



DOWEN COLLEGE LAGOS

Our Safety Policy

1. This policy is for the entire school community and it applies to all staff, including managers and board of governors, volunteers, parents/guardians or anyone working on behalf of Downen College Lagos.

2. Purpose/Policy Statement

Downen College is committed to the provision of a safe and conducive learning environment for students, staff and relevant stakeholders free from physical or psychological harm and also ensures that all parties know the role they play in achieving this.

3. The school will:

- a. Make every effort to ensure that its buildings, grounds, plants, and equipment meet all necessary safety standards
- b. Promote health and safety training to ensure competence and awareness.
- c. Develop and communicate information on sensible risk management and safe working practices.
- d. Require all staff and encourage and support all students to show a proper personal concern for their own safety and for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- e. Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their training.
- f. Adopt a planned, risk-based approach to health and safety management based on the principles of sensible risk management. This will involve
 - i. Assessment of hazards and associated risks
 - ii. Identification and implementation of preventive, and protective control measures against those risks to an acceptable/tolerable level
 - iii. Monitoring the effectiveness of those measures including the enforcement of proper working practices by the management team and other supervising staff members and the review of incident statistics
 - iv. Including health and safety requirements and responsibilities into contract conditions which will be enforced by the management team and other supervising staff members.
 - v. Provision of information, instruction, training, and protective equipment to staff (and students where required)
 - vi. Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.

4. The Principal

Will have delegated responsibility for the day-to-day security of the school and for ensuring things such as:

- a. All staff members appreciating the importance of safety and security, and having an understanding of the school's policy and procedures on safety and their own responsibilities.
- b. Staff training needs are reviewed and arranged as necessary. Annual staff training is also planned and executed. New staff members are informed of the school's security policy and procedures.
- c. Liaison with the Board in relation to security matters and provision of regular reports to the Board on security matters.
- d. Seek advice from the police where necessary and report all crimes to the police.

5. The Management Team

The management team will undertake general responsibility to ensure that all necessary safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Deputy Head of School-Administration, the Assistant Director of Administration, the Facilities Manager, and any other member of staff with supervisory responsibilities to:

- a. Identify hazards, initiate risk assessments, record the significant findings, and implement any necessary control measures.
- b. Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and followed; and any necessary corrective action is taken.
- c. Inform, instruct, train, supervise, and communicate with employees and provide them with equipment, materials and clothing as necessary to enable them to work safely; to complete the health and safety induction for all new employees at the commencement of their employment.
- d. Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

6. The Facility Manager

Will:

- a. Maintain the security systems and equipment.
- b. Carry out regular daily routine checks.
- c. Maintain a record of all safety and security checks.
- d. Record security lapses and bring these promptly to the attention of the principal/senior management team.
- e. Maintain all "fire" equipment and prepare and review fire risk assessments.
- f. Ensure all accidents within the area of responsibility are recorded in line with the school policy.

- g. Ensure that procedures are developed and adhered to for operations carried out within the school by staff and by outside contractors.
- h. Raise awareness of security issues.
- i. Be the school's safety coordinator.

6. All Staff

Whatever the arrangement for delegating certain functions, there is a clear message that good security involves everyone in the school. They are required to:

- a. Take reasonable care of their own health and safety at work and of those who may be affected by their actions or by their omissions.
- b. Cooperate with their line manager and senior management to work safely and to comply with health and safety instructions and information, and to undertake appropriate health and safety training as required.
- c. Not to interfere with or misuse anything provided in the interests of health, safety, and welfare, either intentionally or recklessly.
- d. Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements.
- e. Support the school in embedding a positive safety culture that extends to students and any visitors to the site.
- f. Be aware of and conform to operational procedures that affect security, e.g., Key control procedures

7. Students

All students are expected to behave in a manner that reflects the school's behaviour management policy. They must ensure they do not engage in activities that can compromise their safety. Signs around the premises and assemblies/meetings should regularly remind them of their role. In particular, students are expected to:

- a. Take reasonable precautions for their own health and safety at school, as well as the health and safety of their peers, teachers, support staff, and anyone else who may be present at school.
- b. Cooperate with teaching and other support staff and follow all health and safety instructions given.
- c. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare of others.
- d. Report to a teacher or other member of the school staff any health and safety concerns that they may have.
- e. Report any suspicious activities or persons they see on the school premises.
- f. The Student Representative Council takes part in looking at the safety and security of the school and undertakes discussions on the safety issues that may arise in their classrooms in particular, and the whole school in general and also looks at and considers the fire and emergency procedures in school. As school representatives, they are responsible for cascading the information to all of their classmates.

8. Risk Assessment

The Heads of Department, Curriculum Subject Coordinators, Educational Visits Coordinators, and persons in charge of identified activities and events are supported and advised by the

management team in identifying hazards and ensuring that significant findings are recorded and control measures are implemented.

- a. The school will assess the risks to the health and safety of all staff, students and anyone else that may be affected by a work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.
- b. The school will ensure that all those staff members who carry out risk assessments are competent do so and where appropriate, the health and safety consultant will assist in the preparation of assessments.
- c. When a decision on the suitable risk controls is made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.
- d. The principal will bring to the attention of staff all the necessary precautions detailed in the written risk assessment, and the management team will monitor systems of work and the working environment to ensure that staff act in accordance with the details outlined in the written assessment.
- e. The school will make arrangements for to put into practice all the control measures that have been identified as being necessary in the risk assessment.
- f. All staff have a duty to follow health and safety instructions and report any dangerous aspects.
- g. All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change in method of work, etc.
- h. In the event that a situation occurs that could present serious or imminent danger to any person whether they are staff members, students or others, the following procedure will apply:
 - i. Planned work and/or activities with the students that could be affected will cease.
 - ii. The responsible person on site will instruct staff on the necessary immediate action to be taken to reduce the danger if possible.
 - iii. If this is not possible, the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
 - iv. Advice will be sought by the principal from relevant external sources as necessary, e.g., health and safety consultant or the Board.

9. The Educational Visits (Excursion/Field Trips) Coordinator will:

- a. Be involved in educational visit management including liaison with the Deputy Head of School-Administration for logistics, in order to ensure that the school's policy and risk assessment are adhered to.
- b. Work with visit leaders to ensure that the aims of the educational visit are achievable and in line with those of the school.
- c. After discussion with the principal, they approve the proposal. The Board of Governors body will approve visits outside of the country.
- d. Confirm that adequate risk assessments have been carried out.
- e. Support the principal in the management and evaluation of educational visits.
- f. Confirm that the leadership of the visit group is appropriate, including the accompanying staff and security detail.

10. Personal Property

Students are discouraged from bringing valuable items to school, and in the event that they do so, the school accepts no liability. If this is unavoidable on some occasions, then special arrangements should be made in advance with the principal regarding temporary safe keeping. Staff members are responsible for their personal property.

11. Theft, Petty Vandalism, Minor Criminal Damage, and Burglary

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off. When an intruder is thought to be present on the premises, police help must be sought immediately.

12. Food Safety

To promote safety in the school with regards to risk or hazards from food poisoning, it is the policy of the school to ensure the following:

- a. No student shall be permitted to bring cooked food into the school in order to reduce potential sources of contamination and food poisoning to other students.
- b. Weekly reports will be given as to the conduct and overall quality of food served during school lunch as assessed by each department on duty.
- c. Contract caterers shall forward their food handlers' reports to the school every 6 months to ensure they undertake the necessary health checks to safeguard against infection or food contamination.
- d. A regular water supply to ensure best hygiene practices and standards and protect against waterborne illnesses.
- e. The school's water supply is tested at least every 3 months to ensure quality standards.
- f. Water storage tanks should be washed every month to curb contamination.
- g. In the event of external contractors being required, only reputable food vendors are utilised.
- h. Maintain an overall clean environment where disease and cross-contamination will not occur.
- i. Regular fumigation of the premises and maintaining a generally clean and healthy environment where contamination will not occur.

13. Fire Safety

In recognition of the significant hazard posed by fire hazards and to protect the lives and property of the school, it is imperative that all risk assessments are identified and curbed to ensure the utmost safety of all stakeholders. To do this the school will ensure the following:

- a. The general surroundings of the school are well fenced and secured and guarded to protect those within its premises.

- b. The major hazards caused by regular power surges are curbed through the use of surge protectors, stabilizers, and UPS on all air-conditioning and electrical items.
- c. All generators and electrical items (air conditioners, fans, etc.) are serviced regularly.
- d. Install clear, directional fire safety procedures around the school premises.
- e. Adequate fire prevention through the provision and utilization of firefighting equipment and fire extinguishers in all key areas of the school.
- f. The proper storage of all items and commodities that may be deemed harmful to stakeholders within the school (chemicals, instruments, machinery, etc)
- g. Clearly communicate fire safety procedures and conduct fire drills every term for both staff and students.
- h. Fire alarms must be audible across the school grounds.
- i. In case of fire, swiftly evacuate the school via the primary evacuation routes. Teachers and safety team members should confirm that all students, staff and visitors have evacuated the building and call the fire service/emergency numbers.

14. Site Security

All staff members are responsible for the security of buildings and property. At the end of the school day, each member of staff should ensure that all windows and external doors are securely fastened prior to a final check by the facilities manager or the representative. All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism. Adequate security lighting is installed and maintained/monitored by maintenance/security staff. Risk assessments are in place and are reviewed by the person responsible for health and safety and the Board of Governors annually.

15. Contractors

Contractors on School site are required to observe the school's security policy and procedure, and this is overseen by the facilities manager.

16. External Threats

It is the responsibility of the school to keep abreast of and manage any external threats to the safety of its students, staff, and relevant stakeholders through research, dialogue, training and necessary partnerships.

Modern day physical threats such as kidnapping and other threats such as cyber safety, cyber bullying, emotional health and wellness issues should be adequately managed and prevented.

Adequate online/internet safety should be put in place to avoid cybercrimes or bullying by both staff and students, through education.

Important information and records should be backed up and well kept in fireproof or secure storage facilities or conditions.

17. Restricted Areas

The following areas are off-limits to students:

- a. Classrooms during breaks and after school
- b. Laboratories, unless a teacher is also present.
- c. Sports fields and areas during school time (except breaks), unless for educational purposes with a staff member present.
- d. The swimming pool and the immediate environment except a staff member is present to supervise.

18. Violence and Drug Free School

No person may:

- a. Allow the use of any dangerous or hazardous object on the school grounds;
- b. Have any hazardous object on the school grounds;
- c. Store any hazardous object on the school grounds, unless in officially designated places determined by the school principal;
- d. Possess any illegal drugs or substances on school grounds;
- e. Enter the school grounds while under the influence of any drug, or alcohol, or substance;
- f. Cause any form of violence or disorder that that could jeopardise any school activity;
- g. Knowingly condone, close his/her eyes to, hide, encourage or instigate the possession of any hazardous object, or refuse, fail or neglect to report the sighting or presence of any hazardous object on the school grounds to the departmental authorities or the police as soon as possible; and
- h. Cause any direct or indirect harm to anyone who attempts to expose the offender who has brought in hazardous objects and activities or is involved in harmful activities.

19. Transport

The school uses its own vehicles to transport learners and also uses the services of contractors to provide school run services for learners. Therefore, the following applies:

- a. Such vehicles must be insured and have certificates of roadworthiness.
- b. The drivers of the vehicles must have valid driver's licenses and professional driving permits.
- c. In situations where the school uses a company or private person's vehicles to transport learners, the company or owner of the vehicles must provide the following:
 - i. Proof of insurance and certificates of roadworthiness for each vehicle.
 - ii. A valid driver's license and a professional driving license for each driver.
 - iii. The transport company or the owner of the vehicle must provide a substitute driver, a transport support system, as well as an alternative route.
- d. Each vehicle that is used for learner transport must be equipped with a fire extinguisher.
- e. No student may be transported to and/or from a school activity without his/her parents having signed the required consent form.

20. Medication and Health

- a. It is the policy of the school to allow only students with sound health to attend school. Students with illnesses are advised to stay home till they recover.
- b. Parents are requested to inform the school in writing of any medical condition that a learner may have.
- c. If a student needs to carry a doctor's prescription with him/her, the parent(s) must provide both the learner and the medical staff with certified copies of the prescription.
- d. If a student takes medication and requires it during a school activity, the parent(s) must ensure that the student has enough medication with him/her for the duration of the school activity. The medication must be taken under the supervision of the medical staff.
- e. If a student sustains injuries or falls ill during a school activity and needs medical treatment, the supervising staff should take the child to the sick bay for treatment, and the school should contact the parent or establish whether permission is needed for such medical treatment if the parents cannot be contacted as stipulated in the school's health policy.

21. Safety Committee

This will comprise of: the Principal, Deputy Head of School-Administration, Assistant Director Facilities, Safety Coordinator, Education Visits Coordinator and Health/ Safety Prefect.

22. Visitors

The school accepts the responsibility for the health and safety of visitors to the school, including contractors. All visitors to the school will be asked to sign in at the school office and sign out when they leave, and they will be required to wear a badge. All staff accepting visitors, will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

23. General Emergency Procedures

The summoning of emergency services is via the Principal/Head of School or Deputy Head of School in or out of school hours. Lagos State Emergency Response Helpline: 08060907333, or 122, or 767.

In the event of a major disaster, the Crisis Management Team must be alerted.

24. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to implement a recovery plan in the event of a serious accident or event. A separate Crisis Management Plan has been developed by the school and is summarised below.

- a. Crisis Management Team:
 - i. The Principal/Head of School
 - ii. Deputy Head of School(s)
 - iii. Assistant or Deputy Director
 - iv. Facilities Manager/ Safety Coordinator

- v. Chairman, Board of Governor or the Health and Safety Governor.
- b. Function of the Crisis Management Team:
 - i. To act as the decision-making authority for the management of an incident.
 - ii. To develop the procedures and practices to be used for handling emergency situations and communicating these to all staff of the School.
 - iii. To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications gadgets, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
 - iv. To assess the nature, degree and likelihood of threats to the organisation's interests (staff, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets
 - v. To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.
 - vi. Work with relevant government agencies such as the police and the fire services, LASEMA, and follow their advice on the evacuation procedure and assembly point as required.

25. Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances as approved by the Board of Governors:

- a. Changes in legislation and/or government guidance
- b. As a result of any other significant change or event.

Signed: Principal / Head of School: Mrs. Adebisi Layiwola

Date: 30th Aug., 2021

Appendix 1

Accident, Hazard, and Faulty Equipment Reporting

If you identify a hazard or an unsafe piece of equipment/system of work, you should report it in the first instance to your HOD, the Facilities Manager, or the Deputy Head of School - Administration depending on the hazard.

The following hazards are examples. This is not an exhaustive list;

- a. If the hazard is an unsafe piece of equipment or system then you **MUST** inform your line manager or HOD immediately. The equipment/system should be isolated and a note clearly put on the equipment to say that it must not be used under any circumstances.
- b. If the hazard is a spillage, then you should contact the secretary, the sanitation crew supervisor or the cleaner on your floor **IMMEDIATELY** informing them of what the spillage is and where it is, so that they can contact the cleaners and ensure it is cleaned up straight away.
- c. If the hazard is blocking corridors, then you must contact the facilities manager **IMMEDIATELY** informing him where the blockage is so that it can be cleared.
- d. If the hazard is electrical cabling, then you **MUST** ensure that all staff and students are aware of the potential hazard by highlighting the area or you must cover the cables with correct cable covering so that all access is safe.
- e. If in any doubt you should take steps to isolate the equipment or work area in question, and warn others of the hazard by posting warning notices.

Appendix 2

School Excursions, Visits, Matches, etc.-Risk Assessment Template

Trip Venue		Visit Leader	
Description of Trip Activities		Date of Visit	
Assessor: (Signature)		Date Assessment Completed:	
Checked By: (Signature)		Date Assessment Checked:	

Significant Hazards List what could cause harm	Who Might be Harmed e.g. staff, children, certain groups	Likelihood of Harm Remote, Very Unlikely, Unlikely, Possible, Very Likely	Control Measures How will the risk be minimised?	Residual Risk After controls are implemented, (Remote to Very Likely scale)

Please note:

- Parent/guardian’s permission must be obtained for each student before any excursion takes place.
- Emergency preparedness is addressed (phone numbers, medical arrangements, and first-aid)
- Students are suitably dressed.
- Security Detail arrangement made.
- An adequate number of supervisory adults are present on the trip.
- A head count is carried out before departure, routinely throughout the trip and in the event of an emergency, and before the return journey by the trip leader/supervisor.
- Trip leader/ supervisor has a fully charged mobile phone and air time.