



HEALTH AND SAFETY POLICY FOR BEAUTIFUL BEGINNING ACADEMY

Policy Statement:

Beautiful Beginning Academy (BBA) is committed to ensuring the ongoing health, safety, and welfare of its employees, students, and any other individuals who may be affected by the academy's activities. BBA acknowledges its responsibility to comply with all relevant statutory duties and is committed to maintaining a safe and healthy working environment.

Objectives:

BBA's Health and Safety Policy aims to promote the health, safety, and well-being of all employees and students by achieving the following objectives:

1. Providing adequate information, instruction, and training to employees to ensure their competence.
2. Conducting suitable and sufficient Risk Assessments and Safe Working Procedures for all activities to ensure a safe workplace.
3. Providing and maintaining safe equipment and workspaces.
4. Ensuring the provision and maintenance of adequate welfare facilities that are clean and serviceable.
5. Ensuring that contractors are properly vetted and monitored to make them aware of inherent dangers in their workplace and to prevent adverse impacts on employees and students.

Safety Priority:

The safety of individuals is of paramount importance, and this policy unequivocally reflects this commitment. BBA does not tolerate, endorse, or condone any unsafe practices, and employees and students must not engage in unsafe acts intentionally.

Collaboration and Reporting:

BBA encourages open discussions and the exchange of ideas related to health and safety at work. Facilities and arrangements will be in place to allow employees, students, and their representatives to raise health and safety concerns with the academy.

Shared Responsibility:

Employees and students are expected to cooperate in the fulfilment of all statutory duties. The successful implementation of this policy requires wholehearted support from all levels of management, employees, and students, with everyone accepting their responsibilities.

Policy Review:

This policy and all health and safety documents will undergo an annual review and necessary revisions to accommodate changes in the organizational structure or legislative updates. The ultimate responsibility for health and safety at BBA lies with the head teacher.

Health and Safety Duties

BBA's Responsibilities:

BBA will undertake the following responsibilities:

1. Providing and maintaining safe and healthy working conditions in compliance with statutory regulations, setting health and safety objectives, and promoting joint consultation.
2. Ensuring that employees, students, contractors, or members of the public are not exposed to hazards that could harm their health or safety to the extent that is reasonably practicable.
3. Offering health and safety induction, safety training, and education as needed.
4. Providing safety devices, protective clothing, and equipment and enforcing their use when necessary.
5. Ensuring that no client, visitor, or member of the public's health and safety is compromised by any of the academy's activities.
6. Ensuring that necessary work to enhance health and safety is carried out promptly.
7. Ensuring that unsafe equipment is appropriately repaired, cleaned, or replaced.
8. Conducting risk assessments, effectively communicating them to all employees, and regularly reviewing them. Expert advice will be sought when required.
9. Obtaining material safety data sheets for all substances brought onto the premises.
10. Keeping fire doors and escape routes clear and conducting at least one fire evacuation exercise annually. Weekly testing of fire alarms will be carried out.
11. Providing adequate arrangements for employees' and students' welfare at work.
12. Investigating all accidents and dangerous occurrences and implementing measures to prevent recurrence.
13. Conducting regular internal safety audits.
14. Ensuring the competence and suitability of all contractors.

Employees/Students:

Employees and students are responsible for the following:

1. Taking reasonable care for their own and others' health and safety by keeping walkways and work areas unobstructed.
2. Cooperating with the academy in adhering to safety rules and regulations and fulfilling duties imposed by current and future safety legislation.
3. Properly using personal protective equipment provided to them and wearing sensible footwear.
4. Reporting accidents, work-related illnesses, hazards, near misses, unsafe or damaged equipment to their immediate managers.
5. Using guarding on equipment as necessary.
6. Maintaining equipment and work areas in a safe and tidy condition and ensuring fire exits and fire extinguishers are unobstructed.
7. Cooperating in the investigation of accidents and near misses, avoiding behaviour that could unintentionally cause physical harm.
8. Lifting, moving, or storing materials and substances safely.
9. Ensuring that unsafe equipment is appropriately repaired, cleaned, or replaced.

Risk Assessments:

1. BBA will conduct 'suitable and sufficient' risk assessments and retain the findings for a minimum of five years.

2. Risk assessments will help identify workplace hazards, assess risks, and implement control measures to eliminate or reduce the risk of accidents or injuries. All assessments will be reviewed annually or after a serious incident.

In accordance with this policy, BBA will actively seek to fulfil its duties, periodically review, and update the policy as needed, and promote a culture of safety within the academy. Together, we can maintain a safe and thriving educational institution.

Date of Policy: [Insert Date]

Signed: [Head Teacher's Name]

Head Teacher, Beautiful Beginning Academy, Abuja