

HEALTH AND SAFETY POLICY



**ATEBUBU
COLLEGE OF
EDUCATION**



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BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second-cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.



MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



DEFINITION OF TERMS

- 1. Hazard** is any situation, substance, activity, or condition that has the potential to cause harm, damage, or injury to people, property, or the environment.
- 2. Safety** refers to the condition of being protected from harm, danger, or risk. It involves the implementation of measures and practices to prevent accidents, injuries, or other adverse events.
- 3. Health** is the overall well-being of an individual, encompassing physical, mental, and social aspects. In the context of Health and Safety Policies, it often involves measures to protect individuals from harm and promote a healthy environment.
- 4. Compliance** is the act of adhering to rules, regulations, laws, or standards. In the context of Health and Safety Policies, compliance involves following established guidelines and protocols to ensure a safe and healthy environment and to meet legal and regulatory requirements.
- 5. Risk Assessment** is the process of evaluating potential risks in the College environment, such as hazards in classrooms, laboratories, or other facilities.
- 6. Personal Protective Equipment (PPEs)** are the equipment or clothing worn to minimize exposure to potential hazards, such as gloves, safety goggles, or lab coats.

7. **Incident Reporting** is the process for reporting accidents, injuries, near misses, or other incidents to the appropriate authorities within the College.
8. **First Aid** refers to provision of immediate care to a person who is injured or becomes ill until professional medical help arrives



ABBREVIATIONS

- a. **PPEs**-Personal Protection Equipment
- b. **ATECOE**- Atebubu College of Education
- c. **UCC** – University of Cape Coast
- d. **UG** - University of Ghana,
- e. **KNUST**- Kwame Nkrumah University of Science and Technology
- f. **GTEC** – Ghana Tertiary Education Commission



1.0 PREAMBLE

Atebubu College of Education is committed to the pursuit of knowledge and the advancement of education. It acknowledges that the cornerstone of academic excellence lies in a secure and healthy learning and working environment. The formulation of this policy draws inspiration from the Occupational Health and Safety Act, 2020 (Act 1030), which provides a comprehensive framework for ensuring the well-being of workers. Additionally, this policy recognizes the importance of the Environmental Protection Agency Act, 1994 (Act 490), which deals with environmental concerns that may impact health and safety. The policy addresses diverse facets of public health, encompassing sanitation, disease prevention, and health standards, as outlined in the Public Health Act, 2012 (Act 851). The College is dedicated to averting and managing fire incidents within its properties in compliance with the Fire Precaution Act, 2003 (Act 537). Paramount to the College is the health and safety of its community, encompassing students, staff, visitors, and the wider educational community. This commitment spans various facets, including risk assessment, identification of workplace hazards, and implementation of safety measures. The College understands the significance of fostering a culture that prioritizes safety and well-being, promoting excellence in teaching and learning, encouraging research innovation, and supporting professional growth. This commitment is embedded in the College's mission, vision, and core values.

To ensure transparency, equity, and alignment with the values of Atebubu College of Education, the development of the Health and Safety Policy involved thorough consultations with following sources:

- i. Legal guidance was sought to confirm that the College's Health and Safety Policy is in harmony with all pertinent laws and regulations.
- ii. The College's previous Health and Safety Policy was revisited and considered in the formulation process.
- iii. Health and Safety Policies of reputable universities such as UG, UCC, and KNUST were examined for insights and best practices.
- iv. Reference to the 1992 constitution of Ghana was made to ensure adherence to constitutional principles.
- v. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.
- vi. Harmonized Statutes for Colleges of Education were consulted for health and safety.
- vii. The relevance of the Harmonized Scheme of Service for Colleges of Education to the Policy was taken into consideration.
- viii. Shaping the Health and Safety Policy also took into account the Harmonized Conditions of Service for Colleges of Education.

2.0 POLICY GOAL

The ultimate goal of Atebubu College of Education’s Health and Safety Policy is to establish a thorough and efficient framework that enhances the welfare (Health and Safety) of students, staff and other affiliates of the College, by adhering to legal and ethical standards.



3.0 GUIDING PRINCIPLES

- i. The College shall be committed to consistently evaluating and addressing potential safety risks in classrooms, laboratories, and other educational areas.
- ii. Safety measures and guidelines shall be applied and enforced based on the specific requirements of diverse academic activities.
- iii. The College shall cultivate a sense of responsibility and awareness among all members of the College community regarding safety practices.
- iv. Comprehensive and regular risk assessments shall be carried out across all College facilities and activities.
- v. Proactive measures shall be taken to eliminate or reduce identified hazards.
- vi. Clear communication and training shall be provided on identifying hazards and implementing preventive measures.
- vii. Emergency exits and first aid facilities shall be easily accessible and clearly marked.
- viii. Educational materials and resources shall be regularly distributed to enhance awareness of health and safety within the College.
- ix. The College shall integrate eco-friendly practices into its daily operations, encompassing waste management and energy conservation.

4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies for the Health and Safety Policy are as follows:

- i. Establish a safe environment that supports teaching, learning, and research activities within the College:
 - Conduct regular safety assessments of classrooms, laboratories, and other educational spaces.
 - Implement and enforce safety protocols tailored to the specific needs of diverse academic activities.
 - Proactively address and mitigate potential safety hazards identified during assessments.
- ii. Ensure that every member of the College community is responsible for their actions and duties in upholding health and safety standards.
 - Clearly communicate Health and Safety Policies and expectations to all members.
 - Establish a system for monitoring and enforcing compliance with health and safety regulations.
 - Implement consequences for non-compliance, ensuring accountability for individuals.
- iii. Establish and maintain effective emergency response protocols, including evacuation plans, first aid, and crisis management:

- Develop emergency response plans.
 - Maintain well-marked emergency exits and first aid stations.
 - Establish a Crisis Management Team with clearly defined roles and responsibilities.
- iv. Provide education and training to empower individuals to make safe and informed decisions in their daily activities:
- Offer regular health and safety training sessions for all members of the College community.
 - Foster a culture of continuous learning and improvement through workshops and seminars.
- v. Create mechanisms for reporting health and safety concerns and conduct thorough investigations and follow-ups for incidents:
- Establish a confidential reporting system for health and safety concerns.
 - Conduct regular reviews of incidents to identify trends and areas for improvement.
- vi. Promote environmentally sustainable practices.
- minimize the environmental threat of College operations:
 - Implement recycling programs and waste reduction initiatives.

5.0 SUPPORTING PROCEDURE

5.1. HEALTH AND SAFETY REGULATIONS

i. Food Safety Regulations:

- Restaurants and food establishments must adhere to strict cleanliness and hygiene standards to prevent foodborne illnesses. Sanctions to this rule include fines or closure.

ii. Environmental Regulations:

- Improper disposal of waste may lead to fines or other penalties.

iii. Public Health Emergencies:

- During pandemics or public health emergencies, individuals may be required to follow quarantine or isolation orders, and failure to comply may result in legal consequences.

iv. Pharmaceutical Regulations:

- Selling prescription drugs without proper authorization shall result in legal action.
- Unlawful administration of vaccines or drugs on a College campus without proper authorization shall result in legal action

v. Public Gathering Regulations:

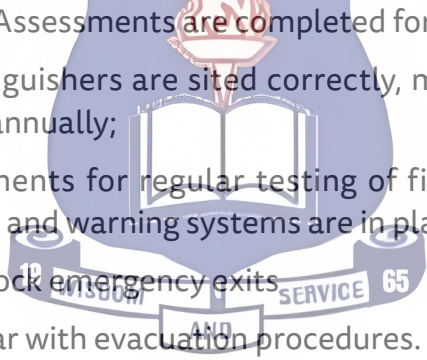
During public health crises, governments may implement restrictions on public gatherings to prevent the spread of diseases. Non-compliance can result in fines or other penalties.

vi. Smoking on campus:

Smoking on campus is strictly prohibited. Sanctions include verbal warning/ written warning/suspension/ dismissal.

vii. Fire Safety: All necessary fire prevention, precautionary and management of fire safety measures are to be implemented within work premises to remove or reduce the likelihood of a fire occurring.

The College Fire Prevention Unit will make sure that:

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- a. Fire Risk Assessments are completed for all premises;
 - b. Fire extinguishers are sited correctly, maintained and checked annually;
 - c. Arrangements for regular testing of fire alarms, fire detection and warning systems are in place;
 - d. Do not block emergency exits
 - e. Be familiar with evacuation procedures.
 - f. Staff and students are also expected to co-operate fully in complying with any preventive (e.g., keeping walkways clear, using equipment and flammable liquids safely) and emergency procedures.

Rule/sanction(s)

- i. Do not tamper with fire safety equipment unnecessary, such as fire extinguishers or smoke detectors.

Sanction: Fines/disciplinary probation/suspension depending on the severity.

- ii. Intentional effort to ignite a fire on campus or any facility with the intent to cause harm.

Sanction: Fines/dismissal/suspension depending on the severity.

- viii. Campus Speed Limits:

- a. **Rule:** Adhere to posted speed limits on campus roads.

- b. **Sanction:** Fines for speeding, with escalating penalties for repeated violations.

- ix. Anti-Hazing:

- a. **Rule:** Hazing is strictly prohibited.

- b. **Sanction:** Suspension or expulsion, depending on the severity of the hazing incident.

- x. Alcohol and Substance Abuse:

- a. **Rule:** Adhere to campus policies regarding the use of alcohol and illegal substances.

- b. **Sanction:** Counselling/fines/educational programs/suspension, or expulsion depending on the nature and frequency of the violation.

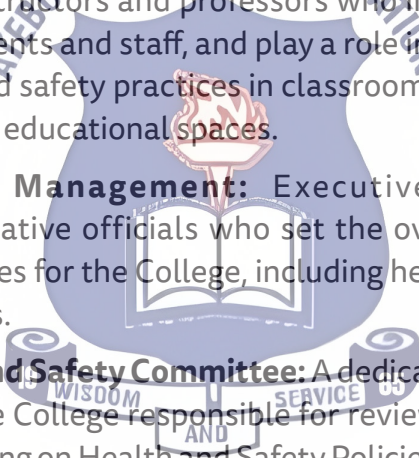
- xi. Weapons on Campus:

- a. **Rule:** Do not bring weapons, firearms, or dangerous items onto the campus premises.

- b. **Sanction:** Immediate expulsion, legal action, and reporting to law enforcement.

6.0 STAKEHOLDERS

6.1 INTERNAL STAKEHOLDERS

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- i. **Student Representatives Council:** Representatives from student organizations or student government who provide a student perspective and engage in discussions regarding Health and Safety Policies affecting students.
 - ii. **Staff:** Instructors and professors who interact directly with students and staff, and play a role in implementing health and safety practices in classrooms, laboratories, and other educational spaces.
 - iii. **College Management:** Executive leadership, administrative officials who set the overall direction and policies for the College, including health and safety guidelines.
 - iv. **Health and Safety Committee:** A dedicated committee within the College responsible for reviewing, updating, and advising on Health and Safety Policies and practices.
 - v. **Student Affairs officer:** A professional in charge of student services, including student health and well-being, and ensuring that Health and Safety Policies are communicated effectively to students.
 - vi. **Environmental Health and Safety Officer:** A designated staff member responsible for overseeing and managing health and safety initiatives, conducting risk assessments, and ensuring compliance with regulations.

- vii. College Security:** They are personnel responsible for enforcing safety protocols, monitoring campus security, and responding to emergencies.
- viii. Guidance and Counselling Committee:** Professionals providing mental health and counselling services to students and staff, contributing to overall well-being.

6.2 EXTERNAL STAKEHOLDERS

- i. MoE:** Sets educational standards, including safety guidelines, and may conduct inspections to ensure compliance.
- ii. GTEC:** Organizations responsible for accreditations and compliance with health and safety standards is often a critical component of the accreditation process.
- iii. Parents and Guardians:** Family members of students who are concerned about the safety of their wards while attending the College. Open communication with parents is crucial to address concerns and provide information about safety measures.
- iv. Local Emergency Services:** Fire departments, police, and emergency medical services that may need to respond in the event of an emergency. Collaboration with these services is crucial for effective emergency response planning.
- v. Community Organizations:** Local community groups or organizations that may collaborate with the College on safety initiatives, community outreach, or shared resources.

- vi. Alumni:** Graduates of the College who may have an ongoing interest in the institution's well-being and may support safety initiatives or provide resources.
- vii. Non-Governmental Organizations (NGOs):** NGOs focused on education, child welfare, or health and safety may collaborate with Colleges to enhance safety practices or support initiatives related to student well-being.
- viii. Media and Public Relations:** News outlets and public relations agencies that may cover or report on safety-related incidents, emergencies, or initiatives at the College. Maintaining positive public relations is crucial for the College's reputation.
- ix. Governing Council of the College:** plays a crucial role in shaping the health and safety landscape of the College, ensuring that policies are comprehensive formulated, effectively implemented and /or reviewed to create a safe environment for all stakeholders.



7.0 MONITORING AND EVALUATION

The monitoring and evaluation of this policy shall be overseen by the following:

- i. **Central Management-** Governing Council
- ii. **Middle Management -** College Management
- iii. **Lower Management-** Heads of Department



8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the Health and Safety Policy is vested in the College Governing Council.

The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.

8.1 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, the Academic Board shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

8.2 APPROVAL BODY

The College Governing Council

8.3 INITIATING BODY

The Academic Board

8.4 EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

8.5 REVIEW DATE

Three (3) years from the effective date (January, 2024 to January, 2027)



9.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

9.1 RELATED POLICY AND OTHER DOCUMENTS:

Harmonized Statutes for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

9.2 OWNER / SPONSOR

College Governing Council

9.3 AUTHOR

College Governing Council



10.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

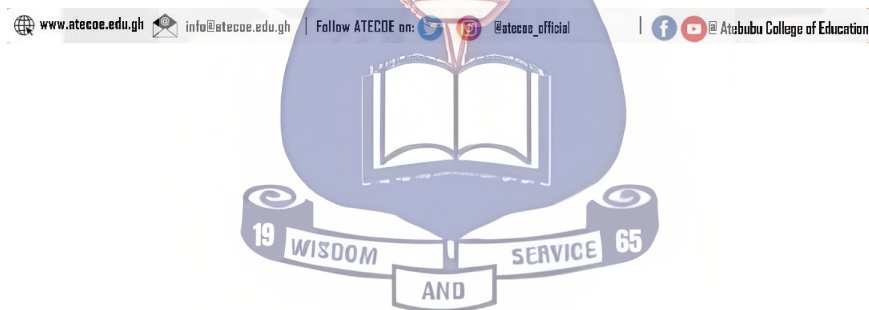
principal@atecoe.edu.gh



11.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe_official
- iii. Instagram-@atecoe_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp-line-0200288320

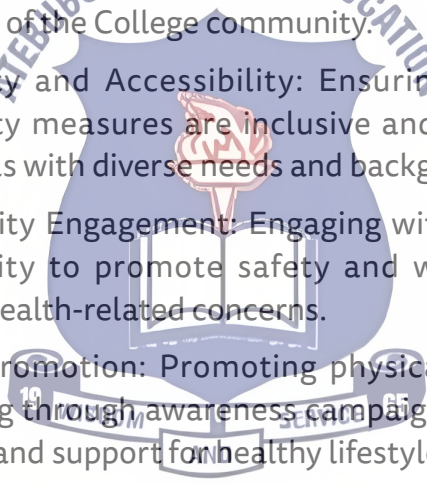


12.0 ANNEXES

THE SCOPE OF HEALTH AND SAFETY POLICY

The scope of Health and Safety Policy of ATECOE covers;

- i. **Campus Facilities:** Safety within all buildings, classrooms, laboratories, libraries, halls, and other facilities on campus.
- ii. **Teaching and Learning:** Safety in the teaching and learning environment, including the classroom, lecture halls, and educational materials.
- iii. **Research Activities:** Ensuring the safety of students and staff involved in research, experimental activities, and fieldwork.
- iv. **Workplace Safety:** Ensuring a safe and healthy workplace for staff and administrative personnel.
- v. **Student Activities:** Safety during extracurricular activities, sports, clubs, and student organizations.
- vi. **Student Housing:** Health and safety considerations for students residing in on-campus or off-campus housing.
- vii. **Health Services:** Providing access to medical services, mental health support, and wellness programs for students and staff.
- viii. **Emergency Response:** Establishing protocols for emergency response, including fire drills, first aid, and evacuation plans.

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- ix. **Security and Surveillance:** Campus security measures, including surveillance and access control.
 - x. **Environmental Health:** Environmental health and sustainability practices to minimize the College's ecological footprint. Promoting environmentally responsible practices and sustainability initiatives
 - xi. **Compliance with Laws and Regulations:** Ensuring compliance with local, state, and national health and safety laws, regulations, and standards.
 - xii. **Safety Training and Education:** Providing health and safety training and educational programs for all members of the College community.
 - xiii. **Inclusivity and Accessibility:** Ensuring that health and safety measures are inclusive and accessible to individuals with diverse needs and backgrounds.
 - xiv. **Community Engagement:** Engaging with the broader community to promote safety and well-being and address health-related concerns.
 - xv. **Health Promotion:** Promoting physical and mental well-being through awareness campaigns, counselling services, and support for healthy lifestyles.
 - xvi. **Crisis Management:** Developing and implementing crisis management plans and communication strategies in case of significant events or incidents.