



**HEALTH AND  
SAFETY  
MEASURES  
POLICY**



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## **1.0 Policy Statement**

The policy guidelines cover students, teachers, support staff, visitors and other users of the premises at Light International School, Mombasa. This will be achieved by implementing the health and safety objectives detailed in the policy.

These measures ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of Light International School premises.

### ***Policy review***

Policy Prepared: April 2023 Next review: April 2024



## 1. Health and safety Committee

This committee ensures that reasonable steps are taken to ensure that suitable facilities and equipment is procured and safety information or advice is relayed to all Light International School, Mombasa users. The committee consists of the school nurse and members drawn from the three sections within Light International School, Mombasa (Kindergarten, Junior and Senior sections) and headed by the principal.

### 1. Key Roles of the Health and Safety Committee

- Plan and conduct fire drills in school at least once in a year.
- Ensure that health and safety records are kept. These include fire drills report, alarm system, daily routine check-up of all school equipment, school transport, fire equipment report among others.
- Advise the principal and the school board on any new legislation from the county or national government on health and safety measures.
- Ensure that all teachers and new employees are trained or inducted on health and safety measures.



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- Ensure that a suitable plan or system is in place to deal with emergencies, evacuation procedure and risks during school and out of school hours.
- Ensure that risk assessment is done and records kept after routine inspection
- Ensure that all visitors, contractors are informed of risks on site
- Ensure that all warning signs/signage are placed where needed to comply with government procedures
- Any other health and safety measures not captured

### **3.0 Business Manager is responsible for:**

- Keeping up to date with current safety procedures
- Organizing or advising the management on Health and Safety training needs
- Conduct routine inspection of all school equipment and arrange for the maintenance and servicing of fire equipment, alarm system and security systems
- Coordinate and monitor the implementation of health and safety policy
- Keep health and safety records
- Ensure the safety and physical condition of all areas of the school including the playground, football arena etc.
- Be the spokesperson during communication to contractors and during crisis or risk communication
- In charge of safety of school transport and the users
- Ensure that the dining or kitchen is safe



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- Ensure the sterilization of water systems using chemicals
- Ensure that the school has appropriate health and safety signage
- Test fire alarms as determined
- Notify the emergency services by calling them as soon as possible

#### **4.0 Classroom Teachers and other employees are responsible for:**

- The safety of all students under their charge by supervising their activities
- Carrying emergency procedures in relation to fire outbreak and first aid
- Observing all safety procedures and instructions
- Reporting any accidents, risks or safety concerns to the management
- Teachers on duty are responsible for recording any incident or accident in the occurrence book.

#### **5.0 Technicians are responsible for:**

- Ensuring the safety of all laboratories, workshops, stores, classrooms, computer rooms, toilets, swimming pool area, football arena and all other areas in the school.
- Checking all electrical equipment, swimming pool chemicals etc.
- Fixing broken or faulty equipment or machinery as soon as it is reported or noted.



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## **6.0 Catering unit is responsible for:**

- Safety of the kitchen area
- Informing the facility manager of any hazards which could affect the safety of people or premises
- Maintaining suitable standards of hygiene in the kitchen including storage areas.
- Ensuring that they are compliant with public health act and have up to date certified medical certificates.

## **7.0 Contracted Organizations/Workers are responsible for:**

- Complying with health and safety policy of the school
- Informing the school principal of any new equipment to be introduced at the Light International School, Mombasa
- Ensuring safe practices for all users of Light International School premises while on-site
- Meeting the Facility Manager so that they are made aware of the health and safety arrangements at Light International School, Mombasa.
- Getting consent from the school management before introducing, altering or removing any fire and safety notices or equipment within the school

## **8.0 Visitors are responsible for:**

- Reporting and signing at the reception
- Wearing the given visitor's badge



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## **9.0 The school nurse is responsible for:**

- Provision of first aid
- Prescription of medications to all staff and students
- Advise the principal on new legislation
- Checking and maintaining the contents of the first aid boxes
- Train other employees on first aid procedures
- Recommend further medical attention to all employees and students where necessary

## **10.0 Security personnel are responsible for:**

- Controlling all entrance and exit of traffic
- Issuing visitors' badges
- Security of the school premises
- Record keeping of all activities at the gate
- Confirming validity of permission slips issued to students
- Verifying any equipment/items being taken out of the school compound



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