



PEGASUS SCHOOLS, EKETA, AKWA IBOM STATE, NIGERIA

HEALTH AND SAFETY POLICY

Approved/reviewed by	
The Head of Schools	
Date of review	January 2024
Date of next review	January 2025

1.0 General Policy Statement

Pegasus Schools places utmost importance in the health and safety of individuals within the school community. Maintaining high standards in health and safety necessitates vigilance and a personal commitment to well-being from everyone. In the unique context of a school, it is crucial for adults to acknowledge their added responsibility in setting an example of safe practices for students. Our primary goal is to proactively prevent accidents and occupational health issues, striving to eliminate school hazards wherever possible.

This policy is formulated with guidance from ExxonMobil SHE guidelines and COBIS Patron's Accreditation and Compliance. We expect all staff to fully adhere to this policy, and we will ensure that students, visitors, and contractors receive the necessary information to comply with these guidelines.

2.0 Safety Responsibilities of Groups and Individual Members of Staff are as follows:

2.1 Head of Schools(HOS) and Management

- a. Ensure that all staff undergo appropriate health and safety training for their roles, with regular updates as needed, and provide copies of all health and safety information.
- b. Keep the School's Health and Safety Policy and procedures current, establishing effective arrangements to ensure that all staff and students are aware of and adhere to its contents.
- c. Guarantee that the policy includes robust and comprehensive systems for both active monitoring (such as auditing health and safety management systems, inspections, and risk assessments) and reactive monitoring (conducting accident/incident investigations), and address identified issues in accordance with policy and guidance.
- d. Review risk assessments and inspection reports to ensure that there is sufficient provision in terms of staffing, facilities, and resources to meet the School's obligations regarding health, safety, and welfare.
- e. Appoint a Health and Safety Coordinator to assess information, statistics, and reports related to health and safety matters.
- f. Consider and make recommendations on individual health and safety issues that remain unresolved at the management level.

2.2 Health & Safety Co-ordinators

Mrs. Uwem Ene oversees matters related to health, while Mr. John Eyobio is responsible for managing safety concerns.

The Health and Safety Co-ordinators are responsible for the co-ordination of health and safety management on behalf of the HOS throughout the school and in particular, will

- a. Inform the HOS about health and safety issues and assist in preparing reports for the Board of Trustees.
- b. Aid in inspections and safety audits.
- c. Investigate and provide guidance on hazards and precautionary measures.
- d. Develop and implement emergency procedures, assist in coordinating fire evacuation drills in the school; maintain a general overview of health and first aid matters.
- e. Provide recommendations to the Headteacher or Governing Body for urgent matters, such as safety reports.
- f. Promote awareness of safety matters.

- g. Collaborate with first-responder hospitals.
- h. Communicate with external entities concerned with safety and health.
- i. Monitor accidents to identify patterns and introduce measures to reduce incidents.
- j. Ensure an adequate number of staff are trained in first aid procedures and administering medicines.

2.3 Teachers

Teachers are responsible for the immediate safety of students within their classroom, laboratory, or workshop. At the conclusion of each day, teachers are expected to organize their classrooms to facilitate cleanliness and maintain a high standard with respect to health and safety issues.

Furthermore, each teacher is required to:

- a. Conduct and execute risk assessments for specific activities, ensuring personal adherence to safe working procedures.
- b. Provide sufficient safety information pertaining to the activity before and during its commencement as needed.
- c. Make sure that special working procedures, protective clothing, equipment, etc., are provided and utilized when necessary.
- d. Verbally communicate clear instructions and warnings to students as often as necessary.
- e. Establish routines for the issuance, checking, and securing of lesson equipment, with items counted out and back in. Promptly investigate any missing equipment with necessary support.
- f. Ensure the tidiness of the classroom and other areas, following good housekeeping procedures.
- g. Conduct a visual inspection of equipment before use and ensure regular testing of portable electrical equipment.
- h. Report defects and provide recommendations to their line manager when necessary.
- i. Record all accidents, incidents, and near misses within their area of responsibility.

2.4 The FL&S Manager

The Manager for Facilities, Logistics, and Security has the following responsibilities:

- a. Maintain a summary of the school's maintenance contracts and monitor their progress.
- b. Prepare reports on safety matters related to school buildings and grounds.
- c. Develop and enforce safety procedures for operations conducted by school staff and external contractors under their supervision.
- d. Keep records of hazards identified on-site by staff, including the remedial action taken and the timeframe.
- e. Conduct routine maintenance checks and inspections of fixed service equipment, such as generators and water tanks.
- f. Oversee the provision and maintenance of all 'fire' equipment, as well as the preparation and review of fire risk assessments.
- g. Record all accidents within the area of responsibility in accordance with the school policy.

2.5 All Members of Staff

Each staff member is accountable for their personal safety and the well-being of others within the school premises. This responsibility involves adhering to school rules and procedures, such as ensuring the supervised arrival of visitors.

Employees are obligated to prioritize health and safety while on duty, taking reasonable care for themselves and others affected by their actions. Additionally, they are required to cooperate with their employer or any relevant party to facilitate the fulfilment of duties or requirements mandated by statutory provisions.

It is strictly prohibited for any individual to intentionally or recklessly tamper with or misuse any resources provided for the promotion of health, safety, or welfare.

2.6 Students

Each student is responsible for ensuring their own safety and that of their peers through conscientious adherence to school rules and procedures. It is essential for each pupil to pay attention to warnings, follow established rules and routines, and seek clarification on any unclear instructions. Additionally, students must refrain from intentionally misusing, neglecting, or causing damage to safety equipment provided.

3.0 General Emergency Procedures

3.1 Fire Procedures

- a. In the event of a fire, the continuous ringing of the fire alarm will serve as the evacuation signal. It is crucial to promptly evacuate the school buildings including the boarding house upon hearing the fire alarm, treating each alarm as a real emergency. Re-entry is strictly prohibited until the fire officer confirms it is safe to do so.
- b. Upon hearing the alarm, occupants should leave their current locations and proceed to the nearest safe exit. The designated fire marshals shall open all fire doors and gates.
- c. All individuals are required to walk swiftly, refraining from running, and leave without taking any personal belongings.
- d. Upon reaching the designated muster stations for their respective blocks, staff must ensure that all students, visitors, and volunteers are accounted for.
- e. Staff members must report to the most senior staff member available, confirming the safe evacuation of their students, visitors, volunteers, etc., from the building.
- f. Teachers are responsible for knowing the correct evacuation route for their classes. The Manager FL&S and their delegated officer defines the route and informs all staff members. Teachers are also responsible for maintaining clear access to their assigned escape routes and assisting with access to other escape routes. In emergencies, teachers are responsible for evacuating volunteers or visitors in their classrooms.
- g. The Manager FL&S will organize fire drill evacuations bi-termly. Each fire drill will be recorded and monitored for effectiveness.
- h. Fire equipment undergo servicing and maintenance from the Mobil Team.
- i. Students with special needs and disabilities must have an Emergency Evacuation Plan developed in collaboration with the Health and Safety Co-ordinators and the SENCO.

3.2 Lockdown Management

In contrast to fire evacuations, establishing clear guidelines for total school lockdown is challenging because of the unique needs of each situation that may require such lockdown. Decisions in such instances should be context-dependent and made on the spot. Nevertheless, adherence to the School's Lockdown policy is essential to a reasonable extent. Consequently, the Management Team will collaborate with the Police and the Mobile Security team, following their guidance on evacuation procedures and assembly points. This information will then be conveyed to staff, pupils, and visitors through appropriate channels.

Should any staff member come across information or individuals indicating a potential need for a school lockdown, they must promptly notify a member of the Management Team. In the absence of the Management Team, a senior staff member should be informed.

3.3 First Aid Procedure

The designated first aid personnel present on-site are as follows, with at least one available at all times:

1. Ms. Elizabeth Okon (Day Nurse)
2. Ms. Queen Duncan (Night Nurse)
3. Mrs. Helen Eshiet (Night Nurse)
4. Mr. Edet Okon (P.H.E Teacher)

The Recovery Bay oversees first aid assistance and maintains a central supply of materials to replenish all First Aid kits. Parents are requested to notify the school of any allergies their child may have. A record of such allergies will be maintained, and relevant details will be shared with staff members as needed.

In the event of an accident, if parents (and their designated contacts) cannot be reached, we may consider it wise to send a student to The Mobil Clinic or Samaritan Hospitals. A staff member will accompany the student in such cases.

3.4 Accident Recording

In the event of an accident, it is important to adhere to note the following:

- a. Disable any equipment involved in the accident and seek assistance.
- b. For minor injuries, ensure that follow-up treatment is administered by reporting to the qualified First Aider on duty.
- c. In cases of major injuries, promptly call an ambulance from one of the affiliated hospitals without delay, while attempting to inform parents or guardians.
- d. If the injured individual is mobile, arrange for emergency treatment. The most senior staff member on-site during the incident is responsible for organizing transportation to the hospital by a staff member.

It is strictly prohibited to send a student to the hospital without the accompaniment of an adult. The staff member escorting the injured person must:

- a. Remain with the injured person and return with them, or
- b. Stay with the injured person until the parent/guardian arrives at the hospital, then return to the school.

All staff members are obligated to report any accidents or near misses involving themselves, visitors, or volunteers. Extensive details of such incidents must be documented and forwarded to the Health and Safety Coordinators. Every accident will be thoroughly investigated to prevent future occurrences.

4.0 Health Issues

4.1 Smoking

We operate a strictly No Smoking Policy anywhere on the school site.

4.2 Alcohol and Drug Abuse

Employees found to be under the influence of alcohol or drugs will be barred from attending work and may face disciplinary actions.

If you are experiencing feelings of depression, anxiety or stress related to your work or social circumstances, relying on alcohol or drugs is not a sustainable solution. Reach out to your Key Stage Coordinator for confidential assistance and support.

Certain medications prescribed for medical reasons may compromise judgment and concentration. If you believe your performance is impacted while on medication, inform your Key Stage Coordinator to explore potential adjustments ensuring your well-being during work.

4.3 Expectant Mothers

Pegasus Schools acknowledges that pregnancy is not synonymous with ill health but a natural aspect of everyday life. It is considered manageable through standard health and safety protocols. Many women continue working during pregnancy and even return to work while breastfeeding. Certain workplace hazards may impact the well-being of new and expectant mothers and their children and we will try as much as possible to mitigate such risk.

Procedure

All staff members, whether full or part-time, must promptly notify their Key Stage Coordinators. The Coordinators will conduct a thorough risk assessment of the employee's work activities to safeguard both the employee and the unborn child's health. Copies of the risk assessment will be maintained and reviewed in the event of any changes in circumstances related to the pregnancy. The Health and Safety Coordinator is accessible for guidance throughout the process, with the application of common risk assessment principles.

5.0 Specific Hazards

While schools are generally perceived as safe work environments, they still pose potential risks to health and safety. The specific hazards associated with the school environment, along with the established safety protocols to mitigate these risks, are outlined below.

5.1 Legionella

The likelihood of contracting Legionellosis from the water system is minimal. To ensure water quality, the Maintenance Team conducts monthly pH level tests, supplemented by random checks from government authorities. During school holidays, proactive measures are taken by submitting water samples to the Waterboard for additional testing, underscoring the commitment to providing a safe environment for students.

5.2 Electrical Equipment

All staff members are accountable for using and handling electrical equipment responsibly and safely. Any student or volunteer using electrical appliances must do so under the supervision of a designated staff member. If there are doubts about equipment safety, usage is prohibited, and potential hazards should be reported immediately. The Head of Schools must approve the introduction of any item into the school and be aware of and approve arrangements for temporary electrical extensions needed for activities such as drama productions or decorating for Christmas.

5.3 Machinery and Equipment

Maintenance schedules for machinery and equipment are maintained by the Facilities Team to ensure safety. Departments will keep guidance notes on the relevant machinery and equipment used by their staff and pupils.

5.4 Moving and Handling

All equipment must be moved safely, and only trained individuals should handle large pieces of equipment. Pupils may move PE equipment under clear instruction, with the responsibility of supervision lying with the teacher or staff member. Training will be provided for staff involved in lifting activities. If uncertain about the ability to move items, staff are encouraged to seek assistance or refrain from the activity. Stepladders or a step-up should be used for items at overhead height, and only trained staff should use lifting equipment provided.

6.0 Violence at Work:

Our school maintains a zero-tolerance policy towards all forms of violence, and severe consequences will be imposed. All staff members must promptly report any instances of aggression or violence, including near misses, directed at them from any source, to their Key Coordinator, Head Teacher, Principal, or Head of Schools.

7.0 Health and Safety Policy Review:

The School recognizes the Health and Safety Policy as a dynamic document containing policies and procedures related to health and safety matters. Continuous monitoring and updates will be performed as needed, with a formal review conducted annually.