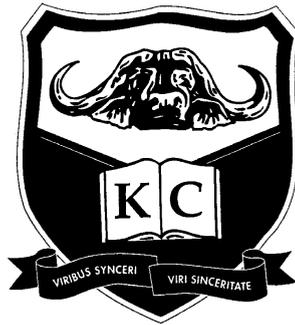


Kenton College Preparatory School



Emergency Policy & Procedures

Confidential to Kenton College Staff

Audience	Teaching Staff, Non-teaching Staff & Governors
Author	Headteacher and Deputy Head (Planning and Development)
Last review	May 2021
Next review	May 2022
Related policies	Health & Safety Policy Premises and Accommodation Statement Safeguarding Accessibility Plan Policy Risk Assessment Policy

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Introduction and Purpose

The Board of Governors and staff of Kenton College take seriously their responsibility for safeguarding and promoting the welfare of all pupils in their care. The Kenton College Board of Governors are ultimately responsible for the provision stated in this policy.

Response to an Emergency

- Be alert at all times.
- Act; take charge until the Headteacher, SLT or other designated person takes control.
- Contact the Headteacher or any member of SLT, the Estate Manager or School Doctor (use mobile contact or give a verbal message).
- If necessary, contact the emergency services.
- Seal off high risk areas.
- Warn pupils and staff in a calm manner; proceed to activate emergency response.
- Be responsible for pupils at all times and ensure that a register is taken.
- Take notes if appropriate.

Sound Alert

There are three distinct notifications that an emergency could be happening:

- Fire bell/constant shell.
- Chain message from the Headteacher: "There is a meeting in the Hall; please bring your class".
- Continuous siren. Siren switches are located at:
 - Main Gate
 - Headteacher's Office
 - Main Office
 - Outside Room 53 (middle of Junior School corridor)
 - Outside Room 602 (Deputy Heads' Office)
 - Accounts Office
 - Director of Music's Office

In the absence of the Headteacher, the First Deputy will be the spokesperson and decision maker in all circumstances.

Emergency Telephone/Contact Numbers

Ext No	Location	Name
201	School Administrator / PA to Head	Anthea Bwye
202/203	Office Secretary (Enquiries)	Marina Franco
204	Headteacher	Sally Weston
205	Deputy Head Planning & Development	James Moss-Gibbons
206	Deputy Head Pastoral	Leon Bareham
207	Deputy Head Academic	Stephanie Donaldson
209	School Secretary (Enquiries)	Linah Wanjohi
210	Estate Manager	Collins Mahasi
211	Financial Controller	David D'Souza
212	Domestic & Catering Manager	Lydia Aliela
213/*305	IT Manager	Karanja Thiong'o
214	Accountant	Stephen Mbugua
215	Library	Diana Jura
216/ 303	PE Office	Sophie Mbochi/Freddie Mills
217	School Doctor	Dr. Lilian Munene
218	Staff Room	
219/*309	Main Gate	**Emergency No. 0703 821 553
221	Registrar	Maria Kadhi
222	Photocopying Room	Marina Franco
226	HR Manager	Susan Mungai
230 / 301	Estate Assistant	Eugene Mwangi
232	Learning Support	Caroline Bulemi
234	Stores	Norah Yagomba
*302	Swimming Pool	S. Latinovic, A. Nderu, B. Kala
304	IT Support	
*306	School Matron	Miss Mary Mulinya
*307	Music/ DMG	Francis Oludhe
*265	Tinderet Gate	**Emergency No. 0741 035 363
268	Acacia Gate	

Resident Staff Extensions

Ext No	Staff Houses
246	Headteacher's House - Sally Weston
247	Bottom Pitch House 4 - Rachel Mugambi
248	Field House 3 - Adam & Kate Burgess
249	Field House 1 - Kelly Stovold
251	Bottom Pitch House 2 James Moss-Gibbons
252	Bottom Pitch House 3 - Tessa Faure
*254	Senior Staff House 1 - Stephanie Donaldson
*255	Senior Staff House 2 - Leon Bareham
260	Acacia House No 9 - Eugene Mwangi

External Numbers

Safaricom: Dial 807 then the number (072/071....)

Airtel: Dial 808 then the number (073....)

Landline Numbers

Telkom Wireless: Dial 806 then the number or Dial 9 then the area code and number (020-....)

Site Security

Maintenance of the perimeter wall, electric fence and razor wire is the responsibility of the Estate Manager and his maintenance team.

Security of the site is maintained by KK Security on a twenty-four hour basis.

Between 6.00am and 6.00pm, there are five KK Security staff on duty. One guard maintains a presence at the Main Gate at all times; the others patrol the perimeter fence and grounds.

From 6.00pm to 6.00am the next day, the security team consists of five guards whose duties and responsibilities include manning the Main Gate (1), patrolling the boundary with a 'clock' (1), and attending to the security of the buildings (3).

The security staff have access to Ultimate Security buttons (see further details below).

Security is increased on occasions when a major function is being held at Kenton (e.g. Bonfire Night). This is arranged through the Estate Manager.

Access to the site can only be gained through the Main Gate and through domestic and grounds staff accommodation entry points – Acacia Apartments or Tinderet Gate.

Vehicular access is only possible by visitors through the Main Gate. A member of the security staff remains at Tinderet Gate to allow access for teaching staff.

All members of the school community (parents and staff) should display a visible official Kenton College sticker at the front of their windscreen, to indicate their association with the school, to the guard on gate duty. Any vehicle not displaying such a badge will be stopped and searched.

There are three categories of visitor:

1. Group (e.g. Nairobi Orchestra)
2. Visitors to school
3. Visitors to staff living on site.

All visitors, whether to the school or to individuals living on the site, are stopped and required to be checked in at the gate. School visitors are accompanied to the School Office where, if necessary, visitors badges are issued. Staff are encouraged to challenge anyone they do not recognise who is not accompanied or not wearing a visitor's badge. Changes to security checks are made in response to current events and all members of the community are encouraged to respect the checks put in place.

Resident staff are responsible for their visitors whilst they are on the site. Domestic and grounds staff are not permitted visitors on site.

Resident staff are telephoned from Main Gate if any visitor arrives after 7.00pm. Visitors are not admitted after 7.00pm if their intended host cannot be called from the Main Gate or Tinderet Gate on the internal telephone system.

Intrusions from dogs, monkeys etc., which cause a potential hazard are reported to the Estate Manager who deals with them as necessary.

All resident staff have an Ultimate Security button in their residence, to summon help if an emergency occurs.

There are a total of seventeen Ultimate Security buttons on site at the following locations;

- School Secretary's Office
- Outside Matron's Office
- Bottom of stairs by the Birdcage
- Staff Room
- Wooden House
- Field House 1
- Field House 3
- Headteacher's House (2 buttons)
- Senior House 1 (2 buttons)
- Senior House 2 (2 buttons)
- Bottom Pitch House 1
- Bottom Pitch House 2
- Bottom Pitch House 3

These are checked monthly by Ultimate Security and a report given to the Estate Manager.

Responsibility for locking up the school lies with a member of the domestic staff who has keys to all rooms. During long holidays, the keys remain with the Estate Manager.

Copies of the keys for all areas of the school are kept by the Estate Manager.

The proper functioning of all door locks, window catches etc. lies with the Estate Manager and his maintenance team.

The IT Room is protected by an infrared sensor, connected to an Ultimate alarm. The security code for this room is known by the academic staff, who have access to an IT Room key.

All teaching staff have access to a lockable drawer/cupboard to securely store personal items during the day.

KK Security provision is reviewed regularly.

Emergencies Procedure

The safety and security of pupils is our first priority.

Information reaching pupils – especially relevant pupils – must be clear and delivered calmly.

There must be no panic at any time.

Emergencies may fall into one of the following categories:

- 1) Emergency involving people likely to have an effect on pupils (e.g. parent)
- 2) Emergency involving pupils and/or staff in or outside of school
- 3) A likely threat to the school and/or its pupils and staff
- 4) Immediate threat to the school and/or its pupils and staff

If there is time the following steps are to be taken:

- 1) All concerned parties meet at the Headteacher's Office where all likely emergency numbers are available) - Headteacher and First Deputy to be in attendance (to be summoned by Headteacher's PA/School Secretary if necessary; if teaching, arrangements must be made for cover).
- 2) The First Deputy is to take charge if the Headteacher is absent.
- 3) Receptionist (alerted by one of the above) should then be on the switchboard; there will be no outgoing calls unless they are from the Headteacher's Office.
- 4) Headteacher's PA to act as link/messenger.
- 5) If necessary, the Domestic Bursar will be alerted in order to pass the message onto Domestic and Grounds staff.
- 6) If necessary, Main Gate is to be alerted by the Headteacher, First Deputy or Estate Manager (possibly through the switchboard).
- 7) If necessary, on advice from Headteacher's Office, Ultimate buttons to be pressed; locations at:
 - inside the Junior Science Lab
 - near the San (on the dry stone wall)
 - at the bottom of the back stairs on Tarmac
 - in the corridor to the MFL classrooms
 - inside the Learning Support Unit (far room)
 - outside the Learning Support Unit (on the wall nearest Tarmac)
 - in the Staff Room

Depending on the nature of the incident/emergency, some children may need to be watched or isolated. It is vital that information only reaches these children through the proper channels. Therefore, a designated member of staff will be told to watch, speak to or move the child(ren) to a safe place (e.g. the Meeting Room).

If the emergency is of type 3 or 4 above, pupils may be gathered in a safe place (e.g. the Hall) or evacuation will be called for. Gathering will be done by a messenger system; evacuation will be via a continuous siren sound.

The Headteacher's PA, the School Secretary, the School Doctor or Matron will alert one member of the teaching staff in each of these areas of the school:

- **New Block:** Colobus Science Lab; Geography; History; English, TPR, Deputy Heads' Office; Girls' Changing Room
- **Juniors:** Years 2 and 3 Classrooms; Junior Art Room; Junior Boys' Locker Room; Junior Lavatories; Sykes Science Lab
- **Middle Block:** Year 4 Classrooms; Learning Support Unit; Design Room; Quite Room; San

- **Art, Music and Senior Classrooms:** Senior Art & DT Rooms and classrooms above; HQ and PE Office; Music Room; Music Practice Rooms; Hall
- **Birdcage:** Library; Boys' Changing Rooms; Lower Corridor Classrooms
- **Upstairs:** IT Labs; MFL Classrooms; Meeting Room; Drama Room; Staff Rooms; Deputy Head Academic

The alerted teacher will be given a card showing the order in which everyone in the area is to be alerted. The teacher given the message by the Headteacher's PA, the School Secretary, the School Doctor or Matron must first send their own class quietly to the Hall and then, following the instructions on the card, satisfy themselves that all rooms in that area are clear.

The message used by the messenger (the Headteacher's PA, the School Secretary, the School Doctor or Matron) and by the first alerted member of staff will be:

"There's a meeting in the Hall; please bring your class."

Each teacher will lead their class quietly to the Hall. Pupils will sit on the floor in lines, following skirting board markings or in Assembly order if chairs are out. SLT will be in Hall and will remain in charge until further notice.

The School Secretary will take registers and the absence list to the Hall, where Form Teachers will take the registers.

If an emergency takes place in the afternoon, pupils will be called in by DIVs and/or Activities groups using the same wording. All pupils and staff must proceed to the Hall as above.

Staffing Arrangements

SLT:

Headteacher: To Headteacher's Office
First Deputy: To Headteacher's Office
Other members of SLT: To Hall – take charge

Teachers given cards:

Send your own class to the Hall in silence. Visit all rooms on the card in order and alert all staff. All rooms listed on the card must be checked.

All other teachers:

Move to the Hall quickly and quietly with your teaching group. Form Teachers should take a register and stay with their group. Alert SLT of any missing children.

Headteacher's PA:

Take cards to the **Senior Art & DT Rooms and classrooms above; HQ and PE Office; and the Music Room**. Move to the Headteacher's Office.

School Secretary:

Take two cards to the Doctor or Matron.

Take cards to the **Middle Block** and then to the **Birdcage**. Return to the School Office and then take registers and absence list to Hall and hand over to a member of the teaching staff. Return to the School Office.

Front Office Secretary:

Remain in Reception and cut short all incoming calls until told otherwise. Prepare simultaneous SMS.

School Doctor:

Take cards to the **Junior Classrooms and Junior Art Room** and then to the **New Block**. Escort any girls from the Changing Rooms to the Hall, then return to the San.

Matron:

As above if the Doctor is not present, attending to a pupil or if there is a pupil in the San.

Estate Manager:

Go to the Headteacher's Office.

Estate Assistant:

Remain at the Estate Office.

Finance Team:

Remain in the Financial Controller's Office.

Terrorism and Threat from an Intruder

If the danger is imminent and there is no time for considered response **a continual siren will sound.**

When the siren is heard it is a signal to **RUN and HIDE.**

Staff must be responsible for children and other adults in their vicinity by giving clear instructions to "RUN and HIDE". If there is time, and whilst being cognisant of the danger, this should be encouraged to include anywhere on the school grounds, but it may also include hiding in the building if it is the safest option.

NOW – consider your daily routine and safest route, or place to hide, in the event of this sort of possible danger. Familiarise yourself with points 1, 2 and 3 below.

Aim to hide or exit the grounds. Assess the direction of danger and RUN and HIDE away from danger; for example:

1. Junior School/New Block/Senior Art Room/Sykes Lab – RUN towards the Headteacher's house and exit the grounds through the private gate.
2. If at play or on sport – RUN towards the Deputy Heads' houses and exit through Tinderet Gate.
3. If in main building – RUN towards Main Gate or the Domestic and Grounds Staff apartments gate at Acacia Apartments

RUN and HIDE away from danger.

If you must hide in a building, lock the door and windows, pull down the blinds or curtains, turn off the lights, hide in cupboards or under desks against the walls.

If it is not possible to Run and Hide, then "FIGHT".

Civil Disturbance

When we receive reports of demonstrations or sightings of riots, the Headteacher will assess the impact on the school community and act accordingly.

It is possible the school may be closed and all members of the school community will be notified via the simultaneous SMS system or through the school's email system.

If the school remains open, the following may occur:

- The school will notify the relevant authorities (e.g. KK Security, the Police).
- The Headteacher will determine if there needs to be a change to the timings of the school day and make any necessary arrangements for collection.
- The administration teams will prepare for a longer term response by reviewing school supplies (e.g. diesel, food, etc.).
- Additional security will be arranged to watch the perimeter of the school.
- Pupils may be evacuated on school transport via the front or back of school (e.g. the Headteacher's garden) depending on assessment of the threat. Our nearest 'safe haven' is Braeburn School on Gitanga Road. If necessary, Braeburn will be asked to send additional transport to Siaya Road (back of school) or Gichugu Road (front of school). If pupils are evacuated in this way, designated members of staff will be deployed to ensure safety and supervision.

Unauthorised Person on Site

On encountering an unauthorised person on site, the following action should be taken:

- Notify the Headteacher or SLT, and KK Security
- Ask another member of staff to accompany you before approaching the unauthorised person
- Politely greet the unauthorised person and identify yourself
- Ask the unauthorised person the purpose of his/her visit
- Inform the unauthorised person that all visitors must register at the School Office and accompany him/her there
- If the unauthorised person's purpose is not legitimate, ask him/her to leave
- Accompany or ensure that security accompany the unauthorised person to the exit

In the event that an unauthorised person becomes an intruder or a threat:

- Notify the Headteacher or SLT and KK Security if this has not already been done
- Pay attention in order to give a full description of the intruder
- Walk away and protect everyone from the danger but try to monitor the intruder's whereabouts and actions if possible
- If there is no time to consult, initiate a continual siren sound for a Run and Hide evacuation

Hostage Situation

The nature of this emergency is difficult to predict, but try to ensure that calm common-sense prevails. In such a situation:

- Do not intervene unless quick action is absolutely necessary
- Notify the Headteacher or a member of SLT
- Call KK Security and the police
- Seal off the area near the hostage scene
- Initiate the Hall procedure - "There is a meeting in the Hall, please bring your class"
- Pay attention so that you can give a full description and details to the emergency services
- If circumstances dictate, respectfully follow the hostage taker's instructions
- Stay calm and keep the pupils clam
- In conversation with the hostage taker, ask permission to speak; do not argue or make suggestions

Weapons

If you suspect a real or toy weapon has been brought to school:

- Notify the Headteacher or SLT of the details, such as:
 - Location of the weapon
 - Who has brought it
 - Whether threats have been made
 - Whether there is suspicion of danger
- The person who has brought the weapon should be under observation
- When safe to do so, accompany and isolate the owner of the weapon in the Headteacher's Office
- Action taken will depend on real or toy identification and may involve the police
- If threatened with a weapon, do not try to disarm; back away slowly with hands up and stay calm
- If necessary initiate the Run and Hide evacuation

Bomb Threat

Upon receiving a message that a bomb has been planted in school:

- Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this
- Listen closely to the caller's voice and speech patterns, and to noises in the background
- Notify the Headteacher or a member of SLT
- The Headteacher will order an evacuation as for fire
- The Headteacher will notify the police (or other agencies)
- Pupils and staff must be evacuated to a safe distance outside of school buildings (i.e. the furthest end of Front Pitch)
- No one may re-enter any building until the school is declared safe by fire or emergency personnel
- The Headteacher notifies pupils and staff of termination of emergency

Pupils should not be aware of a bomb threat as the procedure will be as for the fire alarm.

Fire Procedures

The Headteacher, the Deputy Head (Planning and Development) and the Estate Manager have responsibility for Fire Emergency Procedures.

All teaching, administrative, domestic and grounds staff receive training by Nimrod every two years.

With only one functional fire engine currently available in Nairobi, it is essential that all members of staff feel confident in the use of basic fire fighting techniques and equipment.

In the event of a fire, smoke from a fire or a detected gas leak, please follow these steps:

1. Notify the Headteacher or a member of SLT and activate the fire alarm in your immediate area.
2. Evacuate pupils, staff and visitors from your area and proceed to the designated Front Pitch fire assembly point (if your normal route is too dangerous, please use common sense and find an alternative route).
3. The Headteacher (in her absence, a member of SLT or the Estate Manager) should be informed of the location and nature of the hazard, and an assessment made on the need to call external support.
Fire Service - 2222 181
KK Security - 0709 995 5000 / 0733 622 622
4. A normal roll call of pupils, staff and visitors will take place at the Front Pitch assembly point, coordinated by Deputy Head (Planning and Development), who reports to the Headteacher.
5. In consultation, the Headteacher and Deputy Head (Planning and Development) will inform the school when the emergency fire procedure has ended.

Fire drill procedures are displayed in all classrooms and staff should ensure that both they and the pupils are familiar with them.

A fire drill is held every term. Times of the drill are varied to cover all times of the school day. Records of all fire drills are kept by the Deputy Head (Planning and Development), who is responsible for organising fire practices.

Fire fighting equipment is checked and serviced by Nimrod twice a year.

The Headteacher, members of SLT, the Estate Manager and the Domestic and Catering Manager undertake weekly premises and accommodation checks of the school. All aspects of welfare and security are considered but scrutiny of fire risk is always a priority.

Fire Policy

Introduction

We aim to comply as far as possible in our local context, with Part II of the Regulatory Reform (Fire Safety Order) 2005. We can provide inspectors with copies of our:

- Fire Risk assessment
- Fire Safety Policy
- Fire Procedures and Arrangements

Our priority is to minimise the risk to life and to ensure that staff, pupils and visitors do not add to the fire risk through lack of knowledge over procedure in evacuating our buildings if fire breaks out. The fire safety procedure and risk assessments at Kenton College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings. The key points are:

- Minimise the risk of fire
- Protect the means of escape
- Limit the spread of fire

Role of the Fire Safety Officer

Responsibility for fire safety at Kenton rests with the Headteacher, the Deputy Head (Planning and Development) and the Estate Manager. They ensure that:

- The Fire Safety Policy is kept under regular review by Governors and the other SLT members
- The entire school community is made aware of the Fire Policy
- Everyone is given clear written instructions on where they should go in the event of a fire
- Records are kept of the fire induction training given to new staff and pupils
- Regular fire practices take place
- Fire detection and protection systems are maintained and tested, and records kept
- Records are kept of each fire practice, relevant comments made and concerns followed up
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt
- Fire safety training takes place
- Fire risk assessment is carried out annually
- An annual review from a recognised fire authority is carried out
- The EEP is coordinated

In addition, the Estate Manager will ensure that:

- The annual Fire Risk Assessment is conducted and updated
- Grounds staff and contractors (where necessary) ensure that the risk of fire is minimised
- All firefighting equipment is checked annually by Nimrod and that it remains in effective condition
- All new grounds and domestic staff understand the Emergency Policy
- The Deputy Head (Planning and Development) is informed of any new fire risks and any updates to the Fire Risk Assessment

Emergency Evacuation Procedure (EEP)

1. If you discover a fire, press the electric fire alarm bell
2. The Shell will then be hit rapidly and continuously, normally by Matron
3. If you are responsible for a class: make them leave with you - no one should talk or run; they should take nothing with them; if you are able, shut windows and doors behind you; make your way to the assembly point on Front Pitch; do a head count

4. The School Secretary will bring out the registers - take the register and then report anyone missing (and if possible their likely location) to the Fire Officer.
5. Remain at the assembly point with your pupils until the all clear is given
6. ***On no account should anyone return to a burning building***
7. If it is lesson time, evacuation should take about 3 minutes.

Emergency support services numbers are available in the School Office, which is manned throughout emergency situations.

Responsibilities

Deputy Head (Planning and Development) - coordinating and reporting officer

Registers should be taken as follows:

Class Teachers/Form Tutors - pupils

Deputy Head (academic) - teaching staff

Headteacher's PA - administration staff

Domestic and Catering Manager - domestic staff

Estate Manager - grounds staff

Briefing New Staff and Pupils

All new staff (teaching and non-teaching) and all new pupils are given a briefing on the school's emergency evacuation procedures on their first day at Kenton College. With teaching staff, this will be during their induction. We show them where the emergency exits and escape routes are located, and walk them to the outside assembly point. Fire action notices are displayed on the walls of all rooms and in all corridors. All staff are shown how to activate the fire alarms if they see or smell a fire.

The safe evacuation of everyone - staff and pupils alike - is our priority; protecting property comes second. No one should attempt to fight a fire at the expense of their own or anyone else's safety. We have fire awareness INSET training, including the basic use of fire extinguishers, for all staff.

Summoning the Fire Brigade

Given that there are limited working fire engines in Nairobi (at the time of writing), response to effective fire fighting might take time. The alternative is a private provider through KK Security.

Visitors

All visitors are required to report to the School Office, where they are issued with a visitor's badge which should be worn at all times that they are on school property. They are made aware of the emergency evacuation notice and are shown the assembly point.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions etc., the teacher in charge will coordinate evacuation.

Fire Practices

We hold at least one fire practice every term at Kenton College. These are designed to be progressively more demanding. By the third term, practices should be at any time in the school day when there are a number of children and adults off premises due, for example, to a sporting fixture.

Fire Prevention Measures

The School takes all reasonable precautions to prevent a fire from breaking out and recognises that, for a fire to take place, oxygen, flammable materials and a source of ignition must all be present. The Estate Manager & Assistant Estate Manager will:

- Comply at all times with relevant regulations on the storage, transportation, handling and disposal of flammable materials
- Regularly inspect all the areas where there are potential sources of ignition and ensure that no flammable materials are stored close by
- Maintain awareness through training (facilitated by an external provider on a regular cycle to the whole staff body) and refresher training of the preventative steps that need to be taken
- Consult regularly with the Deputy Head (Planning and Development) on potential risks
- Include fire prevention and evacuation procedures during the induction process with all new starters
- Supervise and inform contractors of the school's fire protocols and procedures

All staff members are responsible for making sure there is no undue risk of fire in classrooms or around the school site.

Grounds staff remove foliage debris each morning to reduce the risk of fire on site, paying particular attention to the school buildings and play areas.

Escape routes and emergency exits:

- There are fire escapes from every part of all buildings
- There is illuminated emergency lighting in key areas
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell
- Fire extinguishers (of appropriate type) are located in every building in accordance with the recommendations of our professional advisors
- Smoke detectors are located in strategic locations
- Fire routes and exits are kept clear at all times

Electrical and Gas Safety

Records are kept of tested electrical items carried out by Power Engineering.

Lightning protection - there is a lightning conductor above the main building.

All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Servicescope, Kenya Shell and Isama Refrigeration.

All kitchen equipment is switched off at the end of service.

The Science Laboratories are checked daily to ensure that the central gas supply is turned off.

Flammable materials are stored in lockable areas.

Fire Safety Records

Records are kept of the following:

- Fire risk assessment and review
- Fire Safety Policy
- Fire procedures and arrangements
- Training records
- Fire practice drills
- Certificates for the installation and maintenance of fire fighting systems and equipment

Fire Extinguisher Colour Coding

(all fire extinguishers have simplified instructions on them)

IVORY OR CREAM	foam
BLACK	carbon dioxide (types b, c)
BLUE	dry powder (types a, b, c)
RED	water (type a)
GREEN	BCF for flammable liquids

Fire Types

a = fires involving combustible solids containing carboneous material such as wood, paper, straw and textiles

b = fires involving flammable liquids such as petrol, oils, fats, solvents, and oil based paints

c = fires involving flammable gases

Topics covered during Staff Safety Training

Fire Safety Training is arranged every three years and includes the following:

- Definition and classification of fires
- Triangle of fire and terms relating to combustion
- Types and operation of fire extinguishers
- Action to take in the event of fire
- A live fire demonstration – practical session where participants use extinguishers (water, powder, foam, CO2) to put out a confined fire on a tray

Hazards

The main hazards are concerned with Materials and Electrical Power.

Hazard & Defect Reporting

The Estate Manager and his maintenance team are responsible for the state of safety, repair and maintenance of all buildings and equipment at Kenton College. Risk assessment exercises are carried out by the Estate Manager and the Domestic Manager, who report to the Headteacher on a regular basis.

It is the responsibility of the Estate Manager that all defects in the buildings and grounds are dealt with promptly.

All staff have a responsibility towards themselves and others for health and safety, and should report any problems to the Headteacher promptly.

All staff have the authority to temporarily disable or forbid the use of facilities they consider to be unsafe, prior to consultation with the Headteacher or the Estate Manager.

All defects and hazards relating to the grounds and buildings should be reported immediately to the Headteacher or the Estate Manager, who is responsible for monitoring remedial progress on the item(s) reported.

The control of substances hazardous to health rests with the Estate Manager and the Domestic & Catering Manager, who have joint responsibility for ensuring that such substances are correctly labelled and stored in a secure manner, and in a safe location. The handling and use of such substances is properly monitored and controlled.

If there is a leak or spillage:

- Call the emergency services and notify the Headteacher
- Seal off the area of the leak/spillage
- Take charge of the area until emergency personnel contain the incident
- The Headteacher or the Estate Manager will recommend appropriate shelter or evacuation actions
- Follow procedures for the fire alarm or Hall evacuation

Traffic Management

No vehicle may move faster than 10kph within the school grounds at any time.

As far as possible, we try to keep people and moving vehicles apart.

There is a clearly indicated traffic management system with road signs, painted lines, parking bays and movable ropes, all of which are used to guide vehicles at Kenton.

Parents are informed of the workings of this system through the Parents' Handbook.

No parents' vehicles are allowed at the front of school.

Visitors, whether for a school or non-school function, are directed to park according to arrangements in place at the time. Team buses from other schools are parked in a similar manner.

Overflow parking is set up on Longonot Pitch when required or to Tinderet Gate. This is controlled and directed on the occasion of major functions such as Bonfire Night, Carol Service, Arts Festival and Speech Day.

All members of the school community (parents and staff) should display a visible official Kenton College sticker, at the front of their windscreen, to indicate their association with the school to the guard on gate duty. Any vehicle not displaying such a badge will be stopped and searched. Security personnel may carry out random searches of vehicles.

Buses

Pupils will be accompanied by a member of staff with the official school mobile or satellite phone. The phone will store the telephone numbers of all pupils on the trip. A parents' telephone list is stored on each school vehicle along with the Hospital Procedure Folder and a basic first aid kit.

With reference to possible civil disturbance, the Headteacher will monitor the potential risk to the bus and act accordingly. If the bus cannot return to the school, a safe haven will be designated, usually the nearest preparatory school, or other safe location. Parents will be notified directly by the bus supervisor and, if possible, via the school simultaneous SMS system.

In the event that the school transport is compromised, either a replacement vehicle will be sent or the nearest preparatory school will be contacted for emergency support.

If there is any doubt as to the safety of a school bus leaving site, it will not be allowed to do so. Additional support would be to send a school car to accompany the bus if necessary. Where buses are deployed on longer journeys, it is normal to deploy two vehicles that must follow convoy procedure.

The Kenton drivers are experienced and aware of alternative routes should it be necessary.

If a bus is inadvertently found to be in the proximity of civil disturbance, the supervising member of staff will relay the vehicle's exact location and give constant feedback. School buses are fitted with tracking devices.

Serious Injuries

All members of the teaching, grounds and domestic staff undergo first aid training every two years. The School Doctor is responsible for responding to medical emergencies on site by:

- isolating the affected pupil or member of staff
- notifying the Headteacher, SLT and designated staff
- immediately summoning AAR ambulance support
- ensuring that there is no further hazard

Serious Injuries on School Trips

Staff members taking pupils on field trips within Kenya must::

- Have information regarding each pupil, including health data and emergency contacts
- Have a first aid kit (there is one on each bus); collect a more comprehensive first aid kit if appropriate for the trip
- Have the addresses and telephone numbers of hospitals/clinics and doctors in the relevant area
- Have a school mobile telephone
- Provide AAR with the names and details of the trip

Media Procedures

All staff must refer media to the Headteacher who assumes responsibility for issuing public statements during an emergency.

The Headteacher serves as the school's spokesperson unless he/she designates an alternative spokesperson. If the spokesperson is unavailable, an alternative assumes responsibilities.

The following actions then take place:

- The Headteacher relays all factual information to the relevant authorities
- The Headteacher notifies the Board of Governors and may prepare a written statement for the media
- establish
- A media information centre is established away from school
- the media are regularly updated - do not say 'no comment' or argue with the media
- A log of all telephone enquiries is kept (use scripted responses to enquiries)

A scripted response should:

- Emphasise the safety of pupils and staff first
- Briefly describe the school's plan for responding to the emergency
- Be a brief statement, consisting only of the facts
- Respect the privacy of any victims (names should not be released to the media)
- Refrain from exaggerating or sensationalising the crisis

Appendix - Emergency Notices for Classrooms and Corridors



FIRE SAFETY

If you discover a fire:

Tell a teacher immediately

If you hear the fire alarm:

WALK quickly and **SILENTLY** to Front Pitch

Line up in **SILENCE** in your Form and wait
for further instructions



EMERGENCIES

FIRE

Alarm – gather on Front Pitch

IMMEDIATE THREAT

Siren – run and hide

OTHER

Message – gather in Hall

What to do in an Emergency



Fire Alarm

Calmly stand up and exit the room
Follow the teacher and **WALK** to Front Pitch
Be **SILENT**

Line up with your Form and wait for further instructions



Siren

RUN and HIDE

Teachers will lead the way to the nearest exit