



HEALTH AND SAFETY POLICY

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1. Policy statement and commitment

Light International School Nairobi (LIS Nairobi) is committed to providing a safe, healthy, inclusive and well-managed environment for students, staff, boarders, parents, visitors, contractors and all other users of the campus. Health and safety are a shared responsibility and is integral to the school's educational, pastoral and operational work.

LIS Nairobi is a co-educational day and boarding school serving a diverse community from Kindergarten to A Level. The school therefore manages health and safety across classrooms, laboratories, boarding facilities, sports and recreation spaces, kitchens and dining areas, transport, events, trips and all other activities connected with school life.

The school will take all reasonably practicable steps to prevent injury and ill-health, identify and control risks, maintain safe premises and equipment, provide appropriate supervision and first aid, prepare for emergencies, learn from incidents and ensure that concerns can be raised without fear of retaliation.

Core expectation: No academic, operational, sporting, residential or co-curricular activity should proceed where there is an unmanaged risk of serious harm. Staff have authority to stop an activity and seek guidance when conditions are unsafe.

2. Purpose and objectives

The purpose of this policy is to provide a clear whole-school framework for health, safety and emergency management. Its objectives are to:

Define responsibilities for governance, school leadership, staff, students, contractors and visitors.

Establish consistent routines for inspections, supervision, maintenance, risk assessment and record keeping.

Ensure hazards are identified early and risks are reduced using appropriate control measures.

Provide safe arrangements for learning, boarding, sport, transport, catering, laboratories, events and off-site activities.

Ensure effective first aid, medical referral and emergency response.

Maintain clear fire, evacuation, lockdown, missing-student and other emergency procedures.

Ensure staff and students know what to do, who to contact and where to assemble in an emergency.

Promote a culture in which everyone reports hazards, near misses and concerns promptly.

Use evidence from incidents, inspections, drills, audits and stakeholder feedback to improve practice.

3. Scope

This policy applies during the school day, boarding hours, weekends and holidays when students or staff are on campus, and to school-organized activities off-site. It covers employees, students, boarders, volunteers, visitors, parents while on campus, contractors and third-party providers.

The policy should be read alongside area-specific procedures. Where a more specific procedure exists—for example, Child Protection & Safeguarding, Boarding, Transport, Trips, Laboratory Safety or Medication—the more detailed procedure applies in addition to this policy.

4. Legal and regulatory framework

LIS Nairobi will comply with applicable Kenyan law and guidance. The framework for this policy includes, among other requirements:

- Occupational Safety and Health Act (Cap. 236A), including the duty to maintain a written safety and health policy, conduct annual safety and health audits, provide safe means of escape and test emergency evacuation procedures.

- Occupational Safety and Health (First Aid in the Workplace) Regulations, 2024, including annual first-aid audit requirements, adequate first-aid provision and trained persons responsible for first aid.

- Basic Education Act (Cap. 211), including the duty of private schools to maintain premises that meet occupational health, safety and building standards.

- Basic Education Regulations, 2015, including requirements relating to school safety, security, hygiene, safe physical structures, fire preparedness, institutional vehicles and boarding facilities.

- Children Act, 2022, including the child's right to health, dignity, privacy and a child-friendly environment.

- Public Health Act (Cap. 242), Health Act (Cap. 241), and other applicable food, water, sanitation and public-health requirements.

- Applicable county requirements, fire-safety requirements, building standards, transport rules and any directions issued by competent authorities.

Where legal or regulatory requirements change, the school will update procedures and communicate relevant changes to staff.

5. Health and safety principles

- Prevention first: hazards should be removed or controlled before harm occurs.

- Best interests of the child: decisions affecting students prioritize safety, dignity, development and wellbeing.

- Proportionate risk management: the aim is not to remove worthwhile learning experiences, but to manage foreseeable risks responsibly.

Shared responsibility: everyone has a duty to follow procedures, report concerns and contribute to a safe environment.

Competence: high-risk tasks are performed only by trained, authorized or competent persons.

Clear accountability: responsibilities, actions and follow-up are documented.

Inclusion: emergency and safety arrangements consider age, disability, medical needs, language and other individual circumstances.

Continuous improvement: incidents, near misses, drills, audits and feedback are used as learning opportunities.

6. Governance, leadership and responsibilities

6.1 Governance / ownership

Provide strategic oversight and ensure adequate resources for safe premises, staffing, training, maintenance and emergency preparedness.

Receive appropriate health and safety reports and ensure significant risks are addressed.

Ensure the school's governance arrangements support compliance with Kenyan health, safety and education requirements.

6.2 Principal

Has overall responsibility for implementation of this policy and for ensuring that health and safety is integrated into school leadership and decision-making.

Appoints or confirms responsible persons, including the Health and Safety Committee, first aiders and emergency coordinators.

Ensures significant risks, serious incidents and statutory matters are escalated to governance and relevant authorities as required.

Authorizes suspension or closure of activities/areas when safety cannot be assured.

Acts as, or appoints, the school incident lead and official spokesperson during major emergencies.

6.3 Head of Operations / Business Manager / Facilities Lead

Coordinates day-to-day implementation of premises, maintenance and operational safety.

Maintains inspection, maintenance, fire-safety, contractor, transport and facilities records.

Ensures defects are prioritized, isolated where necessary and repaired by competent persons.

Coordinates statutory servicing and inspections of alarms, extinguishers, electrical systems, generators, lifts/hoists where applicable, kitchen systems and other safety-critical equipment.

Works with security, cleaning, catering and transport teams to maintain safe operations.

Ensures construction and maintenance works are separated from students and appropriately controlled.

6.4 School Nurse and trained first aiders

Provide first aid within their competence and arrange medical referral when necessary.

Maintain first-aid supplies, records and emergency medical information in accordance with school procedures.

Support annual first-aid audit requirements and advise on first-aid coverage for trips, sport, boarding and events.

Administer medication only in accordance with approved medical/medication procedures, valid instructions and required consent. School staff do not prescribe medication unless separately licensed and authorized to do so.

Maintain confidentiality while sharing information where necessary to protect life, health or safety.

6.5 Child Protection / Safeguarding Lead

Health and safety and safeguarding overlap where a concern involves neglect, abuse, unsafe supervision, self-harm, harmful peer behavior, missing students or unsafe adult conduct. Safeguarding concerns must be handled through the Child Protection & Safeguarding Policy, even where an incident also requires a health and safety response.

6.6 Boarding leadership and resident supervisors

Maintain safe residential routines, attendance/roll calls, supervision, room checks and after-hours emergency readiness.

Keep dormitory exits, corridors and shared areas safe and unobstructed.

Know the medical, safeguarding and emergency needs of boarders on a need-to-know basis.

Conduct and record boarding-specific fire/evacuation practice and ensure students know night-time procedures.

Immediately escalate a missing border, medical emergency, fire, security concern or safeguarding concern.

6.7 Teachers and other employees

Take reasonable care of their own health and safety and that of others affected by their actions.

Supervise students appropriately and apply safe routines in classrooms, corridors, playgrounds, laboratories, sports and school activities.

Check the learning space before use and report defects, hazards, injuries, near misses or unsafe behavior promptly.

Follow emergency instructions, account for students during evacuation and never re-enter an evacuated area until authorized.

Complete risk assessments or follow approved risk assessments for activities where required.

Do not use equipment or undertake tasks for which they are not trained or authorized.

6.8 Technicians / laboratory / ICT staff

Maintain safe laboratories, preparation rooms, stores, workshops and specialist learning spaces.

Control access to hazardous chemicals, tools and equipment and maintain appropriate inventories and safety data.

Ensure faulty electrical or specialist equipment is removed from service until repaired.

Support subject-specific safety induction and emergency procedures.

6.9 Catering and cleaning teams

Maintain high standards of hygiene, safe food storage, cleaning, waste management and pest control.

Use cleaning chemicals in accordance with instructions and store them securely away from students.

Report leaks, contamination, damaged surfaces, blocked routes or other hazards immediately.

Maintain required staff health/medical certification where applicable.

6.10 Transport team

Ensure school vehicles are roadworthy, appropriately licensed, inspected and maintained.

Complete required pre-use checks and report defects before a vehicle is used.

Maintain safe boarding/alighting, student registers and emergency contact information.

Drivers must follow road-safety requirements and may not use a handheld phone while driving.

6.11 Security personnel

Control access to the campus, maintain gate records and issue/monitor visitor identification.

Verify authorized student departure and movement of equipment/items from the premises.

Monitor the perimeter and report security or safeguarding concerns immediately.

Support emergency access for police, fire and ambulance services and keep access routes clear.

6.12 Contractors and visitors

Follow school health, safety, security and safeguarding requirements.

Sign in and out, wear identification and remain in authorized areas.

Contractors must provide appropriate risk assessments/method statements where required and obtain permission before altering safety systems.

Visitors and contractors must report hazards or incidents immediately to their school contact.

6.13 Students

Follow reasonable safety instructions and emergency procedures.

Use equipment only as instructed and wear required protective equipment.

Report hazards, injuries, damaged equipment, unsafe behavior or missing persons to an adult.

Do not tamper with alarms, extinguishers, safety signs, electrical systems, laboratory materials or emergency equipment.

Move calmly during evacuation and remain with the assigned class/group until accounted for.

7. Health and Safety Committee

The Health and Safety Committee supports systematic implementation and review of this policy. It is chaired by the principal or a delegated senior leader and should include representation appropriate to the school's operations, such as Operations/Business, School Nurse, Safeguarding, Boarding, academic sections, laboratories/ICT, transport, security/facilities and staff.

The Committee should meet at least once per term and additionally after a serious incident or significant change. Minutes and an action tracker should be maintained.

7.1 Core functions

Review accidents, incidents, near misses, first-aid records and emerging trends.

Review fire drills, lockdown drills and other emergency exercises.

Monitor completion of risk assessments, inspections and corrective actions.

Review safety implications of new buildings, refurbishment, equipment, transport arrangements and major events.

Identify training needs and communicate safety information.

Review annual safety and health audits and first-aid audits and track recommendations to closure.

Provide recommendations to the principal and governance.

8. Risk assessment and routine safety management

Risk assessment is the school's primary preventive tool. Assessments should be proportionate to the activity and completed by competent staff before significant hazards are introduced.

8.1 When risk assessment is required

New or significantly changed activities, rooms, equipment or processes.

Laboratory practical work, workshops and use of hazardous substances.

Sports, swimming/aquatic activity when operational, large events and performances.

School trips, residential visits, outdoor learning and transport arrangements.

Construction, maintenance or contractor activity that may affect students or staff.

Individual students or staff with specific medical, mobility or emergency-assistance needs.

Any activity following an incident, near miss or identified safety concern.

8.2 Control hierarchy

Where reasonably practicable, the school will control risk in the following order: eliminate the hazard; substitute with a safer option; isolate or engineer out the hazard; introduce safe procedures, supervision and training; and use personal protective equipment where residual risk remains.

8.3 Routine safety schedule

Frequency	Minimum routine	Responsible
Daily / before use	Security gate and access check; supervision zones; obvious hazards in classrooms, corridors, toilets, playgrounds and boarding; emergency exits kept clear; high-risk equipment checked before use.	Duty staff / security / area owner / boarding team
Each vehicle journey	Vehicle visual/pre-use check, student list, seat belts where fitted, driver fitness and route/emergency information.	Transport team / trip leader
Weekly	Facilities walk-through; first-aid kits spot-check; emergency exits/signage; boarding routes; specialist room condition; unresolved defects reviewed.	Operations / nurse / area leads
Monthly	Health and Safety action tracker; selected alarms/emergency equipment checks according to maintenance schedule; contractor and maintenance review.	Operations / H&S Committee representatives
Termly	Whole-school risk review; fire/evacuation drill; emergency drill or scenario; playground/sports and boarding review; student/staff safety briefing.	H&S Committee / SLT

Frequency	Minimum routine	Responsible
Annually	Statutory safety and health audit; first-aid audit; policy review; staff refresher needs; emergency contacts; contractor/service certificates; major facility risk review.	Principal / Operations / competent external persons

9. Campus access, security and visitors

The campus perimeter and gates should be secured and monitored.

All visitors report to the designated reception/security point, sign in, state their purpose, receive identification and sign out on departure.

Visitors are escorted or supervised where required and do not enter student-only or boarding areas without authorization.

Student departure during the school day requires verified permission through the school's approved process.

Deliveries and contractor access should be scheduled and routed to minimize interaction with students.

Emergency routes, fire access and assembly areas must not be blocked by vehicles.

Security concerns are escalated immediately to the principal or designated incident lead.

10. Safe premises and learning environments

10.1 General premises

Classrooms, offices, dormitories, kitchens, toilets, corridors and outdoor areas are kept clean, ventilated, adequately lit, well maintained and free of avoidable trip/slip hazards.

Doors, exits, stairs and escape routes remain usable and unobstructed.

Defective equipment or unsafe areas are clearly marked, isolated and removed from use until made safe.

Electrical panels, plant rooms, chemical stores, roofs and other restricted areas remain locked or controlled.

Safety signage is provided where required and is clear to the intended users.

10.2 Laboratories, workshops and specialist rooms

Access is supervised and chemicals, tools and specialist equipment are secured.

Safety instructions are displayed and protective equipment is provided where required.

Chemical inventories and safety information are maintained, with safe storage and disposal arrangements.

Emergency equipment such as eye-wash facilities, spill materials and extinguishers is maintained according to the risk profile.

Students receive practical safety instructions before activities begin.

10.3 Sports, playgrounds and aquatic facilities

Sports surfaces, goals, courts, play equipment and other facilities are checked for obvious defects before use and inspected on a planned basis.

Activities are supervised by competent staff using appropriate ratios and rules.

Weather, lightning, heat and surface conditions are considered before outdoor activity.

Any swimming or aquatic facility may be used only after formal commissioning, documented risk assessment, appropriate water-quality/chemical management, lifesaving provision, clear emergency procedures and competent supervision.

10.4 Boarding facilities

Boarding facilities follow the same campus health and safety standards, with additional attention to night-time supervision, roll calls, sleeping arrangements, fire safety and student wellbeing.

Emergency exits and corridors remain clear at all times; room layouts must comply with applicable Kenyan requirements for safe boarding facilities.

Resident supervisors know how to summon first aid, emergency transport and senior leadership after hours.

Boarders receive induction on alarms, evacuation, restricted areas, reporting illness and seeking help.

11. Student supervision and movement around campus

Students are supervised in a manner appropriate to age, activity, location and known risk.

Staff on duty arrive punctually to assigned areas and actively supervise rather than relying only on CCTV or remote observation.

Transitions, break/lunch periods, arrival, dismissal, sports, boarding and large events receive planned supervision.

Students are not left unsupervised in laboratories, workshops, kitchens, plant areas or other high-risk spaces.

Attendance and student whereabouts are monitored during the school day, trips, activities and boarding.

Missing or unaccounted-for students are escalated immediately under the emergency procedure.

12. First aid, medical care and medication

LIS Nairobi will maintain adequate first-aid arrangements for the size, layout and activities of the school, including boarding and off-site activities.

Trained first aiders are appointed in writing where required and their names/contact details are communicated to staff.

First-aid equipment is accessible, clearly identified and replenished after use.

A first-aid audit is arranged annually by a competent person in accordance with current Kenyan requirements.

Emergency transfer arrangements to an appropriate health facility are maintained.

Student medical information, allergies and emergency contacts are kept current and accessible to authorized staff.

Parents/guardians are informed of significant illness, injury or medical referral in accordance with school procedure.

Medication is stored securely, administered and recorded in line with the school's medical/medication procedure.

Emergency medication that must be rapidly accessible is managed through an individual healthcare plan or equivalent arrangement.

Medical emergency: Preserve life first. Call for trained first aid/medical support, summon emergency services when required, do not move a seriously injured person unless necessary to prevent further danger, and ensure an adult remains with the casualty.

13. Public health, hygiene, food and water safety

13.1 Hygiene and infection prevention

Handwashing facilities, soap and sanitary facilities are maintained and monitored.

Cleaning schedules cover classrooms, toilets, dining areas, boarding and high-touch surfaces.

Students and staff are encouraged to stay home or seek medical advice when illness presents a significant infection risk.

Outbreaks or notifiable/public-health concerns are managed in consultation with health authorities where required.

Waste is segregated and disposed of safely, including clinical/sharps waste where applicable.

13.2 Food safety

Kitchen and food-service areas are restricted to authorized personnel.

Food is stored, prepared, cooked, served and transported using hygienic procedures and safe temperatures.

Allergy and dietary information are communicated to relevant staff with appropriate confidentiality.

Staff handling food maintain required hygiene standards and certification.

Suspected food contamination or food-borne illness is reported immediately and affected food is isolated.

13.3 Water safety

Drinking water is obtained, stored and distributed through safe systems.

Water tanks, treatment systems and related infrastructure are maintained and tested according to applicable requirements and risk.

Only trained/competent persons handle water-treatment chemicals.

Any suspected contamination is escalated immediately and alternative safe water is provided where necessary.

14. Transport, trips and off-site activities

14.1 School transport

Vehicles must be roadworthy, maintained and used only by authorized drivers.

Passenger lists and emergency contact arrangements are maintained for school journeys.

Students board and alight in controlled locations and are supervised where required.

Seat belts are used where provided and student conduct must not distract the driver.

Vehicle defects, breakdowns or accidents are reported immediately and unsafe vehicles are removed from service.

14.2 Trips and off-site activities

Trips require approval, a proportionate risk assessment and clear leadership responsibility.

Emergency contacts, attendance lists, medical information and first-aid arrangements accompany the group.

Transport providers and external venues are checked to a level proportionate to the risk.

Supervision ratios consider age, activity, environment, travel, individual needs and emergency contingencies.

Parents receive relevant information and consent is obtained where required.

Serious incidents off-site are reported immediately to the school incident lead.

15. Contractors, maintenance and construction works

Contractors receive a site induction covering access, safeguarding, fire procedures, restricted areas and emergency arrangements.

High-risk works require appropriate risk assessment/method statements and, where necessary, permits to work.

Hot work, electrical isolation, work at height, excavation and hazardous chemical activity are controlled by competent persons.

Construction and maintenance zones are physically separated from students, clearly signed and secured.

Work likely to create unacceptable noise, dust, fumes, traffic or other risk is scheduled to reduce exposure.

No contractor may disable, alter or remove a fire alarm, extinguisher, exit, CCTV/security system or other safety control without written authorization and an agreed temporary control.

16. Emergency management framework

The school maintains an all-hazards approach to emergencies. Detailed site-specific maps, alarm information, assembly points, emergency contact numbers and named roles are maintained separately and displayed/communicated where appropriate.

16.1 Command and coordination

The principal or delegated senior leader acts as Incident Lead.

Operations/Facilities coordinates site response, emergency-service access and utilities where appropriate.

Teachers and boarding staff supervise and account for students.

The School Nurse/first aiders coordinate immediate medical response.

Security controls access and supports emergency responders.

The Communications Lead or delegated spokesperson manages approved messages to parents, staff and external audiences.

Only the authorized spokesperson communicates with media during a major incident.

16.2 General emergency principles

Raise the alarm and call emergency services early when there is immediate danger.

Protect life before property.

Evacuate, lock down or shelter in place according to the nature of the threat and instructions given.

Account for students, staff and visitors using registers and visitor records.

Do not re-enter or resume activities until the Incident Lead or emergency services declare it safe.

Record the incident, decisions and actions taken and conduct a post-incident review.

17. Specific emergency procedures

Emergency	Immediate school response
Fire / smoke	Raise alarm; call emergency services; evacuate by nearest safe route; staff take/obtain registers if immediately available without delay; report to assembly point; conduct roll call; report missing persons; do not fight fire unless trained and safe; no re-entry until authorized.

Emergency	Immediate school response
Medical emergency	Call trained first aid/School Nurse; assess danger and casualty; summon ambulance/emergency services when needed; protect privacy; contact parent/guardian; arrange accompaniment to hospital; record incident.
Security threat / violent intruder	Alert security and Incident Lead; call police/emergency services; follow lockdown, secure-room, evacuation or shelter instructions appropriate to the threat; silence devices where instructed; account for persons when safe; communicate only through approved channels.
Missing / unaccounted-for student	Verify attendance and last known location immediately; notify senior leadership/boarding lead and safeguarding lead; search appropriate areas without compromising other students; contact parents and police/emergency authorities where risk or circumstances require; document timeline and actions.
Severe weather / lightning	Stop outdoor activity; move students to suitable shelter; avoid exposed/open areas and unsafe structures; monitor conditions; resume only when assessed safe.
Chemical spill / gas leak / fumes	Keep people away; alert responsible staff; do not touch or clean hazardous material unless trained; isolate source if safe; ventilate/evacuate as appropriate; use specialist response and emergency services where required.
Power / water / infrastructure failure	Identify immediate hazards; protect critical systems; restrict unsafe areas; provide safe alternative water/power where possible; assess whether lessons, boarding or food service can continue safely; communicate decisions.

Emergency	Immediate school response
Transport accident	Driver/leader secures scene if safe; call emergency services; provide first aid; account for students; notify school Incident Lead; contact parents through school process; arrange safe onward transport only when approved.
Boarding emergency after hours	Duty supervisor raises alarm/calls emergency services as needed; accounts for boarders; informs Boarding Lead and senior leader; provides first aid/support; maintains supervision and parent communication through approved channels.

17.1 Fire and evacuation procedure

On hearing the evacuation alarm, stop activity immediately and leave by the nearest safe route.

Staff direct students calmly; no running, collecting belongings or returning to rooms.

Doors are closed where practicable but not locked.

Everyone proceeds to the designated assembly point and remains with their group.

Teachers/area leads conduct roll call and immediately report any missing person to the assembly coordinator.

Visitors and contractors report through the visitor accountability process.

No person re-enters until the all-clear is given by authorized personnel.

Each drill or real evacuation is documented and reviewed.

17.2 Lockdown / shelter-in-place

Lockdown may be used where evacuation would increase risk, such as an external security threat.

Staff secure students in the nearest suitable space, restrict visibility where appropriate, maintain quiet and follow authorized instructions.

Attendance is checked when safe to do so; missing persons are communicated discreetly through the designated emergency channel.

Students and staff do not post live information, images or locations on social media during the incident.

Release or evacuation takes place only on instruction from authorized leadership/emergency services.

17.3 Parent reunification

Following a significant incident, the school may activate a controlled reunification process. Parents/guardians will be directed to a designated collection/reunification point. Students will be released only through the

school's verified process; parents should not enter an active emergency scene or remove students without check-out.

18. Incident, accident and near-miss reporting

All accidents, injuries, significant illnesses, safety incidents and near misses should be reported promptly. Reporting is intended to support learning and prevention, not blame.

Immediate care and hazard control take priority.

The responsible staff member records the incident using the approved school system/form.

Serious incidents are notified immediately to the principal and relevant leaders.

Parents/guardians are informed where a student is injured, becomes significantly unwell or where notification is otherwise appropriate.

Incidents are investigated proportionately to identify direct and underlying causes.

Corrective actions are assigned to named persons with deadlines and followed to closure.

Statutory notifications are made to relevant authorities where legally required.

19. Training, drills and safety education

All new staff receive health and safety induction, including emergency procedures and reporting routes.

Relevant staff receive training appropriate to role, including first aid, fire safety, laboratory safety, food hygiene, transport, boarding and contractor management as applicable.

Students receive age-appropriate safety education covering evacuation, road safety, laboratories, sport, digital/online safety where relevant, and how to report hazards.

Fire/evacuation drills are conducted at least once each term as a school standard, with additional boarding/night practice where applicable.

Other scenarios such as lockdown, medical emergency or severe weather are practiced or table-top tested on a planned basis.

Drills are evaluated for timing, accountability, communication, accessibility and areas for improvement.

20. Communication and parent notification

Health and safety information is communicated through induction, staff briefings, signage, assemblies, parent communications, handbooks and approved digital channels. During emergencies, communication follows the school Communication Policy and crisis-communication arrangements.

Messages should be accurate, timely, proportionate and protect student privacy.

Unverified information and speculation must not be circulated.

Parents are informed of significant incidents affecting their child and of wider campus incidents where necessary.

Only authorized staff communicate externally on behalf of the school.

Post-incident communication should explain relevant next steps without disclosing confidential information.

21. Records, monitoring, audit and review

The school maintains appropriate records to demonstrate implementation and to support continuous improvement. Records may include:

- Risk assessments and inspection checklists.
- Accident, incident, near-miss and first-aid records.
- Fire alarm/extinguisher/service records and evacuation-drill reports.
- Annual safety and health audit and first-aid audit reports.
- Training and induction records.
- Vehicle inspections and maintenance records.
- Contractor inductions, risk assessments and permits.
- Food hygiene, water safety and cleaning records.
- Boarding safety and emergency records.
- Health and Safety Committee minutes and action trackers.

The policy is reviewed at least annually and earlier after a serious incident, major site change, new boarding/facility development, significant audit finding or change in law/guidance.

Appendix A. Responsibility matrix

Role	Primary accountability
Governance / ownership	Strategic oversight, resources, assurance and review of significant risks.
Principal	Overall accountability; policy implementation; serious incidents; emergency leadership.
Head of Operations / Business Manager	Premises, maintenance, contractors, records, transport/facilities coordination.
Health & Safety Committee	Risk review, inspections, incidents, drills, audits and action tracking.
School Nurse / First Aiders	First aid, medical referral, first-aid equipment/audit support, health records.
Safeguarding Lead	Child-protection issues, missing students, harmful behavior and safeguarding escalation.

Role	Primary accountability
Boarding Lead / Supervisors	24-hour boarding safety, roll calls, night emergencies, dormitory routines.
Teachers / Duty Staff	Student supervision, safe classroom/activity practice, reporting and evacuation accountability.
Technicians / Lab Staff	Specialist rooms, chemicals, equipment and technical controls.
Catering / Cleaning	Food hygiene, sanitation, chemical storage, cleaning and waste.
Transport Team	Vehicle safety, driver practice, passenger lists and transport incident response.
Security	Access control, visitor records, perimeter/security response and emergency-service access.
Contractors	Safe work, site rules, method statements, restricted zones and reporting.
Students	Follow instructions, use equipment safely, report concerns and cooperate in emergencies.

Appendix B. Routine inspection checklist

Area	What to check	Frequency
Gates / perimeter	Secure, controlled access, emergency access clear	Daily
Visitor control	Sign-in/out, badge, host/escort arrangements	Daily
Classrooms / corridors / stairs	Clear routes, no obvious hazards, furniture/equipment safe	Daily / before use
Toilets / washrooms	Clean, dry, supplied, faults reported	Daily
Playgrounds / sports areas	Surface/equipment condition, weather risk, supervision	Before use / planned inspection
Laboratories / workshops	Chemical/equipment storage, emergency equipment, access	Before use / termly review

Area	What to check	Frequency
Boarding	Exits, corridors, roll-call systems, rooms/shared areas	Daily / nightly
Kitchen / dining	Hygiene, storage, temperature/food controls, equipment	Daily
First-aid provision	Kits accessible/stocked; trained-person information current	Weekly spot-check / annual audit
Fire safety	Exits clear, signage visible, equipment serviced, alarms per schedule	Ongoing / planned
Vehicles	Pre-use check, roadworthiness, passenger arrangements	Each journey / scheduled service
Electrical / plant	Damage, overheating, access control, service schedule	Planned inspection
Construction / contractors	Barriers, signage, permits, work areas separated	Daily while works active

Appendix C. Emergency quick guide

1. SEE DANGER Stop the activity if safe to do so and keep people away from immediate harm.
2. RAISE THE ALARM Contact the responsible adult / security / school office and call emergency services where there is immediate danger.
3. PROTECT PEOPLE Evacuate, lock down or shelter according to the nature of the emergency and school instructions.
4. ACCOUNT Teachers, boarding staff and visitor coordinators account for students, staff and visitors and report missing persons immediately.
5. COMMUNICATE Use official channels only. Do not speculate or post live emergency information on social media.
6. RECOVER AND LEARN Provide support, record the incident, investigate causes and complete corrective actions before normal operations fully resume.

Appendix D. Minimum incident / near-miss record

- ☐ Date, time and exact location.
- ☐ Person(s) involved and year group / role.

- ☐ Type of event: injury, illness, near miss, property/facility, security, transport, fire or other.
- ☐ Brief factual description of what happened.
- ☐ Immediate first aid / medical action.
- ☐ Immediate hazard controls applied.
- ☐ Witnesses and staff present.
- ☐ Parent/guardian notification (if applicable).
- ☐ Senior leader / safeguarding notification (if applicable).
- ☐ Emergency services / external authority involvement (if applicable).
- ☐ Follow-up investigation and identified causes.
- ☐ Corrective actions, responsible person and completion date.
- ☐ Review/sign-off.

Appendix E. Site-specific emergency contacts and details

This page should be completed and kept current in the controlled school copy. Staff-facing versions should be displayed in appropriate operational locations.

Contact / location	Current details
Principal / Incident Lead	_____
Deputy / alternate Incident Lead	_____
Head of Operations / Facilities	_____
School Nurse / Health Team	_____
Child Protection / Safeguarding Lead	_____
Boarding Lead / After-hours contact	_____
Security Gate / Control	_____
School Transport Lead	_____
Preferred emergency hospital / clinic	_____
Ambulance / medical emergency service	_____
Police / security emergency	_____
Fire and rescue service	_____
Main assembly point	_____
Secondary assembly / reunification point	_____

School main contacts: +254 703 200 002 / +254 717 998 888 | info@lis.sc.ke