BRIDGE HOUSE COLLEGE
IKOYI, LAGOS
....Knowledge for success

HEALTH AND SAFETY POLICY

Complied by: Principal Print Name: Dokun Rosemary Signature: Date:	Approved by the Board of Directors: Print Name: Kamal AbdulRazaq Signature: Date: 02/11/25
Review Date: December, 2024	Next Review Date: December, 2026
Related Policies, Procedures and Guidelines: • First Aid Policy and Procedure • Student Handbook	Policy Superseded by this Policy: None

Health & Safety Policy

POLICY STATEMENT

The Advisory Board of Bridge House College fully accept their responsibilities to the College employees to ensure; so far as is reasonably practicable, their health, safety and welfare at work under the Safety, Health & Welfare of Nigerian workers as entrenched under the factories Act of 2004 and any regulations made under this act. These responsibilities are extended to any other persons who may be affected by the College's operations. In order to meet these obligations, the College shall, so far as is reasonably practicable:

- Provide and maintain systems of work which are safe and without risks to health.
- Make arrangements for ensuring the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
- Maintain in a condition that is safe and without risks to health any place of work under our control.
- Provide means of access to and egress from any place of work under our control which is safe and without risks to health;
- Provide and maintain for our employees a working environment that is safe, without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- Ensure that adequate funds, materials and equipment are made available to meet the health and safety requirements of the College.

The Directors accepts that health and safety are management responsibilities and will provide adequate money, time and other resources to ensure that all legal obligations are met. (This also includes any requirements relating to Ebola and Monkey Pox issued by the Federal and Lagos State Governments of Nigeria). However, in order to make this policy successful, they depend on the co-operation of all employees.

It is the duty of all employees to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large.

The Management of the College will monitor and review the operation of this policy on an annual basis to ensure that it remains relevant and appropriate to the College and will make available the statement, organisation and arrangements sections of the policy in prominent positions in the offices and workplace for inspection by all employees and other interested parties.

The College acts in accordance with those of Lagos State, through the ministry of Education, Safe School Lagos (SSLAG), Office of Education, Quality Assurance (OEQA).

IMPLEMENTATION OF THE POLICY

The VP School Operations, or when absent the Safety Officers, will be responsible to the Advisory Board of Bridge House College for the health and safety of employees, students, visitors and any other person using the premises or engaging in activities sponsored by the College, and will take all reasonably practicable steps to achieve this through the Vice

Principal, the Safety Officers, Heads of Departments, teachers and others as appropriate. In particular, the Principal and Safety Officers will:

- Ensure safe working conditions for the health, safety and welfare of staff, students and others using the College premises and facilities.
- Ensure safe working practices and procedures throughout the College, including those relating to the provision and use of machinery and other apparatus.
- Consult with members of staff on health and safety issues.
- Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- Arrange for supervisory staff to carry out periodic reviews and safety audits.
- Identify the training needs of staff and students and ensure, within the financial resources available, that adequate and appropriate training and instruction is provided.
- Encourage staff, students and others to promote health and safety, and to suggest ways of reducing risks.
- Provide information and training to employees and their health and safety duties.
- Have right workplace facilities e. g toilets, wash basins etc.
- Advise on First Aid kits and training First Aiders.
- Report accidents.

The Safety Officers will be responsible to the Principal for coordinating and monitoring safety matters at the College. The Safety Officers report directly to the Principal. Her duties include an advisory role on all health and safety matters, and she will have responsibility for non-academic matters. This will include the safety of buildings and equipment used and operated by the College. She will have special responsibility for ensuring that academic and, catering staff, cleaners, gardeners and grounds staff, maintenance staff, contractors on College premises and persons hiring the College premises are aware of the aspects of this policy that affect them. She will also ensure that all necessary safety signs are displayed and instructions relating to specific areas (e.g., laboratories) are displayed and circulated to all users.

The Heads of Departments will be responsible for making themselves familiar with health and safety practices that are relevant to the work of their areas of responsibility. The Heads of departments will be directly responsible to the Director of Studies and the Heads of departments (such as the Catering Manager, and Maintenance Manager) will be directly responsible to the Safety Officers for the implementation and operation of this policy within their respective departments and areas of responsibility and will ensure that:

- They set up and implement safe methods of working throughout their department.
- They apply effectively all relevant Health & Safety regulations, rules and procedures.
- They instruct staff, students and others under their jurisdiction on safe working practices.
- They instruct new employees working within their department on safe working practices.
- They carry out regular safety inspections of their areas of responsibility and keep records of those inspections.
- All machinery and equipment within their departments are adequately guarded, in good and safe working order and that they take all reasonably practicable steps to prevent the unauthorised or improper use of these machinery and equipment.
- They provide and keep readily available in the department appropriate protective clothing and equipment, first aid and fire appliances.
- Toxic, hazardous and highly flammable substances in the laboratory and other areas are used, stored and labelled.
- They communicate all health and safety information to the relevant persons.

- They report any health and safety concerns to the Principal, Principal or the Health & Safety Officers, as appropriate.

The Head of Boarding in particular, is responsible for ensuring that House Parents understand the practical aspects of this Policy, and that they carry out their work in accordance with the regulations and guidance outlined therein. Housemasters and Housemistresses are also responsible for carrying out regular safety inspections of their Hostels, keeping records of these inspections and reporting any health and safety concerns to the Principal or the Safety Officers, as appropriate.

All staff will have specific duties during fire and actual evacuations. They must make and keep themselves familiar with the means of escape, fire alarm systems, evacuation procedures and other associated matters.

The Kitchen Supervisor will be responsible for all appropriate isolation procedures in the event of fire/emergency evacuation of kitchen areas.

REPORTING OF ACCIDENTS

Please see First Aid Policy for details.

MEDICINES IN BOARDING HOUSES

All medicines are kept with the College Nurse who locks them up in a cabinet. Tablets should be given strictly according to the dosage specified on the container. They should be administered only by the Nurse who should keep a simple record of all issues (e.g. name of child, time, dose given, brief reason, and they must sign their names (not initials). Paracetamol is a very dangerous drug in overdose. It must not be kept in first aid boxes or in any place accessible to students.

First Aid Boxes

Please refer to the First Aid Policy for details.

FIRE SAFETY

Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the College in ensuring that staff, students and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The Fire Safety policy, procedures and risk assessments at Bridge House College are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

Role of the School Fire Safety Officer

The Safety Officer is the designated School Fire Safety Officer, who is responsible for ensuring that:

- The Fire Safety policy is kept under regular review by Directors, Principal and Senior Leadership Team.
- The Fire Safety policy is promulgated to the entire College community.
- Everyone in the College (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Records are kept of the fire induction training given to new staff and students.
- Procedures for emergency evacuation are regularly tested and lessons absorbed.
- Fire risk assessments are regularly reviewed and updated.
- Fire prevention measures are meticulously followed
- Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended or rebuilt, or when new buildings are acquired.

FIRE SAFETY PROCEDURES

Briefing New Staff and Students
All our new staff (teaching and non-teaching alike) and all new students are given a brief in on the College's emergency procedures during their orientation at Bridge House College. We show them where the emergency exits and escape routes are located, and walk with them to the muster point. Fire action notices are displayed on the walls of all rooms and in all corridors, and we make certain that everyone knows what they look like, and where they should go on hearing the assembly bell.

The safe evacuation of everyone - staff and pupils alike - is our priority; protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's, safety except to effect exiting from the building if their way is blocked by fire. We offer fire awareness training, which includes being shown how to use a fire extinguisher, drills to all staff during their first term. We also offer regular refresher training. One should only attempt to use a fire extinguisher if your only exit is blocked by a fire, the priority is the safe evacuation of students and staff.

Summoning the Fire Brigade
If the assembly bell is rung for any other reason than a fire practice drill, meal times or wake up time, then the Safety Officer must be notified at once by any person discovering a fire.

Visitors and Contractors
All visitors and contractors are required to sign in at the Security post, where they are issued with a visitor's tag, which should be worn at all times that they are on College property. They are made aware of the emergency evacuation notice and are shown the way to the muster point.

ON NO ACCOUNT SHOULD ANYONE RETURN TO A BURNING BUILDING

Responsibilities of Fire Marshals
We have at least three trained Fire Marshal for each building and boarding house. All Fire Marshals are "competent persons" who have been trained to provide "safety assistance" in the event of a fire. Fire Marshals receive regular refresher training.

Fire Practices
We hold fire practices every term at Bridge House College. We will carry out an additional fire practice in the boarding houses when most boarders are expected to be asleep every term. This, combined with a program of inducting new staff and students with emergency escape procedures and the presence of trained Fire Marshals for each building, helps to ensure that the College can be safely evacuated in the event of a fire.

Fire Prevention Measures
We have the following fire prevention measures in place at Bridge House College:

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and exit signs are displayed in appropriate rooms, corridors, stairways, and final exit points.
- Fire extinguishers (of the appropriate type), smoke detectors (where appropriate), are located in buildings in accordance with the recommendations of our professional advisers. Smoke control systems are located in our boarding accommodation.
  All stairs, passages and emergency exits are illuminated.

- Keeping routes and exits clear at all times. The Cleaners and Facility Officer are responsible for unlocking the buildings in the morning, checks that escape routes are not obstructed and for reporting defects.
- It is the responsibility of the Facility Manager, to arrange for an approved contractor to carry out any repairs required.
- Weekly checks are carried out within the boarding houses and any other areas of school building and recorded. Any defects are to be reported to the Facility Manager.
  Smoke detectors, emergency lights, smoke control systems and fire extinguishers are regularly serviced.
- The Technicians/Cleaners check that all Scientific and electrical equipment are switched off at the end of the school day, same with all computers, projectors, printers and electronic whiteboards.

Gas Safety

- All gas appliances (boilers, kitchen equipment, etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept by the Facility Manager.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked away in purpose made, flame-proof containers/amber bottles at all times.

FIRE RISK ASSESSMENT

The College's Fire Risk Assessment meets the requirements of the Federal and State Fire Safety Regulatory requirements. Specifically, it identifies:

- The hazard
- The people at risk
- The measures to evaluate, remove, reduce and protect from the risk
- The measures needed to record, plan, inform, instruct and train people in risk reduction or removal
- The arrangements for reviewing the assessment

FIRE PRECAUTIONS

The fire precautions are intended to ensure, as far as is possible, that no student, member of staff or visitor is injured as the result of a fire on College premises, and that the minimum damage is caused to apparatus and buildings.

Instructions on the action to be taken in the event of fire in

- Boarding Houses
- All other buildings

are prominently displayed in all buildings. All staff should ensure that they and, in the case of teachers and pastoral staff, their students, are familiar with the evacuation procedures, and the location of fire-fighting equipment.

The Safety Officers will maintain a central record of all fire drills, and will provide all fire notices and fire-fighting equipment required by the regulations.

Fire Extinguishers
Portable fire extinguishers are provided in all areas of the College. All staff should familiarize themselves with the methods of operation and limitations of the equipment in their working areas and report immediately to the Safety Officers any faults or lack of provision. The Facility Manager is responsible for arranging annual checks of all equipment by an approved maintenance company.

HYGIENE PRECAUTIONS

The following procedures cover the recommended basic hygiene precautions designed to provide protection against a range of infections to which staff in schools may be exposed.

Personal Hygiene
- Do not share razors, toothbrushes or other implements which could become contaminated with blood.
- Cover all minor cuts, open with suitable dressings.
- Disposal of sanitary pad should follow the procedure for disposal of infected waste.

General Hygiene
Use normal cleaning methods; no special disinfectants are necessary for either:
- The bath or toilet; use disposable cloths; use separate cloths for kitchen, for bathroom and for toilet.

CLEANING GUIDELINES

Control of Exposure
To avoid any health hazards and allergy, staff that do routine cleaning must take the following precautions:
- Ensure that products are diluted to the strength recommended by the manufacturer.
- For wet work, wear protection gloves.
- If substances come into contact with the skin, wash the area in clean water and dry thoroughly.
- When using oven cleaners, or any other product where the manufacturer so specifies, wear eye protection.
- If any cleaning products get into your eyes, flush them thoroughly with water for at least 10 minutes and then seek medical assistance if necessary.
- At the end of each work session, thorough wash, rinse and dry your hands.

Cleaning Above Head Height
When cleaning at above head height, always use step ladders and never stand on furniture. Keep one hand free to hold on to the ladder or other secure fixture and make sure that cleaning equipment is stable and cannot fall of tip over. Domestic cleaning staff should not normally use ladders with more than five rungs; work at higher levels should be carried out by maintenance staff or outside contractors.

Flammable Liquids and Gases
Flammable vapours and gases will ignite on any naked flame or other source of ignition, possibly with explosive violence. Staff must take the necessary precautions to prevent leaks of these materials causing danger. Good ventilation is the best means of preventing such an ignition by diluting the vapours well below the lower explosive limit.

Ladders, Scaffolds and Elevated Work Platforms
Ladders should be at the correct angle and tied or footed. Elevated work platforms can only be operated by authorized persons and a secure operating zone must be set-up. Two persons minimum are required to operate this equipment.

PERSONAL SAFETY GUIDELINES

Personal Protection
You must report any damage to protective clothing and equipment issued to you and take responsible care of it. When not in use. you must store it in the accommodation provided and not leave it lying around to be damaged or lost.

Eyes - You must wear suitable eye protection when doing a job likely to involve risk of eye injury. Safety glasses are suitable for hand tools only. You must wear goggles when handling liquids likely to damage the eyes.

Ear Protection - You must wear hearing protection when working in noisy areas.

Safety Boots - Many injuries to the feet are caused by heavy or sharp objects falling on them, or by people treading on sharp objects such as nails. Maintenance staff, caretakers, gardeners, grounds men and, if required by the Head of Department, technicians, must wear the safety footwear provided.

Hazard Warning Signs
Learn the meaning of hazard warning signs marked on tins and packages. Study the precautions printed on the container and make sure you take those precautions printed on the container. If in any doubt, ask your manager or Safety Officer.

When undertaking cleaning or maintenance tasks, consider any possible risks to other people entering your area of work. Use warning signs if required.

SECURITY OF COLLEGE BUILDINGS AND PROPERTY

Individual Staff Responsibilities

When staff finish using a room, they should ensure that:

- All windows are closed and secured
- Lights and electrical equipment are switched off
- The door is closed, and locked if appropriate
- All rooms containing valuables or attractive items, etc. TVs, videos, computers, etc. must be kept locked when not in use

The last member of staff leaving a building should always ensure it is secure, whether or not it is due to be checked by security staff later.

ELECTRICAL SAFETY – ELECTRICAL APPLIANCES

The College has a legal requirement to maintain portable electrical appliances in a safe condition. Individual users also have responsibilities when using such equipment.

Users must ensure that they use portable electrical equipment only for the purpose for which it is intended, and in the environment for which it was designed and constructed. Before use, they should also make a visual check of the equipment to see whether it is fit for use.

- Users must report any faults to their Manager, Safety Officer or to the VP School Operations and must not use the appliance until it has been certified safe for use
- House Parents have a particular responsibility for ensuring that students do not keep or use unsafe electrical appliances in boarding houses, and that power points in students' accommodation are not tampered with or overloaded.

SELECTING AND MANAGING CONTRACTORS

The Selecting and Managing of Contractors come under the responsibility of the Principal, Facility Manager and the Executive Director.

Selecting Of Contractors
This will be dependent on the type of work that is required to be done. This can be one of a number of different contracts for example, Regular Routine Maintenance, a Building Contract, a one- off contract for specialist work, or in an emergency.

All Contractors are checked to see if they are suitably qualified to carry out the work required. Where the contract is for a lengthy period or a service type contract then the contractor will be asked to take some Child Protection Courses. Companies on a short contract or in Emergency situations will be escorted whilst on premises during School term.

When all Contractors come onto Bridge House College site, they are required to sign in at the appropriate reception and are then met by either the Facility Officer or their designated person.

Alcohol, Drugs and Tobacco
No employee, volunteer or contractor under the influence of alcohol will be allowed to do their job in the College. Smoking and sniffing of illicit drugs are prohibited in the premises at all times.

Human Management Organization (HMO)
The College will renew both students and staff HMO plan at the start of each academic year to enable them access care.