

# Kenton College Preparatory School



## Health and Safety Policy

<b>Audience</b>	Teachers, Parents, Governors, Non-teaching staff, Estates Manager, Domestic bursar
<b>Author</b>	Deputy Head (Planning and Development)
<b>Last review</b>	September 2022
<b>Next review</b>	September 2023
<b>Related policies</b>	<ul style="list-style-type: none"><li>• Emergency Policy and Procedures</li><li>• Safeguarding and Child Protection Policy</li><li>• Wellbeing Policy</li><li>• First Aid Policy</li><li>• Risk Assessment Policy</li></ul> <p><i>All of the above policies can be requested from the school. The Safeguarding and Child Protection Policy and the First Aid Policy are published on the School's website.</i></p>

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## Introduction and Purpose

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

Kenton College Prep School occupies a thirty-five acre site and all entry points are known and monitored. The current school was purpose-built in 1934 (originally 1924) and most of the buildings date from this time. As well as appropriate buildings and rooms which enable the school to carry out its function as a co-educational school, there is also a stock of staff accommodation, together with rooms and facilities for some forty domestic and waged staff who live on site during term time. The fact that in excess of fifty people live at Kenton for the greater part of the year makes the need for a sound Health and Safety Policy greater than if the site was to close down at the end of the school day.

The Estate Manager is the Health and Safety Officer of the school.

All adults are responsible for reporting Health and Safety concerns, accidents and incidents (directly involving pupils or any persons active on the school premises) to the Estate Manager and/or Senior Leadership Team (SLT) as they arise.

It is our duty and responsibility to maintain the highest standards of safety, security, health and hygiene in order to ensure the wellbeing of all persons at Kenton College Prep School.

Kenton College is committed to complying with the mandate of the Kenyan Directorate of Occupational Safety and Health Services Health and Safety (DOSHS) to ensure compliance with the provisions of the Occupational Safety and Health Act 2007 and to promote the safety and health of workers.

## Aims

The main purpose of this policy is to ensure that the demands of the British Standards Overseas (BSO) with regards to health and safety are met, as far as possible in our local context, specifically that:

***“The school is safe for children and staff; in particular, statutory requirements are being met and all parts of the premises are in good repair, clean and hygienic”.***

The school refers and adheres to Health and Safety, Department for Education, advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies - February 2014.

Kenton College embeds common sense in its approach to Health and Safety and allows pupils to access an age-appropriate range of activities both on and off the school site. The school recognises that not all activities can be free of risk, but risks are assessed and the safety of pupils is paramount. The Deputy Head (Planning and Development) guides staff members through the risk assessment process to ensure that pupils can undertake beneficial risks in their work and play.

Further purposes of this policy are to:

- Inform all persons concerned with the health and safety of pupils, staff and visitors to Kenton College Prep School;
- Ensure that the high standards we demand can be reached and maintained;
- Inform the development and planning for specific areas.

## **Policy in Practice**

Whilst all Health and Safety considerations are the responsibility of the Governing Body and the Headteacher, it is recognised that individual members of staff have a day-to-day responsibility to maintain a safe environment for the pupils and adults employed by the school. Individual employees are named here as having day-to-day control of certain aspects of Health and Safety on the Kenton site:

It is our policy:

- 1) To maintain a secure site  
Person(s) responsible:
  - a. Estate Manager
  - b. Headteacher
  
- 2) To ensure all buildings and equipment are safe, in good repair and regularly maintained  
Person(s) responsible:
  - a. Estate Manager
  - b. Heads of Department
  
- 3) To ensure all areas of specific potential hazard/risk (e.g. Swimming Pool, Science Labs, Design Technology, Stage) have well documented and visible rules and procedures for operation that are clearly understood by all persons involved with the areas  
Person(s) responsible:
  - a. Estate Manager
  - b. Swimming Coaches
  - c. Head of Science (see Appendix A)
  - d. Head of Design Technology
  - e. Head of Music
  
- 4) To provide a safe and clearly understood traffic management system  
Person(s) responsible:
  - a. Estate Manager
  
- 5) To ensure all emergency procedures (e.g. Fire Safety Precautions, Incident Response) are clear, concise, and regularly rehearsed  
Person(s) responsible:
  - a. Estate Manager
  - b. Deputy Head (Planning and Development)
  
- 6) To ensure all hazardous substances and plant / equipment are properly isolated and clearly indicated  
Person(s) responsible:
  - a. Estate Manager
  - b. Head of Science
  - c. Head of Art
  - d. Head of Design Technology
  
- 7) To ensure all food handlers have satisfied more than the minimum statutory requirements regarding health  
Person(s) responsible:
  - a. Domestic Bursar

- 8) To ensure the School Doctor (or in her absence, a competent first aider) is present on site throughout the school day  
Person(s) responsible:
  - a. Designated Safeguarding Lead
  
- 9) To ensure all staff accidents involving reference to the School Doctor are reported in the General Register compliant with the Factories and other places of Work Act  
Person(s) responsible:
  - a. School Doctor
  - b. Designated Safeguarding Lead
  - c. Estate Manager
  
- 10) To ensure that all pupils and non-staff accidents involving reference to the School Doctor are reported to the Headteacher  
Person(s) responsible:
  - a. School Doctor
  - b. Designated Safeguarding Lead
  
- 11) To ensure that in the supervision of children, whether at school or on an out of school trip/activity, the agreed pupil – teacher ratios is adhered to  
Person(s) responsible:
  - a. Deputy Head (Planning and Development)
  - b. Designated Safeguarding Lead
  
- 12) There are at least two members of the academic staff on duty and accessible to children between the hours of 7.20am and 4.30pm daily  
Person(s) responsible:
  - a. Designated Safeguarding Lead
  
- 13) That no child may leave the site during the school day without permission, and without the knowledge of the Administration and Security staff  
Person(s) responsible:
  - a. Designated Safeguarding Lead
  - b. School Secretary
  
- 14) That standards of hygiene in all areas of the school are maintained at the highest possible level  
Person(s) responsible:
  - a. Domestic Bursar
  
- 15) That in their supervision of children, whether in a formal situation or on duty, all staff are mindful of the safety and security of the children in their care  
Person(s) responsible:
  - a. Designated Safeguarding Lead
  
- 16) That regular risk-assessment and monitoring exercises are undertaken  
Person(s) responsible:
  - a. Deputy Head (Planning and Development)

## **Site Security**

Maintenance of the perimeter fence is the responsibility of the Estate Manager.

Employees have access to a detailed account of security arrangements. Such arrangements are adaptable to the current political climate of Nairobi and Kenya at large (including the ability to adapt to advice given by the British High Commission and other trusted security information services).

For reasons of site security, details are not published in this document.

## **Hazard and 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. However, teaching and non-teaching staff members are a critical cog in the wheel (i.e. providing timely and accurate information when reporting a Health and Safety concern or incident).

Risk assessment exercises are carried out by the Health and Safety Officer (Estate Manager) and/or his nominated representative on a regular basis.

It is the responsibility of the Estate Manager that all reported and/or obvious 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 Estate Manager.

All staff should be familiar with the health and safety arrangements in place, and should comply with them.

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 Health and Safety Officer.

All defects and hazards relating to the school grounds and buildings should be reported immediately to the Estate Manager, who is responsible for monitoring remedial progress on the item(s) reported. Slips are provided for the reporting of defects, hazards etc. to the Estate Manager. The reporting slips can be found in the Staff Room and are collected daily and prioritised by the Estate Manager for rectification.

The control of substances hazardous to health rests with the Estate Manager and the Domestic Bursar whose joint responsibility it is 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 by the Estate Manager and the Domestic Bursar who log the date of checks, level of compliance and/or remedial measures with timelines.

## **Emergency Procedures**

Refer to the Emergency Policy and Procedures document for policy and information on the following:

- Response to an Emergency
- Site Security
- Emergencies Procedure
- Terrorism and Threat from an Intruder
- Civil Disturbance
- Unauthorised Person on Site

- Hostage Situation
- Weapons
- Bomb Threat
- Fire Procedures
- Fire Policy
- Hazard and Defect Reporting
- Traffic Management
- Serious Injuries
- Media Procedures

### **Domestic Staff Health and Hygiene**

The health of the domestic staff at Kenton is the responsibility of the School Doctor, who maintains a reasonably stocked Wellness Centre for dealing with minor illnesses and ailments.

Kenton recognises and adheres to current workplace welfare practices and prides itself on being a safe place to work.

### **First Aid and Response to Accident/Illness**

The resident School Doctor is on site throughout the school day. If the Doctor is on call or engaged in treating someone away from the Wellness Centre, a notice is left on the door indicating where the School Doctor is. If the School Doctor is off site for any reason, a notice is left on the San door informing pupils of whom they should contact.

The health of the children and staff is overseen by the School Doctor, part of whose responsibility it is to alert the Headteacher and Deputy Head (Pastoral) to the risk to other people of children/staff with contagious diseases on site. All teachers are aware of long term illnesses such as asthma, diabetes etc., and the Domestic Bursar is aware of all children with food allergies.

Any child being sent to school suffering from any of the following ailments is sent home as soon as possible:

- Sore throat
- Sickness
- Gastric upset or diarrhoea
- Conjunctivitis
- High temperature

The procedure for dealing with medical problems is laid down in detail in the Parents' Handbook but, in short:

- Pupils go to or are taken to the School Doctor for minor ailments or any injury;
- The School Doctor will assess the situation and then treat the pupil, who will return to class, or retain the pupil in the San for observation, or send the pupil home, or send the pupil to hospital, or call AAR to deal with the situation;
- At school, only the School Doctor administers drugs brought to her by parents/pupils - these must be clearly labelled (see Educational Visits Policy for procedure on offsite school trips);
- No child may phone home in connection with an illness/injury - this call is made by the School Office or by the School Doctor.
- If a pupil has to go to hospital, he/she is accompanied by a member of staff (the member of staff remains at hospital until a parent arrives to assume responsibility);

- The member of staff taking a child to hospital will have with them a school hospital folder (there are folders in every school bus, the school car, in the San and in the School Office).

The School Office holds accurate and up-to-date medical records for every child. Relevant details (e.g. allergies etc.) are recorded in the Hospital Folder and published in the Staff Room. Individual pupils are discussed at staff meetings and specific medical training may be provided by the School Doctor (e.g. the proper use of an EpiPen).

The member of staff on duty must report factual details regarding accidents to a member of SLT and the School Doctor.

In cases of accidents to pupils, if the pupil is able to walk, they should be accompanied to the San. In the case of serious injury, a pupil must not be moved until the School Doctor has decided on the course of action.

A first aid kit accompanies every trip away from school in the care of the Trip Leader. Any use of items from the kit is reported back to the School Doctor on return. Also, parents are informed on return if any pupils have received any treatment from a member of staff.

### **Pupil Safety and Supervision**

For pupil:teacher ratios, refer to the Educational Visits Policy. Any residential trip with girls always includes at least one female member of staff.

A group of teachers are on duty at 7.15am and until 4.30pm, after which Matron is on duty until 5.00pm. During this time, the members of staff on duty are responsible for the conduct of pupils on the school site. Guidance regarding acceptable games on Tarmac is given for staff to refer to as required. Standards of 'play' and acceptable forms of behaviour are well known and understood by all pupils (e.g. no running inside buildings).

Dangerous and hazardous equipment will be stored in such a way that pupils do not have access to it and it will be clearly labelled (e.g. generator, gas tank, swimming pool plant etc.).

All areas of perceived extra risk (e.g. the Science Laboratories, the Swimming Pool, the Design Centre) will have clearly laid down and visible rules and standards of expected behaviour in relation to safety issues. Members of staff responsible for these areas ensure that such rules are strictly adhered to. For safety in sport and on school trips, refer to the relevant policies.

No pupil is allowed to leave Kenton before the end of the school day without the knowledge of administrative or security personnel. The "gate pass" checking system will be in force.

If the School Office have not been informed that a pupil is to go out and the pupil presents themselves to leave, the School Office staff must satisfy themselves that all is in order (e.g. by telephoning a parent). Before a gate pass is handed out the Deputy Head (Pastoral) is contacted.

## Hygiene

The Domestic Bursar is responsible for hygiene and cleanliness standards in all areas of the school, namely:

- Food and kitchen hygiene (including food delivery, storage, preparation and service);
- Main school cleaning and hygiene;
- Lavatories, hand washing facilities and Changing Rooms;
- Water safety;
- Domestic staff health & hygiene.

Notes about these areas are compiled, kept and regularly updated by the Domestic Bursar.

## Drinking Water

There are many points of safe drinking water in the school, available throughout the day.

The water from these sources is Nairobi City Council (not borehole) water, passed through an ultra-violet unit and then filtered through Puriline filter units. The filters are regularly serviced and replaced.

Samples of water from these three sources are tested at the commencement of each new term to ensure the water is bacteriologically safe for drinking.

Children are instructed not to drink water from any other sources around school and notices to this effect are posted at all places where there are taps.

## Use of Equipment

Any member of staff who uses equipment (manual or electronic) should be familiar with the workings of any equipment they use, and are responsible for the upkeep of that equipment. Equipment which carries inherent dangers when in use is clearly labelled and regulations concerning appropriate dress are made clear.

It is the responsibility of the Estate Manager to ensure that all equipment in general use is maintained in an adequate state of repair. Timely reports via incident slips are necessary to assist the Estate Manager to plan and prioritise repair or replacement. Accordingly, it is assumed that:

- Domestic and grounds staff report concerns or incidences directly to their line manager;
- Teaching and administration staff utilise the incident slips to report concerns or incidents;
- All staff maintain vigilance when using equipment and opt for a common sense approach when faced with faulty equipment of any kind (i.e. REPORT IT, DO NOT USE IT IF YOU SUSPECT A FAULT).

## **APPENDIX - SCIENCE DEPARTMENT HEALTH AND SAFETY LABORATORY PROCEDURES**

### **Before entering the Laboratories:**

No pupil is allowed in any of the Science laboratories unless there is a teacher present.

No bags are allowed in the laboratories (with the exception of Colobus Lab which has specific cubby holes); pupils should only bring in what they need.

All harmful chemicals are kept locked in the prep rooms of the laboratories. The key is kept with the Lab Technician.

Laboratory rules for children are posted outside the laboratories and all pupils will familiarise themselves with them. Teachers periodically test the pupils' knowledge of these rules.

The laboratories are always kept locked unless a member of staff or the Lab Technician is present.

The Science Laboratories are to be kept clean and hygienic by the people who use them.

### **Prior to an experiment being done:**

Safety precautions relevant for any practical work involving potentially hazardous chemicals or pieces of equipment are discussed with the pupils beforehand or, in some cases, the experiment will be performed by the teacher as a demonstration.

Pupils will not heat liquids strongly in test tubes (unless a water bath is used). The larger boiling tubes should be used to avoid liquids spitting. Pupils should be instructed to point the open end away from themselves and others.

Pupils will wear goggles during all practical work unless told otherwise. It is the teacher's responsibility to assess the level of risk before the lesson (ask the Head of Department if unsure).

The gas cut-off should be engaged unless the Bunsen burners are in use.

When using Bunsen burners, pupils should be instructed to remove ties (or tuck them into their shirt buttons) and tie back long hair.

All experiments will be carried out with pupils standing.

For any spillages or broken glassware, pupils must be instructed to alert the teacher or Lab Technician immediately and not to attempt to clear up by themselves.

The First Aid Policy applies for all injuries. If chemicals are involved in an injury, the School Doctor should be informed of the name and concentration of the reagent (and a sample provided if appropriate).

### **After experiments are done:**

If necessary, pupils should be instructed to wash their hands after performing experiments and leave all equipment/apparatus tidy in the middle of their benches.