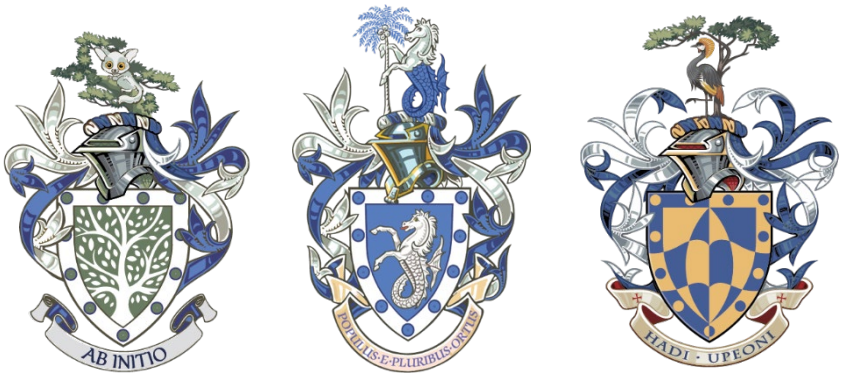

PEPONI SCHOOLS

Health and Safety Policy

Author / reviewed by:	Board of Directors Bursar Headmaster, Peponi School Head, Peponi House Head of Peponi House Kabete Kindergarten
Date of Policy:	September 2026
Review Frequency:	Annually
Review Date:	September 2027

General Policy Statement

The Board of Directors of Peponi Schools recognises and accepts its responsibility, so far as is reasonably practicable, to ensure the health, safety and welfare of all employees, pupils, visitors, contractors, and others who may be affected by the School's activities, in accordance with the Occupational Safety and Health Act (OSHA), the requirements of the Directorate of Occupational Safety and Health Services (DOSH), and the expectations of British Schools Overseas (BSO) and ISI standards.

The Board of Directors holds overall and final accountability for health and safety and ensures that effective leadership, governance, and operational arrangements are in place to meet all statutory and regulatory requirements. This is achieved through the delegation of clearly defined responsibilities. Headteachers are designated as the responsible persons for health and safety on the sites under their remit, supported by the Bursar and operational teams, and advised by an externally appointed Competent Person, ensuring access to competent professional advice as required under OSHA and recognised by ISI.

The objective of this Health and Safety Policy is to identify hazards, assess and manage risk, and implement effective control measures to prevent injury, ill health, or harm. The School is committed to providing appropriate resources, training, supervision, and monitoring to support a safe working and learning environment, recognising health and safety as an integral part of effective school management and safeguarding, as expected by BSO/ISI frameworks.

All staff are required to co operate fully with health and safety arrangements by working safely, following agreed policies and procedures, reporting hazards and incidents, and taking reasonable care for their own health and safety and that of others, in line with their legal duties under OSHA and professional responsibilities under ISI standards.

The Board of Directors will ensure that this policy and its associated procedures are reviewed annually, and following any significant change, incident, or audit. Any revisions will be communicated to all relevant parties to ensure continued compliance, effectiveness, and shared understanding across the school community.

Reviewed: May 2026

Approved by the Board of Directors:

Signed: Chair of the Board

Implementation of Policy

The Health and Safety Policy and related policies and procedures will be implemented by:

i. taking health and safety requirements into account when planning all School activities;
ii. providing and maintaining equipment and systems of work that are carefully designed and monitored;
iii. ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
iv. ensuring that staff are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
v. ensuring that all School premises are maintained and in a safe condition and there are adequate facilities and arrangements for welfare at work;
vi. ensuring that high standards of housekeeping are maintained throughout all School premises and that means of access and egress are safe;
vii. ensuring that, where its use is identified as necessary by risk assessment, personal protective equipment (PPE) is provided and used;
viii. ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that School policies are adhered to by them;
ix. ensuring that adequate arrangements and facilities for welfare and first aid are provided;
x. maintaining a system for the recording and investigation of all incidents – via the Medical/Accidental Incident Form submission;
xi. communicating any significant changes in the Health and Safety Policy and related policies and procedures to all relevant staff through written and/or verbal means, as appropriate;
xii. ensuring risk assessments are carried out by competent persons, made available to relevant staff, regularly reviewed and any significant changes communicated to those affected;
xiii. ensuring regular monitoring of the effectiveness of this policy.

All Staff Responsibilities

All staff have an obligation to ensure they:

i. take care of their own health and safety and that of anyone affected by what they do or do not do;
ii. cooperate with others on health and safety, and not interfere with, or misuse, anything provided for their health, safety and welfare;
iii. follow the training received by the School; and
iv. do not intentionally or recklessly interfere with or misuse equipment or anything intended for the interests of Health and Safety.
v. familiarise themselves with and follow the arrangements described within all of the health and safety related policies, procedures and safe systems of work;
vi. arrange for any risk assessments to be undertaken, recorded and reviewed in accordance with the risk assessment training received and the School's Risk Assessment Policy;
vii. co-operate fully and adhere to any risk assessments that may affect them;
viii. ensure that they are aware of First Aid and Fire procedures for their site;
ix. report all, incidents, accidents and near misses via the Medical/Accidental Incident Form submission
x. alert relevant staff to any failings or concerns regarding potential failings in Health and Safety practices;
xi. attend all training and follow all instructions and information provided for safety purposes;

Board of Directors

Responsibilities include, but are not limited to:

i. carrying out an annual review of the policy;
ii. reviewing the minutes from the School's Welfare, Health and Safety Committee; and
iii. ensuring that appropriate disciplinary procedures are in place to act against those who breach health and safety policy, procedures and systems.

External Competent Person

Responsibilities include:

i. providing advice and assistance on Health and Safety issues;
ii. providing briefings to keep the School informed of new and forthcoming legislation;
iii. carrying out an initial general risk assessment which then forms the basis of the risk management programme;
iv. providing support, as required, in the event that the School experiences a serious accident or incident involving the enforcing authorities; and
v. consultant visits to support the implementation of the policy including:
vi. assisting with ensuring the appropriate controls are in place;
vii. assisting with completion of specific risk assessments;
viii. providing further training, as agreed, on relevant agreed topics;
ix. reviewing and auditing the School's health and safety procedures and compliance; and
x. providing advice on implementing changes and system procedures.

Headteachers

Responsibilities include, but are not limited to:

i. ensuring that all health and safety policies, safety rules, procedures and standards, relevant to the departments and sites under their control, are observed;
ii. seeking to develop safe practices, encouraging suggestions from staff and taking action as appropriate, in respect of pupils or staff who fail to consider safety;
iii. ensuring co-operation between staff, pupils and contractors in fulfilling the aims of the Health and Safety Policy;
iv. ensuring all staff and pupils in their area are made aware of relevant policies and procedures;
v. ensuring that First Aid and Fire procedures for their areas are adequate
vi. ensuring good housekeeping standards are maintained;
vii. ensuring that staff are aware that any equipment that has not been tested or is damaged or ill-maintained must be withdrawn from use and reported to the Estates team;
viii. ensuring that staff are aware that risk assessments must be carried out for areas under their responsibility, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level;
ix. ensuring all findings from the risk assessment process are communicated to those it affects and the risk assessments are reviewed on a regular basis;
x. monitoring, with support from the Bursar and estates teams, the planned maintenance schedule, which details the routine safety checks and inspections to be conducted in areas under their control,
xi. inducting all pupils and staff including making them aware of rules and procedures to avoid fire, hazards, injuries, security and other incidents which are a risk to their Health and Safety;

xii. having an awareness of, in liaison with the Estates team, hirers, contractors and others who use the School premises to consider any implications that this may have for the health, safety and welfare of staff and pupils who may be present at the same time;

xiii. appointing a Health and Safety Committee for their site(s) to administer and implement the School's policy, and ensuring that a meeting takes place termly in which any issues and concerns are discussed including the items on the rolling agenda, any outstanding actions for their sites, and complaints of hazards which have been reported by any member of the School community;

xiv. attending the termly School Health, Safety and Welfare Committee meeting; and

xv. reporting relevant issues and concerns highlighted in their site specific Welfare and Health and Safety Committee meeting to the Bursar and/or their relevant Senior Leadership team for review and action, as appropriate.

Senior Leaders and Heads of Department

Responsibilities include, but are not limited to:

i. seeking to develop safe practices, encouraging suggestions from staff and taking action as appropriate, in respect of pupils or staff who fail to consider safety;

ii. ensuring they are familiar with the Health and Safety Policy and Procedures relevant to their areas;

iii. ensuring co-operation between staff, pupils and contractors in fulfilling the aims of the Health and Safety Policy;

iv. ensuring all staff and pupils in their area are made aware of relevant procedures;

v. ensuring that any equipment that has not been tested or is damaged or ill maintained is withdrawn from use and arranged for repair or reported to the Estates team, if appropriate;

vi. carrying out risk assessments in those areas and activities under their control, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level;

vii. ensuring all findings from the risk assessment process are communicated to those it affects and the assessments are reviewed on a regular basis;

viii. assisting with School level risk assessments, including providing templates and standard components as a starting point for new risk assessments where needed, and advising on risk assessment at all other levels within the School, including as these pertain to high risk activities such as trips, adventure sports, risky areas (e.g. laboratories, workshops, areas where vehicles are moving);

ix. ensuring that all health and safety policies, safety rules, procedures and standards, relevant to the departments and sites under their control, are observed;

x. ensuring all safety devices, relevant to and within their department, are fitted correctly, fully functional and used appropriately;

xi. ensuring good housekeeping standards are maintained;

xii. inducting all pupils and staff, under their responsibility, including making them aware of rules and procedures to avoid fire, hazards, injuries, security and other incidents which are a risk to their Welfare, Health and Safety;

xiii. ensuring that incidents, accidents and near misses are reported using the Medical/Accidental Incident Form submission, and that any required follow up actions are completed; and

xiv. to report any concerns to the Health, Safety and Welfare Manager and seek advice about these, as appropriate.

Housemasters (including Boarding)

Responsibilities include, but are not limited to:

i. ensuring that all health and safety policies, safety rules, procedures and standards, relevant to the departments and sites under their control, are observed;
ii. seeking to develop safe practices, encouraging suggestions from staff and taking action as appropriate, in respect of pupils or staff who fail to consider safety;
iii. ensuring co-operation between staff, pupils and contractors in fulfilling the aims of the Health and Safety Policy;
iv. ensuring all staff and pupils in their area are made aware of relevant policies and procedures;
v. ensuring that First Aid and Fire procedures for their areas are adequate;
vi. ensuring good housekeeping standards are maintained;
vii. ensuring that any equipment that has not been tested or is damaged or ill-maintained is withdrawn from use and reported to the Estates team;
viii. ensuring that risk assessments are carried out for areas under their responsibility, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level;
ix. ensuring all findings from the risk assessment process are communicated to those it affects and the risk assessments are reviewed on a regular basis;
x. attending the termly School Health and Safety committee meeting, if required;
xi. inducting all boarding pupils and boarding staff including making them aware of rules and procedures to avoid fire, hazards, injuries, security and other incidents which are a risk to their Health and Safety;
xii. ensuring that instructions are given to pupils for the use of potentially hazardous equipment such as kitchen equipment;
xiii. notifying the Estates team of any hazard, risk, or any defects in heating, lighting, ventilation or similar on any boarding premises as soon as practically possible; and
xiv. ensuring that daily checks are carried out on security in boarding houses

Bursar in conjunction with the Estates Team

Responsibilities include, but are not limited to:

i. promoting co-operation between all parties and advising on how to fulfil the aims of the Health and Safety Policy;
ii. ensuring testing or examination which is intrinsic to the fabric of the buildings or estate is carried out on relevant articles under their responsibility to comply with any regulations;
iii. collating the routine safety checks in relation to the buildings and estate, maintaining appropriate associated records, alerting relevant staff of any deficiencies and remedial actions and arranging remedial action within a specified and appropriate time frame;
iv. coordinating the review of the School's Health and Safety policies by all relevant parties and making recommendations for enhancements to the policies to ensure that they are adequate and fit for purpose;
v. acting as a primary liaison between the externally appointed Competent Person and the School staff;
vi. monitoring that testing or examination is carried out on relevant articles to comply with any regulations including the oversight of Fire Risk Assessments, Fire Extinguishers, recurrent and reactive Legionella testing,
vii. to liaise with the Headteachers to ensure that Fire Evacuation Procedures and Fire Risk Assessments are updated, and communicated, as appropriate;

viii. monitoring that fire call point testing, alarm and fire-fighting, emergency and prevention equipment maintenance is carried out as required
ix. monitoring the scheduled safety checks and inspection and advising others including Heads of School on this matter, as appropriate;
x. monitoring, and providing advice where required, that all health and safety policies, safety rules, procedures and standards relevant to individual departments are observed, including the wearing of PPE when appropriate;
xi. monitoring that contractors and others who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety arrangements are met at all times;
xii. monitoring and auditing of the health and safety management system to ensure compliance with current Health and Safety legislation, guidance and best practices;
xiii. ensuring that both proactive scheduled and reactive response repair and maintenance work is undertaken in a proper manner and that repairs are dealt with effectively;
xiv. carrying out risk assessments in those areas under their control, including new activities, to identify all significant hazards and ensuring the risks are reduced to an acceptable level;
xv. In relation to the above ensuring all findings from the risk assessment process are communicated to those it affects and the assessments are reviewed on a regular basis;
xvi. ensuring that all health and safety policies, safety rules, procedures and standards, relevant to their department and sites under their control, are observed;
xvii. ensuring all safety devices are fitted correctly and used where appropriate in accordance with the relevant risk assessments;
xviii. ensuring good housekeeping standards are maintained;
xix. encouraging safe practices amongst their team and addressing appropriately those who fail to consider health and safety;
xx. ensuring that estates contractors who use the School premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety arrangements are met at all times;
xxi. reporting all accidents and near misses using the the Medical/Accidental Incident Form submission and promptly investigating any accidents in accordance with the process
xxii. ensure the safety of the School's vehicular fleet including all required servicing and oversight of general vehicle maintenance

Head of Security

The Head of Security supports compliance with the Occupational Safety and Health Act (OSHA) and DOSH requirements by overseeing site security arrangements that contribute to a safe working and learning environment. This includes controlling access to the premises, supporting emergency preparedness and evacuation procedures, participating in risk assessments, incident reporting, and ensuring security staff are trained in health and safety, fire safety, and emergency response. The Head of Security works closely with senior leadership and the Health and Safety Committee to identify hazards, implement control measures, and support ongoing DOSH compliance across the site.

Nurses

Responsibilities include, but are not limited to:

i. ensuring they advise those who need to be aware of any changes in First Aid practices that may affect a specific school or the School;

ii. informing updates to the first aid related policies and procedures and ensuring that the policies and procedures, relevant to their roles, are complied with;
iii. advising on medication and medical needs of pupils (in particular, the requirements for boarding, trips and visits, as appropriate);
iv. ensuring that the relevant medical rooms and first aid kits are adequate and suitably stocked;
v. ensuring defibrillators are regularly checked, parts replaced and devices are tested by competent persons;
vi. assisting with medical related sections for risk assessments and first aid risk assessments;
vii. completing the Medical/Accidental Incident Form for all incidents, accidents and near misses, as appropriate.

Responsibilities for Contractors

The responsibilities described below apply to all contractors engaged to work on School premises. Contractors are responsible for, but not limited to, ensuring that all persons under their control are aware of the following:-

i. fire procedures;
ii. first aid arrangements;
iii. welfare arrangements;
iv. the requirements of any risk assessments and Method Statements or Safe Systems of Work they are required to comply with; and
v. areas where PPE must be used.

It is the responsibility of those engaging contractors to inform them of any known hazards to which persons under their control may be exposed to while working on the premises.

Those engaging contractors are responsible for obtaining and filing contractors' Risk Assessments and Safe Systems of Work prior to the commencement of the work. They are also responsible for inspecting work areas to ensure that they are complied with.

A contractor must ensure that any equipment brought onto School premises is fit for the purpose and in a good state of repair. Those engaging contractors are responsible for checking equipment brought onto School premises before the commencement of work and at regular intervals during the period of work.

The School reserves the right to order off site any contractor not complying with the relevant safety policies and/or Safe Systems of Work.

Visitors

The policy and procedures designed to control all visitors to School premises, including contractors engaged to work on the premises, are detailed in the School's Visitors and Visiting Speakers Policy. For health, safety, security and safeguarding reasons it is important that visitors are not permitted to wander freely around the premises.

In the event of a fire it is imperative that the School knows who is in the building at the time and that all persons can be accounted for. This is to be achieved by maintaining a record of the name, time of arrival and departure of all visitors.

Lettings

Arrangements have been made to ensure that the responsibilities for the School and groups/organisations hiring School premises, respectively, are clear and communicated to all concerned. The School ensures that the spaces provided are in good condition and maintained to an appropriate standard and provides the hirer with an evacuation plan specific to the site(s) they are hiring.

General Arrangements

Arrangements have been made to ensure the health, safety and welfare of staff, pupils and anyone who may come into contact with the School and its undertakings, so far as is reasonably practicable. These General Arrangements for Health and Safety are explained below and further details can be found in the accompanying procedures.

All staff will be made aware of any Health and Safety issues which may have an impact on their role or welfare. The School's Welfare, Health and Safety Committee spearheads any decisions and staff are strongly advised to familiarise themselves with the live issues managed by this Committee and are welcome to provide input. There are a variety of forums available for staff to voice concerns and views along with a variety of media for communicating changes or significant issues to staff. Further details can be found in the Staff Consultation Policy.

First Aid

The School employs a qualified and registered nurse to be available during school hours and when otherwise on duty.

In addition to the nurse, the School ensures that suitably trained First Aiders are available on all sites during school hours.

All staff are trained at induction and regularly thereafter in the use of AAIs (Auto Adrenaline Injectors). First Aid kits are available in the room allocated to medical needs at each site and portable kits are stored at various locations around the School. Defibrillators are available at all sites. Appropriate risk assessment has been made, as per the First Aid risk assessment and Medicines Policy, to determine the appropriate location of these and training, where required, will be given to ensure appropriate usage.

Fire

Fire/evacuation drills take place at least once per term at each site. Drills and tests are recorded and any full evacuation drills are reported to the site Health and Safety Committee to address any issues identified during the drill. For our boarding houses, at least one drill per year should be carried out overnight.

All fire exit doors are clearly marked and staff/pupils are familiar with emergency evacuation procedures. All communal areas have fire procedure/action notices. Fire alarms and equipment are regularly serviced and managed by the Estates team and contractors (this includes the regular inspections and testing of call points). Specific Fire Drill procedures are available for each of the individual sites.

Risk Assessment

All significant foreseeable hazards are risk assessed in line with the School Risk Assessment Procedure. All hazards identified are controlled and reduced to an acceptable level. Risk Assessment is carried out by staff who are competent to do so, through instruction and training.

Incidents: Accidents and Near Misses

Playground incidents and ill health (such as headaches or stomach upsets) are logged against the pupil's record on the School's Schools Information Management System.

Any incident - accident or near miss - which could have or has caused a personal injury is also recorded by the nurse via the Medical/Accidental Incident Form.

For children in Nursery and Early Years, all bumps, especially to the head, are recorded and parents informed with a written slip.

Training

All new staff will be given Induction training. Human Resources and/or Heads of Departments will liaise with the Deputy Head regarding the training requirements for each new starter as required for their role.

The local induction will be provided by their line manager and will familiarise the staff member with the local rules, procedures, where to find safety information, how to obtain First Aid, the Fire Procedures and other relevant information about hazards in their workplace.

All staff will receive relevant training, instruction and supervision to enable them to undertake their duties effectively and safely. Staff are prohibited from operating machinery, using chemicals or working equipment that they are not trained or competent to do so. If a member of staff is asked to undertake an activity which the staff member is not trained or competent to do so safely, they must not carry out the activity until the relevant arrangements have been made.

Monitoring and Auditing

The Directors, Bursar and Headteachers in conjunction with their site's Health and Safety Committee, and the external designated Competent Person, will monitor the achievement and effectiveness of the Health and Safety arrangements and their overall performance. This monitoring is to ensure that physical controls are in place and working satisfactorily and that staff are carrying out procedures and the functions allocated to them.