



# **THE REGENT SECONDARY SCHOOL**

## **Health and Safety Policy**

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Reviewed by the Health and Safety Officer: October 2024  
Previous Review: August 2022  
Next Review: October 2025  
Approved by the Board: October 2024

## **1. Introduction**

The Regent Secondary School is dedicated to ensuring the health, safety, and welfare of all students, staff, and visitors. This policy details the measures implemented to maintain a safe environment, following relevant British and Nigerian health and safety regulations.

## **2. Objectives**

- To provide a safe and healthy learning environment for all students.
- To ensure the safety and well-being of all staff and visitors.
- To comply with all relevant responsibilities and regulations.

## **3. Scope** health and safety legislation.

To foster a culture of safety awareness

This policy applies to all staff, students, contractors, visitors, and anyone directly connected to the school's activities.

## **4. Responsibilities**

### **4.1 School Administration**

- Ensure that the health and safety policy is implemented effectively.
- Allocate appropriate resources for health and safety measures.
- Review and update the policy regularly.

### **4.2 Health and Safety Officers**

- Oversee the implementation of health and safety procedures.
- Conduct regular risk assessments and inspections.

- Report findings and make recommendations for improvements.

### **4.3 Staff Members**

- Follow health and safety procedures and guidelines.
- Report hazards and incidents immediately.
- Participate in health and safety training sessions.
- Educate the students on health and safety procedures during PSHE lessons.

### **4.4 Students**

- Follow the school's health and safety rules.
- Report any hazards or incidents to the school Safety officers.
- Participate in health and safety education sessions.

### **4.5 Visitors and Contractors**

- Comply with the school's health and safety procedures.
- Report any hazards or incidents to the school administration.

## **5. Health and Safety Procedures**

### **5.1 Risk Assessments**

- Conduct regular risk assessments for all areas of the school.
- Implement control measures to mitigate identified risks.
- Review risk assessments periodically and after significant changes.

### **5.2 Fire Safety**

- Maintain and regularly test fire alarms and equipment.
- Conduct regular fire drills and evacuation procedures.
- Ensure all staff and students are aware of fire safety procedures.

### **5.3 First Aid**

- Provide adequate first aid facilities and trained personnel.
- Ensure first aid kits are accessible and fully stocked.
- Maintain records of all first aid treatment.

### **5.4 Emergency Procedures**

- Develop and communicate emergency procedures for various scenarios (e.g., fire and medical emergencies, ).
- Conduct regular drills and review procedures for effectiveness.

### **5.5 Health and Hygiene**

- Maintain high standards of cleanliness and hygiene throughout the school.
- Provide facilities for handwashing and sanitisation.
- Implement procedures for handling and disposing of waste safely.

### **5.6 Accident Reporting and Investigation**

- Report all accidents and near misses using the school's reporting system.
- Investigate incidents to identify causes and prevent recurrence.
- Maintain records of all incidents and actions taken.

### **5.7 Maintenance and Inspections**

- Conduct regular inspections of school premises and equipment.
- Ensure timely maintenance and repair of facilities and equipment.
- Keep records of inspections and maintenance work.

## **5.8 Security**

- Implement measures to control access to the school premises.
- Use CCTV and security personnel where appropriate.
- Ensure all staff and students are aware of security procedures.

## **6. Training and Education**

- Provide health and safety training for all staff members.
- Educate students on health and safety in The Regent Secondary school
- Conduct regular refresher training sessions.

## **7. Monitoring and Review**

- Monitor the effectiveness of the health and safety policy regularly.
- Review and update the policy annually or after significant changes.
- Solicit feedback from staff, students, and other stakeholders.

## **8. Communication**

- Communicate the health and safety policy to all staff, students, and visitors.
- Display health and safety information prominently around the school.
- Use meetings, newsletters, and the school website to disseminate health and safety updates.

## **9. Conclusion**

The Regent Secondary School is dedicated to maintaining a safe and healthy environment for everyone. By following this policy, we aim to prevent accidents, promote well-being and ensure compliance with all health and safety regulations.