

CoEP 4

Health and Safety Policy

Preamble

Health and safety are vital components of human health and development. Improved safety according to medical scientists reduces diseases such as cholera, worm infestation, pneumonia, malaria and typhoid, among others and death in millions of people. Health as defined by the World Health Organization (WHO), is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. The compilation and incorporation of the Health and Safety Policy of St. Louis College of Education into a working policy document becomes necessary since the health of the College community is paramount.

Goals/Objectives

This policy aims to:

- show commitment of St. Louis College of Education's Management, staff and students to health and safety issues.
- remove or reduce the risks to health, safety and welfare of all persons who may be affected by the college's operations

- ensure all activities in the college are done with a high some of safety consciousness.

Scope/Application

This policy covers all persons who use the college's premises.

It is also applicable to how the College Council and the Principal discharge their duties under the Health and Safety protocols.

Policy Statement

St. Louis College of Education is committed to ensuring the Health and Safety of everybody irrespective of age, gender, disability, tribe, race, religion, marital status and child-bearing in the college. The policy is committed to ensure that all activities are carried out safely, with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of all persons who may be affected by the college's operations.

We aim to:

- ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the College's premises and all participants in college trips.

- establish and maintain safe and accessible working environment.
- develop safety awareness, through appropriate training.
- formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent re-occurrence.
- make a commitment to continually improve our performance through effective safety management.
- conduct routine medical check-ups and screening for staff and students
- provide appropriate measures for prevention of outbreak of diseases.
- Provide a well-equipped health facility that is manned by qualified medical personnel
- Show commitment to consult and co-operate with persons in all matters relating to health and safety in the college.

Responsibility for Implementation

The Works and Physical Development Committee is responsible for the implementation of this policy.

The committee has the role to:

- Ensure the implementation of safety decisions on maintenance, health, security and sanitation matters of the college
- Recommend appropriate measures on sanitation, health, security and safety on all college premises
- To advise the college on matters relating to the health of staff, students and all service providers
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.

Responsibility for Monitoring, Implementation and Compliance

The **Management Team** is responsible for the day to day running of the college.

They will:

- Promote a positive, open health and safety culture in school
- Report to College Council on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary

- Ensure that all staff co-operate with the policy
- Ensure relevant staff have access to appropriate training
- Meet with the estate officer every week to ensure any building/grounds issues are dealt with in a timely manner
- Ensure that the college vehicles are available for emergency situations.

Hall Tutors and Health Team within the halls will support Management Team in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to management if they remain unresolved
- Provide a good example, guidance and support to students on health and safety issues
- Carry out a health and safety induction for all students and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for students
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

- Ensure that students only lift equipment and furniture within their own strength
- Ensure medicine will be administered by a qualified health personnel and appropriate records kept
- Medicines are kept in the college infirmary
- The only exceptions to this are asthma medication (following discussion with parents) which may be kept in appropriate locations

The **Estate Officer** is responsible for day-to-day maintenance and other buildings / grounds issues. He/she will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the Hall Wardens and Health Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all College Staff and Students are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling

- Carry out a weekly test of the fire alarm
- Ensure all contractors are ‘inducted’ and shown the relevant risk assessments, and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- All items of portable electrical equipment in school are inspected and checked annually
- Fire exits have appropriate signage
- Plans showing exit routes are displayed by the door of each classroom
- A fire drill is practised and documented once a term
- Evacuation times and any issues which arise are reported to the College Management
- Fire extinguishers are provided and checked annually
- A separate fire safety policy and risk assessment has been produced
- Ensure any contractors on site are competent in health and safety matters

All College Staff should:

- Read the Health and Safety Policy

- Comply with the College's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the lecture room/ playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to the appropriate member of staff
- Follow the accident reporting procedure
- Contribute to and highlight any gaps in the college's risk assessments
- Wear personal protective equipment and clothing where necessary

In accordance with the College rules and procedures on discipline, **Students** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Application of this policy

We seek the co-operation of all students, staff members, and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate. This policy applies to all education operations and functions, including those situations where persons are required to work off-site.