



# Granada International School

## Health and Safety Policy

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|------------------|---------------------------------------------------------------------|
| Policy Name      | Safety and Health Policy                                            |
| School           | Granada International School                                        |
| Applies To       | Teaching Staff, Non-Teaching Staff, Parents, Guardians and Students |
| Approved By      | Board / Proprietor / School Leadership                              |
| Review Date      | _____                                                               |
| Next Review Date | _____                                                               |

*This policy is available on the public area of the school website and on request from the School Office.*

## Introduction

This policy covers all students in Granada Group of Schools and staff and has due regard for the 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:

- Students 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 students 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 children safe and manage risks effectively. It is our duty and responsibility to maintain the highest standards of safety, security, health and hygiene in order to ensure the wellbeing of all persons at Granada Group of Schools.

Granada Group of Schools recognizes the Health and Safety at Work etc. Act 1974, the key points being:

- The conditions of work must be consistent with the workers well-being and human dignity
- The employer is responsible for health and safety, though tasks maybe 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. Granada Group of Schools is also very conscious of its duties as directed by the Kenya Occupational Safety and Health Act 2007.

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 work places 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 organization's health and safety policy.

From The Act, Granada Group of Schools 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

In order to meet the above, a committee has been formed which will meet at least once a term, and additionally when necessary. The committee and their responsibility within the committee are as follows:

- Administration Representative
- Health Representative
- Catering Representative

- Maintenance Representative
- Support Staff Representative
- Security Representative
- Academic Representative

## Policy

It is our policy as a school

a) To maintain a secure site

b) To ensure all buildings and equipment are safe, in good repair and regularly maintained

c) To ensure all areas of specific potential hazard/risk (e.g. Kitchen, Science Lab, Computer Lab) have well documented visible rules and procedures for operation that are clearly understood by all persons involved within these areas

d) To ensure all emergency procedures (e.g. Fire Drill Procedures, Emergency Procedures) are clear and regularly rehearsed and plan for fire safety audits of the entire school

e) To ensure all hazardous substances and plant/equipment are properly isolated and clearly labeled and product manuals are available

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

g) To ensure that the school nurse or qualified first aider is present on site throughout the day

h) to ensure all incidents and accidents are recorded

i) To ensure that in the supervision of children, 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 are adhered to

j) To ensure that we have adequate supervision of children during break, games and activity time by members of the academic staff

k) That in the supervision of children, whether in a formal situation or on duty, all staff are mindful of the safety and security of the children in their care

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

m) That regular risk assessment and monitoring exercises are undertaken to identify necessary health and safety measures. Significant findings of the assessment will be recorded.

- n) To ensure that employees are aware of recognized risk and measures to manage those risks.
- o) To ensure adequate training is given to employees on health and safety matters.

### **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 responsibility to:

- Ensure that they understand the extent of their responsibility and duties whilst they have children 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
- Comply with the school's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- 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

## Responsibility Hierarchy within Granada Group of Schools for Health and Safety

1. The School Chairman – Assumes overall responsibility for Health and Safety in the school.
2. The headmaster
3. The deputy headmaster
4. Dean of students
5. All staff

### **Fire Drills**

- Fire drills are conducted termly
- Fire assembly points have been designated in safe locations and signage fixed

### **Fire Fighting**

Firefighting equipment have been installed throughout the school are checked and serviced every 6 months.

Firefighting appliances have been installed in strategic locations in form of portable fire extinguishers, and

Staff trained on their use and provided with certification and a committee has been formed as follows:

1. Deputy headmaster
2. Boarding master
3. Dean of students
4. Security supervisors
5. School Nurse
6. Nutritionist
7. Maintenance manager

## **First Aid and Medication**

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

The infirmary on site is staffed by a fully qualified and experienced, registered nurse.

The school nurse is accountable to the Principal for reporting all incidents of concern and also for maintaining the daily medical record diary.

The Infirmary 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 strategic locations within the campus and staff members have been given first aid training.

## **Catering Services and Hygiene**

Food handlers are tested periodically and trained on hygiene standards as required. This is conducted every six months. A procedure is in place such that when a kitchen staff member is suffering from a food-borne illness, they are allowed to stay off duty or are assigned light duties that do not involve handling food.

All food handlers are provided with uniforms, headgear, and non-slip shoes to promote personal hygiene. No staff member is allowed to leave the compound while wearing their uniform.

The kitchen is fumigated every three months to eliminate biological hazards from the cooking environment. Waste disposal procedures are clearly defined: liquid waste is directed to a septic tank, while solid and paper waste is handled by a contracted company that collects waste daily to maintain a clean and hygienic environment.

Food is prepared in a hygienic environment in accordance with the Ministry of Health guidelines. All food is cooked at the correct temperatures and stored appropriately in designated facilities, including a chiller for groceries and a freezer. The chiller is maintained at temperatures below 4°C, while the freezer is maintained at -15°C. The food provided is balanced and nutritious, meeting the dietary requirements of adolescents and physically active individuals.

For every meal prepared, a sample is collected and stored for 72 hours to enable traceability in the event of any detected hazard.

The kitchen is supplied with clean and reliable water from a borehole, stored in a two-tonne tank that is regularly disinfected. Water testing is conducted every six months to check for chemical, physical, and microbial hazards, ensuring it is safe for human consumption. Drinking water is

filtered, and designated drinking points are clearly marked. Students are advised to drink water only from these points.

At the entrance to the dining area, a handwashing station is clearly designated and equipped with soap dispensers. All students are required to wash their hands before and after meals to prevent the spread of food-borne illnesses. Posters are regularly displayed to reinforce this practice as part of their daily routine.

### **General Environmental Hygiene**

The cleanliness of the school compound is maintained by a contracted company, which ensures that the entire compound remains clean and hygienic. The toilets, which are fitted with doors, are cleaned frequently, approximately every two hours and disinfected. Tissue is provided, and sinks fitted with soap are available for handwashing.

The students' dormitories are fumigated every three months. At the entrance to each dormitory, a shoe rack is provided for every student to prevent dust from being carried into the rooms. A supervisor is assigned to each dormitory to ensure that all rooms are kept clean and hygienic.

Students' bedding and clothes are taken to a central laundry where they are washed and disinfected appropriately. Students are required to maintain good personal hygiene and are provided with solar-heated water for both morning and evening showers. Teachers regularly monitor this during assembly to ensure that students are well-groomed and that their nails are kept short to promote proper hygiene.

HEALTH OFFICER IN CHARGE

PRINCIPAL