



# PEMBROKE HOUSE



# HEALTH & SAFETY POLICY

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



**Pembroke House School  
PO Box 31  
Gilgil 20116  
Kenya**

# **HEALTH & SAFETY POLICY**

## ***AUTHORISATION***

**Prepared by:** Mrs Aideen Christianakis (Council H&S Committee Chair)  
Mrs Ann Gatonye (Council member)

**Authorised by:** Mr Richard Fernandes (Chairman of Council – KET Ltd)

**Distribution to:** All staff

**Date:** March 2014

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



# Pembroke House Health & Safety Policy

## **CONTENT**

1. Policy statement
2. Regulations
3. Responsibilities
  - 3.1. Board of Governors
  - 3.2. Head
  - 3.3. Health and Safety Committee
  - 3.4. Bursar
  - 3.5. Heads of Department
  - 3.6. Teaching staff, Staff in Charge of Children
  - 3.7. Boarding Heads
  - 3.8. Nursing Sister in Charge
  - 3.9. Cateress/ Housekeeper
  - 3.10. Estate Manager
  - 3.11. All Employees
4. Special Arrangements
  - 4.1. First Aid
  - 4.2. Accident and Illness reporting
  - 4.3. Fire prevention, preparedness and emergency procedure
  - 4.4. Use of machinery and equipment
  - 4.5. Use of buses and emergency procedure while traveling
  - 4.6. Disciplinary action for H&S Related issues
  - 4.7. Security Arrangements
  - 4.8. Health Monitoring
  - 4.9. School Trips
  - 4.10. Supervision of Recreational Areas
5. Specific Hazards
  - 5.1. Swimming pool
  - 5.2. Science laboratory
  - 5.3. Art, craft and design room
  - 5.4. Physical education
  - 5.5. General
  - 5.6. Kitchen and Catering
  - 5.7. Electric wires and fence
  - 5.8. Restricted areas
  - 5.9. High voltage equipment
  - 5.10. Gas tank
  - 5.11. Extra curricular activities
  - 5.12. Hazardous substances
  - 5.13. Railway Crossing
  - 5.14. Covid-19 Protocols & Regulations
6. Miscellaneous Provisions
  - 6.1. Abstracts of Act
  - 6.2. General Registers
  - 6.3. Preservations of Registers
  - 6.4. Approval of Plans
7. Schedules

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



# Pembroke House Health & Safety Policy

## 1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1. It is the policy of the Board of Governors (Council) of Kenya Educational Trust (KET) Ltd. not only to comply with the Health and Safety measures required by law, but also to act positively where it can to prevent injury, ill health, damage and loss arising from its operations. It considers the promotion of Health and Safety of its pupils and employees to be an essential part of responsible management.
- 1.2. On behalf of the Board, the Head of Pembroke House School has particular responsibility for ensuring that the Trust's policy is implemented.
- 1.3. Pembroke House School recognizes that the effective prevention of accidents and incidents depends as much on a committed attitude to safety as on the design of operations procedures in the school and the use of its equipment and to this end it will seek to encourage employees' and pupils' participation in the contribution to the H&S establishment and observance of safe working practices.
- 1.4. We are conscious of our Health and Safety responsibilities to stakeholders including pupils, employees, visitors and society at large.
- 1.5. Our key objectives are to:
  - 1.5.1. Ensure the Health and Safety status of our pupils, employees, work operations and the environment at large.
  - 1.5.2. Comply with all applicable statutory and regulatory Health and Safety Management Systems required in the country, by IAPS standards, and other strategic partners.
  - 1.5.3. To communicate to all pupils, and employees that they are required to comply with applicable legal and Organisation requirements on Health and Safety and that they have to take reasonable care of their own Health and Safety in the school and that of their fellow pupils, colleagues and other persons within the school property.
  - 1.5.4. Educate our pupils and employees on their Health and Safety Management System responsibilities and equip them with adequate authority and training, supervision and provision of information on Health and Safety matters to carry out their duties successfully.
  - 1.5.5. Implement, sustain, expand upon and continuously improve our Health and Safety Management System standard within our school and conform to appropriate benchmarking standards.
  - 1.5.6. Involve all employees, pupils and strategic partners in improving on the Health and Safety Management System standard.
  - 1.5.7. Recognize and reward good Health and Safety Management performance.
  - 1.5.8. The Health and Safety Committee to regularly review our effectiveness and audit our performance in achieving our Health and Safety Management System objectives.

Signed:-----

Date:-----

Chairman Kenya Educational Trust

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## **2. HEALTH AND SAFETY POLICY GOVERNING REGULATIONS**

- 2.1. Occupational Health and Safety Act 2007, Rev 2010
- 2.2. Employment Act
- 2.3. Child Protection Act
- 2.4. Children's Act 2010, Kenya
- 2.5. Traffic Rules
- 2.6. NEMA: National Environment and Management Authority
- 2.7. NIMROD Fire Protection
- 2.8. Insurance Act
- 2.9. Labour Relations Act
- 2.10. Employment Act subsidiary Legislations
- 2.11. DBS Disclosure and Barring Service
- 2.12. Education Act 2002 (UK)
- 2.13. IAPS Guidelines
- 2.14. Children's Act of 1989 and 2004 (UK)
- 2.15. Local Authorities and County Regulations
- 2.16. Any other Act of Parliament that will come into force

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## **3. HEALTH AND SAFETY POLICY RESPONSIBILITIES**

### **3.1. Board of Governors (Council)**

- 3.1.1. To formulate the H&S Policy Statement
- 3.1.2. To monitor the school's adherence to the H&S Management System, ensuring staff and pupils are not exposed to any risks

### **3.2. The Head Teacher**

- 3.2.1. To develop the school H&S policy document
- 3.2.2. To review the school H&S policy yearly
- 3.2.3. To appoint a H&S Management Committee
- 3.2.4. Liaison with the Inspectors appointed by the various enforcing authorities
- 3.2.5. Issue reports to the appropriate personnel after any external inspections.
- 3.2.6. Maintenance of records of all H&S Key Performance Indicators: accidents, incidents and illness and major hazards reported.
- 3.2.7. To analyse on a termly basis their trends and causes and to report these, together with recommendations for corrective action, to the Council.
- 3.2.8. To report to Council on a yearly basis the results of the H&S audit carried out by the H&S committee.
- 3.2.9. To ensure all staff members are trained and inducted with all school Policies.
- 3.2.10. Continual appraisal of the effectiveness of the School Policy on Health and Safety and its implementation.

### **3.3. The H&S Management Committee**

- 3.3.1. To assist the head teacher in carrying out his or her H&S responsibilities
- 3.3.2. To create increased H&S awareness in the school
- 3.3.3. Promotion of co-operation between employees and pupils in matters of Health and Safety.
- 3.3.4. Instigation, development, implementation and monitoring measures to ensure the Health and Safety of employees and pupils at School.
- 3.3.5. Consideration of any Health and Safety matters brought to their attention by employees, pupils or parents, or outside bodies which relate to Pembroke House School.
- 3.3.6. To conduct termly meetings to discuss the H&S status of the school using the audit checklist
- 3.3.7. To conduct a yearly H&S audit in the school
- 3.3.8. To send through minutes to appropriate Council members
- 3.3.9. Current Office Bearers:
  - 3.3.9.1. Headmistress: Deborah Boyd-Moss
  - 3.3.9.2. Bursar - Chantal Trevor
  - 3.3.9.3. Estates Manager: Ben Cork

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- 3.3.9.4. Deputy Head - Operations: Mike Aung
- 3.3.9.5. HR Manager: Michael Amaru
- 3.3.9.6. Cateress/Housekeeper: Caroline Kennedy
- 3.3.9.7. Houses: Evonne Wheeler
- 3.3.9.8. Sister in Charge: Purity Nyambura
- 3.3.9.9. Union Representative: Shop-steward

### 3.4. The Bursar & HR Manager

- 3.4.1. To ensure that the school budget includes the necessary items for H&S
- 3.4.2. To account for the use of H&S materials and equipment
- 3.4.3. To keep all record relating to staff injuries
- 3.4.4. To organize WIBA compensation in case of injury or occupational disease of staff
- 3.4.5. To ensure all staff have job descriptions including the H&S responsibilities
- 3.4.6. To keep files on all staff containing appointment letter, contract, job description, disciplinary measures on H&S issues and other issues.
- 3.4.7. To ensure that good quality H&S materials and equipment are being purchased from reputable companies

### 3.5. Heads of Department

- 3.5.1. All heads of departments in the following sections are responsible for a safe operating environment in their area of activity: Junior school, Middle school, Senior school, Sports, Science, Art, Drama, Boarding Houses.
- 3.5.2. They should be aware of all risks and hazards in their department
- 3.5.3. They should be aware of all safe work procedures in their department
- 3.5.4. They should report any new hazards immediately to the estate manager and monitor the hazardous situation until the corrective actions have been taken.
- 3.5.5. The operating areas have to be kept tidy.

### 3.6. All Teaching Staff and Staff in charge of Children

- 3.6.1. To be aware of any serious medical conditions of pupils and employees
- 3.6.2. To have basic knowledge of First Aid
- 3.6.3. To be familiar with ALL school Health and Safety Policies. It is written into staff contracts and signed that ALL policies have been read and understood.

### 3.7. Boarding House Heads

- 3.7.1. To be aware of the daily medical condition of all pupils
- 3.7.2. To make sure that the house is always clean
- 3.7.3. To make sure that all sanitary facilities function, work and are clean
- 3.7.4. To monitor the mental well being of the children

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- 3.7.5. To monitor the personal hygiene of the children and organize assistance where needed
- 3.7.6. To carry out regular checks on pupils' hair, nails and teeth
- 3.7.7. To have representation on the H&S committee
- 3.7.8. To assist with the mandatory fire drills.

### 3.8. Nursing Sister in Charge

- 3.8.1. To attend to all sick and injured pupils
- 3.8.2. To keep records on all sick and injured pupils
- 3.8.3. To report monthly to the Head teacher on their activities
- 3.8.4. To communicate with the parents on children's medical issues as per school Medical Policy
- 3.8.5. To assist the doctor when he is visiting
- 3.8.6. To weigh and measure all children at the beginning and end of term
- 3.8.7. To administer all medication and supplements and necessary vaccines to the pupils
- 3.8.8. To monitor the status of all first aid kits in the school and on buses and restock them after use.
- 3.8.9. To help organize the First Aid training for employees.
- 3.8.10. To attend all sports matches
- 3.8.11. To ensure that good quality H&S materials and equipment are being purchased from reputable companies
- 3.8.12. To schedule and facilitate any medical checks required for PH employees e.g. drivers, food handlers, security

### 3.9. The Cateress / Housekeeper

- 3.9.1. To develop healthy and balanced menus for both pupils and staff within the schools budget
- 3.9.2. To develop a food ordering system resulting in minimal wastage
- 3.9.3. To organize the kitchen in such a way that food can be made available at any time
- 3.9.4. To monitor if the quantities available to the pupils are adequate
- 3.9.5. To ensure optimum cleanliness in the kitchen and dining room areas
- 3.9.6. To organize mandatory medical tests and vaccinations for catering staff
- 3.9.7. To monitor the status of the sanitary facilities for kitchen staff
- 3.9.8. To monitor the quality of the tap water in the kitchen and drinking water
- 3.9.9. To ensure that adequate drinking water is available and monitor the usage of it
- 3.9.10. To ensure that good quality H&S materials and equipment are being purchased from reputable companies
- 3.9.11. To oversee all cleaning operations and ensure optimal cleanliness of all areas of the school.
- 3.9.12. To be a member of the H&S committee

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**





### 3.10. The Estates Manager

- 3.10.1. To list all high risk areas in the school
- 3.10.2. To list all high risk jobs in the school
- 3.10.3. To ensure that all regular maintenance takes place
- 3.10.4. To keep a log book on reported hazards by staff, pupils, parents or other involved bodies
- 3.10.5. To organize corrective actions of reported hazards
- 3.10.6. To manage the waste disposal in the school
- 3.10.7. To manage the water supply systems in the school
- 3.10.8. To liaise with all external licensing and inspection bodies: NEMA, Nimrod, Gas suppliers, electrical engineers.
- 3.10.9. To liaise with contractors for building activities
- 3.10.10. To monitor the status of the swimming pool
- 3.10.11. To be a member of the H&S committee
- 3.10.12. To oversee all transportation activities
- 3.10.13. To oversee all security operations
- 3.10.14. To assist the Deputy HM and Head of Boarding with fire drills
- 3.10.15. To ensure that good quality H&S materials and equipment are being purchased from reputable companies

### 3.11. All Employees

- 3.11.1. To perform his/her tasks in a manner which ensures as far as reasonably practicable the health and safety of themselves and others
- 3.11.2. To immediately report any hazards to the estate manager
- 3.11.3. To immediately report any accidents, unsafe acts or conditions to the Headteacher
- 3.11.4. To discuss any other problems relating to H&S with the H&S committee initially
- 3.11.5. To discuss the matter with the Head if the issue can not be solved
- 3.11.6. To discuss the issue with the Council if the HM can not solve the problem
- 3.11.7. To take part in any H&S training provided by the employer
- 3.11.8. To participate in the mandatory emergency and fire drills
- 3.11.9. To avail themselves for medical tests if required, if communicable diseases are suspected that might cause outbreaks (e.g. TB, typhoid fever, hepatitis)
- 3.11.10. If having working contact with pupils, staff should know the school's requirements and arrangement for supervision of pupils in all situations
- 3.11.11. No employee will be penalized for questioning the safety or risk to health of any practice, substance or piece of equipment

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## **4. SPECIFIC ARRANGEMENTS**

### **4.1. First Aid Arrangements**

- 4.1.1. First Aid kits: The first aid kits are located at the following stations
- 4.1.1.1. Mackie House
  - 4.1.1.2. Scholes House
  - 4.1.1.3. Sister's Surgery, mobile
  - 4.1.1.4. Kitchen
  - 4.1.1.5. Maintenance Men's Room
  - 4.1.1.6. All buses
  - 4.1.1.7. Art and Craft Design Block
  - 4.1.1.8. Science Department
  - 4.1.1.9. Junior Department
  - 4.1.1.10. Theatre
  - 4.1.1.11. Staff room
  - 4.1.1.12. Sports Field
  - 4.1.1.13. Sports Hall
  - 4.1.1.14. Polo club
  - 4.1.1.15. Pre prep
  - 4.1.1.16. Staff canteen
- 4.1.2. Appointed person for care of these boxes is the Sister in charge of the San. She will check all first aid boxes weekly and restock them as necessary. The content of the kit is as recommended by the Red Cross Society and they also carry a First Aid Guidance chart and list of relevant telephone numbers.
- 4.1.3. First Aid Trained Staff
- 4.1.3.1. All staff in pupil supervisory positions will have to have basic knowledge of first aid. This training can be arranged in house by the nursing staff.
  - 4.1.3.2. The following locations must have fully qualified first aiders, trained by a certified trainer:
    - Sports department
    - Boarding houses
    - Kitchen
    - Repair and maintenance workshop
    - Buses
  - 4.1.3.3. The total number of trained first aid staff needs to be at least 1 to 30 employees and pupils. Certificates need to be renewed every year after refresher training.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- 4.1.3.4. All staff should be aware of who is a trained first aider and where they are normally stationed.
- 4.1.3.5. The Head of each Department should be considered to be "the appointed person" for the purpose of dealing with the **situation** where illness or injury occurs. A qualified first Aid trained person should deal with the **patient**.

### 4.2. Accidents and Illness Reporting

- 4.2.1. All accidents occurring on the school premises and whilst travelling in school vehicles have to be recorded.
- 4.2.2. Accident record books are located at
  - 4.2.2.1. For Children: Surgery
  - 4.2.2.2. For Staff: Surgery
- 4.2.3. Procedure if an **Employee** is Involved in an Accident or is ill
  - 4.2.3.1. If an employee is involved in an accident he will be attended to by the nearest first aid person. The first aider should enter the accident into the record book.
  - 4.2.3.2. If an employee is ill or if further attention is required the employee will be attended to by the school nurse. The nurse should enter the incident or illness into the record book.
  - 4.2.3.3. If further attention is required the employee will be referred to an external health facility. The nurse should make a follow up and enter the accident into the record book also indicating sick leave granted. This information will have to be shared with the administrator.
  - 4.2.3.4. As per law fatalities, accidents involving injury which results in more than 3 days incapacity for work and certain work related diseases have to be reported to the Ministry of Labour, the Department of Occupational Health and Safety
  - 4.2.3.5. The duty to notify the accident or occurrences lies with the responsible person, the Headteacher, the Bursar of the school, or the Human Resource Manager. The school will follow the notification procedure as laid down by the labour laws.
  - 4.2.3.6. Records on accidents must be kept at the school for at least 3 years.
- 4.2.4. Procedure if a **Pupil** is Involved in an Accident or is Ill.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- 4.2.4.1. If a pupil is involved in an accident the nearest first aid person will attend to the pupil. The first aider will record the accident in the accident record book at the surgery. The nurse will make a note in the pupil's medical file.
  - 4.2.4.2. If a child is ill or if further treatment is needed after an accident the pupil will be attended to by the school nurse who will record the incident in the book and make a note in the pupil's medical file.
  - 4.2.4.3. If further attention is needed the nurse will inform the Headteacher and she will notify the doctor or organize evacuation to an external health facility
  - 4.2.4.4. At this point the parents will have to be informed by the nurse or the Head
  - 4.2.4.5. Authorisation from the parents for the evacuation has to be sought
  - 4.2.4.6. The nurse is responsible for the follow up and will write a report on the occurrences. She will enter the accident into the record book and she will make a note in the pupil's medical file
  - 4.2.4.7. If surgery is to be expected the parents have to give consent for the surgery, as per school policy relating to 'in loco parentis'
  - 4.2.4.8. The pupil will be accompanied by an authorized senior member of the school staff.
- 4.2.5. Dangerous occurrences involving employees and pupils have to be reported to the Head and the H&S committee. They have to analyse the occurrence and decide if corrective actions have to be taken.
- 4.2.6. In the San the following information needs to be accessible at all times:
- 4.2.6.1. Updated list of contacts for all parents
  - 4.2.6.2. List of General Practitioners and consultants that the school uses
  - 4.2.6.3. List of the most important hospitals that the school uses
  - 4.2.6.4. List of evacuation transport: planes and ambulances
  - 4.2.6.5. List of poison centres in the country.

### 4.3. Fire Prevention, Fire Preparedness and Emergency Procedures

#### 4.3.1. Prevention of Fire

- 4.3.1.1. All staff should be aware of the three classes of fire
  - Fires in solid materials, the most common, often things involving rubbish and floor sweepings.
  - Fires involving flammable liquids or gasses - particularly likely in the laboratory or kitchen.
  - Electrical fires.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



- 4.3.1.2. All staff should take it upon themselves to ensure that fire doors which are not automatic are kept closed, that passages are never blocked and that rubbish does not accumulate on escape routes. Boiler rooms and access to them should be kept free from clutter. Empty aerosol containers should be properly disposed of, furnishings eg. chairs should not be pushed across the fire escape routes and drapes liable to be a fire hazard should not be permitted. Any materials hanging from a light fitting should be removed.
- 4.3.1.3. Kitchens, Maintenance Department areas, Grounds stores and workshops all carry their particular hazards and these should be specified in the Departments own Safety Policy Statement. Other areas with special hazards are Design, Art, Science, Computing, Drama, PE and Music Departments. The list of things to avoid is not exhaustive and staff should always maintain a prudent outlook on fire precautions.
- 4.3.1.4. All staff should familiarize themselves with the escape routes, the fire procedures for each building and the placing of fire fighting equipment.
- 4.3.1.5. The staff should also be aware that water type fire extinguishers should not be used on electrical fires. Make sure staff know where the nearest foam, water and dry powder extinguishers are situated.
- 4.3.1.6. At the beginning of each year all staff should be briefed on the school's fire prevention, preparedness and emergency procedures by the Deputy Head - Operations.

### 4.3.2. Fire Preparedness

#### 4.3.2.1. Fire Drills

#### 4.3.2.2.

- The designated **Fire officers** are the **DHM - Operations** and the **Estate Manager**.
- In order to make sure that all staff and pupils are prepared in case of a fire the school will carry out regular fire drills.
- There will be at least 2 fire drills per term. One at night and one in the daytime.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- The Deputy Head - Operations will oversee the drill in the school buildings and the boarding heads will oversee the drill in the boarding houses.
- The outcome of the fire drills is reported to the H&S committee and analysed in their meetings
- Certain Departments issue specific instructions about Fire Drill and Evacuation in their particular areas. In the absence of such instructions the following actions applies:
  - Take all care to avoid an outbreak of fire
  - Know the means of escape provided from the premises
  - Be familiar with the fire routine and fire notices
  - Keep exits and staircases unobstructed
  - Keep fire doors closed.

4.3.2.3. Escape Routes: The escape routes from all buildings in the school will be checked by the H&S committee every term and the escape routes will be clearly indicated. Fire doors will have to be checked as well.

4.3.2.4. Fire Alarms: These have been installed by the maintenance department and will be checked termly.

4.3.2.5. Fire Fighting Equipment: This has been installed by a reputable Organisation: NIMROD and they are checked twice per year by NIMROD and monthly by the maintenance department. A list of the location of all equipment is kept in the maintenance department

4.3.2.6. Training of Fire Marshals: The school needs a ratio of fire marshals of at least 1 to every 50 persons in the school.

4.3.2.7. Every year they need to attend a refresher course.

### 4.3.3. Fire Emergency Procedures:

- 4.3.3.1. The person to **discover** a fire (no matter how small) should:
- Raise the alarm by breaking the nearest fire alarm glass or operating the nearest manual alarm
  - Warn people in the vicinity of the fire

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- Try to extinguish the fire by using the nearest appropriate extinguisher **but do not take any personal risk.** If risk is likely, leave the building.
- 4.3.3.2. On hearing the alarm all should follow the approved school policy which includes:
- Give necessary assistance to other people to ensure their safety
  - Walk to the nearest available exit then proceed to the assembly point. Act calmly and close all doors to stop fire spreading
- 4.3.3.3. On hearing the alarm the Member of Staff on Duty should follow the approved school policy which includes :
- The Estates Manager, Head of Security or DBM-Operations should ensure the Fire Brigade has been called and the person in charge has been warned.
  - Senior staff take control and take a roll-call
  - Ensure that people must not be allowed to re-enter the building without proper authority
  - Must ensure that all external doors and windows are kept closed
  - Must ensure that on arrival of the fire brigade the officer in charge should be informed that all persons are safe. If this information cannot be given the last known positions of missing persons should be given
- 4.3.3.4. Calling the Emergency Services
- All emergency contacts can be found in the Emergency Response Procedure Policy
  - Staff must take time to add essential emergency numbers into their phones
  - The contact numbers for the above mentioned emergency contact are accessible at all times and are clearly posted in the Staffroom, School Office, Boarding House Parents' flats, the Estates Manager's Office, Security Hub, the Catering Manager's Office and the Surgery.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## 4.4. Use of Equipment and Machines

- 4.4.1. All use of the machinery and equipment for repair and maintenance in the school is under the authority of the estate manager.
- 4.4.2. He/She should keep a record of all machinery and equipment present and staff authorized to handle certain equipment or machinery
- 4.4.3. He/She will ensure that members of staff are qualified to handle the equipment or that they have received the correct training.
- 4.4.4. General rules in addition to common sense that apply to the use of machinery and equipment:
  - Must never be used in the near vicinity of children
  - No children must ride or play on equipment
  - All equipment must be kept locked when not in use
  - Common sense precautions must be taken at all times.
  - Maximum speed limit of 5 m.p.h./ 8 km per hour must be observed.
  - Manufacturer's recommendations strictly followed.
- 4.4.5. Machinery and equipment used in the classrooms is under the authority of the teacher concerned. He/She has to supervise the use of equipment or machinery by the pupils at all times.

## 4.5. Use of School Buses and Emergency Procedures while Travelling

- 4.5.1. The use of all vehicles is under the authorization of the Estate manager. He/She will assign the vehicles to the drivers
- 4.5.2. He/She will ensure that all drivers know the standing orders. See Schedule.
- 4.5.3. All drivers have to be familiar with the response in emergency situations as laid out in the Pembroke House Emergency Response Procedure document (see Policy)

## 4.6. Disciplinary Action Related to H&S Issues

- 4.6.1. Any acts or actions that the HM and H&S Committee deem to endanger staff, pupils and visitors will be dealt with in accordance with the school disciplinary procedures.
- 4.6.2. The following actions will be met with a written warning:
  - Not using provided personal protective gear (PPEs)

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**





## Pembroke House Health & Safety Policy

- Not carrying out operation instructions
- Performing unsafe acts despite having been instructed correctly
- Not reporting accidents

### 4.7. Security Arrangements

4.7.1. The HM is in charge, although should delegate to the Bursar and the Estate Manager for the purposes of efficiency.

4.7.2. The Estate Manager will ensure the following: –

- Security staff are appropriately stationed and equipped.
- All alarm and communication systems and procedures are functional and in place
- All visitors are recorded and badged.
- All emergency and evacuation procedures are in place and known.

### 4.8. Health Monitoring of the Pupils

4.8.1. Physical Health

4.8.1.1. All parents will fill in an intake form so the school is aware of their specific medical conditions. Parents will have to notify the school of any changes in the health status of their children.

4.8.1.2. From then on the school will follow their physical development by:

- Weighing and measuring the pupils at the beginning and end of every term.
- Attending to the pupils when they are sick and ensure adequate treatment
- Offering well balanced nutrition. The school meals will be compared to the other best school food standard to ensure that the menu is appropriate in quality and quantity of all nutrients required.
- Ensuring good personal hygiene of the pupils by supervising shower times, check for head lice regularly and treat according to the findings, checking nails and teeth.
- Maintaining clean sanitary facilities, classrooms, dorms and kitchen and grounds.

4.8.1.3. If a child requires specific medical care or diet this should be discussed with the head teacher who will decide whether the school will be able to meet the required extra care.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



- 4.8.2. Mental health: The mental and emotional health of the children will be monitored through professional vigilance and dealt with accordingly through the school's PSHEE LS departments and School Counsellor.

#### 4.9. Arrangements for School Trips:

The Staff are required to follow the associated School Policy and complete a very thorough pre-trip documentation. This is an assessment of activities, the risks involved, staffing, parental consent, insurance cover, catering needs, transport and medical requirements.

#### 4.10. Recreational Area Supervision:

There are certain areas of the School where children are to be supervised and overseen at all times (swimming pool, showers, etc.) and other areas where the staff on duty will supervise as per the daily staff rota.

### 5. SPECIFIC HAZARDS

#### 5.1. Swimming Pool

- 5.1.1. Pupils must not enter the pool area unless authorised members of staff are present. **Ratio 1:20**
- 5.1.2. All staff must familiarise themselves with the emergency procedures at the pool.
- 5.1.3. The maintenance of the pool should be done at hours when no pupils are in the pool.

#### 5.2. Science Laboratory

- 5.2.1. The Science department should have a code of conduct for working with the following materials or procedures which are potential hazards:
- COSHH
  - Tools
  - Glassware
  - Heating and burning
  - Measuring temperature
  - Chemicals
  - Plants
  - Micro organisms
  - Lenses and binoculars
  - Animals

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## 5.3. Art, Craft and Design Department

- 5.3.1. In order to make this department a safe place to work it always needs to be:
- In good working order
  - Have an established routine
  - Ensure controlled movement
  - Clear work surfaces and floor
  - Cleanliness and good preparation
- 5.3.2. The teacher should know and point out potential hazards to the pupils and ensure that effective precautions are observed. The teacher must ensure, through clear instruction, that a child is capable of safely using materials and equipment.
- 5.3.3. Provided protective gear must be worn where necessary when working with paints, inks, dyes, glues, ceramic glazes.
- 5.3.4. Only the teacher should use epoxy resins, aerosol propelled fixatives and petroleum based adhesives. They must be used in controlled conditions with plenty of ventilation. These products must be stored in a lockable cupboard.
- 5.3.5. No food or drinks are allowed in the Art room.
- 5.3.6. A code of conduct for the different art activities must be present in the Art room: ceramics, woodwork, block cutting, figure saw, metal work, etc.

## 5.4. Physical Education and Sports

- 5.4.1. Staff awareness in areas of Physical Education can be addressed under the following headings:
- Athletics
  - Games
  - Gymnastics
  - Outdoor Activities
  - Swimming
- 5.4.2. Staff must do everything possible to ensure the safety conditions under which the pupils function.
- Pupils must be appropriately dressed and wear appropriate footwear.
  - Jewellery and watches should not be worn
  - Long hair must be tied back
  - First Aid Kit must always be present in the area of activity.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



5.4.3. The Physical Education Department should have a code of conduct for all different activities mentioned above.

### 5.5. General

#### 5.5.1. **Assessment:**

The Head teacher has a duty to assess substances used at the workplace which are hazardous to health. The Head of Department or person responsible for a particular section of the School must carry out an assessment. This assessment highlights those risks or hazards created as a result of certain substances used in the Department.

#### 5.5.2. **Record:**

In some cases the assessment need not be recorded. In most cases, however, it will need to be recorded and kept readily accessible to ensure continuity and accuracy of knowledge of users. Records should be kept at the location/s where the substances are stored and maintained by the Department Head.

#### 5.5.3. **Update:**

Assessments should be renewed from time to time in the light of new information on health risks, or results of monitored exposure of new methods of work etc.

#### 5.5.4. **Control of Exposure:**

The employer must ensure that the exposure of employees to hazardous substances by any route e.g. inhalation, ingestion, absorption, etc. is either prevented or controlled. Protective clothing and equipment is sometimes only part of the answer.

#### 5.5.5. **Instruction and Training:**

Risks to health and precautions to be taken should be made known to employees and pupils. Sufficient instruction or training in the use of materials for substances should be given. Understanding the reasons for use of protective clothing or equipment is important.

### 5.6. Kitchen and Catering Department:

The kitchen and catering department should have a code of conduct for working with the following materials and equipment or procedures which are potential hazards:

- Tools
- Glassware
- Heating and burning equipment, including all cooking equipment
- All food preparation equipment eg Potato Peeler
- Measuring temperature within the food preparation area

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



- Chemicals
- Plants and Herbs

## 5.7. Electrical Wires and Fencing

5.7.1. All electrical work practices must comply with applicable sections of the Occupational Health and Safety Act and State adopted electrical codes

### 5.7.2. **Approval Required:**

Use only electrical wire, conduit, apparatus, and equipment for the specific application that is approved for. Install and use listed, labelled or certified equipment according to the instructions included.

### 5.7.3. **Qualified Persons:**

Only qualified personnel familiar with code requirements, safety standards, and experienced in the type work may work on electrical circuits and equipment.

## 5.8. Restricted Areas

5.8.1. Provide effective barriers or other means to ensure that people do not use areas with electrical circuits or equipment in passageways when energized lines or equipment are exposed.

5.8.2. Effectively guard live parts of wiring or equipment to protect persons or objects from harmful contact.

5.8.3. Use special tools insulated for the voltage when installing or removing fuses with one or both terminals energized.

## 5.9. High-Voltage Equipment:

Isolate exposed high-voltage equipment, such as transformer banks, open switches, and similar equipment with exposed energized parts to prevent unauthorized access. Isolation must consist of locked rooms, fences or screened enclosures, walls, partitions or elevated locations. Keep entrances to isolated areas locked when not under constant observation. Post DANGER—HIGH VOLTAGE warning signs at entrances to these areas. Properly ground conductive components, fences, guardrails, screens, partitions, walls and equipment frames and enclosures should all be in place.

## 5.10. Gas Tank

5.10.1. Obtain all documentation from the supplier for each gas resupply and keep it in a register.

5.10.2. Provide workers with information, training and effective supervision, about the hazards from gas tanks, safe storage and handling information and what to do in an emergency.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



- 5.10.3. Document procedures to inform workers about how to store and handle gas safely.
- 5.10.4. Only qualified personnel familiar with code requirements, safety standards, and experienced in the type work may work with this equipment.
- 5.10.5. Labelling storage areas: Where gases are stored in excess, placarding and labeling must be erected.

### 5.11. Extra Curricular Activities:

All teachers and helpers should be fully aware of the following

- procedures in case of a fire
- arrangements in case an activity has to be cancelled
- they have all medical details and contact numbers.
- they are familiar with the school's health and safety policy
- they have up-to-date permission slips from parents
- are clear about the expectations of the school regarding their role
- risk assessments are in place for each activity

### 5.12. Hazardous Substances:

All hazardous substances in the following departments should be labelled, used appropriately and secured away from the children at all times.

- Swimming pool chemicals
- Fertilizers, agricultural chemicals, rat poison, etc
- Domestic cleaning materials
- Science laboratory chemicals
- Pottery glazes
- Art materials and glue
- All paint products

### 5.13. Railway Crossing

The presence of a railway line through the school is to be seen as a hazard that threatens the health and safety of children and school employees. The line is now in service, and proximity to it is a threat.

There is a fence to delineate Shack Land and the play area from the area surrounding the track.

All children must cross the railway line via bridge at all times, including Year 8.

Only staff and parents may use the gate to walk over the railway line. Askaris are posted at the railway, manning the vehicle gate to oversee this crossing point.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



**Behaviour that will endanger or upset others or self will not be tolerated.**

## **5.14. COVID-19 Protocols & Regulations**

All the Staff, Pupils and Visitors of Pembroke House School are required to observe the School's Covid-19 Protocols in fulfilment of all the requirements of the Public Health LN. No. 50 of 2020 rule 8 (1) on (Prevention, control and suppression of COVID 19) Rules and the Occupational Safety and Health Act, 2007, MOE Regulations and all applicable rules and legislative frameworks.

## **6. MISCELLANEOUS PROVISIONS**

### **6.1. Abstracts of Act:**

The following shall be kept posted in a prominent position.

- Occupational Health and Safety Act 2007, Rev 2010
- Child Protection Act, (UK)
- Basic Education Act
- Ministry of Education School Safety Manual
- Employment Act
- Children Act
- Traffic Rules
- NEMA: National Environment and Management Authority
- NIMROD Fire Protection
- Insurance Act
- Labour Relations Act
- Employment Act
- WIBA
- DBS Disclosure and Barring Service
- Education Act 2002 (UK)
- IAPS Guidelines
- Children's Act of 1989 and 2004 (UK)
- Local Authorities and County Regulations
- Printed copies of any Rules shall be kept posted in a prominent position
- The Certificates of Registration of the workplace.

### **6.2. General Registers:**

There shall be kept in a register, in the prescribed form, called the general register, and there shall be entered in or attached to that register the certificate of registration of the workplace every other certificate issued in respect of the workplace

### **6.3. Preservations of Registers:**

The general register and every other register or record kept in pursuance Policy shall be preserved and shall be kept available for inspection for at least three years, or such other

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

period as may be prescribed for any class or description of register or record, after the date of the last entry in the register or record.

### **6.4. Approval of Plans:**

No building shall be erected or converted for use as a workplace and no structural alteration and no extension shall be made to any existing workplace except in accordance with plans showing details of the proposed construction, conversion, alteration or extension, approved by the Council.

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**





## **7. SCHEDULES & POLICIES**

- 7.1. Access to School Premises by People Outside School Policy
- 7.2. Admissions Policy
- 7.3. Animal Policy
- 7.4. Anti Bullying Policy (Including Anti-Cyber Bullying)
- 7.5. Assessment, Recording and Reporting Policy
- 7.6. Attendance Registration Process
- 7.7. Behaviour & Discipline Policy
- 7.8. Bereavement & Trauma Policy
- 7.9. Boarding Policy
- 7.10. Bursaries Policy
- 7.11. Bus Safety & Escorts Policy
- 7.12. Casual Employees Policy
- 7.13. Controlling Pupil Access to Risky Areas of School Policy
- 7.14. Curriculum Policy
- 7.15. Data Protection - A Toolkit For Schools - April 2018 (DfE - pdf)
- 7.16. Data Protection Policy
- 7.17. Disciplinary Code & Separation Policy
- 7.18. Early Years Policy
- 7.19. Emergency Response Procedure Policy
- 7.20. Employee Grievance Handling Policy
- 7.21. English as an Additional Language (EAL) Policy
- 7.22. Equal Opportunity & Ethnic Diversity Policy
- 7.23. Examination Preparation (CE, Scholarship, Pre-Tests & Internal) & Tutoring Policy
- 7.24. Fire Policy
- 7.25. Health & Safety Policy
- 7.26. Human Resource Policy
- 7.27. ICT Policy
- 7.28. Independent Listener Policy
- 7.29. Internal Scholarship Policy
- 7.30. Keeping Children Safe In Education 2019 (DfE - pdf)
- 7.31. Kenyanization Policy
- 7.32. Learning Support Policy
- 7.33. Marking Policy
- 7.34. Medical & First Aid Policy
- 7.35. Missing Child Policy
- 7.36. Pandemic Policy
- 7.37. Parents' Complaint Procedure Policy
- 7.38. Planning Policy
- 7.39. Prefects & Senior Responsibility Policy
- 7.40. Protocol Managing Allegations of Child Abuse by Educators and Other Adults (DfE - pdf)
- 7.41. Risk Assessment Policy
- 7.42. Safeguarding & Child Protection Policy

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**



## Pembroke House Health & Safety Policy

- 7.43. Safer Recruitment Policy
- 7.44. Scholarship Handbook & Policy (pdf)
- 7.45. Sexual Harassment & Sexual Violence (DfE - pdf)
- 7.46. Sexual Harassment Policy
- 7.47. Social Behaviour Policy
- 7.48. Spelling, Handwriting, Presentation & Letter Writing Policy
- 7.49. Swimming Pool Policy
- 7.50. Team Selection & Etiquette Policy
- 7.51. Trips Policy
- 7.52. Tutor Policy
- 7.53. Visiting Speaker Policy
- 7.54. Whistle Blowing Policy

**Ratified by Council: March 2014**

**Last Reviewed: September 2021 - H&S Committee: DBM, MAm, MA, CT, BC, CK, EW & PN**

**Next Review: September 2022**