



PEMBROKE HOUSE



HEALTH & SAFETY POLICY



Pembroke House School
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Kenya

HEALTH & SAFETY POLICY

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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 recognises 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 and Inspection 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

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2. Health and Safety Policy Governing Regulations

A: KENYAN LAWS

- 2.1 Occupational Health and Safety Act 2007, Rev 2010
- 2.2 Safety and Health Committee Rules, 2004
- 2.3 WIBA
- 2.4 First Aid Rules, 1977
- 2.5 Hazardous Substances Rules, 2007
- 2.6 Medical Examination Rules, 2005
- 2.7 Protection of Eyes, Rules 1977
- 2.8 The Environment Management and Coordination Act, No. 8 of 1999
- 2.9 Noise Prevention and Control Rules, 2005
- 2.10 Electric Power Rules, 1979
- 2.11 Building Operations and Works of Engineering Construction Rules, 1984
- 2.12 The Public Health Act
- 2.13 The Radiation and Protection Act
- 2.14 The Standards Act
- 2.15 The Pest Control and Product Act
- 2.16 The Traffic Act
- 2.17 Any other laws relating to health and Safety that are passed in kenya

B: UK LAWS AND REGULATIONS

- 2.18 Child Protection Act
- 2.19 DBS Disclosure and Barring Service
- 2.20 Education Act 2011 (UK)
- 2.21 IAPS Guidelines
- 2.22 Children's Act of 1989 and 2004 (UK)



3. Health and Safety Policy Responsibilities

3.1. Board of Governors (Council)

- To formulate the H&S Policy Statement
- 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

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

3.3. The Bursar & HR Manager

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

3.4. Heads of Department

- 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.
- They should be aware of all risks and hazards in their department
- They should be aware of all safe work procedures in their department



- They should report any new hazards immediately to the Operations & Logistics Officer and monitor the hazardous situation until the corrective actions have been taken
- The operating areas have to be kept tidy.

3.5. All Teaching Staff and Staff in charge of Children

- To be aware of any serious medical conditions of pupils and employees
- To have basic knowledge of First Aid
- 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

3.6. Boarding House Heads

- To be aware of the daily medical condition of all pupils
- To make sure that the House is always clean
- To make sure that all sanitary facilities function, work and are clean
- To monitor the mental well being of the children
- To monitor the personal hygiene of the children and organise assistance where needed
- To carry out regular checks on pupils' hair, nails and teeth
- To have representation on the H&S committee
- To assist with the mandatory fire and emergency drills

3.7. Nursing Sister in Charge (Head Nurse)

- To attend to all sick and injured pupils
- To keep records on all sick and injured pupils
- To report monthly to the Head teacher on their activities
- To communicate with the parents on children's medical issues as per school Medical Policy
- To ensure all pupils are registered with the Amref Flying doctors for emergency evacuation
- To assist the doctor when he is visiting
- To weigh and measure all children at the beginning and end of each term
- To administer all medication and supplements and necessary vaccines to the pupils
- To monitor the status of all first aid kits in the school and on buses and restock them after use
- To help organise the First Aid training for employees
- To attend all sports matches at home
- To ensure that good quality H&S materials and equipment are being purchased from reputable companies
- To ensure proper waste disposal of the infectious waste is effectively done



- To organise for external doctors visits annually e.g dental checks, eyesight and hearing screening, Podiatrist every 6 months
- To schedule and facilitate any medical checks required for PH employees and pupils e.g. drivers, food handlers, security
- To oversee general cleanliness in San for Infection Prevention Control
- To represent San in the H&S committee

3.8. The Caterer / Housekeeper

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

3.9. The Operations & Logistics Officer and Compliance Officer

- To list all high risk areas in the school
- To list all high risk jobs in the school
- To ensure that all regular maintenance takes place
- To keep a log book on reported hazards by staff, pupils, parents or other involved bodies
- To organise corrective actions of reported hazards
- To manage the waste disposal in the school
- To manage the water supply systems in the school
- To liaise with all external licensing and inspection bodies: NEMA, Wins Fire Ltd, Gas suppliers, electrical engineers
- To liaise with contractors for building activities
- To monitor the status of the swimming pool
- To be a member of the H&S committee
- To oversee all transportation activities
- To oversee all security operations



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- To assist the DHM - Operations and Head of Boarding with fire drills
- To ensure that good quality H&S materials and equipment are being purchased from reputable companies

3.10. All Employees

- To perform his/her tasks in a manner which ensures as far as reasonably practicable the health and safety of themselves and others
- To immediately report any hazards to the Operations & Logistics Officer
- To immediately report any accidents, unsafe acts or conditions to the Head
- To discuss any other problems relating to H&S with the H&S Committee initially
- To discuss the matter with the Head if the issue can not be solved
- To discuss the issue with the Council if the HM can not solve the problem
- To take part in any H&S training provided by the employer
- To participate in the mandatory emergency and fire drills
- To avail themselves for medical tests if required, if communicable diseases are suspected that might cause outbreaks (e.g. Covid-19, Ebola, TB, typhoid fever, hepatitis)
- If having working contact with pupils, staff should know the school's requirements and arrangement for supervision of pupils in all situations
- No employee will be penalised for questioning the safety or risk to health of any practice, substance or piece of equipment

4. The Health And Safety Committee

4.1 Formation of the Committee

In accordance with the Occupational Safety and Health Act 2007, Pembroke House shall establish a Health and Safety Committee in the manner provided in these rules.

4.2 Organisation of the Committee

- The Head shall be the Chair of the H&S Committee. The person responsible for health and safety i.e. one Safety Officer, shall be the Secretary. Another health and safety representative shall be a substitute for the Secretary if required
- The H&S committee shall consist of Heads of Department directly responsible and involved in daily matters relating to the H&S of the school community

Office Bearer	Role on the H&S Committee
● Head	● Chairperson
● HR Manager	● Secretary & Compliance
● Bursar	● Finances, Contracts & Compliance
● DHM - Operations	● Emergency Drills, Fire Marshall & Security

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● Catering Manager	● Kitchens, Food Hygiene, Procurement & Menus
● Head of Boarding	● Boarding Houses, Pupil Well Being & Rotas
● Head Nurse	● San, Medical Checks & Tracking Health
● Operations & Logistics Officer	● Estates, R&M and Logs
● Shop Steward	● Union Representative & Support Staff

- The members of the H&S Committee shall be selected and elected following a procedure agreed upon by the Head and school management
- There shall be equitable representation of sections and gender priority within the committee
- The composition and personnel of the H&S Committee shall be reviewed annually, and any adjustments and new appointments made if the need arises or a gap is identified

4.3 Functions of the H&S Committee

The functions of the H&S Committee shall include the following:

- Establish a schedule of inspection of the workplace for each calendar year
- Conduct health and safety inspection at least once in every 6 months
- Inspect, investigate and make recommendations to the Head immediately after an accident or dangerous occurrences takes place
- Identify occupational hazards and cases of ill-health among employees at the workplace
- Compile statistics of accidents, dangerous occurrences and cases of ill-health among employees at the workplace and make appropriate recommendations to the School Council
- Investigate complaints relating to employees health and safety at the workplace
- Advise on the adequacy or otherwise of health and safety measures for particular hazardous work or activities
- Establish effective communication channels on matters of health and safety between management and employees
- Conduct seminars and workers' education programmes and provide information for safety, health and welfare at the workplace
- Carry out any other functions necessary for the promotion of a safe and healthy working environment

4.4 The School's Duties in relation to the Health & Safety Committee

The School shall:

- provide, at no cost to the H&S Committee, a suitable venue and other facilities for holding committee meetings
- allow members to attend the meetings and other functions of the H&S Committee without loss of earnings, opportunities for promotion or advancement

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- ensure that all safety representatives have undertaken the training courses
- provide the H&S Committee with:
 - any information or report on any accidents, dangerous occurrences and incidents of occupational diseases immediately it comes to their knowledge
 - statistics of accidents, dangerous occurrences, and incidents of occupational diseases
 - all the necessary and relevant information on hazardous substances
 - health and safety reference materials and facilities
 - cause the monitoring and evaluation of hazards and risks identified by the H&S Committee to be carried out by a competent person
 - facilitate the implementation and review of the organisation's health and safety policy
 - make available to the H&S Committee legislation on occupational safety and health
 - cause further specialised evaluation as necessitated by the audit report in regard to medical examination of the workers, testing and examination of plant and equipment, monitoring of the work environment or other scope, whenever it is required and a written report made available for deliberation and consideration
 - records of the proceedings of H&S Committee meetings and reports of the audit referred to in these rules

4.5 Training of the Committee

Every member of the Committee shall undertake a prescribed training course in occupational safety and health within a period of six (6) months from the date of appointment or election and thereafter, further training from time to time.

5. Health and Safety Audit

- The School shall cause a health and safety audit of the workplace to be carried out at least once in every period of twelve months by a registered Safety and Health Advisor
- The report from this audit shall be kept by the School and/or Chair of the Health & Safety Committee and a copy of the same sent to the Director of Occupational Health and Safety Services appointed under the Act within a period of 30 days following the audit.

6. Specific Arrangements

6.1. First Aid Arrangements

6.1.1 **First Aid kits:** The first aid kits are located at the following stations

- Mackie House

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- Scholes House
- Sister's Surgery (mobile x6)
- Kitchen
- Maintenance Men's Room
- All buses
- Art and Craft Design Block
- Science Department
- Junior Department
- Theatre
- Staff room
- Sports Field
- Sports Hall
- Polo club
- Pre prep
- Staff canteen

6.1.2 Appointed person for care of these boxes is the Sister in charge of the San. She will check all first aid boxes at least once termly 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.

6.1.3 First Aid Trained Staff

- a) 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.
- b) The following locations must have fully qualified first aiders, trained by a certified trainer:
 - Sports department
 - Boarding houses
 - Kitchen
 - Repair and maintenance workshop
 - Buses
- c) 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 two years after refresher training.
- d) All staff should be aware of who is a trained first aider and where they are normally stationed
- e) 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.



6.2. Accidents and Illness Reporting

- a) All accidents occurring on the school premises and whilst travelling in school vehicles have to be recorded.
- b) Accident record books are located at
 - For Children: Surgery (San)
 - For Staff: Surgery (San)
- c) Procedure if an **Employee** is involved in an accident or is ill:
 - 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.
 - 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.
 - 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.
 - 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
 - The duty to notify the accident or occurrences lies with the responsible person - the Head, the Bursar of the school or the Human Resource Manager. The school will follow the notification procedure as laid down by the labour laws.
 - Records on accidents must be kept at the school for at least 3 years.
- d) Procedure if a **Pupil** is involved in an accident or is ill.
 - 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.
 - 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.
 - If further attention is needed the nurse will inform the Head and he/she will notify the doctor or organise evacuation to an external health facility
 - At this point the parents will have to be informed by the nurse or the Head
 - Authorisation from the parents for the evacuation has to be sought
 - 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



- If surgery is to be expected the parents have to give consent for the surgery, as per school policy relating to 'in loco parentis'
 - The pupil will be accompanied by an authorised member of the school staff
- e) 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
- f) In the San the following information needs to be accessible at all times:
- Updated list of contacts for all parents
 - List of General Practitioners and consultants that the school uses
 - List of the most important hospitals that the school uses
 - List of evacuation transport: planes and ambulances
 - List of poison centres in the country

6.3. Fire Prevention, Fire Preparedness and Emergency Procedures

- a) The fire prevention, preparedness and emergency procedures are outlined in the School's Fire Policy.
- b) All staff are expected to abide by the Fire Policy.
- c) The Health and Safety Committee is responsible for implementation of the Health and Safety guidelines

6.4. Use of Equipment and Machines

- a) All use of the machinery and equipment for repair and maintenance in the school is under the authority of the Operations & Logistics Officer, under the guidance and supervision of the HR Manager and Compliance Officer.
- b) The Operations & Logistics Officer, Compliance Officer and HR Manager should keep a record of all machinery and equipment present and staff authorised to handle certain equipment or machinery
- c) The Operations & Logistics Officer, Compliance Officer and HR Manager will ensure that members of staff are qualified to handle the equipment or that they have received the correct training.
- d) General rules in addition to common sense that apply to the use of machinery and equipment:
- Correct PPEs must be worn at all times
 - 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.
- e) 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.

6.5. Use of School Buses and Emergency Procedures while Travelling

- a) See the *Bus Safety and Escort Policy*
- b) The use of all vehicles is under the authorization of the HM's PA and the Operations & Logistics Officer. The Head Driver will assign the school vehicles to each driver and monitor correct record keeping, to be overseen by the Operations & Logistics Officer, Compliance Officer and HR Manager
- c) The Operations and Logistics Officer will ensure that all drivers know the standing orders. See Schedule.
- d) 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)

6.6. Security Arrangements

- a) The HM is overall in charge, although they should delegate to the Bursar, DHM - Operations, Head of Security and Operations & Logistics Officer for the purposes of efficiency.
- b) The HR Manager and the Compliance Officer 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.

6.7. Health Monitoring of the Pupils

- a) **Physical Health**
- 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.



- 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, checking for head lice regularly and treating according to the findings, checking nails and teeth.
 - Maintaining clean sanitary facilities, classrooms, dorms and kitchen and grounds.

- 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.

b) Mental Health

The mental and emotional health of the children will be monitored through professional vigilance and dealt with accordingly through the school's PSHE curriculum, LS departments and School Counsellors.

6.8. 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.

6.9. 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, by patrolling and being vigilant.

6.10. Disciplinary Action Related to H&S Issues

- a) Any acts or actions that the HM and H&S Committee deemed to endanger staff, pupils and visitors will be dealt with in accordance with the school disciplinary procedures.

- b) The following actions will be met with a written warning:
 - Not using provided personal protective gear (PPEs)
 - Not carrying out operation instructions



- Performing unsafe acts despite having been instructed correctly
- Not reporting accidents

7. Specific Hazards

7.1. Swimming Pool

- See the *Swimming Pool Policy*
- Pupils must not enter the pool area unless authorised members of staff are present.
- A minimum ratio of 1 fully qualified Lifeguard to 20 pupils must be strictly adhered to
- All staff must familiarise themselves with the emergency procedures at the pool.
- The maintenance of the pool should be done at hours when no pupils are in the pool.
- Any staff working around the pool who are unable to swim, must wear the provided life jackets situated at the pool. Failure to do so may result in a warning letter.

7.2. Science Laboratory

The Science department should have a risk assessment 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

7.3. Art and Design Technology Department

- 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
- 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.



- o Provided protective gear must be worn where necessary when working with paints, inks, dyes, glues, ceramic glazes.
- o 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.
- o No food or drinks are allowed in the Art room.
- o 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.

7.4. Physical Education and Sports (Games)

- Staff awareness in areas of Physical Education and Games can be addressed under the following headings:
 - o Physical Education lessons - various sports, including athletics, gymnastics, racquet sports, invasion games e.g. Football
 - o Major Sports: Games sessions - Cricket, Football, Hockey, Netball & Rugby
 - o Minor Sports: Squad sessions - Athletics, Swimming, Tennis & Squash
- Staff must do everything possible to ensure the safety conditions under which the pupils function.
 - o Pupils must be appropriately dressed and wear appropriate footwear.
 - o Jewellery and watches should not be worn
 - o Long hair must be tied back
 - o First Aid Kit must always be present in the area of activity.
- The Physical Education & Games Department should have a risk assessment for all different activities mentioned above.

7.5. Kitchen and Catering Department:

The kitchen and catering department should have risk assessments 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
- Chemicals
- Plants and Herbs

7.6. Electrical Wires and Fencing

- All electrical work practices must comply with applicable sections of the Occupational Health and Safety Act and State adopted electrical codes
- **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.
- **Qualified Persons:** Only qualified personnel familiar with code requirements, safety standards, and experienced in this type of work, may work on electrical circuits and equipment.

7.7. Restricted Areas

- Provide effective barriers or other means to ensure that people do not use areas with electrical circuits or equipment in passageways when energised lines or equipment are exposed.
- Effectively guard live parts of wiring or equipment to protect persons or objects from harmful contact.
- Use special tools insulated for the voltage when installing or removing fuses with one or both terminals energised.

7.8. High-Voltage Equipment

- Isolate exposed high-voltage equipment, such as transformer banks, open switches, and similar equipment with exposed energised parts to prevent unauthorised 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.

7.9. Gas Tank

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

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

7.10. 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 the correct 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

7.11. 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
- Fertilisers, agricultural chemicals, rat poison, etc
- Domestic cleaning materials
- Science laboratory chemicals
- Pottery glazes
- Art materials and glue
- All paint products

7.12. 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 was back in service for a brief period and, therefore, proximity to it was a serious threat and all children were required to use the bridge to cross the railway. However, efforts to reopen the line have now ceased once again, so the level of risk has once again reduced. Nevertheless, there is now a fence to delineate Shack Land, the car park and sports pitches from the area surrounding the track. All children in Pre-Prep to Year 7, must cross the railway line via bridge at all times, unless supervised by a teacher. Only adults and Year 8s may use the gate to walk over the railway line. Askaris are posted at the railway, manning the vehicle

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gate to oversee this crossing point. The school management will closely monitor the railway situation and increase safety measures if the line is reopened again.

7.13. Pandemic Policy & Protocols

All the Staff, Pupils and Visitors of Pembroke House School are required to observe the School's Pandemic Policy & Protocols (e.g. Covid-19, Ebola, Cholera) in fulfilment of all the requirements from the MoH, the Occupational Safety and Health Act, 2007, MoE Regulations and all applicable rules and legislative frameworks.

8. General

- 8.1. Behaviour that will endanger or upset others or self will not be tolerated.
- 8.2. **Assessment:** The Head 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 a risk assessment. This assessment highlights those risks or hazards created as a result of certain substances used in the Department.
- 8.3. **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.
- 8.4. **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.
- 8.5. **Control of Exposure:** The employer must ensure that the exposure of employees to hazardous substances by any route (e.g. inhalation, ingestion, absorption) is either prevented or controlled. Protective clothing and equipment is sometimes only part of the answer.
- 8.6. **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.

MISCELLANEOUS PROVISIONS

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Where relevant, applicable and in accordance with Kenyan Law or compliance, the following shall be kept or posted in the HR Manager's Office, Staffroom and Staff Canteen.

- 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
- 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.

1.6. **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

1.7. **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 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.

1.8. **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.



LIST OF PEMBROKE HOUSE POLICIES

1. Staff Handbook & Code of Conduct
2. Access to School Premises by People Outside School Policy
3. Admissions Policy
4. Animal Policy
5. Anti Bullying Policy (Including Anti-Cyber Bullying)
6. Assessment, Recording and Reporting Policy
7. Attendance & Registration Process Policy
8. Behaviour & Discipline Policy
9. Bereavement & Trauma Policy
10. Boarding Policy
11. Bursaries Policy
12. Bus Safety & Escorts Policy
13. Car Advance Scheme Policy
14. CCTV Policy
15. Clean Desk Clear Screen Policy
16. Controlling Pupil Access to Risk Areas of School Policy
17. Curriculum Policy
18. Data Protection Policy - A Toolkit For Schools (PDF)
19. Data Protection Policy
20. Data Retention & Disposal Policy
21. Disciplinary Code & Separation Policy
22. Early Years & Mini Martlets Policy
23. Emergency Response Procedure Policy
24. Employee Grievance Handling Policy
25. English as an Additional Language (EAL) Policy
26. Equal Opportunity & Ethnic Diversity Policy
27. Examination Preparation & Tutoring Policy
28. Fire Policy
29. Health & Safety Policy
30. Human Resources Policy
31. ICT Policy
32. Independent Listener Policy
33. Internal Scholarship Policy
34. Keeping Children Safe In Education 2019 (PDF)
35. Kenyanization Policy
36. Learning Support Policy
37. Marking Policy
38. Medical & First Aid Policy
39. Missing Child Policy
40. Mobile Phone Use Policy



41. Pandemic Policy
42. Parents' Complaint Procedure Policy
43. Peripatetic Teacher Policy
44. Photography & Video Policy
45. Planning Policy
46. Policy for Persons Over 16 Living on the Same Premises as Boarders
47. Policy Review Procedure Policy
48. Prefects & Senior Responsibility Policy
49. Procedures Manual for Handling Data Subjects Requests Policy
50. Protocol Managing Allegations of Child Abuse by Educators and Other Adults (DfE)
51. PSHE Policy
52. Pupil Aide Policy
53. Remote Working Policy
54. Risk Assessment Policy
55. Safeguarding & Child Protection Policy
56. Safer Recruitment Policy
57. Scholarship Handbook & Policy (PDF)
58. Sexual Harrassment Policy
59. Sexual Harrassment & Sexual Violence - DfE Advice (PDF)
60. Social Behaviour Policy
61. Social Media Policy
62. Spelling, Handwriting, Presentation & Letter Writing Policy
63. Swimming Pool Policy
64. Team Selection & Etiquette Policy
65. The Martlet Award & Clubs Policy
66. Trips & Weekends Policy
67. Tutor Policy
68. Visiting Contractor Policy
69. Visiting Speaker Policy
70. Whistle Blowing Policy