



KIVUKONI SCHOOL

Health and Safety Policy

MAY 2023

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1. Introduction

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

All children must also be allowed and encouraged to handle and care for equipment safely. This will nurture the desired culture of care.

Responsibilities

The school management shares with the education authority overall responsibility for health and safety. For its part the school management will:

- Ensure health and safety has a strong profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities

- Monitor and review health and safety on a regular basis

The Health and Safety manager within the school will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Manage the school nurse and the H+S committee
- Ensure all staff are aware of their responsibilities
- Update SMT and board members as necessary
- Draw up health and safety procedures
- Monitor effectiveness of procedures with policy and drill reviews and feedback

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report maintenance shortcomings to the Health and Safety manager and/ or to Vincent so they can be recorded in the Site Maintenance Record Book

General Health and Safety Arrangements

The arrangements for health and safety have been drawn up by the SMT:

Smoking (of any form) is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedures.

The infrastructure manager will liaise with contractors as appropriate.

A monthly playground check is carried out by the foreman and H&S manager to monitor the upkeep of playground equipment.

An annual check will be carried out by the H+S committee, the caretaker, the infrastructure manager, the director and the health and safety manager to monitor the upkeep of buildings and grounds.

All new staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

All teaching staff have access to the medical list of all pupils.

Children with injuries or conditions of concern (not sensitive) are known by all teaching staff.

The School Nurse will ensure that class teachers are all aware of sensitive and other medical matters.

Monitoring and Review of Health and Safety Arrangements

The yearly check will take place in July of every school year and will be used to prioritise need and to inform planning.

A Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

The Site Maintenance Record Book is kept in workshop office.

All staff will carry out monitoring on a day to day basis, being observant of any potential risks and challenges to Health and Safety in any of the school facilities. These must be reported to the Health and Safety manager.

Cleaning staff conduct daily morning cleaning in all classes, turning and checking all cushions, carpets and baskets for any threatening / dangerous elements.

The caretakers will monitor school grounds and premises daily. A more thorough check is done by caretakers, maintenance team and Health and Safety manager every month on the last Friday of that month.

An Incident log is kept in the Nurse's room recording all incidents and accidents within the school premises. Notification of each visit to the Nurse's room will be shared with parents via a slip in the diary.

For more serious injuries or incidents, which require referrals/ external support, an incident report form is filled in by the member of staff and signed off by the H&S manager. Parents/guardians will be notified immediately.

The school carries out fire drills or other safety drills twice a year - depending on need/circumstance. Currently this includes a 'Run and Hide' drill, whereby the main school buildings are evacuated by all pupils and staff in a very short time.

The policy will be reviewed annually.

2. Equipment

Any equipment in school should be used safely and for its intended purpose only, unless a verbal risk assessment is done to ensure that alternative use is also safe.

In a verbal risk assessment a staff member asks themselves (and the children):

1. What can go wrong?
2. What can I do to prevent that from happening?
3. Is there a better option available?

Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Procurement and Maintenance manager should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No potentially dangerous second hand equipment must be introduced to school without the agreement of the health and safety coordinator.

Electrical sockets should be switched off at all times when it is not in use and before a plug is removed.

Children from Year 5 (age 9) up can assist with electrical equipment, such as CD players, keyboards, projectors and laptops, and extension cables, as long as the teacher has reviewed the safety aspects of such assistance. Use of this type of equipment is supervised. There is a separate policy on use of devices.

Fire fighting equipment is maintained via termly contract with the Kilifi County. Replacements and repairs are discussed with foreman, maintenance team and H&S manager and approved by procurement.

PE equipment is assessed, maintained and put away appropriately and ongoingly by all staff in the appropriate stores. Every Friday a PE staff member will review, check and re-arrange all equipment. Cleaners clean the equipment and area daily.

Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

The workshop is out of bounds for children, unless supervised by a teacher as part of a lesson.

PE

All sports activities are supervised by at least two teachers. In the field all children in the Early Years and Primary School section must wear a hat. Trainers and PE kit must be worn by all students. For hockey mouth guards and shin pads are mandatory. For more information please see the student handbook.

In case of heavy rain and wind the floor in the hall might become slippery. Alternative spaces or other activities will take place in this case.

Jewellery

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn.

No necklaces, bracelets, rings or watches are allowed during sports activities. Rosaries can be worn (for religious reasons) when put inside the t-shirt. No anklets can be worn during sports unless covered by socks.

Use of a headscarf (for religious reasons), cap or sunhat is allowed. Sports Hijabs are preferable for PE lessons.

Long hair must be tied back at all times (anything touching the shoulders). This is to avoid fiddling, distraction, unkept hair, excessive warmth, and also to avoid the spread of head-lice.

Lifting and Moving

Each child and staff member are taught how to lift and move equipment, during the Health and Safety review meetings. Techniques with children should be revised at least each year with your new class: Most important is to keep a straight back and lift from the legs. When lifting big and heavy furniture/equipment children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

3. General Safety and Fire/ Evacuation

School Access

The main gate is closed with an askari allowing access for any strangers to the school on request from the school office. They should then be escorted to the office. All staff, parents and visitors must clear with the security guard before entering the school gate. Parents and staff will have a car sticker.

Any adults who want to visit the site must book an appointment with the school office in advance.

All visitors are escorted to report to the school office and be directed by the administrator.

All visitors new to the school must also sign the visitors book.

Vehicles

Parents and other visitors are obliged to leave vehicles in the car park.

Wherever possible deliveries should be made once the children are safely in the building. Speed limit for deliveries is 15km/h.

Fire Safety

Fire drills are done in term 1 and 2, there is a fire alarm in place, with a distinguished sound. Children and members of staff are aware of escape routes and procedures.

The school has a fire extinguisher in each building block. If necessary, all should be used at once to combat fire. See appendix A for a ground plan on which different fire fighting equipment has been marked and safe exit routes in case of a fire have been marked.

- In case of a fire, the school bell will be rung continuously by the first person aware of the fire. This person will shout out 'Fire, fire, fire!'
- No glass item should be left outside in the sun, however small.

- Any small fire must be dealt with immediately by nearest adult, and assistance called if necessary. Key people across the school are first aid trained and know how to use an extinguisher.
- Any person on fire should roll on the ground or be rolled in a fire blanket and be sprayed with extinguishers. School carpets may be used to combat fire.

Evacuation Procedures

In case of fire or other reasons to evacuate, **always move away from danger** before applying first aid or attending to people in need.

All severe emergency cases will be transported by an ambulance (or other means of appropriate transport), a member of staff (or parent) escorts the child in the ambulance. For all emergencies First Aiders and medical professionals shall be called upon for the right procedure.

This is detailed further in the Emergency Action Plan (EAP) overview.

Evacuation procedures are generally directed to the sports hall. Alternatively evacuation can be directed to the Creek Club. For evacuation of site and other critical incidents see Appendix B.

Procedures are reviewed annually or more regularly if appropriate.

Strong winds and storms

During severe winds and thunderstorms children must not play under trees, but remain indoors.

The Health and Safety manager or first aid coordinator will determine when weather conditions are too severe to play outside.

4. Supervision of Children

Children should be supervised at all times during school hours. The school hours for the school are:

EY Morning Session 8. 10 a.m. - 1pm

Primary/Lower sec 8.10am -1.30pm

Morning Break 10.20 a.m. – 10.50 a.m. for all

Afternoon Session 1.30 p.m. – 4.00 p.m.

Children should not arrive at school before 8.10a.m. or be within the school compound after 4.10p.m, unless planned by management. After school clubs are supervised by designated club facilitators.

Children are not allowed to play in the playground before or after school, they shall wait for transport in the hall, this is supervised by a member of staff.

For bus procedures, we refer to the bus policy and transport coordinator - Ms Saida.

Duties

Children arriving at school will be escorted by at least one member of staff from the bus to their classrooms. No child should be in the playground before classes start.

At 1.00/4.00 p.m. the class teachers hand over to the teacher on check out duty or the parent/ guardian coming to collect the child(ren).

At break times six members of teaching staff are on duty - three in the small playground (behind playgroup), three in the large playground. Staff should return to their classrooms in time for lessons to resume. The caretaker is also at the large playground to assist with any maintenance or safety issues.

Children should wait for teachers to lead them out of the hall/ class and never leave their children unsupervised in playground or halls or class.

Children should be outside during break times, reading or quiet games can be played in the sports hall.

The bell should be rung promptly at the end of break, and children can make their own way to class, the **playground supervisors ensuring that every child has left the playground safely.**

Indoor Duty: If it is a wet morning, staff must ensure that children are either supervised in the hall (2 members of staff), their class, in the art room or the outdoor banda.

All members of staff are responsible for making sure no children are unsupervised at any time.

All staff (teaching and non-teaching) should be in their classrooms to receive the children from morning break, after lunch break and after the last session of day. They should not arrive after the children. They can pre-empt when the bell will ring.

The rota for duties is on the staff room notice board, in the hall and with each staff member. All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any staff duties not taken care of / responsibly handled by those allocated will be considered a disciplinary matter due to possible severity of the consequences.

YR7-10 eat lunch at the veranda behind their classroom, with a teacher on duty at all times. KS3 Coordinator will arrange the teacher duty rota in conjunction with the head of school.

5. First Aid

Given the relatively remote location of the school, we also have a separate first aid policy, with the aim of taking the best care of the children we can, as responsible adults, until we can receive professional medical treatment.

Health and Accidents to Children or Staff

Pauline checks absentees in the morning and communicates this to the office. Follow up will then be done accordingly.

All children should wash their hands after visiting the washroom, the playground and doing outdoor activities. Before snack and lunch children also wash their hands. During pandemics, additional measures and protocols may apply.

Soap and paper towels are available in each class room - please ask kitchen if there is not. First aid and medical treatment is available in class for minor incidents (plasters and stings) and in the office for other cases. At least 10 members of staff are first aid trained and have current licenses.

Disposable gloves should always be used when dealing with blood and then be placed in a plastic bag in the bin where the children have no access to it (because there is no access to a medical bin).

First aid boxes for school journeys are stored in the office as well as other items required to be on hand during a journey.

The first aid box in the bus is checked and maintained monthly by the School Nurse.

Playtime assistants have the responsibility of dealing with minor accidents at break- and lunchtime. They should call on another teacher to replace them in playground if necessary.

If a child receives any injury which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. Any injury to the head is always reported to the parents immediately by a phone call.

Minor injuries are recorded in the children's diaries and must be reported to the class teacher if dealt with by another member of staff.

A note should be made in the Incident Book, which is kept in the office, of all actions taken. This should also be communicated to the parents through the diary or phone, depending on severity. Serious accidents will also require an Incident form to be completed and may require statements from all staff involved. Any child that goes home must be recorded as having done so and the class teacher informed.

The school medical advisors can be called for advice on health issues (currently Mama Zuri and Mama Anna). Tel: **Lydia: 0700 610987/ 0731 636360 Sarah Bejon: 0702 210583**

Accidents to staff must also be reported and a record kept in the Incident Book, which is kept in the school office.

Medication Policy

- If a child requires prescribed medicines whilst in school, the parent must inform the class teacher or bus coordinator supplying a written note giving exact instructions to staff.
- All medication should be brought to the school nurse, clearly labelled.
- It is the responsibility of the H+S and first aid staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

Allergies

Information about children who suffer from an allergy will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children.

- **Contagious Diseases**
Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure all are informed. Children with contagious diseases should be kept at home, until fully recovered.
- If children come into the bus or into school with infectious diseases, we will send them home immediately after discovery.
- In case of notifiable diseases we report to the Health Department in Kilifi.
- Within the school we investigate and record the absentees, note and follow up on the symptoms of the diseases.
- Parents should report the child's illness or other reason for being absent to the office in the morning.

Vaccinations

We strongly encourage all parents to vaccinate their children. We support and facilitate government initiatives on the same, whereby we inform parents and staff of such health campaigns. Participation will however remain optional at a parent's discretion, unless directed by GoK.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred. Parents are encouraged to deal with head lice swiftly and with regular repetition, children will not be allowed to return to school until lice are gone.

6. Staff Health and Welfare

Safety

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the store.
- Both staff and children should take care when moving or lifting equipment. If in doubt seek help.
- Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.
- Someone else is present on the school site at all times, so no member of staff will be there alone.
- Caretakers and askaris will be provided with gum boots and overalls. Other necessary equipment like masks and gloves are available for specific jobs (e.g. dealing with chemicals).
- Dealing with chemicals or poisonous materials will always be done when children are not in school or at the store area.

7. Off Site Visits/ school trips:

Any visit off site must be discussed by the class teacher with the Extra curricular and health and safety coordinator and approved by the head teacher.

For any visit to take place off the school site, a letter home giving details and requesting permission is required.

At the beginning of each school year parents are asked to sign a form giving their permission for non-residential day trips within the coast region. This includes sharing of emergency contact names, health matters and phone numbers to be used in an emergency.

NB: The H+S staff and class teachers are responsible for reviewing any specific medical needs prior to trips, and ensuring children have access to inhalers and their medication as necessary.

The school, and each adult on the visit should have a list of the children on the visit with the emergency contact details and a copy should also be left with the driver at the front of the coach.

PUPIL-ADULT RATIOS: (adults includes tour operators or camp leaders on residential trips)

For EYs (children under 5 years) - a pupil: adult ratio of 4 to 1 will be met on visits outside of school.

For KS1+2 (children 5- 10 years) - a pupil: adult ratio of 6 to 1 will be met on visits outside of the plantation.

For KS 3+4 (children 10-15 years) - a pupil: adult ratio of 8 to 1 will be met on visits outside of the plantation.

During trips there should be supervisors from both genders present.

RESIDENTIAL TRIPS:

For residential trips a further indemnity form is shared specific to the trip, as there may be other risk factors that parents should be made aware of.

All residential trips have site-visits by the class teachers or H+S team as possible, before they are approved. Class teachers share the itinerary and specific areas of interest or concern with parents prior to the trip.

TRANSPORT ON TRIPS:

- Where transport is by car (either teacher or parent) each adult should have driving documents approved by the school, and parental permission obtained.
- Where the transport is by school bus, a thorough maintenance check must take place before such a trip.
- All drivers must carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, the school must know that car registration too.
- Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.
- All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.
- Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- Children should not sit in the front seats of the coach nor in the centre back seat.
- Children should not be seated by an emergency exit where possible.
- Children follow the bus rules when being in the bus.
- The driver is not allowed to pick up other passengers that are not associated with the trip or school while Kivukoni pupils are on the bus.
- On a visit involving transport the following should be easily accessible:
Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.

8. Critical Incidents

see Appendix B for contingency measures for critical incidents.