

HEALTH AND SAFETY POLICY

1. POLICY STATEMENT

The College Council and Principal of St. Joseph's College of Education believe that the health and safety of persons within the College is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others.

It is the intent of the Council and Principal of the College to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to the college premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff and students can carry out their work safely.

The College will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include student teachers, visitors, parents, volunteers and contractors. The Council will ensure that adequate resources are identified and procured for health and safety needs.

We believe that health and safety standards will be maintained only with the co-operation of all staff, student teachers and visitors to the College. We require all staff to comply fully with this policy. In addition, we will ensure that all student teachers, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

2. OBJECTIVES OF THE POLICY

The following statement sets out the health and safety objectives for St Joseph's College of Education

1. Will take all reasonable steps to provide safe and healthy conditions for staff, student teachers and others who may be affected by its activities.
2. Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
3. Accepts that health and safety are an integral part of all its activities and will take steps to manage these effectively.
4. Expects all staff and student teachers to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
5. Is committed to providing the necessary information, instruction and training to all staff and student teachers where applicable.
6. Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met.

3.0 RESPONSIBILITIES

3.1. Works and Physical Development Committee (WPDC)

The Works and Physical Development Committee (WPDC) is responsible for setting health and safety guidelines, informing College Management about expected changes in the policy, and providing advice on health and safety matters in the College.

3.2. Responsibility for Monitoring, Implementation and Compliance

- Principal
- Students Affairs Officer
- Hall Councils
- Domestic Bursar and Matron
- SRC & Prefects
- Students & Others

3.3 Responsibilities of Works and Physical Development Committee (WPDC)

The WPDC is responsible for the co-ordination of health and safety management on behalf of the Principal throughout the College and, will

- i. make an annual report, in conjunction with the Heads of Departments and assisted by the Students Affairs Officer, on safety matters to the Principal and the Governing Council;
- ii. assist with inspections and safety audits;
- iii. investigate and advise on hazards and precautions;
- iv. develop and establish emergency procedures, and organise fire evacuation practices within the College;
- v. have a general oversight of health and first aid matters;
- vi. monitor the general safety programme;
- vii. make recommendations to the Principal for matters requiring immediate attention, e.g. safety reports;
- viii. publicise safety matters;
- ix. liaise with outside bodies concerned with safety and health e.g. Ghana National Fire Service;
- x. monitor accidents to identify trends and introduce methods of reducing accidents;
- xi. ensure adequate numbers of staff are trained in first aid procedures.

3.4 Responsibilities of Tutors

Tutors are responsible to their HODs for the immediate safety of the students in their classroom, laboratory or workshop. Specific tutors are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that they are maintained to a high standard with respect to health and safety issues.

Additionally, each tutor will:

- undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- ensure that clear instructions and warnings are given to student teachers verbally as often as necessary;
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on timely basis;
- report defects and make recommendations to their HODs where necessary;
- ensure all accidents, incidents and near misses within the area of responsibility are recorded and reported.

1.5 Technician/Teaching Assistant

The technician/teaching assistant is immediately responsible to the tutor whilst the class is in session. Additionally, the technician/teaching assistants will:

- follow safe working procedures personally;
- be familiar with the general and particular safety rules that apply to his/her area of work;
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- report defects to his/her tutor/HOD;
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.6. Student Teachers

Each student teacher is responsible for his/her personal safety and that of his/her colleagues by proper observation of college rules and procedures. All student teachers will be responsible for:

- Complying with college rules and procedures.
- Taking reasonable care of themselves and others.
- Co-operating with their tutors and other college staff.

- Using equipment and substances in the manner in which they are instructed.
- Not misusing anything provided for the purposes of health and safety.
- Reporting anything they believe to be hazardous or dangerous to their tutor and Principal.

3.7. Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the College by the proper observation of college rules and procedures. It shall be the duty of every staff of the College while at work:

- to take reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions at work, and,
- as regards any duty or requirement imposed on the College or any other person, to cooperate with him/her so far as is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

4.0 GENERAL HEALTH AND SAFETY PROCEDURES

4.1. Fire Safety

All exits in the College should be marked and kept free of obstructions. There should be fire extinguishers at vantage points at least not less than fifty meters apart, one electrical extinguisher blanket in the college kitchen. Their locations should be marked with red fire stickers. Fire safety equipment should be checked regularly by WPDC and records of updates kept.

In the event of a fire outbreak, all staff and students should congregate in any available open space. Students should be controlled and the WPDC will take a roll call immediately during such an occasion.

4.2 Electrical and Gas Safety

Electrical and gas equipment should be numbered and logged. All staff members dealing with gas and electrical equipment are expected to visually check equipment before use and quickly report any problem to the WPDC who should place a notice saying “**Fault! Do Not Use**” before repair and maintenance is done.

In addition, a risk assessment should be carried out on an annual basis and all gas and electrical appliances should be tested by a contractor and a certificate listing all tested and serviceable equipment signed.

Staff should note, particular care needs to be taken with extension leads, to avoid trailing wires especially by students. Care should be taken to avoid AC outlets and mains being overloaded by students. No electrical or gas equipment should be introduced into the College from home by any student without the prior agreement of the Students Affairs Officer and Chairperson of the WPDC.

4.3. Accidents

There should be six First Aid boxes, one with the WPDC, one in the kitchen, one at the administration block, one in the men's hall, one at the women's hall and one for use during lecture hours.

All accidents and cases involving First Aid administration should be recorded and monitored. Parents/Guardian/Close Relative should be immediately informed of severe cases involving accidents using the quickest available means of communication. Responsibility for such accidents affecting staff and students engaged in official duties should be borne by the College where an insurance coverage is not available or possible.

Regular emergency First Aid workshops may be held for all members of the College community whenever the WPDC deems it possible. Plastic and disposable gloves should be made available and all First Aid assistants are advised to use these when dealing with bleeding or other cases of body fluids. If there is an emergency situation, an ambulance should be called to transport a victim to the hospital.

4.4. Setting up a College Infirmary and Reporting Hazards

Despite all the conditions and explanations provided above, the College should endeavour to set up an infirmary to be managed by qualified manpower [Nurse(s) and supporting staff]. When the infirmary has been set up it will be responsible for all the duties spelt out in Section 4.3 of this policy. However, all staff and students should be responsible for reporting hazards to the WPDC. It is then the WPDC's responsibility to follow up this report. The Quality Assurance Office shall monitor the action to be taken to remedy such hazards.

4.5 Control of Dangerous Substances Hazardous to Health Regulations

Teaching staff should note that the use of chemicals in the science laboratory should be checked and usage controlled to avoid hazards.

4.6 Technical and Other Equipment

It is the responsibility of all staff dealing with equipment to ensure that such equipment is in good working order and is stored safely. Any faulty equipment especially from the Technical Workshop should be withdrawn quickly, identified and labelled with a note saying '**Fault! Do Not Use**'. If it is possible to withdraw or enclose for protection, then it should be done so.

The following points about equipment should be noted:

- Photocopiers and Computers – Maximum care should be maintained to avoid electric shocks. They should be withdrawn when they become faulty and maintenance measures quickly ensured where possible.
- Bench Tools and Equipment – Students are to be instructed in the correct use of these tools and equipment and they should be fully supervised when using them.
- Technical Equipment – Band saws, circular saws, drilling machines, grinding machines, welding machines, planers and ladders should be used with extra care to ensure maximum safety. Responsible staff members using such machines are advised to educate students on safety measures before usage, especially on the use of eye shields during welding sessions.

- PE Equipment should be inspected annually and records should be kept of such inspections.
- Gas Stoves/Cookers – The cooks should exercise extra care when using these appliances.

4.7. Noticeable and Infectious Diseases

Details of noticeable diseases and chronic ailments should be reported to the WPDC by the Head of the Infirmary with supporting document(s), and records kept by the unit on such issues.

4.8. Drugs and Medicines

Any illegal substance, drugs and alcohol should not be brought to the College by any student. All staff members, especially Hall Wardens should check that this rule is adhered to by all members of the College community, especially students. However, inhalers should be brought to the College and affected patients should make their conditions known to responsible members of the College community, especially explaining how to administer such support in case of emergency.

4.9. Smoking

The College insists on a strict ‘**No Smoking**’ policy within the College campus.

4.10. Environmental Hygiene

It is the responsibility of all members of the College to monitor the cleanliness of the entire campus. There should be regular inspection of classrooms, halls and offices by various responsible Units.

The Environmental and Infrastructure Development Committee (EIDC) should ensure vector and pest control of insect infestation on campus, especially mosquitoes, bed bugs and flies. This shall include the provision of infrastructure and services, e.g. using appropriate drainage and waste management.

Strict safety measures should be ensured to control vectors like cockroaches, mosquitoes, flies, bed bugs and other harmful insects; and pests like scorpions, snakes and mice that may threaten person, food storage and property.

All the halls and related structures should be fumigated and sprayed with pesticides at least one week immediately College vacates each semester.

All staff members are responsible for encouraging good hygiene habits and environmental cleanliness on the campus. Particular emphasis should be placed on littering; to ensure ‘**a 100% - NO LITTERING POLICY**’ on the campus. Dustbins should be placed at all vantage points of the campus, at least at fifty metres intervals.

The College should ensure the setting up of washroom/changing facilities which are gender friendly all over the campus, especially to ensure the comfort of female tutors and students and visitors to the campus.

4.11 Animals in the College

The following small pets may be kept in the College – fowls, dogs, cats, rabbits and guinea pig. Fowls are to be kept in coops or enclosures. Straying of animals or pets is NOT permitted.

Animals like cattle, sheep, goats, pigs are NOT allowed on the College campus. Owners of pets shall be held liable for any damage or harm caused by such pets.

Dogs and cats should be vaccinated to ensure they do not become a threat to members of the College community. Dog owners are advised to chain them.

4.12. Security

All staff and students are encouraged to be aware of strangers on the premises. If a visitor is unknown, identification should be requested.

Visitors are requested in their own interest to enter the College only through the front main gate. No excuse shall be acceptable from any visitor who uses any other entry into the College.

Doors to all Halls shall be closed during lectures and general College gatherings. Locks and keys on all doors should be in good working conditions at all times.

Any act of violence or abuse towards members of staff, their dependants or any member of the College community shall be treated with the strictest measure of discipline according to the College Disciplinary Code; and where necessary a report made to the Police.

4.13. Visitors

Visitors should be considered as indispensable partners of our academic work and environment. However, visitors should be carefully researched by the security personnel on campus, and appropriate **RISK ASSESSMENT FORMS MUST BE COMPLETED** where possible by visitors. It is the duty of all members of the College community to ensure all visitors are fully briefed about their visits and the expectations for behaviour on campus.

4.14. Contractors and Lettings

All contractors are expected to register their arrival, presence (before commencing work) and departure from campus with the WPDC. They must be provided with the Health and Safety Policy, and if they breach any section of the policy, or if they work in an unsafe manner they are requested to be educated or stopped from work to ensure that their activities do not place members of the College community at risk.

Other groups who may find it necessary every now and then to use the facilities of the College shall be made aware of the Health and Safety Policy of the College and they shall be expected to abide by the policy.

4.15. Staff and the Health and Safety Policy

All staff, teaching and non-teaching, and students shall be given a copy of the Health and Safety Policy. New staff members are also to be given a copy of the policy and they would be required to confirm they have read it. All staff members must keep a copy of the policy and they must ensure they have studied the content well