

## THE REGENT COLLEGE



### GENERAL SAFETY

**To help ensure your safety please note the following;**

1. If you happen to have an accident or suffer an injury, (no matter how minor) on school premises or in the hostels, please tell a member of staff as soon as possible, and undertake first- aid treatment .
2. If you see something at school (in the lecture rooms, outside) or in your hostel that is damaged or broken, or something that just generally looks unsafe, you should either bring it to the attention of a member of staff, or send an e-mail with the details of the place and the problem, (including a picture) to the following e-mail account:-

[admin@regentcollegeabuja.com](mailto:admin@regentcollegeabuja.com)

So that we can remove the hazards from your environment.

During orientation, you will receive best practice guidance and advice on a range of safety issues to guide you.

**All Students must;** take care of yourself and those who may be affected by your acts, co-operate with The Regent College on all health and safety matters, not interfere with any item which has been provided in the interest of safety, report any hazards or suspicious activities, and report all accidents and incidents you become aware of.

**The Regent College will provide the necessary training, supervision and information** to ensure high standards of safety and will take appropriate action where students deviate from this expectation. Monitoring and review of all our activities, systems and procedures will ensure the continuous improvement of our safety.

## **SAFETY ON THE STREETS**

Ensure that you find safe routes to school, the shops etc. These should be in well-lit areas.

Avoid walking alone in dark or lonely roads.

If you are walking somewhere, walk confidently facing oncoming traffic.

If you are crossing the road, make sure that you look both ways before crossing, or use a pedestrian crossing.

We recommend that you walk in groups of 3 or more.

Do not carry large amounts of cash or valuables with you.

We can store cash or valuables for boarders.

Carry your bag close to you with the clasp/zips facing inwards.

Make sure that your mobile phone is topped up before embarking on a long journey.

Please add the number of the School's Admin officer (07054392083) as contact.

You should also store the number of your house parent if you are a boarder.

Do not talk to strangers and avoid confrontation.

If you ever feel like you are being followed, cross the street.

If you are still concerned, go to the nearest public area such as a restaurant, shop etc. and ask the staff to help you.

## **SAFETY IN AND AROUND THE COLLEGE**

**Regent Street / Close:** If you drive yourself, ensure you always carry your driver's license and particulars of the car at all times.

Be mindful of all other road users, obey all road rules and please be extra careful on Regent Street/Close. Drive carefully and park at the allotted car park where a tally of identification will be given to you.

When leaving Regent Street/Close be very careful of pedestrians, and other drivers.

## **SAFETY ON ACTIVITIES/EXCURSIONS**

Teachers will be given responsibility for you when you are on an activity or excursion. You will be advised who that person is on each activity. Make sure you take their contact number and store it on your phone.

Listen to your teachers. They will advise you where you should meet them, and how much free time you have.

Make sure you return to the meeting point on time.

Be aware of your surroundings.

Take note of any landmarks or shops to help you find your way around.

If you lose your way, it will help us to find you.

Do not walk around places you are not familiar with alone.

Stay in small groups and keep to busy areas of town.

### **TIPS ON USING TAXIS/UBER**

If you need to use a taxi, call UBER. Download the App on your mobile phone in case you ever need it.

Before you get in the UBER, check that it is the same make and number as indicated on the UBER App.

Agree on the price in advance with the driver to avoid any misunderstanding. Sit in the back of the vehicle. Ideally behind the driver.

Have your cash ready to pay the driver and pay after you have dis-embarked the vehicle.

It is acceptable to ask the taxi driver to wait until you have entered your accommodation before driving off.

### **SAFETY ON-LINE AND ON THE INTERNET**

Students should be cautious about providing any personal details including images to people claiming to be their friends online.

Students are responsible for using the college ICT systems and mobile devices in accordance with the college's internet regulations.

Seek help and follow procedures where you are worried or concerned, or where you believe an E-safety incident has taken place involving you or another member of the college community.

Students must act safely and responsibly at all times when using the internet and/or mobile technologies.

If a student is a victim of cyber bullying this should also be reported to the IT Manager, Principal etc in the first instance.

## ELECTRICAL SAFETY

Prior to use, students must ensure that the equipment they are using is in good condition.

The equipment must be used in accordance with academic direction and the manufacturer's advice.

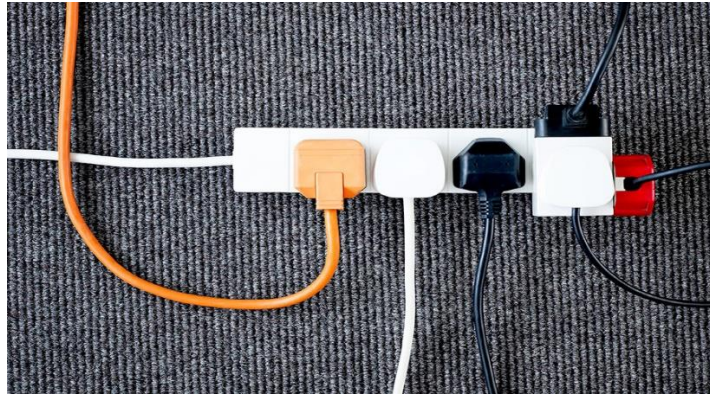
The obvious hazards associated with electricity are; contact with live parts causing shock and burns, faults which can cause fire, fire or explosion where electricity could be the source of ignition

**Danger signs to look out for:** Fire, hot plugs and sockets, fuses that blow for no obvious reason, flickering lights, scorch marks on sockets or plugs, are all signs of loose wiring or other problems.

**Badly wired plugs:** If the coloured wires are sticking out of the plug, and water/debris can get inside.

**Cracked or overloaded sockets:** If you plug too many appliances into an adaptor you could overload the socket, which can lead to overheating.

**Multipoint adaptors:** Multipoint adaptors as seen below should not be used unless absolutely necessary, adaptors should only be of a type authorised by the college.



**No more than one of these sort of adaptors below may be used at any one outlet.**



**Fraying power leads:** The outer covering of a power lead must not be damaged. See example below



**Prohibited Student Electrical equipment on college premises.**

Rice steamers, electrical kettles and steam irons will not be allowed (pic of acceptable iron is in parents Information booklet).

C.I Ebiai (Mrs)

Principal

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