



**St Andrew's School, Turi**

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**Health and Safety Policy**

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ST ANDREW'S SCHOOL, TURI, KENYA

<b>Compiled by:</b>	<b>Health &amp; Safety Officer</b>
<b>Date of review:</b>	<b>Christmas Term 2024</b>
<b>Date of next review:</b>	<b>Christmas Term 2023</b>
<b>Approved by:</b>	<b>Board of Governors</b>

## 1. Policy

### Policy statement

The School recognises its statutory and moral responsibilities to safeguard and protect the welfare of all of the children, young people and employees in its care. Given the School's commitment to ensuring the safeguarding of its children and young people this policy falls under the broader safeguarding framework. The School's Safeguarding Policy is available on the School website. The School recognises that it must:

- Maintain safe and healthy conditions for the children, young people and adults in its care.
- Provide information, instruction, training and supervision for employees and students
- Prevent accidents and cases of work related ill health
- Ensure safe handling, storage, transport and use of substances
- Provide clear instruction on action to take in the event of fires and other potential emergencies
- Provide arrangements that recognise responsibilities to the students, visitors, contractors, parents and members of the public who may be affected by the School's activities
- Monitor health and safety performance and review and revise this policy as necessary at regular intervals
- Consult with employees on matters affecting their health and safety
- Provide adequate control of health and safety risks arising from work activities
- Provide and maintain safe plant and equipment

Overall responsibility for the operation of health and safety at the School is vested in the Operations Director while the day to day responsibility for the same lies with the Health and Safety Officer. However, the Board is responsible for the framework within which health and safety is to be managed.

### Scope

This policy applies to all children, young people, employees, contractors, and visitors.

### Definition

Health and safety may be defined as all matters concerned with the safety, health, and welfare of people at work, and has a strong focus on primary prevention of hazards.

### Terminology

In this policy, '**Board**' refers to the Board of Governors; '**School**' refers to both the Senior and Preparatory Schools either separately or jointly; '**Governors**' refers to those appointed to the Board of Governors of the School; '**Director**' refers to the School's Executive Director; '**Head**' refers to both the Head of the Preparatory School and the Head of the Senior School; '**Operations Director**' refers to the Operations & Projects Director; '**F & S Director**' refers to the Finance & Strategy Director; '**Staff/Employee**' refers to all those working for or on behalf of the School (including those working on behalf of third party contractors), full or part-time, permanent or temporary, in either paid or voluntary capacities; '**Parents**' includes one or both parents and legal or education guardians.

## **Regulatory framework**

This policy takes account of all relevant legislation. In particular, it acknowledges The Occupational Safety and Health Act, No. 15 of 2007 and revised in 2010, and Keeping Children Safe in Education (September 2023).

## **Review**

This policy will be subject to annual review by the Board.

## **2. Roles and responsibilities**

### **The Board**

The Board has responsibility for ensuring that:

- A written policy statement is implemented, which promotes a positive health and safety culture and provides strategic direction
- There is a nominated H&S Governor (HSG) who reports formally to the Board termly
- Individuals with H&S responsibilities are appropriately trained, knowledgeable and experienced
- Procedures are implemented to assess hazards and risks and produce safe systems of work (SSOW)
- Funding is allocated for the provision of H&S training, Personal Protective Equipment and to operate SSOW
- Health and safety performance is managed proactively
- The School's H&S Policy and performance is reviewed annually

### **The School's Health and Safety Officer**

The School's Health and Safety Officer (HSO) is under Ops Director authority and is responsible for:

- A safe and healthy environment is maintained for the children, young people and adults in its care.
- The School's H&S Policy is communicated effectively to staff
- Health, safety and welfare responsibilities are allocated to nominated individuals
- Reviewing and monitoring procedures are in place, and that oversight of the HSO's work is maintained
- The Governing Body receives regular H&S updates with regards to performance and legislative changes, and at least annually
- Decisions regarding facilities management, such as new projects, procurement decisions, contractor selection and office moves, consider H&S requirements from the project design phase through to completion and use
- Emergency procedures are in place
- Consultation arrangements are in place for staff and their Trades Union representatives
- The School's risk assessment process is effective and that the appropriate risk assessments and safe systems of work (SSOW) are in place
- The Heads are aware of situations or activities which are potentially hazardous
- Accidents are investigated and remedial actions implemented
- Staff are adequately instructed in safety matters in relation to their specific work place and the School in general
- All accidents are investigated. The investigation can be delegated to a subject specialist if appropriate

- Visitors and contractors are informed of any significant hazards and risks appropriate to the nature of their visit
- Staff are provided with adequate information, instruction and training on health and safety issues
- Equipment is inspected, as appropriate, to ensure it remains in a safe condition
- The management and maintenance of H&S records, (including fire drills, fire checks, security drills, H&S checks, risk assessments, water tests, other annual checks, management of building fabric and building services and other contractors), is up to date and complete
- The creation and maintenance of a central register of all substances used in the School that need Control of Substances Hazardous to Health (COSHH) assessments
- The Health and Safety Officer is the secretary of the termly H&S Committee meeting.

### **Heads of Departments, Houseparents and Technicians**

Heads of Departments (HoDs), Houseparents (HPs) and Technicians are responsible for:

- Ensuring there is a safe and healthy environment for the children and young people in the area of their oversight
- Applying the School's H&S Policy to their own department or area of work
- Carrying out regular H&S risk assessments for activities under their control
- Ensuring that all staff under their control are familiar with the H&S Policy and risk assessments for their areas of work
- Investigating, in the first instance, H&S concerns raised by staff. Unresolved problems are to be referred to the Heads or Ops Director if a satisfactory solution cannot be reached within the resources available to them
- Carrying out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. These checks are to be recorded where required
- Ensuring, so far as is reasonably practicable, that training and supervision is provided to enable staff and students to avoid unnecessary hazards
- Investigating any accidents that occur within their areas of responsibility and reporting these upwards to the HSO

### **Teachers and staff responsible for co-curricular activities**

Teachers and staff must:

- Exercise effective supervision of students
- Understand the procedures for fire, first aid and other emergencies and be prepared to carry them out
- Follow the H&S measures pertinent to their particular areas
- Give clear oral and written instructions and warnings to students as necessary
- Integrate relevant aspects of safety into teaching and curriculum planning
- Follow safe working procedures
- Report all accidents, defects and dangerous occurrences to HODs and record these in the relevant incident book
- Take reasonable care of their own safety and the safety of others who may be affected by acts or omissions
- Use personal protective clothing and guards where appropriate
- Raise concerns regarding H&S deficiencies with regards to plant, tools, equipment or machinery to their HOD
- Avoid introducing personal items of equipment (electrical or mechanical) into the School without prior authorisation

## **Employees**

All employees have a responsibility to take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions.

In particular, employees must:

- Be fully cognisant of the fact they are working in a School environment and take every step to ensure the safety of the children, young people and adults on site
- Comply with the School's H&S Policy and procedures at all times
- Be aware of the risk assessments for their areas of work
- Report all incidents in line with current incident reporting procedures
- Act in accordance with any specific health and safety training received
- Inform line managers of any shortcomings in the School's H&S arrangements
- Exercise good standards of housekeeping and cleanliness
- Co-operate with the School's management in complying with relevant H&S law
- Use all work equipment and substances in accordance with instruction, training and information received
- Report to line managers any hazardous situations and defects in equipment found in work places

## **Lead School Nurse**

The Lead School Nurse must:

- Maintain an accident book and report notifiable accidents to the HSO
- Keep statistics and prepare summary reports for the School Health and Safety Committee
- Escort students for consultations, investigations including x-rays, lab tests and if necessary to hospital (and inform their parents)
- Check that all first aid boxes are replenished

## **Students**

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the H&S of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the H&S rules of the School and in particular the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with equipment provided for H&S

## **Contractors**

Contractors must:

- Be fully cognisant of the fact they are working in a School environment and take every step to ensure the safety of the children, young people and adults on site
- Be aware of the relevant site risk assessments and abide by the School's H&S Policy
- Ensure that H&S is considered in the selection of sub-contractors
- Report to the Estate Office before any work takes place and prior to each working session
- Make the Estate office aware of any conditions which may affect his safety and that of others
- Wear hi-vis jackets at all times when on the School campus.

## Visitors and other users of the School

Visitors and others must:

- Check in with the security officers at the Main Gate or at the Airstrip Gate if arriving by plane or helicopter
- Register at the gates and obtain a visitor's badge which must be visible at all times whilst on site; where reasonably practicable and with safeguarding as a primary consideration, be accompanied at all times by a member of staff
- Comply with the School's H&S Policy
- Be fully cognisant of the fact they are working in a School environment and take every step to ensure the safety of the children, young people and adults on site
- Drive and park their vehicles on site in such a way that is consistent with the safety measures employed by the School
- Report all accidents, incidents and near misses to the School using the appropriate record books held in the HSO's Office

## Lettings

The hirer of premises, for any event, will be made aware of their obligations under H&S legislation and the School's H&S policies where appropriate.

### 3. Principles

There are 2 main principles on which this policy is based:

- Implementing thorough and careful arrangements to prevent possible hazards
- Ensuring clear lines of communication and oversight

#### 3.1 Implementing thorough and careful arrangements to prevent possible hazards

Safe working practices will be developed for all activities for which significant hazards and levels of risk have been identified by appropriate risk assessments. Such measures will be conveyed to those members of staff and students who may be affected. All measures taken will be reviewed as to their effectiveness and revised as appropriate in the event of new legislation or guidance, changed circumstances or changed working practices.

## Risk Assessments

Risk Assessments will be done and regularly reviewed by appropriate staff, supported by the HSO, in respect of all activities including onsite and offsite activities, trips, sport, adventurous activities, classroom activities, manual lifting, operation of hazardous equipment that may give rise to risk of injury. Any action needed to control the risks will be identified and completed by the responsible employee ensuring all relevant internal approvals are obtained before the controls are implemented. This will include identification of the need for personal protective equipment and clothing.

The HSO will be responsible for checking that the controls are implemented as planned. The HSO and the responsible employee will be responsible for checking and ensuring the controls mitigate the risk planned.

Copies will be kept at each location to which they relate and will be brought to the attention of all relevant employees and, where appropriate, students.

## **First aid provision**

First aid boxes will be located in the School Medical Centres and in areas that present a greater risk or are a distance from the School Medical Centres. A travelling first aid box will be carried on School vehicles and on School journeys involving hired vehicles. The extent of first aid provision will be reviewed by the School Doctor and is detailed in the First Aid Policy. The HSO will ensure that the required number of First Aid at Work trained employees are available at all times.

## **Safe handling and use of substances**

The HSO is responsible for creating and maintaining a central register of all substances used in the School that need COSHH assessments together with their location on site.

Anyone within the School who uses a substance covered by the COSHH legislation must:

- Inform the HSO of its use and location on site
- Carry out a full COSHH assessment and keep adequate records
- Inform all relevant employees (including first aiders) about the assessments
- Ensure any substance can be used safely before purchase

## **Emergency procedures**

The HSO is responsible for ensuring a competent person undertakes a fire assessment and that the Fire Safety Procedure is implemented and maintained.

Information on the procedure, fire evacuation routes and assembly points will be clearly posted and practice fire evacuations either in the daytime or at night will take place at least once each term.

The HSO will keep a record of all practice and emergency evacuations.

The HSO is responsible for ensuring that the fire alarm, fire extinguishers and School siren are maintained and tested in accordance with manufacturer's instructions.

All staff are responsible for ensuring that evacuation routes are kept free of obstructions, emergency exit doors unlocked and fire doors closed at all times.

## **Accident reporting and investigation**

Accidents resulting in injury to children, young people and staff et al. must be reported to the HSO and recorded in the designated School forms. Serious accidents must be reported directly to the Medical Centre, the Heads and Operations Director, and Governor responsible for Health & Safety. Serious accidents (Lost Time Accidents) involving staff and contractors must also be reported to DOSH. All accident records must be collated and reported termly for review at the Health and Safety Committee.

Lost Time Accidents- An accident that causes the worker to be absent from work in the next working shift. This should be recorded on the DOSH 1 Accident Notification form 2018.

Accidents involving children or young people – should be recorded using designated School forms **held** in the School Medical centres.

Accidents involving staff, visitors, lettings or contractors – should be recorded in the Accident Record Form held in the School Medical Centres and a copy kept with the HSO’s Accident Records.

Near Miss Incidents - Near Miss is defined as an incident which has the potential to have caused injury to a person or damage to property. All Near Miss incidents are to be reported in the Near Miss forms which can be found in the HSO Office. They should also be reported to the HSO

### **Information, instruction, supervision and training**

The provision of appropriate health and safety information and training (followed by appropriate supervision) is essential to a safe school and a safe system of work. Training is an ongoing process and any member of staff who feels they require additional or recurrent training should raise this with their line manager at appraisal or at any other point.

Basic online training is provided *via* the National College in Health & Safety, Fire Safety and First Aid. Where training and instruction is an identified need then it will be provided. Comprehensive training records are to be maintained by the HR Director.

Health and Safety induction training will be provided for all new employees by their line managers and/or the HSO. New employees will receive information on fire safety procedures, accident reporting, chain of command, how to request training. Arrangements will be made for any training that individuals require to enable them to carry out their duties safely.

### **Hygiene**

Our daily routines encourage students to learn about personal hygiene. There is a daily cleaning routine which includes boarding houses, classrooms, kitchen, dining halls, toilets and changing areas, and a schedule for cleaning resources, equipment and furnishings. The toilet area has a high standard of hygiene including hand washing and drying facilities that is inspected against a checklist. Good hygiene practices are implemented by:

- Cleaning floors and surfaces with disinfectant between activities
- Checking toilets regularly
- Wearing protective clothing – such as aprons and disposable gloves – as appropriate
- Providing sets of clean clothes
- Providing tissues and drying facilities
- Ensuring adequate ventilation is provided

### **Occupational health**

The wellbeing of staff is an integral part of the School’s H&S responsibilities. The Board, Heads, Operations Director and F & S Director have a duty of care to all staff but also wish to promote an ethos of mutual respect and support across the staff as a whole.

All staff have the right to a reasonable work-life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns in the first instance with the line manager or the HR Manager, but access to a confidential counselling service is available if required contact the School Counsellor. Sickness absence or health concerns will be dealt with in line with absence procedures.



## **Monitoring**

Workplace inspections will be carried out in each work area at least once each term by the HSO along with the Head of Department, unless otherwise stipulated. The results of the inspection, including recommendations for remedial action, will be recorded and measured against the Health and Safety standards. Additional inspections will be carried out in response to any changes that may significantly affect health and safety. Appropriate remedial action will be taken in all cases in respect of any problems and systems put in place to review and evaluate compliance to these standards on a regular basis. All employees, contractors and visitors are encouraged to challenge risk-taking behavior and report breaches in health and safety guidelines.

Machinery and work equipment, including all electrical equipment, will be subject to regular maintenance and cleaning in accordance with manufacturers' recommendations, statutory requirements and recognised good practice as appropriate. A maintenance log will be kept. Where periodic testing of equipment is a statutory requirement, such testing will be carried out at the specified intervals by competent persons.

Safety related equipment for which there are statutory requirements, or requirements specified in risk assessments, in respect of maintenance, inspection or test, will be maintained, inspected and tested in accordance with those requirements. A schedule of such equipment and records of maintenance, inspection and test will be maintained.

Electrical/gas equipment is routinely checked to ensure it conforms to safety requirements. Boilers/electrical switchgear/meter cupboard are not accessible to the children and young people. Fires, heaters, electric sockets, wires and leads are properly guarded and the students are taught not to touch them. There are sufficient sockets to prevent overloading. Lighting and ventilation is adequate in all areas including storage areas.

## **Swimming**

Please refer to the School Swimming Pool Risk Assessment. Swimming instruction is provided by a qualified swimming instructor.

## **Safeguarding**

The School has a separate policy dealing with the safeguarding of children and young people.

## **Mini-buses and other School vehicles**

The Transport Policy is established to cover the use of mini-buses and other School vehicles covering their specification, maintenance, rules for use and the selection and training of drivers.

## **Premises and grounds security and maintenance**

The Operations Director is responsible for the overall security of the site. The site has a secure perimeter; all visitors will be vetted by the security guards at either the Main Gate or the airstrip gate; they will be recorded in the visitors' register and will be issued with a visitor's badge which should be displayed at all times. Anyone on site, unaccompanied, without a valid visitor's badge, or acting suspiciously, should be politely asked if they need help and what is their reason for being on site. Plausible reasons should be checked and if there is reason to be suspicious then it should be reported immediately to the Security Manager. The person should also be asked to report to Reception.

The Facilities Manager is responsible for the maintenance of the buildings and grounds and the safe movement of traffic on site. The Facilities Manager will create a suitable maintenance schedule and arrange for all maintenance to be carried out in a timely manner. Any problems or concerns should be reported to the Facilities Manager through the Helpdesk for resolution.

The Facilities Manager controls the School's contractors and will ensure they all operate to a recognised health and safety standard as per the Contractor Management Policy.

### **3.2 Ensuring clear lines of communication and oversight**

The School will ensure that there are clear lines of communication and oversight, as outlined in Section 2, (as well as the flowchart found in Appendix 3) of this Policy. The School also enables communication through the School's online Helpdesk, staff inset and staff briefings.

#### **Further Documentation**

Safeguarding and Child Protection Policy  
Fire Safety Procedure  
Evacuation Procedure  
Security Plan  
First Aid Policy  
Transport Policy  
Risk Assessment Policy  
Risk Assessments  
H&S Statement of Intent  
Contractor Management Policy

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**Compiled by:** Health and Safety Officer  
**Reviewed by:** The Board  
**Date of review:** Christmas Term 2023  
**Date of next review:** Christmas Term 2024

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 1

### Health and Safety Committee

#### Terms of Reference

#### Establishing St Andrew's, Turi as the leading International School in East Africa

##### Purpose

The purpose of the Health and Safety Committee (H&S) is to contribute to the development of policy and monitor performance in all areas of occupational safety and health within the School.

##### Authority

The H&S is a standing committee with the authority to make decisions on all health and safety matters, subject only to the oversight and direction of the School Executive Committee (SEC) and the Board.

##### Scope

The scope of the committee is:

- To oversee the implementation and operation of the School's health and safety policy and arrangements, to ensure that key risks are identified, and that appropriate control measures are implemented
- To ensure that a suitable health and safety management structure is in place within the School to maximise the protection of the health of staff, students and visitors
- To encourage the sharing of best practice within the School community with regard to occupational safety and health, and wellbeing, and providing a forum for discussion of issues of concern
- To monitor health and safety performance throughout the School, to ensure satisfactory legislative compliance
- To ensure that senior management is fully informed with regard to significant issues and developments in occupational safety and health

##### Principal Tasks

The principal tasks of the committee, as per the Safety and Health Committees Rules, 2004, are to:

- Establish a schedule of inspection of the school for each academic year
- Conduct safety and health inspections at least once a term
- Inspect, investigate and make recommendations to the occupier immediately any accident or dangerous occurrence takes place
- Identify occupational hazards and cases of ill health among staff and students at the school and make appropriate recommendations to senior management
- Compile statistics of accidents, dangerous occurrences and cases of ill health as primary data for providing remedial measures, planning and allocation of resources
- Investigate complaints relating to staff and students' health, safety and welfare at the school and make representations to the senior management on their findings

- Establish effective communication channels on matters of health and safety between the management and the staff
- Organize such contests or activities necessary for achieving the fulfilment of the mandate of the committee
- Conduct seminars and staff education programmes and provide information for safety, health and welfare at the school
- Carry out other functions necessary for the promotion of a safe and healthy working environment

### **Membership**

- The permanent members of the committee are: the Operations Director [Chair], Governor with responsibility for oversight of health and safety (HSG), Facilities Manager, HSO (Secretary), Deputy Heads (Pastoral), Director of Sports (PS & SS), School Doctor, HoF Science (SS), HoD Science (PS), HoD Design & Technology (SS), HoD Design & Technology (PS), Catering Manager, IT Director, KUDHEIHA Union Representative

### **Proceedings**

- A quorum shall not be less than two thirds of the members of the Committee
- In the absence of the Chair, the Facilities Manager shall act as Chair
- The committee shall meet termly, or otherwise as agreed by the Board

### **Reporting**

- The HSG, or in his/her absence, the Chair shall report to the Board at the next Board meeting
- The minutes of the meeting shall be circulated with the Board papers for the next Board meeting
- The Terms of Reference shall be reviewed annually

**September 2023**

## Appendix 2

### Health & Safety Governor

#### Job Description

#### Establishing St Andrew's, Turi as the leading International School in East Africa

##### Role

The Health & Safety Governor (HSG) plays an essential part in ensuring a safe, healthy and secure environment for the School's employees, students, contractors, visitors and users of the School. S/he ensures that health and safety is central to the School's ethos and practice, and both informs and guides the Board of Governors in exercising their overarching responsibility for health and safety in the School.

The HSG is a member of the Health and Safety Committee. S/he liaises closely with the Ops Director, attends the termly meetings of the H & S Committee and updates the Board termly on health and safety issues.

##### Responsibilities

The overarching responsibilities of the HSG include:

- Overseeing the School's overall arrangements for health and safety
- Ensuring the adequacy of the School's health and safety policy, procedures and training
- Liaising with the Director, Heads, Operations Director, F & S Director and HSO as necessary
- Informing the Board on all matters relating to health and safety

##### Duties

The principal duties of the HSG are to:

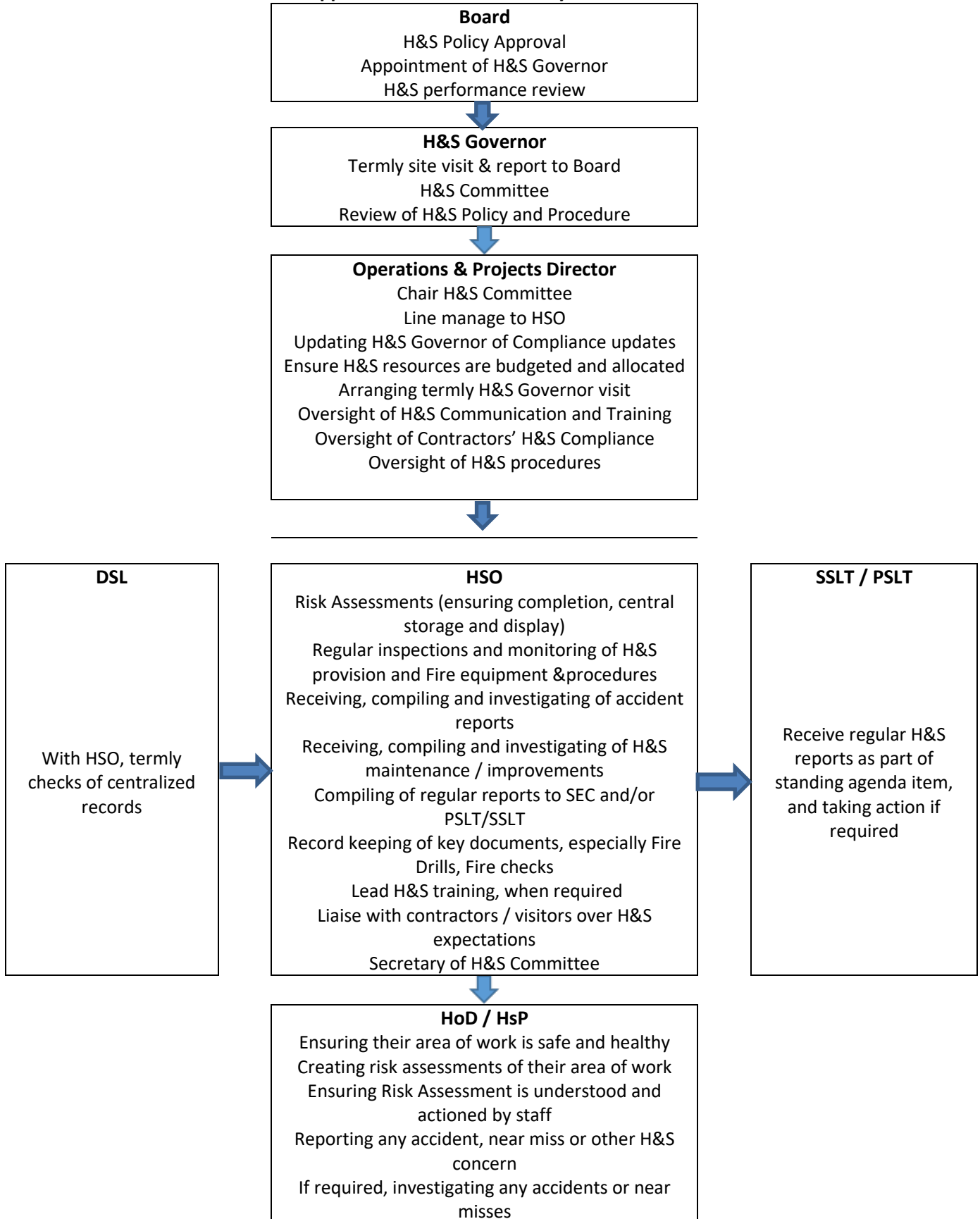
- Ensure the School's Health and Safety Policy and procedures are in place, up-to-date and regularly reviewed
- Attend the termly meeting of the Health and Safety Committee
- Keep under review the School's register of accidents and near misses ensuring revision of operating procedures where necessary
- Liaise with the Director, Heads, Operations Director, F & S Director and HSO keeping abreast of any health and safety issues, new legislation or regulations which will impact on the operations of the School
- Ensure the Board is made aware of any health and safety issues and the measures the School is taking in response
- Report to the Board termly
- Ensure the Board reviews the Health and Safety Policy annually

##### Terms and Conditions

The Health & Safety Governor is appointed normally for a period of three years.

**September 2023**

**Appendix 3: Health and Safety - Flow Chart**



## Appendix 4 – Schedule of checks

All checks will be conducted by the HSO, in conjunction with the relevant HoD, DSL or Houseparent. Checks should ensure that:

- All controls specified in the relevant Risk Assessment are in place
- Any previous H&S concern has been resolved
- Any new H&S concern arising is logged, reported and action assigned

### Fortnightly checks (for high risk or high traffic areas)

The following should be checked fortnightly:

- Science Labs
- Swimming Pool
- Kitchen
- Playground Equipment including climbing Frames
- Boarding Houses (including fire exits, firefighting equipment and washrooms)
- Dining Halls

### Half-termly checks

The following should be checked half-termly:

- Art, Food Technology and Design & Technology areas
- Medical Centres
- Major corridors and walkways
- External lighting at night
- Turitots
- Reservoir and Obstacle Course
- BP and Sayer Hall

All other areas of the School will be subject to termly checks.