



PEMBROKE HOUSE



HEALTH & SAFETY POLICY



**Pembroke House School
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Kenya**

HEALTH & SAFETY POLICY

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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 Council, the Head of Pembroke House School has particular responsibility for ensuring that KET'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 the Health and Safety Management System standard.
 - 1.5.7. Recognise and reward good Health and Safety Management performance.
 - 1.5.8. The Health and Safety Committee is to regularly review our effectiveness and audit our performance in achieving our Health and Safety Management System objectives.



Signed: _____

Date: _____

Chairman Kenya Educational Trust

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)
- 2.23 Keeping Children Safe in Education



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/DHM

- To develop the School's H&S policy document
- To review the School's H&S policy yearly
- To appoint a H&S Management Committee
- 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 the Council yearly 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
- To oversee all security operations

3.3. H&S Coordinator/Secretary

- Assist the Head in ensuring compliance with the relevant H&S legislation, regulations and policies
- Coordinate the H&S activities across all departments
- Liaison with the Inspectors appointed by the various enforcing authorities
- To liaise with all external licensing and inspection bodies: DOSHS, NEMA, WARMA, Wins Fire Ltd, Gas suppliers, electrical engineers
- Ensure compliance with workplace registration requirements, licensing, certifications and permits
- Issue reports to the appropriate personnel after any external inspections
- Maintenance of records of all H&S Key Performance Indicators: accidents, incidents and illness, inspections and major hazards reported
- Organise and facilitate all statutory audits, risk assessments and inspections
- Organise the weekly H&S sub-committee meetings and the statutory H&S Committee meetings and record minutes.
- Organize and facilitate all statutory trainings and maintain records accordingly
- Organize and facilitate water tests in accordance with the relevant regulations
- To keep a log book on reported hazards by staff, pupils, parents or other involved bodies

3.4. The Bursar & Head of HR & Compliance

- To ensure compliance with the relevant H&S legislation, regulations and policies

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Next Review: September 2026



- 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 records relating to staff injuries
- To organise WIBA compensation in case of injury or occupational disease of staff
- Ensure all staff have job descriptions including the H&S responsibilities
- To keep files on all staff containing appointment letters, contracts, job descriptions and disciplinary measures on H&S and other issues.
- To ensure that good quality H&S materials and equipment are being purchased from reputable companies

3.5. Heads of Department

- All heads of departments (HoDs) 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, San, Drama and 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 Head/SLT and Operations & Logistics Officers, and monitor the hazardous situation until corrective actions have been taken
- The operating areas have to be kept tidy

3.6. 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 must-read-policies have been read and understood

3.7. 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, with assistance from San
- To assist with the mandatory fire and emergency drills
- To have representation on the H&S committee

3.8. Nursing Sister in Charge (Head Nurse)

- Ensure that all the nurses' Working Licences are up to date
- To attend to all sick and injured pupils as a nursing team (ensure rotas are in place)
- To keep records on all sick and injured pupils
- To report daily to the Head on their activities



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- To communicate with the parents on children's medical issues, as per the school's Medical & First Aid Policy
- Ensure all pupils are registered with RESCUE.co for emergency evacuation
- To organise Ambulance coverage during tournaments e.g. Ndume Sevens
- To assist the doctor when he is visiting
- To weigh and measure child(ren) when necessary
- To administer all medication, 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 organise Food Handlers testing a week before the beginning of each term and treat as required
- To attend all sports matches at home as a nursing team
- To ensure that good quality H&S materials and equipment are being purchased from reputable companies
- To ensure proper waste disposal of infectious waste is effectively done
- To organise external doctor's visits annually (or if required more frequently) e.g. dental checks, eyesight and hearing screening, podiatrist
- To organise Physiotherapist/Pediatric Physiotherapist sessions weekly or as required
- To schedule and facilitate any medical checks required for PH employees e.g. drivers, food handlers, security
- To oversee general cleanliness in San for Infection Prevention Control
- To represent San in the H&S committee

3.9. The Catering Manager

- To develop healthy and balanced menus for both pupils and staff within the School's 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 treatment 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
- Monitor food waste management and recycling from the kitchen, ensuring sustainable practices are always at the forefront of our catering systems
- To be a member of the H&S committee

3.10 Fleet Manager



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- Responsible for fleet management and logistics
- Bus Safety
- Ensuring compliance with bus policy
- To be a member of the H&S committee

3.11 The Estates Manager

- To list all high-risk areas in the school
- To list all high-risk jobs in the school
- Ensure that all regular maintenance takes place and records are kept
- To organise corrective actions of reported hazards
- To manage the waste disposal in the school, ensuring sustainable practices are always at the forefront of our operations & logistics systems
- To manage the water supply systems in the school
- To liaise with contractors for building activities
- To monitor the status of the swimming pool
- 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
- To be a member of the H&S committee

3.10. Head of Security

- Ensure all security protocols are adhered to by the security team (internal & external)
- Liaise with Garda Security over any security protocols & procedures
- Organise and monitor all security rotas with support from the HR department
- Ensure all checks and maintenance of security, alarms and safety equipment are carried out with support from the H&S Committee, and logs are kept with the HR department
- Ensure security personnel have good-quality security equipment and undergo periodic training with support from the H&S Committee
- Oversee and manage traffic and parking at school, especially during big events
- Support the DHM - Operations with all Emergency Drill Procedures
- To be a member of the H&S committee

3.11. 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
- Immediately report any hazards to the Head/SLT and Operations & Logistics Officer
- To immediately report any accidents, unsafe acts or conditions to the Head/SLT
- 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 Head 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



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- To avail themselves for any 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 arrangements for the supervision of pupils in all situations
- No employee will be penalised for questioning the safety or risk to the health of any practice, substance or piece of equipment

4. The Health And Safety Committee

4.1 Formation of the Committee

Per 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
● Head of HR & Compliance	● Secretary, audits, Compliance & Coordination
● Bursar	● Finances, Contracts & Compliance
● DHM - Operations	● Emergency Drills, Fire Marshall & Security Liaison
● Boarding & Safeguarding	● Boarding Houses, Pupil/Staff Well Being & Rotas
● Head Nurse	● San, Medical Checks & Tracking Health
● Catering Manager	● Kitchens, Food Hygiene, Procurement & Menus
● HR & Compliance Officer	● Compliance, records and Logs
● Operations & Logistics Officers	● Estates, R&M and Logs
● Head of Security	● Security Protocols & Procedures, Emergency Drills, Rotas
● Fleet Manager	● Buses administration, Transport and Logistics
● Support Staff Rep.	● Support Staff and/or Union Representative

- 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 inspections at least once every 6 months
- Inspect, investigate and make recommendations to the Head immediately after an accident or dangerous occurrence 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 concerning 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
- 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 regarding medical examination of the workers, testing and examination of



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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 arrange 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

- Nurse station
- Nurse station
- Sister's Surgery (mobile x8)
- Kitchen
- Maintenance Men's Room
- All buses
- Art Department
- Science Department
- Theatre
- Staffroom
- Sports Field (Opie pavilion store)
- Adventure Learning office
- Sports Hall
- Pre-prep
- Staff canteen
- Polo club

6.1.2 The appointed person for the care of these boxes is the Head of San. He/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
 - Pre-Prep
- 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.



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- As per law, fatalities, accidents involving injury which result in more than 3 days of 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 of 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 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* and *Emergency Response Procedure*.
- b) All staff are expected to abide by the *Fire Policy* and *Emergency Response Procedure*.
- c) The Health and Safety Committee is responsible for the 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 Officers, under the guidance and supervision of the H&S Committee, Head of HR and Compliance Officer.
- b) The Operations & Logistics Officers, Compliance Officer and Head of HR should keep a record of all machinery and equipment present and staff authorised to handle certain equipment or machinery.
- c) The Operations & Logistics Officers, Compliance Officer and Head of HR 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.
 - A maximum speed limit of 5 m.p.h./ 8 km per hour must be observed.
 - Manufacturer's recommendations are 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 authorisation of the Head and the Fleet Manager. The Head Driver will assign the school vehicles to each driver and monitor correct record keeping, to be overseen by the HR & Compliance Officer.
- c) The Fleet Manager will ensure that all drivers know the standing orders.
- 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 Head is overall in charge, although they should delegate to the DHM - Operations, Head of Security, Bursar, Head of HR, & Estates for efficiency.



- b) The Head of Security, with support from the DHM - Operations, Bursar, Head of HR and the HR & 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 when necessary.
 - Attending to the pupils when they are sick and ensuring adequate treatment.
 - Offering well-balanced nutrition. The school meals will be compared to the other best school food standards to ensure that the menu is appropriate in terms of the quality and quantity of all nutrients required.
 - Ensuring the pupils' good personal hygiene by supervising shower times, checking for head lice regularly and treating them according to the findings, and checking nails and teeth.
 - Maintaining clean sanitary facilities, classrooms, dorms, kitchens and grounds.
- If a child requires specific medical care or diet, this should be discussed with the Head 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 by all Pembroke staff and dealt with accordingly through the school's PSHE curriculum, LS department, DSL & Pastoral Team, San, House Parents and School Counsellors.

6.8. Arrangements for School Trips

The Staff are required to follow the associated School Policy (*Trips & Weekend 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 e.g. swimming pool, ICT, showers 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 Head and H&S Committee deem 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 the provided personal protective gear (PPEs)
 - Not carrying out the 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 alone or who cannot 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
- Microorganisms
- Lenses and binoculars
- Animals

7.3. Art and Design Technology Department

- To make this department a safe place to work, it always needs to be:
 - In good working order



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- 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.
 - Provided protective gear must be worn where necessary when working with paints, inks, dyes, glues and ceramic glazes.
 - Cut-out switches to machinery are clear to see and easy to reach. Staff and pupils are made aware of their whereabouts and how to use them. The kiln room is always locked when not in use and children are supervised.
 - 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.
 - No food or drinks are allowed in the Art room during lesson time
 - 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:
 - Physical Education lessons - various sports, including athletics, gymnastics, racquet sports, invasion games e.g. Football
 - Major Sports: Games sessions - Cricket, Football, Hockey, Netball & Rugby
 - Minor Sports: Squad sessions - Athletics, Swimming, Tennis & Squash
- Staff must do everything possible to ensure the safety conditions under which the pupils function.
 - Pupils must be appropriately dressed and wear appropriate footwear.
 - Jewellery and watches should not be worn
 - Long hair must be tied back
 - First Aid Kits must always be present in the area of activity.
- The Physical Education & Games Department should have a risk assessment for all the 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, the safety standards and experienced in this type of work, may work on electrical circuits and equipment.

7.7. Restricted Areas

- Provide effective signage, 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, 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.
- 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.
- Heads of Departments are responsible for ensuring staff know and understand how to store and handle gas safely, and what to do in an emergency e.g. cut off stitches.
- Only qualified personnel familiar with code requirements, safety standards and experienced in this type of 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 been 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. The school management will closely monitor the railway situation and increase safety measures if the line is reopened again in the future.

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 must 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 the continuity and accuracy of users' knowledge. Records should be kept at the location/s where the substances are stored and maintained by the Head of Department.
- 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 to 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 are 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 should be given on the use of materials for substances. Understanding the reasons for the use of protective clothing or equipment is important.

9. MISCELLANEOUS PROVISIONS

Abstracts of Act:



Where relevant, applicable and per Kenyan Law or compliance, the following shall be kept or posted in the Head of HR'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.

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 and every other certificate issued in respect of the workplace.

Preservations of Registers:

The general register and every other register or record kept in pursuance of School 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.

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.