

## **GBS Health and Safety and Risk Assessment Policy**

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<b>Related policies</b>
<ul style="list-style-type: none"> <li>• GBS Student Complaints Policy and Procedure</li> <li>▪ GBS Student Charter</li> <li>▪ GBS Student Code of Conduct</li> <li>▪ GBS Equality and Diversity Policy</li> <li>▪ GBS Extenuating Circumstances Policy and Procedure</li> <li>▪ GBS Good Academic Practice and Academic Malpractice Policy</li> <li>▪ GBS Student Disciplinary Policy</li> </ul>
<b>External Reference</b>
N/A

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## **GBS HE Malta Limited Health and Safety and Risk Assessment Policy**

### **1. Policy Statement**

- 1.1 GBS HE Malta Limited aims to achieve the highest standard of occupational health and safety for its staff and students in order to provide an excellent environment for learning and working. GBS has moral obligation and statutory duty to ensure the health, safety, and welfare at work of all of its staff, students and other persons who may be affected by its undertakings are protected.

### **2. Duties**

- 2.1 The main duties include:

- Providing adequate control of the health and safety risks arising from our work activities.
- Providing adequate resources to ensure the highest possible standards of health and safety are achieved within the college.
- Ensuring every staff member and student knows his/her legal responsibilities in taking care of the safety and wellbeing of themselves and other people who may be affected by their actions.
- The provision and maintenance of a safe working and learning environment for members of staff and students, with adequate facilities and arrangements for their welfare.
- Prevention of accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions for all employees, students and the third parties.

### **3. Student Responsibilities**

- 3.1 It is a condition of enrolment that students agree to abide by the Health and Safety Policy and procedures especially in relation to emergency preparedness and general safe behaviour.

- 3.2 Student responsibilities:

- Each student is required to observe all instructions issued by GBS, concerning Health and Safety. Each student is required to follow the Fire Evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and obeying instructions given by Fire Wardens or other members of staff.
- Students must familiarise themselves with any notices detailing Health and Safety procedures.
- GBS has overall responsibility to ensure that work carried out within GBS conforms to the relevant legislation, and that risk assessments are carried out where appropriate. All students must co-operate, where necessary, in the compilation of such assessments and must strictly adhere to instructions given in relation to all Health and Safety.
- Their own health and safety and that of others who may be affected by their actions or omissions.
- Behaving in a correct and safe manner.

- Complying with all relevant statutory regulations, codes of practice and GBS' safety rules and standards.
- Donning personal protective equipment whenever provided and required.
- Reporting, without delay, to the person responsible for the area/ activity any and all recognised hazards, defective equipment and unsafe conditions.
- Reporting without delay (within 24 hours of occurrence) to the person responsible for the area/activity all accidents, ill health and/or incidents.
- Co-operating with all members of GBS staff in maintaining the requirements of GBS' health, safety and fire policies and all other safety regulations affecting GBS.
- Familiarising themselves with the Health and Safety Policy as well as support procedures.
- Not to intentionally or recklessly interfere with or misuse any equipment provided in the interest of safety.

3.3 All students should be aware that failure to comply with the Health and Safety procedures may lead to disciplinary action by GBS.

#### **4. Fire Drills**

4.1 In compliance with the relevant fire safety legislation and good working practice, GBS requires that fire evacuation drills are carried out in GBS premises at least once every six months. All students must be informed about Health and Safety policy during Induction.

4.2 All students must familiarise themselves with the actions they need to take in the event of fire and evacuation of the building.

4.3 In the event of fire being discovered in the building students must inform immediately any member of staff of the location and nature of the fire. The appointed Fire Marshal must rapidly go from room to room to inform all students and staff to evacuate the building.

4.4 The purpose of fire evacuation drills is to:

- Allow the building occupants to learn or be reminded of the:
  - (i) sound of the alarm.
  - (ii) location of fire exit routes.
  - (iii) location of the fire assembly point; and
  - (iv) fire action procedures:
- Identify any areas where the alarm is not sufficiently audible.
- Ensure that all fire exit routes are available and free from obstruction.
- Assess the speed and efficiency with which a building can be evacuated.
- Comply with the statutory requirement to carry out fire evacuation drills.

#### **5. Fire Drill Procedure**

5.1 The Building Manager or Fire Warden will determine the frequency, date, and time of the drill. The Building Manager or Fire Warden may supervise the drill themselves or appoint a **Fire Drill Supervisor**. The Fire Drill Supervisor will:

- Inform Estate Patrol of the date, time, and place of the drill. This will prevent the Fire Service being called unnecessarily.
- Appoint staff to control entrances to the building to prevent people entering or re-entering the building during the drill.
- Appoint staff to search the building to ensure that all staff have heard the alarm and are in the process of evacuation.  
In all cases other than fire drills (when prior notice will have been given) staff must not search the building, this is a task for the fire service.
- Time the evacuation from the activation of the alarm until the last person leaves the building. Total evacuation should occur in under three minutes.
- Remind the assembled evacuees of the correct method of raising the alarm for their building and, if necessary, advise them not to use lifts.
- On completion of the drill, instruct the maintenance staff member to reset the alarm, permit occupants to re-enter the building and inform Estate Patrol.  
Occupants must not re-enter the building until instructed to do so by the Fire Drill Supervisor.
- Complete a Fire Evacuation Drill Report Form. The report must be kept for at least five years.

## **6. Health and Safety Risk Assessment**

6.1 The Building Manager must carry out and regularly review a risk assessment of the premises. To do this, the Risk Assessment Form is to be used (Annex 1).

6.2 The process of carrying out a risk assessment is as follows:

1. Identify the work tasks and the people at risk.
2. Identify the hazards, hazardous events, and consequences.
3. Estimate and evaluate the risks.
4. Risk control measures.
5. Record findings and provide training.
6. Review and update the risk assessment regularly.

## **7. Medical Emergencies**

7.1 If a student or campus visitor is physically injured or suffers an accident on the premises, emergency services must be contacted immediately to report the incident and seek medical assistance where required. HR should be informed as soon as possible, along with Reception.

## **8. First Aid Provision**

8.1 GBS has a First Aider at the campus. The First Aid Kit is located at the Reception.

## **9. Incident Reporting**

9.1 All incidents must be reported to ensure that GBS complies with its requirement to notify serious incidents and to help identify preventative measures so that similar incidents do not happen in future.

10.1 Ensuring the safety of our staff and students is of paramount importance at GBS. Good housekeeping is an important factor in the maintenance of the workplace environment. GBS has in place preventative measures for continued maintenance and repair of buildings, facilities and services and the overall workplace environment. However, it is important to note that safety is a matter of personal responsibility as well. Most health and safety issues can be prevented by taking precautions and staying vigilant. As well as being aware of your own safety, you should also report anything that looks suspicious to a member of staff.

## **11. Manual Handling**

11.1 You have a responsibility to take care of your back and should not lift or move any item if you are not comfortable and competent to do so. If a heavy item requires moving, assistance should be sought or lifting equipment used if available.

## **12. Display Screen Equipment (DSE)**

12.1 Students using a Display Screen (or Computer) should be aware of the dangers involved in their use. Breaks from activity should be taken away from screens on a regular basis and each user should adjust chairs and screens before use to ensure maximum comfort. Any issues should be reported to staff to be addressed.

## **13. Disability and Discrimination**

13.1 GBS has a responsibility, where reasonably practicable, to ensure that any disabled person is not discriminated against or unfairly hindered in any way, by their disability. If you feel that you have cause for concern in relation to this, please report your concern to a GBS member of staff to be addressed.

## **14. Drugs, Alcohol and Banned Substances**

14.1 To respect legal and cultural protocols in Malta alongside European Union Law and to ensure a healthy and safe learning and working environments for all, it is strictly prohibited to consume alcoholic drinks, drugs and narcotics or any other banned substance on the campus or to attend the campus under the influence of such items.

14.2 GBS reserves the right to conduct searches for drugs or alcohol at any time should the need arise. Any drugs or alcohol found as a result of such a search will be confiscated, and students will be subject to disciplinary action, up to and including suspension or dismissal from GBS Malta. GBS Malta may also be required to report the matter to the relevant Malta law enforcement authorities.

## **15. Display of anger or aggression**

15.1 Aggression includes all types of behaviour which produce damaging or harmful effects, physically or emotionally, to other students, staff members (and others). All acts of aggression against students, staff members or the public are unacceptable and can be considered violations of the laws in Malta, whatever form it takes and whatever reasons are cited for it.

15.2 GBS Malta will not tolerate the use of harassment (in any form), verbal abuse, bullying, threats, or physical assault against members of staff, students, visitors, or other users of the campus. All incidents of violence and aggression towards staff must be reported immediately to the Director of Operations. Disciplinary actions in line with GBS policies will be taken against violators. Furthermore, cases will be referred to the appropriate law enforcement agencies in Malta, where deemed appropriate.

## **16. Out of Hours Access**

16.1 The building is generally accessible from 8 am to 8pm Monday to Friday inclusive. Any attendance occurring outside these times must be in the presence of a member of GBS staff. Under no circumstances should a student be alone on the premises. Any activities that occur within normal hours, but involve high or medium risks, should also be organised to be in the presence of a full-time member of staff.

## **17. Electrical Safety**

17.1 GBS makes regular inspections of electrical equipment to ensure that it is safe and fit to use. If you bring in any electrical equipment to the college, you must inform the Receptionist and receive permission to ensure safe usage.

17.2 Students are required to make sure that any electrical equipment is in good condition before use.

17.3 Electricity can be very dangerous and even fatal if not used correctly. If you are using electricity as part of your studies, then you should follow any guidance/instructions given to you by the member of GBS staff or course lecturer.

## **18. Spotting Hazards**

18.1 Hazards are something that can cause harm to people, equipment, or the working environment. Hazard spotting is essential to minimising accidents. We encourage everyone around GBS to be vigilant and report all hazards to a member of staff.

## **19. Monitoring and Review**

19.1 The Health and Safety Policy and procedures will be regularly monitored to ensure that health and safety objectives are achieved. This monitoring will take form of regular workplace safety inspections, reviews, and accident analysis.

19.2 This policy will be reviewed on a regular basis and may be supplemented in appropriate cases by further statements as and when needed by GBS at any time.

## **20. Alternative Format**

20.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact:

- **Name:** Ms. Kate Valencia
- **Position:** Student Services Officer



### Annex 1 – Health and Safety Risk Assessment Form

<b>Description of activity / area being assessed</b>		<b>Location</b>	
<b>Manager responsible</b>		<b>Signature and date</b>	
<b>Assessed by (name and role)</b>		<b>Signature and assessment date</b>	

Hazard or hazardous event	Who might be harmed	Current controls	Current risk High/medium /low	Additional controls needed to reduce risk	Target Date	Date achieved

<b>Review date:</b>	
<b>Review by:</b>	
<b>Signed:</b>	