

Health and Safety Plan

Purpose: The purpose of this plan is to ensure the health and safety of Abcote's employees, students, and guests by identifying potential hazards, implementing preventive measures, and responding to incidents in a timely and effective manner.

Scope: This plan applies to all areas of the institution, including classrooms, laboratories, offices, libraries, common areas, and outdoor spaces. Necessary budgetary resources are allocated to maintain safety.

Responsibility: The institution is responsible for providing a safe and healthy work and learning environment for its employees, students, and guests. All employees and students share the responsibility to follow this plan and report any incidents or hazards that may affect their health and safety.

Procedures:

Risk Assessment: We conduct a comprehensive risk assessment of the campus to identify potential hazards, such as fire, chemical spills, electrical hazards, and biological hazards. We document the assessment findings and update them as necessary.

Emergency Response Plan: We have developed an emergency response plan that outlines the actions to be taken in the event of an emergency, such as a fire, severe weather event, or medical emergency. We train employees and students on the emergency response plan and conduct regular drills.

Health and Safety Training: We provide regular health and safety training to employees and students, covering topics such as fire safety, first aid, manual handling, and infection control. We ensure that all employees and students are familiar with the emergency response plan and reporting procedures.

Personal Protective Equipment: We provide appropriate personal protective equipment (PPE) to employees and students, where necessary. This includes items such as gloves, masks, goggles, and aprons.

Sanitization: We have implemented a regular sanitization schedule for classrooms, laboratories, offices, libraries, common areas, and high-touch surfaces. We provide hand sanitizer dispensers throughout the campus. A designated employee and building maintenance crew are responsible for ensuring proper procedures are followed.

Social Distancing: As required by current local health conditions, we implement social distancing measures in classrooms, laboratories, offices, libraries, common areas, and outdoor spaces. This includes rearranging desks, limiting the number of people in a room, and promoting remote learning and working where possible.

Health Screening: As required by current local health conditions, we conduct health screenings of employees and students before they enter the campus. This includes temperature checks and screening for COVID-19 symptoms.

Reporting and Investigation: We have established a system for reporting incidents and hazards that may affect the health and safety of employees, students, and guests. We investigate all reported incidents and hazards promptly and take appropriate corrective action. We document all incidents and investigations. (ACCIDENT AND INCIDENT REPORT FORM 10/SS-1)

Communication: We communicate health and safety information to employees, students, and guests on a regular basis. This includes emails, posters, and announcements. We provide basic information about the health and safety plan to students. Annual Safety reports and Emergency Exit maps are posted throughout the campus.

Review and Update: We evaluate the effectiveness of the health and safety plan annually with input from employees and revise it as necessary. We ensure that all employees and students are aware of any changes to the plan. This plan is shared annually with the stakeholders.

By following this plan, Abcote Institute maintains the readiness of its employees, students, and guests to respond to incidents affecting their health and safety.