



# **SPEEDLINK INSTITUTE OF TECHNOLOGY AND INNOVATIONS (SITI)**

Policy and Procedure: Health, Safety and Welfare Policy and Procedure

Policy Number: SITI-HSW-001

Version: 1.0

Effective Date: 1st, February 2026

Approved By: SITI Board of Directors

# 1. Purpose

To ensure that SITl provides a safe, healthy, and supportive environment for all students, staff, tutors, contractors, and visitors. This policy:

- Identifies and manages health and safety risks associated with SITl's activities (training, events, office operations).
- Establishes clear emergency response procedures (building on Section 6 of the main SOP).
- Promotes the welfare and wellbeing of learners, including mental health support and protection from bullying or harassment.
- Ensures compliance with relevant Nigerian health and safety legislation.

This policy upholds SITl's duty of care and its commitment to Excellence and Impact.

# 2. Scope

This policy applies to:

- All SITl premises (training venues, offices, event locations) whether owned, leased, or temporarily used.
- All activities including: lectures, LMS-based learning (home or centre), events (Induction, Webinars, Motivate & Connect, CSR, Graduation Week), corporate training at client sites, and off-site CSR activities.
- All persons on SITl premises or participating in SITl-organised activities: students, staff, tutors, contractors, volunteers, visitors, and guests.

This policy does not cover:

- Health insurance or medical treatment (separate guidance).
- Long-term disability management (separate HR policy, to be developed).

# 3. Definitions

Term	Definition
Health	Physical and mental wellbeing, including freedom from illness, injury, and stress related to SITl activities.

Safety	Freedom from physical harm, including fire, electrical, structural, and security risks.
Welfare	The general wellbeing, comfort, and support of individuals, including access to amenities, pastoral care, and mental health resources.
Hazard	Anything with the potential to cause harm (e.g., loose cables, faulty electrical equipment, aggressive behaviour).
Risk	The likelihood that a hazard will cause harm, combined with the severity of that harm.
Risk Assessment	A systematic process of identifying hazards, evaluating risks, and implementing controls.
First Aider	A SITl staff member trained in basic first aid (certified).
Designated Safeguarding Officer	The person responsible for handling welfare and child/vulnerable adult protection concerns (typically the Training Coordinator).
Critical Incident	Any sudden, unexpected event that causes serious harm, injury, or threat to life, or that could damage SITl's reputation.

## 4. Policy Statement

SITl is committed to:

1. Providing a safe environment by identifying and controlling hazards in all training and event venues.

2. Promoting health and wellbeing through access to clean facilities, breaks, hydration, and mental health support.
3. Protecting welfare by preventing bullying, harassment, discrimination, and victimisation (see also Equal Opportunity and Diversity Policy).
4. Preparing for emergencies with clear procedures, trained personnel, and regular drills.
5. Complying with all applicable laws including the Factories Act (Cap F1 LFN 2004) and relevant safety regulations.
6. Continuously improving through incident reporting, investigation, and corrective action.

## 5. Roles and Responsibilities

Role	Health, Safety & Welfare Responsibilities
Training Coordinator	Overall responsibility for implementing this policy; appointing First Aiders and Safety Wardens; conducting risk assessments; reporting serious incidents to the Board.
Admin Staff	Maintain first aid kits; keep emergency contact lists; ensure venue safety checks are done before events.
Technical Team	Ensure electrical equipment (AV, computers, generators) is safe and regularly inspected; manage fire extinguishers and emergency lighting.
Ushers / Protocol	Assist with evacuation during events; guide visitors; report hazards.
All Tutors and Staff	Take reasonable care of their own safety and that of others; report hazards or incidents immediately to the Training Coordinator.
Students	Follow safety instructions; report hazards or welfare concerns; behave in a way that does not endanger others.

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Local Organising Committee (LOC) for events

Include safety and welfare planning in event proposals (per main SOP Sections 4.5.1, 4.6.2).

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## 6. General Safety Requirements

### 6.1 Venue Safety Standards

All SITl training venues and event locations must meet the following minimum standards:

Aspect	Requirement
Fire safety	At least two unobstructed exit routes; fire extinguishers (serviced annually); fire assembly point clearly marked.
Electrical safety	No exposed wires; overload protection; portable equipment tested visually before each use.
Ventilation and lighting	Adequate natural or artificial lighting; fresh air circulation; no excessive heat or odours.
Seating and space	Sufficient seating for all participants; clear aisles; no tripping hazards (cables covered).
Sanitation	Clean, functional toilets; handwashing soap; waste bins.
First aid	First aid kit accessible; trained First Aider present (for events >20 persons).

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For corporate training at client sites, SITl relies on the client's venue safety but will conduct a visual inspection before the first session.

## 6.2 Hazard Reporting and Control

- Any person who identifies a hazard (e.g., broken chair, wet floor, exposed cable) must report it immediately to Admin or the Training Coordinator.
- The responsible person must either eliminate the hazard immediately (e.g., remove cable, post warning sign) or cordon it off and arrange repair.
- A Hazard Log (Appendix A) is maintained by the Training Coordinator, tracking each hazard, action taken, and date resolved.

## 6.3 Personal Safety and Security

- SITI premises (where under SITI's control) will have security personnel or access control during operating hours.
- Students and staff should not leave valuable items unattended. SITI is not liable for lost or stolen personal property.
- For evening events or late-finishing classes (after 7 PM), SITI will arrange security escort to the nearest transport stop upon request.
- Any security incident (theft, assault, unauthorised entry) must be reported to the Training Coordinator and, if criminal, to the police.

# 7. Health and Welfare

## 7.1 Physical Health

- Hydration and breaks: For sessions longer than 2 hours, a 15-minute break must be provided. Drinking water (or affordable sachet water) must be available.
- First aid: Every SITI training venue has a first aid kit (checked monthly by Admin). At least one First Aider (certified by Red Cross or equivalent) must be present for any event with more than 20 persons.
- Medical emergencies: Per Section 6 of the main SOP, the nearest hospital details are posted in all venues. The First Aider coordinates with emergency services.

## 7.2 Mental Health and Welfare Support

SITI recognises that learning and work can cause stress, anxiety, or personal difficulties. SITI provides:

- Pastoral support: Any student or staff member may speak confidentially with the Training Coordinator or a designated Welfare Officer (if appointed) about personal challenges affecting their studies or work.
- Referral to professional help: SITl maintains a list of local counsellors, psychologists, and support organisations (e.g., mental health helplines). Students may request a referral.
- Reasonable adjustments: Students experiencing mental health difficulties may request extensions, deferrals, or other accommodations under the Equal Opportunity and Diversity Policy (Reasonable Accommodation).
- Anti-bullying and harassment: Any form of bullying, cyberbullying, or harassment is prohibited and may be reported via the Complaints Procedure or Grievance Policy.

### 7.3 Welfare Facilities

For training sessions longer than 4 hours (e.g., full-day workshops), SITl will provide:

- Access to a clean restroom.
- A designated break area with seating.
- Drinking water.
- Arrangements for lunch (either provided or with sufficient time to purchase food nearby).

For residential or multi-day events (e.g., CSR camps), additional welfare provisions (sleeping arrangements, meals, medical support) must be detailed in the LOC proposal (per main SOP Section 4.6.2).

## 8. Emergency Procedures

Section 6 of the main SOP provides a summary. This policy expands on those protocols.

### 8.1 Emergency Response Team

For each SITl event or training day, the following roles are assigned:

Role	Responsibility
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Emergency Coordinator (Training Coordinator or designated LOC member)	Overall command; liaises with emergency services.
First Aider	Provides immediate medical care.
Safety Warden (assigned usher or staff)	Guides evacuation; checks rooms; reports missing persons.
Communications Officer (Admin or Marketing staff)	Notifies internal stakeholders; contacts families if needed.

## 8.2 Fire Evacuation

Step	Action
1	Upon hearing fire alarm or verbal instruction, all persons stop activities.
2	Safety Warden directs evacuation via nearest safe exit (do not use lifts).
3	Everyone proceeds to the designated Fire Assembly Point.
4	Safety Warden does a head count (using attendance list).
5	Emergency Coordinator reports any missing persons to fire services.
6	No re-entry until declared safe by emergency services or Training Coordinator.

Fire drills: At least one fire drill per year at each venue. Records kept by Training Coordinator.

## 8.3 Medical Emergency

Step	Action
1	First Aider assesses the person. For serious injury/illness (unconsciousness, severe bleeding, difficulty breathing), call emergency services (e.g., 112, local ambulance).
2	First Aider administers appropriate first aid (CPR, pressure on wound, recovery position).
3	Communications Officer clears a path for ambulance and meets emergency services at the entrance.
4	Training Coordinator notifies the person's emergency contact (if a student) or next of kin (if staff).
5	An Incident Report (Appendix B) is completed within 24 hours.

## 8.4 Security Incident (Violence, Threat, Intrusion)

Step	Action
1	Ensure immediate safety: if threat is active, evacuate or lockdown as instructed by Security personnel.
2	Call police (if criminal).
3	Training Coordinator notifies the Board within 1 hour.
4	Provide support to affected persons (counselling referral).

## **8.5 Power Failure (per main SOP Section 6)**

- Technical Team activates backup generators immediately.
- If generators fail and the venue becomes unsafe (dark, no ventilation), Training Coordinator orders evacuation or dismissal.
- Sessions may be rescheduled within 48 hours.

## **8.6 LMS Downtime (per main SOP Section 6)**

- Technical Team activates backup access procedures (e.g., shared drive, email distribution).
- Students notified via WhatsApp group.
- Rescheduled sessions within 48 hours.

# **9. Incident Reporting and Investigation**

## **9.1 Reporting Obligations**

Any accident, injury, near miss, or welfare concern (including threats, harassment, or mental health crisis) must be reported to the Training Coordinator within 24 hours using the SITI Incident Report Form (Appendix B).

## **9.2 Investigation**

The Training Coordinator (or Board Secretary for serious incidents) will:

- Investigate the root cause within 5 working days.
- Interview witnesses.
- Take photographs of physical hazards if relevant.
- Determine corrective actions to prevent recurrence.
- Submit a report to the Board (for serious incidents) within 10 working days.

## **9.3 External Reporting**

Certain incidents may require reporting to external authorities:

Incident Type	Authority	Reporting Timeline
Fire	Local fire service	Immediate (during incident).
Serious injury or death	Police, Ministry of Labour (if staff)	Within 24 hours.
Infectious disease outbreak (e.g., COVID-19, cholera)	State Ministry of Health	Within 24 hours.

The Training Coordinator maintains a log of all reportable incidents.

## 10. Risk Assessment Process

### 10.1 When to Conduct a Risk Assessment

A formal written risk assessment must be completed for:

- Any new training venue (before first use).
- Any event with >50 participants (Graduation Week, Motivate & Connect, CSR activity off-site).
- Any activity involving off-site travel (CSR events, external workshops).
- Any high-risk activity (e.g., handling equipment, large gatherings).

### 10.2 Risk Assessment Format

Using the SITI Risk Assessment Template (Appendix C), the responsible person (Training Coordinator or LOC) identifies:

Hazard	Who might be harmed?	Existing controls	Risk level (L/M/H)	Additional actions required
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Risk levels:

- Low – No further action required.
- Medium – Additional controls must be implemented within 7 days.

- High – Activity cannot proceed until controls are in place and approved by Training Coordinator.

### 10.3 Review

Risk assessments are reviewed annually or after any incident that reveals a previously unidentified hazard.

## 11. Training and Awareness

- All new staff and tutors receive a safety induction (fire exits, first aid kit location, reporting procedures) on their first day.
- Students receive safety information during orientation (Section 4.2.2 of main SOP), including evacuation procedures and emergency contacts.
- First Aiders receive certified training (renewed every 3 years). SITI covers the cost.
- Fire drills are practiced annually, with records kept.

## 12. Specific Welfare Provisions for Vulnerable Groups

SITI may enrol students under 18 (with parental consent) or other vulnerable persons. For such cases:

- A Designated Safeguarding Officer (Training Coordinator) is responsible.
- A separate consent form for parents/guardians is required.
- Under-18s must not be left unsupervised on SITI premises after 6 PM without a parent or designated guardian present.
- Any allegation of abuse or neglect is reported immediately to the Training Coordinator and, if required, to state child protection authorities.

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## 13. Documentation and Records

Record	Responsible	Retention
Incident reports (including investigations)	Training Coordinator	5 years

Hazard log	Training Coordinator	3 years
Risk assessments	Training Coordinator	Duration of activity + 3 years
First aid certificates (staff)	Admin	While employed + 2 years
Fire drill records	Training Coordinator	3 years

## 14. Reporting to the Board

The Training Coordinator includes in the monthly report to the Board (per main SOP Section 5.2):

- Number of incidents (categorised: injury, illness, security, welfare).
- Serious incidents (with summary, anonymised).
- Corrective actions taken.
- Risk assessments completed that month.
- Fire drill status.

## 15. Related Documents and Policies

- SITI Comprehensive SOP (Version 2.0, April 2026) – Section 6 (Emergency Protocols).
- SITI Equal Opportunity and Diversity Policy (for reasonable adjustments and anti-harassment).
- SITI Complaints Procedure (for welfare complaints).
- SITI Grievance and Disciplinary Policy (for serious misconduct affecting safety).
- Nigerian Factories Act (Cap F1 LFN 2004).

## 16. Policy Review

This Health, Safety and Welfare Policy will be reviewed annually or after any serious incident. The review will involve staff, student representatives (if available), and external safety advisors as needed.

## Appendix A: SITI Hazard Log

Date Reported	Location	Hazard Description	Reported By	Action Taken	Action By	Date Resolved
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## Appendix B: SITI Incident Report Form

*(To be completed within 24 hours of any accident, injury, near miss, or welfare concern)*

Field Information

Reporter Name

Role (Student / Staff / Tutor / Other)

Date of Incident

Time of Incident

Location

Type of Incident

- Injury (physical)  Illness  Fire  Security (violence/theft)  Welfare (mental health, harassment)  Near miss  Other

Persons Involved (names, roles)

Description of Incident (what happened, how)

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Immediate Action Taken (first aid, evacuation, police called)

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Witnesses (names, contact)

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Injuries or Damage (describe)

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Report Sent to Training Coordinator on

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Training Coordinator Follow-Up (investigation, corrective actions)

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix C: SITI Risk Assessment Template

Activity / Venue: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Assessor Name: \_\_\_\_\_

Hazard	Who might be harmed?	Existing Controls	Risk Level (L/M/H)	Additional Actions Required	Action By	Deadline
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Overall risk rating after controls:  Low  Medium (approved with conditions)  High (activity not approved)

Approved by Training Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_