

- Will ensure that new members of staff in their faculty/house are given induction training that is appropriate to their specific job. All new staff will be shown the location of first aid boxes, fire exits and emergency fire equipment, and this will be recorded on their induction record.
- Will ensure that they, and the staff for whom they are responsible, have read and are aware of the School (and where appropriate, their departments') health and safety policy.
- Shall keep up to date with health and safety matters applicable to the operation of the School, via attendance at HoFs/HSMs meetings and circulation of Health & Safety Committee minutes. Particular attention being paid to any regulations affecting their own faculty/house and ensure that their staff (and pupils where applicable) receive the appropriate training and information.
- Shall report all accidents, or potentially hazardous situations, to the relevant senior health and safety representative (Second Master, Bursar, Campus Manager, Fire Officer or Safety Officer) and assist in investigating them as required, with a view to prevention.
- Will ensure that good housekeeping standards are applied and to act immediately if this is not the case. This refers to levels of general cleanliness, removal of waste paper or materials, and that any spills are dealt with immediately.

- Should understand that, although the responsibility for servicing and maintaining machinery and firefighting and detection appliances lies with the campus management, they have responsibility for supervising checks on the condition of such equipment in the interim period. They should report any defect, alteration or change that would affect the safety of anyone at the School, to the Campus manager as soon as possible.
- Carry out, in consultation with the relevant senior health and safety representative (Second Master, Bursar, Campus Manager, Fire Officer or Safety Officer)) as appropriate, regular safety checks and emergency practice drills, audits and risk assessments.

Staff - All staff have a duty to take every reasonable care of their own safety and the safety of others who may be affected by their acts or omissions. They are expected to follow the School's health and safety procedures and to report any incident or accident, which has led to damage or injury, to their immediate HoF. All staff are reminded that they must not interfere with, or misuse any equipment provided for health, safety or welfare purposes. Should conflicts between the requirements of health and safety and curricular priorities arise, the conflict should be reported to the HoF who will advise, or seek further advice from their relevant senior health and safety representative (Second Master, Bursar, Campus Manager, Fire Officer or Safety Officer)).

Pupils - Pupils are classed as visitors to the School for health and safety purposes. All staff are responsible for the health, safety and welfare of pupils and should ensure that they are not exposed to unacceptable risks. Pupils must understand that they too have a responsibility for their health and safety, and that of others in the College. All pupils receive adequate health and safety information and are briefed at regular intervals during their time at Peponi. Regular reminders specific to pupil health and safety will be provided by staff, instructors, coaches and Housemasters /Housemistresses.

All pupils must familiarise themselves with the fire alarm procedures, which are published in pupils' prep diaries, in the boarding houses and elsewhere around the school. If the fire alarm sounds, pupils should proceed directly by walking in a sensible manner to the designated assembly point. A roll call will be taken.

In some cases, during the course of education (academic and extra-curricular), pupils may be exposed to a small degree of risk that has been assessed and there is a need to follow safe procedures, or to wear protective equipment in order that this risk is minimised. Pupils are to be made aware that the procedures/equipment are for their protection, and must be enforced if the risk assessment dictates. Any pupil disregarding this advice shall not be allowed to undertake the activity in question unless they comply with the advice given.

External Health and Safety Consultants – Peponi School may enlist the assistance of external consultants to ensure it effectively manages all aspects of its health and safety responsibilities.

3. Arrangements

This section of arrangements is not an exhaustive list, but covers the main hazards and risks that are inherent in the activities undertaken at Peponi School.

If arrangements for specific hazards or risks are not contained within this outline document, they should be included within departmental policy documents. In any case of doubt, contact the relevant senior health and safety representatives (Second Master, Bursar, Campus Manager, Fire Officer or Safety Officer) for advice. Some arrangements have a full separate policy document that can be found on the staff server.

Staff Training

It is the duty of the School to provide induction and refresher training to all its employees. New teaching staff will be inducted by the senior leadership, the HR department or their own HoF/line manager. Non-teaching staff will be inducted by their line manager, and will receive department specific training from their immediate supervisor dependant on job location. In all cases, the HR Department will keep a record of the training given after having been signed by the employee.

Refresher training will be undertaken at appropriate intervals, or when a new job, method, or location of work is introduced.

Risk Assessment, Identification of Hazards

In accordance with the *Risk Assessment Policy*, Peponi School will ensure:

- Suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- Measures are implemented to control risk so far as reasonably practicable.
- Those affected by school activities have received suitable information on what to do.
- Risk assessments are recorded and reviewed when appropriate.

Teaching area risk checklists are in place where the area is low risk. All staff will receive guidance on risk assessment as part of their induction from their Head of Department or line manager. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the relevant senior health and safety representatives (Second Master, Bursar, Campus Manager, Fire Officer or Safety Officer).

A template risk assessment forms (VF3) are available on the staff servers. Peponi School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science.

Risk assessments will take into account:

- Hazard - something with the potential to cause harm.
- Risk - an evaluation of the likelihood of the hazard causing harm.
- Risk rating - assessment of the severity of the outcome of an event.
- Control measures - physical measures and procedures put in place to mitigate the risk. The risk assessment process will consist of the following steps:
 - What is the hazard/risk?
 - Who might be harmed?
 - What is the risk level?
- What are you currently doing to reduce the risk/hazard to an acceptable level (Control measures).
- What additional measures are required to control the hazard/risk.

The Second Master and the Safety Officer will be responsible for maintaining the risk assessment register.

Risk assessments will be reviewed:

- When there are changes to the activity.
- After a near miss or accident.
- When there are changes to the type of people involved in the activity.
- When there are changes in good practice.
- When there are legislative changes.
- Annually if for no other reason.

Out of School Trips and Visits

The *Off-Site Educational Visits & Activities Policy* is intended to outline the best possible practice so that pupils and staff can conduct trips in safety and with maximum benefit for all. Taking pupils out of school can be a source of anxiety to teachers but careful planning and understanding of what is required is the basis for confidence. This policy is referred to at the start of each academic year and staff leading multi-day trips are issued with a copy. Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. These duties apply to all school visits. Teachers and other staff in charge of pupils also have a duty to act as any reasonably prudent parent would do in the same circumstances.

The full policy can be found on the staff server.

Fire Safety Policy

The School acknowledges that it has statutory responsibility to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of its pupils, visitors and employees. The School's policy is to undertake fire precautions, within all of its premises, in order to reduce the risk to people, property and the environment that is posed by fire, to as low as reasonably practicable, whilst complying with legislation.

Peponi School will ensure that:

- Through a process of ongoing risk assessment, identify and address all potential fire hazards. Make available sufficient resources to control risks in relation to fire. Appoint competent staff and advisers to discharge fire safety obligations across the organization.
- Seek to eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- Ensure that its premises, machinery, plant and equipment are maintained in safe condition
- Ensure that effective training is available to staff in fire safety management and evacuation techniques and that staff participate in fire drills. Where necessary, personnel have both basic instructions in fire safety and fire training appropriate to their own particular role and the specific needs of their workplace.
- Only engage approved contractors who are able to demonstrate due regard to health and safety and will ensure that its own workforce places a high priority on all aspects of safety, including fire safety.
- Communicate and consult with all employees on matters affecting fire safety.

Responsibilities

The **Fire Officer** is responsible for the implementation, maintenance and monitoring of the fire risk assessment programme and for monitoring the competence of the fire risk assessors. If there is a need to review risk assessment in the shorter term, this should be addressed according to risk. Reasons for a shorter than specified timescale between risk assessment reviews would normally be:

- A serious fire incident.
- Where we have concerns over a particular building.
- A major change in the fabric of, or use of, a building.

HSMs/HoFs are the **Building Responsible Persons** within the Fire Safety Policy. They will:

- Be the main point of contact and coordinator for Fire Safety in their building and ensuring that all staff who work in their building are aware of the actions to take in the event of fire.
- Nominate **Fire Marshals** to attend the appropriate training and ensure that they are briefed as to how they should co-ordinate their responsibilities in the event of fire in their building.

- Ensure the Fire Officer is advised of every alarm activation and update the fire log book as appropriate.
- Ensure any identified remedial fire safety works are reported to the Campus Manager.
- Ensure arrangements are made to ensure that a routine visual check of their building is undertaken to verify that:
 - Fire doors and fire exits are not being wedged/held open (fire system managed doors excepted).
 - There are no obstructions to fire exits and fire escape routes.
 - Fire exit doors that are not fitted with either a thumbscrew release, crash bar or alarm triggered release are unlocked when the building is occupied.
 - Boiler rooms are not being used for storage.
 - Waste material of a flammable nature is consigned to rubbish bins or skips and that the bins and skips are kept in the designated areas away from buildings in order to minimise the fire hazard.
 - Notices detailing the action to take in the event of fire are displayed.

During school holidays the responsibilities of the Building Responsible Person passes to the campus management to coordinate for buildings occupied by third parties.

The **Campus Manager** is responsible for implementing and managing systems for the maintenance testing of all fire equipment. This includes smoke and fire detection systems, firefighting equipment, fire alarms and emergency lighting. He is also responsible for keeping records of such tests and inspections.

Staff Responsibilities. All members of staff should inform the campus management immediately in the event of any firefighting equipment being used or if there is any doubt as to the serviceability of the equipment.

Reporting of Fire Incidents. All fire incidents, including false alarms, shall be reported to the Fire Officer. All fire alarms and incidents *should also* be entered into the Health & Safety Register.

First Aid

The full *First Aid Policy* contains specific arrangements for dealing with pupil health related issues. In all cases, the school nurses should be the points of reference. Information on pupils with serious health concerns (particularly allergies) is posted in each area of the School. It is the responsibility of all members of staff to be aware of the requirements of these pupils and the course of action to be taken in an emergency. Emergency contact details for all key responders is displayed in all buildings.

Peponi School undertakes to train and keep maintained an adequate number of qualified First Aiders.

A monthly inspection of First Aid boxes will be carried out by the HoF or HSM responsible for the area, and a log kept next to the box. Any deficiencies should be reported to the Health Centre, who will ensure immediate replacement.

Security

The boundaries of Peponi School are well secured and access is only via gates guarded at all times of the day and night. A system of gate passes prevents pupils from leaving the campus without permission and prevents access to the campus by members of the public. However, it is still reasonable to ask that all staff and pupils remain vigilant to any security threats. Any suspect person or packages should be reported immediately to a senior member of the School or directly to the main guardhouse. In the meantime, if the threat is serious the alarm should be raised by activating a lockdown alarm. The *Lockdown Policy* details the procedure to be followed in such an event. All staff that have been issued with them, should wear their identification badges to aid in identifying those who have no purpose on school property.

Missing Pupil Procedure

In the event of a pupil, previously registered as being in the School, being reported as missing, the following procedure will be followed:

- Appropriate action will be taken internally to locate the pupil.
- If after one hour that action fails to locate the pupil, parents or guardians will be telephoned to notify them of the situation.
- If after four hours from the original report the pupil is still missing, then, in consultation with parents and guardians, the police will be contacted.

Critical Incident Procedures

A critical incident is defined as an occurrence which could happen at any time which might have life-threatening consequences to members of staff or pupils, e.g. political unrest, bomb threat, serious accident or fatality on a school trip etc. The school has a procedure for responding to such an emergency which is detailed in the *Critical Incident Policy*.

Smoking Policy

The *Tobacco Control Act (2012)* makes it illegal to smoke with schools. It is school policy that the entire premises (enclosed areas) and vehicles are smoke-free; and that all employees, pupils and visitors have a right to a smoke-free environment. This policy applies to every employee, pupil, visitor and contractors.

This policy applies equally to electronic cigarettes.

Visitors

Visitors are those on site who are not employed by the Peponi School. *Visitors include pupils or temporary workers and contractors*, as well as people only on site for a few hours or minutes, such as friends or family members of staff, members of the public and associates touring the site.

All visitors should sign-in at the main gate and collect an identity badge which should be worn visibly at all time. When appropriate, a member of staff should accompany the visitor and be responsible for their safety whilst on site. Hazardous areas are off limits to visitors.

Health and Safety Inspections

Health and safety law is enforced by inspectors from the municipality, the county and the national government. Inspectors have the right to enter any workplace without giving notice, though notice may be given where the inspector thinks it is appropriate. On a normal inspection visit an inspector would expect to look at the workplace, the work activities, the management of health and safety, and to check that the school is complying with health and safety law. The inspector may offer guidance or advice to help. They may also talk to employees and their representatives, take photographs and samples, serve improvement notices and take action if there is a risk to health and safety which needs to be dealt with immediately.

The Health & Safety Committee and Safety Representatives

The Health and Safety Committee is chaired by the Second Master or the Bursar in the Second Master's absence and has representative members from all areas of the School. Its terms of reference are as follows:

- To meet at least twice every term,
- To promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health and safety of staff and pupils,

- To consider accident reports and recommend remedial action on unsafe conditions or practices,
- To instigate safety audits and recommend remedial action on unsafe conditions or practices,
- To study reports and information provided by inspectors any other relevant statutory or advisory body,
- To be involved in developing, introducing and monitoring safety rules and safe systems of work,
- To review the effectiveness of training in health and safety matters,
- To consider the adequacy of communication of health and safety matters,
- The minutes of each Committee meeting will be published as soon as possible after the meeting and posted on the School servers in order to fulfil the School's commitment to inform its employees of health and safety matters.

Safety representatives may be nominated from each department and have the role of representing the department and consulting the employer in health and safety matters. The safety representative is the first point of contact for any health and safety concern that a member of staff may have. The safety representative does not have to be the HoF or HSM.

Safety Representatives will attend Health & Safety Committee meetings.

School Vehicles

School buses are driven only by drivers qualified to do so and seatbelts are to be worn at all times. A member of the teaching staff takes charge of seeing pupils onto buses and accompanies them on school trips. Full details of the school's transport procedures can be found in the document *School Transport Policies & Protocols*.

Speed limit

Vehicular traffic is minimal, and parents and visitors are reminded regularly of the need to drive slowly and carefully through the school grounds.

Control of Substances Hazardous to Health (COSHH)

Peponi School recognises its duty to ensure that the exposure of its employees and others to substances hazardous to health is prevented. Where this is not reasonably practicable, the exposure shall be adequately controlled by other means.

Each HoF or line manager is responsible for identifying every substance that requires an assessment within his or her department.

The COSHH assessment shall include consideration of:

- The hazardous properties of the substance,
- Information on health effects provided by the supplier, including the information given on relevant safety data sheets,
- The level, type and duration of exposure,
- The circumstances of the work, including the amount of substance involved,
- Activities such as maintenance, where there is the potential for high levels of exposure,
- Any relevant occupational exposure standard, maximum exposure limit or other similar occupational exposure limit,
- The effect of preventative and control measures,
- The results of relevant health surveillance,
- The results of monitoring of exposure,

- Circumstances where work involves exposure to more than one hazardous substance, and the risk presented by exposure to such a combination,
- The approved classification of any biological agent,
- Any additional information that the School might need in order to complete the assessment.
- The COSHH assessment must be reviewed regularly and immediately when:
 - It is suspected that the assessment is no longer valid,
 - There has been a significant change in the work to which the assessment relates,
 - The results of any monitoring show it to be necessary.

The assessments must be recorded and displayed where all individuals likely to be involved with the substance in question may see them.

Additional arrangements for specific Departments

Where a specific hazard or risk is not listed in this main school policy, it is the responsibility for the HoF/Activity/Sport to ensure that additional arrangements (safe systems of work and specific detailed risk assessments) are in place and available within the department.