



The Banda School

HEALTH & SAFETY POLICY



Purpose

It is our duty and responsibility to maintain the highest standards of safety, security, health and hygiene in order to ensure the well-being of all persons at The Banda School. This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy will be posted on the school website and another one will be posted on the shared staff drive.

This policy covers all pupils enrolled at The Banda School, including those in Pegasus Early Years, and has due regard for the UK's DfE advice 'Health and Safety Advice on Legal Duties and Powers for Local Authorities, School leaders, School staff and Governing bodies 2014'.

The Key points of which suggest that:

- Pupils should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them
- It is important that pupils learn to understand and manage the risks that are a normal part of life
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity
- Staff should be given the training they need so they can keep themselves and pupils safe and manage risks effectively

The Banda School recognises the UK Health and Safety at Work Act 1974, the key points being:

- The employer is responsible for health and safety, though tasks may be delegated to staff
- Employees also have a duty to look after their own and others' health and safety
- Employers, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would do so

The Banda School also adheres to the Kenya Occupational Safety and Health Act 2007, the key points being:

Section 6.1

- An employer is to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of employees and any others who may be affected by the undertaking.

Section 6.2 Employers shall provide:

- Safe infrastructure and systems of work
- Safe use, handling, storage and transportation of articles and substances
- Information, instruction, training and adequate supervision
- Safe place of work and a safe means of access and exit
- Safe working environment and adequate welfare facilities

This Act shall apply to all workplaces where any person is at work, whether temporarily or permanently.

Section 7(1) a

- Requires all employers to prepare a statement of a health and safety policy at work for his employees and the arrangement for carrying out that policy
- The policy should be revised as often as may be appropriate
- The statement should be brought to the attention of employees

Section 9g

- The employer is to facilitate the implementation and review of the organisation's health and safety policy.

From The Act, The Banda School is expected to achieve the following:

- Provide and maintain a safe and healthy working environment, including safe systems for all its employees and non-company personnel on campus
- Comply with all applicable national and international laws and regulations
- Establish procedures for assessing and reviewing the health and safety impacts of present and future activities on a regular basis
- Seek to continuously identify pro-active and cost-effective measures to safeguard the health and safety of all concerned
- Provide information, instruction, training and supervision as necessary to ensure the safety and health at work of every person employed

Description of Responsibilities and Organisation

The Head

The Chairman of Governors and the Head assume overall charge of health and safety. The process by which health and safety is to be managed within the school is through normal line management channels. Specialists are available for advice and assistance, for example, external experts carry out fire risk assessments, regular water tests, PAT testing and electrical audits. The Head is supported in his/her role through the Director Compliance who oversees the day to day procedures linked to health and safety including maintenance, the organisation of external auditors and staff training.

In broad terms, and with certain responsibilities discharged through the Deputy Head, Head of Lower School, Head of Early Years and Heads of Departments, the Head's specific responsibilities are as follows:

- To ensure separate policies are published as follows:
 - Fire Safety Policy
 - School Trips and Expeditions Policy
 - Security Policy
 - First Aid Policy
- To ensure a Crisis Management Plan is in place and that relevant procedures are known and practised by key colleagues
- To ensure that the procedures for evacuation (fire and emergency) are practised by staff and pupils in case of fire or other emergencies

- To include Health and Safety as a regular agenda item in SLT meetings and Governor meetings
- To ensure regular reports are available to Governors with regards to health and safety
- To ensure that the school nurse or qualified first aider is present on site throughout the day
- To ensure all incidents and accidents are recorded

The Health and Safety Committee

In order to assist with the above, a Health and Safety committee meet at least once a term, and additionally when necessary. This is made up of representatives from the Administration, Medical, Security, Academic, Catering and Maintenance Departments. Members of the team will:

- Organise health and safety audits of the school
- Organise and check external and internal risk assessments
- Ensure the relevant training of staff is up to date – this includes fire safety training, first aid training and specific training for those working with machinery.
- Liaise with the relevant experts when necessary
- Ensure all contracted food handlers have satisfied more than the minimum statutory requirements regarding health
- Plan for fire safety audits of the entire school
- Ensure standards of hygiene in all areas of the school are maintained at the highest possible level

Senior Leadership Team and Heads of Department

The responsibility of the SLT and the Heads of Department are as follows:

To ensure that all accidents are reported correctly to the Head, and make sure all reasonable steps are taken to prevent reoccurrence.

- Ensure the provision and use, where appropriate, of necessary protective clothing or equipment is provided to department members and maintained.
- Train new members of staff in their departments with regards to relevant health and safety arrangements. This should be part of the induction process.
- Ensure that buildings and the physical environment of their department are subject to relevant risk assessments and that any health and safety concerns are reported and dealt with promptly, in liaison with the maintenance team. Concerns are reported via the email address maintenance@bandaschool.com which alerts the Housekeeping, Maintenance Teams and the Headteacher.
- Carry out risk assessments, where appropriate, for both the physical environment and any activities conducted on or off the school premises of the area under their responsibility.

- Heads of Department must ensure that consideration is given to levels of supervision within their area of responsibility. They must ensure that in the supervision of pupils, whether in a formal situation or on duty, all staff are mindful of the safety and security of the pupils in their care.
- To ensure all areas of specific potential hazard/risk (e.g. Kitchen, Swimming Pool, Science Lab, Design and Technology room, Computer suite, pupils play equipment) have well documented visible rules and procedures for operation that are clearly understood by all persons involved within these areas.
- To ensure all hazardous substances and plant/equipment are properly isolated and clearly labelled.
- To ensure that whether at school or on an out of school trip or activity, the agreed pupil teacher ratio is adhered to and the necessary notification forms, consent forms and risk assessment for trips is completed and adhered to.
- To ensure that employees are aware of recognised risk and measures to manage those risks.

Responsibilities of employees

All employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have the responsibility to:

- Ensure that they understand the extent of their responsibility and duties whilst they have pupils in their care through reading all relevant policies and asking for advice when necessary
- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Report all accidents and incidents to their line manager
- Co-operate with school management on all matters relating to health and safety
- Co-operate with all other colleagues, when requested, in promoting improved safety measures
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Report immediately any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent/have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons
- Know and observe any special safety arrangements applicable to their departments

- Maintain standards of good housekeeping, especially in relation to the safe storage/access to hazardous articles or substances
- Check on electrics within their department, particularly any extension leads.
- Ensure that visitors/contractors whom they may be overseeing or escorting are made fully aware of all identified risks with the areas to be accessed.

Class teachers, Sports teachers and Extras takers have the responsibility to:

- Carry out a risk assessment, where appropriate, for each different facility and activity
- Ensure that any teaching support colleagues assigned to them are aware of their responsibilities regarding health and safety
- Supervise children at all times
- React to emergency procedures relating to fire and other hazards and to administer first aid as required
- Ensure that the children follow safe working practices and procedures and do not abuse any safety equipment assigned to them
- Notify any safety recommendations to their line manager as soon as possible
- Maintain standards of good housekeeping, especially in relation to the safe storage/access to hazardous articles or substances
- Ensure that visitors/contractors whom they may be overseeing or escorting are made fully aware of all identified risks with the areas to be accessed.
- Alert the medical centre or designated first aiders if first aid is required
- If teaching sport, to follow the relevant codes of conduct from the Independent Association of Prep Schools (IAPS).

Support staff (Administrative, Catering, Maintenance, Grounds and Cleaning) have the responsibility to:

- Be fully aware of their responsibilities in relation to not only their own health and safety but also how their actions, and/or omissions could affect other school personnel, especially children
- Follow any guidelines relevant to their department and adhere to safety posters
- Do not use hazardous or specialised machinery or equipment unless specifically trained
- Report immediately any dangers or concerns regarding health and safety to their line manager

Pupil access to high risk areas of school or grounds

Whilst there are potential risks in all areas of school and risk assessments are in place to minimise risk, there are several areas of high risk. Additional measures are in place for the areas detailed below and teachers must regularly reinforce the dangers of these areas with pupils.

Swimming Pool

There are strict rules to be followed in the use of the swimming pool for all pupils:

- No pupil is allowed into the swimming pool area without an adult present
- Pupils should line up at the entrance gate and await staff instruction to enter

- During lessons or coaching sessions, pupils are not allowed to get into the water unless they are instructed to do so by a teacher or training coach
- All staff and pupils should be made aware of where the pool safety equipment is located in case of emergency
- All staff and pupils should be instructed in the use of the alarm whistle for emergency procedures
- No running around the pool area is allowed

Main Car Park, Pegasus Early Years Car Park and Kisembe Car Park

Parents and visitors to the School enter by the Main Gate and use primarily the Main Car Park or Kisembe Car Park, for Lower School; Pegasus Early Years has its own car park. A staff car park is also used by the School buses when delivering pupils to school each morning and for pupils to assemble safely before they depart in the afternoon. Access to these areas by children is not allowed, unless accompanied by an adult.

Delivery vehicles are not allowed access to the centre of the school and all goods will be carried from the Main Gate. Painted lines, parking bays and movable barriers are in place and the Security guards are on site in the morning and evenings during the heavy traffic times to guide vehicles driving into the school.

Visitors, whether for a school or non-school function, are directed to park according to the arrangements in place at the time. Team buses from other schools when visiting The Banda School are parked in a similar manner and where necessary directed to park in the Kisembe field car park.

At drop off and pick up times at the Main Car Park, a member of staff supervises pupils at the Wall as they make their way towards their car. Lower School children are dropped and collected from the Kisembe Car Park where an adult can pull up in their vehicle to drop or collect the children. Pupils are escorted across the Kisembe Road by guards who carry safety signs.

The Zip Line

The zip line in the Upper School play area is cordoned off by a rope and can only be activated when a member of staff provides the sliding seat. This area is to be supervised by a member of staff at all times. The seat is to be removed from the zip line by the member of staff as soon as the break time period is at an end.

Local Wildlife

The School is located next to Nairobi National Park and is occasionally visited by warthogs. Pupils are instructed to give the animals room to walk by without interference. The warthogs are not to be fed, touched or chased.

Some birds of prey can be a cause for concern. In particular, black kites seek out food and swoop close to pupils during break times. Pupils are watched very carefully by staff on duty and are made aware of the dangers. Staff are very vigilant and if kites are around, pupils are sent to eat their break undercover and in safety.

Monkeys and baboons can be a problem for the School and regular contact with the Kenya Wildlife Service, Capture Unit is maintained. The Banda School has its own capture cages so that troublesome animals can potentially be caught without having to await the arrival of KWS. A strong catapult is occasionally used to frighten or ward off the monkeys. This is not for use around pupils or the general public and is trusted for use only to certain domestic staff or security staff. KWS are encouraged to keep The Banda School informed should other animals make an unexpected escape from the Park.

Snakes are found on the school site but rarely. The snakes found in the last 5 years have been house snakes and grass snakes – neither of which pose a serious threat to humans and the children are told not to go near or touch snakes.

Science and Design Technology rooms

The Science laboratories and Design Technology rooms are out of bounds to pupils unless they are accompanied by an adult. These doors are locked at all times when staff leave so they cannot be accessed by pupils.

Providing a Safe Environment

Supervision of Pupils

The health and safety of our pupils is dependent on all members of staff observing the description of duties and using their instinct and initiative on matters of health and safety. Every member of staff is responsible for the health and safety of each pupil here and for the cleanliness and smooth running of the school. Staff must be punctual and vigilant while on duty. No child is allowed on the play equipment in any area of the school unless an adult is on duty.

For further information see Supervision of Pupils Policy.

Fire and Evacuation Procedures:

Fire and emergency evacuation procedures are displayed in each classroom. These procedures will be reviewed at least annually.

The emergency action plan in place will be adopted in cases of emergency evacuation. The three guiding principles of this plan are:

- The safety and security of pupils and staff is our first priority
- Information reaching pupils – especially relevant pupils – must be clear and delivered calmly.
- Staff are advised to exercise a calm approach at all times

The plan allows for emergencies involving individual pupils in or out of school, as well as likely or immediate threats to the school and or its pupils. The School has an alarm system to signal to evacuate the buildings due to fire (a World War 2 siren sound) and to signify evacuation due to another emergency (a classical music tone). Training has been carried out to inform and prepare staff in case of the need for an evacuation and practices take place termly. Alarms are placed around the school and staff are aware of their location.

- The Banda School receives an annual external statutory fire safety audit.
- Fire assembly points have been designated in safe locations and signage fixed
- Fire fighting equipment has been installed throughout the school and is checked and serviced every 6 months.
- Firefighting appliances have been installed in strategic locations in the form of portable fire extinguishers, and staff trained on their use.

For further information see the Fire Safety Policy

First Aid and Medication

The First Aid policy outlines the school's responsibility to provide adequate and appropriate first aid to pupils – including those in Pegasus Early Years, staff and visitors, and the procedures in place to meet that responsibility.

The Medical Centre and a separate isolation room on site are staffed by the School Nurse and an assistant Nurse who are fully qualified and registered. The School Nurse is accountable to the Head for reporting all incidents of concern and also for maintaining the daily medical record diary and pupil health records on iSAMS.

The Medical Centre is equipped to attend to first aid issues, monitor on-going problems of pupils and staff and respond to emergency situations. There is a medicine cabinet stocked with basic medicinal requirements. First aid kits are available in areas of high risk within the campus. All teaching staff and assistants receive regular first aid training, and a group of First Aiders have taken advanced pediatric first aid training. A list of First Aiders is displayed around the school.

A portable defibrillator machine hangs in the Main School Office.

For further information see the First Aid Policy.

Sun Protection

The school acknowledges the importance of sun protection and wants staff and pupils to enjoy the sun safely. We work with staff and parents to achieve this through:

- Sun safety is discussed with all pupils, including those in Pegasus Early Years in an appropriate manner throughout the academic year.
- Sun safety is always considered when planning any outdoor activity. Early Years, KS1 and KS2 playgrounds have a covered area and pupils are encouraged to play in the shade when there is little cloud cover. As part of their school uniform, pupils are required to bring a hat to school and wear it when playing in the playgrounds or participating in sports.

- We request that parents apply sunblock to their pupils in the morning before coming to school. There are also signs up around the school to remind pupils and staff to apply sun block and wear hats.

Security

The school employs 24 hour security cover response vehicles from our outside security provider with 'panic' alarm buttons situated around school, including staff housing. 24 hour security guards are provided by an outside security company, and each carries a wireless alarm when on duty. Guards patrol the whole school, both day and night, and monitor all access gates into the property. An on-site Security Manager provides constant guidance on any security arrangements. In addition, we have 24 hour CCTV coverage.

Buildings, rooms and areas that are deemed to require more security have especially reinforced doors and windows to prevent unauthorised access, for example; Security Control Room, ICT Suite, Lower School ICT Room, School Offices, Squash Courts and Swimming Pool.

Keys for access to all classrooms and restricted areas are kept under strict routines and kept locked out of school hours. Keys are available for teaching staff, by prior arrangement, should they need access to their rooms out of normal school hours.

Any visitors to the site during the school day sign in at the Main Gate, give their ID details and are provided with a visitors badge during their time on site.

There are four areas within the school which have been reinforced to act as safe havens. These areas can be used if necessary during a security emergency and pupils carry out practice drills to ensure they are familiar with the location and procedures for using the safe havens.

Drivers and School Transport

Only designated drivers operate school vehicles. The Banda School transport receives a monthly maintenance check using a comprehensive checklist. Drivers are also required to carry out a more general roadworthy check before setting out on journeys. Drivers should also discuss the planned route with the Head of Security before leaving and be aware of potential areas of risk, where nearest hospitals are located and alternative routes in case of unrest or traffic congestion.

All school transport is fitted with seatbelts and these must be worn at all times. The school vehicles are also fitted with GPS trackers to monitor journey progress. The buses and minibus are also fitted with speed governors to prevent them from exceeding 80km. Before setting out on journeys, drivers and staff in charge must ensure vehicles are equipped with the following:

- First Aid kit
- Fire extinguisher
- School mobile phone
- Emergency Contact Details – Medical, School, Parents

Trips and off site activities

The Banda School runs many day and overnight trips and visits within the academic year and firmly supports learning opportunities out of school. Any trip or visit itinerary must be agreed by the Head before any communication can be made to parents.

Trip organisers must ensure that the correct supervisory ratios of pupils to staff are met and risk assessments are carried out for all trips and visits. All pupils and teachers have the AMREF Evacuation cover for all trips.

For further information see the Trips and Expeditions Policy.

Risk Assessments

A key element to the provision of ensuring a safe environment within school is an effective risk assessment regime.

For further information see the Risk Assessment Policy.

Toilets and Showers

There are separate toilet facilities for boys and girls throughout the school, as well as separate, signed adult toilets. Pupils in Year 7 and 8 have access to showers in the Subject Centre.

Maintenance and Defect Reporting

The Maintenance Department and Head of Security undertake regular checks on various parts of the school site. Outside experts are brought in as required. Areas to undergo regular checks are as follows:

Play Equipment

Swings and play equipment are checked regularly for wear and tear and to ensure they are safe for use by the pupils.

Water

Water stations are available throughout the school from which pupils may freely help themselves to drinking water.

Water analysis tests are carried out before the beginning of each term by external professionals. This includes testing for Legionella. The waste management system is audited annually and certification given to ensure that there is no risk of polluting the local environment.

Trees

The trees on site are inspected by external experts before the beginning of each term and on a regular basis by the gardeners on site. Specialists are called in when required.

Fire Equipment

All fire equipment is tested and serviced by external experts every six months and a Fire Equipment Service Certificate issued.

PAT Testing

Annual tests are undertaken by external experts for all relevant equipment and certification issued on completion.

Electrical equipment

An annual electrical audit is carried out by specialists to check on all electrical equipment and wiring around the school. Any concerns must be acted on immediately.

Occupational Health and Safety Audit

This takes place annually by external specialists and any areas of concern acted on.

Date of next review: September 2023

Appendix 1

Process for dealing with internal Health & Safety issues (e.g classroom, hall etc)

If an incident occurs inside a school building, the following process must be applied:

If an accident happens **AND OTHER PUPILS ARE PRESENT:**

- (1) Isolate the cause of the accident
- (2) Ensure that the injured pupil/pupils are safe and ensure that the area is safe for the other pupils
- (3) If another adult is present, ask them to remove the existing pupils
- (4a) If the **pupil/pupils are mobile** and it is safe to do so, send them to the sick bay accompanied by another adult (if available) or a responsible pupil
- (4b) If the **pupil/pupils are not mobile or it is not safe to do so**, the teacher in charge should remain with the injured. If necessary, send an adult or a responsible pupil (at your discretion) to the Medical Centre with the following information:
 - Name and class of injured persons
 - The nature of the injury
 - The location of the injury
 - Any action needed

The necessary First Aid will be carried out and/or contact AMREF (ground and air evacuation)

- (5) The School Office will be informed and will take control of the situation
- (6) The teacher in charge of the incident should then reassess the situation to see if it is safe to continue with the lesson
- (7) If necessary, the School Nurse will inform the parent(s) of the situation and keep them updated
- (8) The teacher in charge is required to write up an incident report, to be shared with the School Nurse
- (9) The School Nurse will document the incident in the Medical Centre Incident Book and on iSAMS

NB. The severity of an incident will vary. The above is a guideline only.

If an accident happens AND NO OTHER PUPILS ARE PRESENT:

- (1) Isolate the cause of the accident
- (2) Ensure that the injured pupil is safe and ensure that the area is safe
- (3) If the pupil **is not mobile**, the teacher in charge should remain with the pupil and shout for help
- (4a) If the **pupil is mobile** and it is safe to do so, accompany them to the sick bay
- (4b) If the **pupil is mobile** and it is not safe to move them, shout for help
- (5) Send an adult or responsible pupil to The School Nurse with the information as above. The School Nurse will then take control of the situation, applying suitable first aid if necessary and/or by contacting AMREF
- (6) The teacher in charge of the incident should then reassess the situation and isolate the area to prevent further injury
- (7) If necessary, the School Nurse will inform the parent(s) of the situation and keep them updated
- (8) The Teacher present is required to write up an incident report, to be shared with the School Nurse
- (9) The School Nurse will document the incident in the Medical Centre Incident Book and on iSAMS