

Health and Safety Policy

1. Purpose

To promote and maintain a safe, healthy, and supportive environment for all employees, learners, contractors, and visitors of McAnderson Associates Limited. This policy outlines the procedures and responsibilities for preventing accidents, managing risks, and responding to health and safety concerns in both physical and digital environments.

2. Scope

This policy applies to:

- All McAnderson staff and management (including remote and hybrid roles)
- Freelancers, contractors, and trainers
- All learners attending physical or virtual training sessions
- Visitors to McAnderson's training venues or offices

3. Policy Owner

McAnderson Associates Limited

Responsible for ensuring implementation, compliance, and periodic review.

4. Review Schedule

Reviewed annually or whenever there is a significant change in operations, facilities, or legal requirements.

5. Policy Statement

McAnderson Associates Limited is committed to ensuring the health, safety, and welfare of everyone involved in or affected by its operations. We actively seek to prevent accidents and health issues by identifying potential risks, implementing controls, educating staff and learners, and maintaining safe training and working environments.

6. Health and Safety Objectives

- Prevent injury and ill-health through proactive hazard identification and risk management
- Comply with relevant Nigerian health and safety legislation and best practices
- Ensure all staff and learners understand their roles and responsibilities
- Regularly assess and improve the safety of all operational environments
- Provide access to first aid, emergency procedures, and reporting channels

7. Responsibilities

7.1 Management / Policy Owner

- Ensure the implementation of this policy across all departments
- Allocate adequate resources for safety equipment, training, and welfare
- Conduct regular safety audits and risk assessments
- Investigate incidents and ensure corrective actions are taken

- Promote a culture of safety and continuous improvement

7.2 Trainers, Facilitators, and Staff

- Take reasonable care for their own health and that of others
- Follow all safety procedures, instructions, and emergency protocols
- Promptly report any hazards, near misses, or accidents
- Use protective equipment where applicable (e.g., during technical setup)
- Ensure that training environments (classrooms, labs, virtual sessions) are safe and inclusive

7.3 Freelancers and Contractors

- Must comply with McAnderson's health and safety standards while on duty
- Must receive and acknowledge safety orientation when working on-site
- Report any unsafe conditions immediately to the Program Manager or Safety Officer

7.4 Learners

- Expected to behave responsibly and follow instructions during training
- Must report any injury, unsafe condition, or concern to a facilitator or course administrator
- Use any provided safety tools or personal protective equipment as instructed

8. Risk Management and Safety Measures

8.1 Physical Training Spaces:

- Fire exits, extinguishers, and emergency lighting are installed and checked regularly
- Classrooms are kept clean, well-lit, and ventilated
- Electrical equipment is maintained and tested periodically
- First Aid kits are available and accessible
- Emergency procedures and contact numbers are clearly posted
- Incident logs are maintained for all in-person sessions

8.2 Virtual / Remote Working Environments:

- Staff are encouraged to set up ergonomic and distraction-free workspaces
- Mental health and digital wellbeing are promoted through staff check-ins
- Online safety training is provided (e.g., phishing awareness, data security)
- Use of secure platforms (e.g., Google Meet, Microsoft Teams) is enforced
- Cyberbullying, harassment, or abuse during virtual sessions is not tolerated

9. Fire Safety and Emergency Response

- Fire drills are conducted periodically (for in-person locations)
- Emergency contacts and evacuation plans are shared with staff and learners

- All staff must familiarize themselves with escape routes and rally points

10. First Aid and Accident Reporting

- Designated First Aiders are appointed at physical training locations
- All incidents and near misses must be reported to the Program Manager immediately
- Accident reports are reviewed quarterly to identify trends and improvements

11. Communicable Diseases

- McAnderson follows current public health guidelines related to hygiene, distancing, and protective measures
- Virtual learning is offered as an alternative during public health crises
- Hand sanitizers and cleaning protocols are maintained at training venues

12. Training and Communication

- Health and safety orientation is part of staff onboarding
- Refresher briefings and safety tips are shared during team meetings and via email
- Policy availability is ensured on internal platforms and shared with contractors

13. Monitoring and Review

- Annual internal health and safety audits are conducted
- Feedback from staff and learners is analyzed to improve safety practices
- Any serious incident triggers an immediate review of this policy

14. Commitment to Continuous Improvement

We believe safety is everyone's responsibility. McAnderson is committed to continuous review and improvement of our health and safety procedures to meet evolving needs and challenges in both physical and virtual environments.

15. Policy Approval

Approved by:

Akindayo Akindolani

Position: Founder & CEO

Date: 18th May 2025

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Next review due: 02/01/2026