

Kenton College

Preparatory School



Health and Safety Policy

Audience	Teachers, Parents, Governors, Non-teaching staff, Estates Manager, Domestic bursar
Author	Deputy Head Organisation
Last review	November 2024
Next review	November 2025
Related policies	<p>Emergency Policy and Procedures Safeguarding and Child Protection Policy Wellbeing Policy First Aid Policy Pastoral Care Policy Risk Assessment Policy</p> <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>

Contents

Introduction and Purpose	3
Roles and Responsibilities	4
Policy	4
Site Security	6
Hazard and Defect Reporting	6
Emergency Procedures	7
Domestic Staff Health and Hygiene	7
First Aid and Response to Accident/Illness	7
Pupil Safety and Supervision	8
Hygiene	8
Drinking Water	9
Use of Equipment	9
Appendix - Science Department Health and Safety Laboratory Procedures	10

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 1935 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 day school, there is also staff accommodation, together with rooms and facilities for some auxiliary staff who live on site during term time.

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 a member of the Health & Safety Committee (school Doctor, Estates Manager, Housekeeping, Head of Grounds, Deputy Head Organisation, Headteacher, HR Manager and Catering Manager) and/or Senior Leadership Team (SLT) as they arise.

It is our collective 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 (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”.

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 Organisation 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 are reached and maintained;
- Inform the development and planning for specific areas.

Policy in Practice

Whilst all Health and Safety considerations are the overall 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 below 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

3) To ensure all areas with specific hazards/risks associated (e.g. Swimming Pool, Science Labs, Design Technology) 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

4) To provide a safe and clearly understood traffic management system

Person(s) responsible

- a. Estate Manager
- b. Headteacher

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. Headteacher
- c. Deputy Head Organisation

6) To ensure all hazardous substances and plant/ equipment are properly isolated and clearly indicated

Person(s) responsible:

- a. Estate Manager
- b. Housekeeping Manager
- c. Head of Science
- d. Head of Art
- e. Head of Design Technology

7) To ensure all food handlers have satisfied more than the minimum statutory requirements regarding health

Person(s) responsible

- a. School Doctor
- b. HR Manager
- c. Head of Catering

8) To ensure the School Doctor / Nurse (or in her absence, a competent first aider) is present on site throughout the school day

Person(s) responsible:

- a. Headteacher

9) To ensure all staff accidents involving reference to the School Doctor are reported in the General Register in compliance with the Factories and other places of Work Act

Person(s) responsible:

- a. School Doctor / Nurse

- b. Headteacher
- c. Estate Manager
- d. HR 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 /Nurse

11) To ensure that supervision of children, whether at school or on an out of school trip/activity, the agreed pupil – teacher ratio is adhered to

Person(s) responsible:

- a. Deputy Head Organisation
- b. Headteacher
- c. Deputy Head Pastoral / DSL

12) There are at least two members of staff on duty and accessible to children between the hours of 7.00am and 4.30pm daily

Person(s) responsible:

- a. Deputy Head Organisation

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. All academic staff - particularly Class Teachers, Form Tutors & Heads of Year
- b. School Secretary / EY Secretary
- c. School Doctor & School Nurse
- d. KK Security

14) That standards of hygiene in all areas of the school are maintained at the highest possible level

Person(s) responsible:

- a. Housekeeping Manager
- b. Catering Manager
- c. Estates Manager
- d. School Doctor / Nurse

15) That in their supervision of children (whether in a lesson, activity or duty) all staff are mindful of the safety and security of the children in their care

Person(s) responsible:

- a. Deputy Head Pastoral / EY Pastoral Lead
- b. Headteacher
- c. All staff supervising children

16) That regular risk-assessment and monitoring exercises are undertaken

Person(s) responsible:

- a. Deputy Head Organisation
- b. Headteacher
- c. Estates Manager
- d. Catering Manager
- e. Housekeeping Manager

Site Security

Monitoring and 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 safety, repair and maintenance of all buildings and associated equipment at Kenton College. However, teaching and non-teaching staff members have a critical role to play in reporting hazards or defects (i.e. providing timely and accurate information when reporting a health and safety concern or incident).

Risk assessment exercises are carried out by the 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. If for any reason it is not possible to deal with a defect or hazard promptly (availability of parts/labour or significant disruption to teaching spaces) the Estates Manager must immediately liaise with the Headteacher so that a plan can be decided upon to protect the safety of the children and adults on-site.

All staff have a responsibility towards themselves and others for health and safety, and should report any problems to a relevant member of the Health & Safety Committee (School Doctor / Nurse, Estates Manager, Housekeeping, Head of Grounds, Deputy Head Organisation, Headteacher, HR Manager and Catering 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. However, the situation and measures taken should be reported to the Estates Manager and/or Headteacher as soon as is practical.

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.

The control of substances hazardous to health rests with the Estate Manager, Housekeeping Manager and Head of Science whose joint responsibility it is that such substances are correctly labelled and stored in a secure manner in a safe location. The handling and use of such substances is properly monitored and controlled by the Estate Manager, Housekeeping Manager and Head of Science who log the date of checks, levels of compliance and/or remedial measures with timelines.

Emergency Procedures

See the Emergency Procedures Policy

Auxiliary Staff Health and Hygiene

The health of the domestic staff at Kenton is monitored by the School Doctor, who maintains an appropriately stocked Wellness Centre for dealing with minor illnesses and ailments.

As required by the Ministry of Health, food handlers have twice termly diagnostic tests (conducted by an external agency approved by the Ministry of Health) overseen by the school Doctor to ensure they can safely handle food.

First Aid and Response to Accident/Illness

The resident School Doctor and School Nurses are on site throughout the school day. If the Doctor is on call or engaged in treating someone away from the Wellness Centre, the School Nurse takes over.

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 made aware of long term illnesses such as asthma, diabetes etc., and the Catering Manager 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:

- Flu-like symptoms
- Sickness/vomiting
- 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 / Nurse for minor ailments or any injury. Unless it is an emergency, pupils must go to the lesson/session they are timetabled for to get a permission note to visit the Doctor / Nurse.
- The School Doctor / Nurse will assess the situation and then treat the pupil. The following options after initial treatment are:
 - return to class
 - be retained in the Wellness Centre for observation
 - sent home (parents, Head of Year and Class Teacher/Form Tutor are contacted)
 - sent to hospital (parents, Head of Year and Class Teacher/Form Tutor are contacted)
- At school, only the School Doctor or Nurse administers medication brought to the Wellness Centre by parents/pupils. All medication must be clearly labelled with dosage instructions. (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 Doctor/Nurse or delegated to a member of the front office staff.
- If a pupil has to go to hospital, he/she is accompanied by a member of staff (preferably the Nurse). The member of staff remains at hospital until a parent/guardian arrives to assume responsibility);
- The member of staff taking a child to hospital will have with them the relevant paperwork and insurance details needed.

The School Doctor holds accurate and up-to-date medical records for every child. Relevant details (e.g. allergies etc.) are in the Staff Room and shared electronically. Individual pupils are discussed at staff meetings and specific medical training is provided by the School Doctor (e.g. how to use an EpiPen).

In cases of accidents to pupils, if the pupil is able to walk, they should be accompanied to the Wellness Centre. In the case of serious injury, a pupil must not be moved until the School Doctor (Nurse in their absence) has been phoned/sent for and the Doctor has decided on the most appropriate course of action.

A first aid kit accompanies every trip away from school and is in the care of the Trip Leader (or a member of staff on a trip that has been designated to oversee medical matters). If the trip leader feels the need to administer medication from the first aid kit, the trip leader can check the prior-permission checklist on the indemnity form first. If there is no tick against the particular medication needed, permission from the parent must be sought before administering it.

Pupil Safety and Supervision

For pupil teacher ratios (in general 10:1 as a rule) 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 7.00am, throughout the school day and until the last pupil is picked up. 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 with inherent risk (e.g. the Science Laboratories, the Swimming Pool, Design & Technology workshop etc) will have clear 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.

Pupils may leave school early if a parent/guardian has made prior contact with the school to give times and reasons. A "Gate Pass" system is then used. If the School Office has not been informed that a pupil is leaving early 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 to a staff member to accompany and wait with the pupil at the car park, the Head of Year/Deputy Head Pastoral/Deputy Head Juniors is contacted.

Hygiene

The Catering and Housekeeping Managers are 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.

Drinking Water

There are many points of safe drinking water in the school that are available throughout the day. This water is sourced from Nairobi City Council (not borehole) and is passed through an ultra-violet unit and then filtered through Davis and Shirliff filter units. The filters are regularly serviced and replaced. Samples of water from this source are tested twice termly 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 it and are responsible for its upkeep. Equipment which carries inherent dangers when in use is clearly labelled and regulations concerning appropriate dress/PPE 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 (for staff not on the email system) 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 incidents directly to their line manager;
- Teaching and administration staff use email to report concerns or incidents;
- All staff must 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).

Buses and Drivers

Kenton has its own fleet of buses (all fitted with speed governors and across-the-chest seat belts) for transporting some pupils to and from home (along with an adult bus supervisor) on a daily basis. The buses are also used for transporting pupils to away sports fixtures and trips etc. The buses are carefully maintained and the Estate Manager is responsible for ensuring that they are all road-worthy at all times. If a vehicle is deemed unroadworthy, it will be removed from use until the necessary repairs have been made.

Buses are taken to NTSA inspection bodies regularly to be compliant with current traffic regulations.

Kenton employs a number of drivers to drive the school buses. The drivers undergo annual medical and sight tests to ensure that they are fit to drive the vehicles, and the Estate Manager ensures that their driving licences are valid and meet the necessary criteria.

The school bus drivers are permitted to use the Headteacher's car when necessary.

Appendix A - 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.