



Health Safety and Wellbeing Policy and Procedure

It is the Policy of the School of Business Management to adhere to The Occupational Health and Safety Authority Act, Chapter 424 of the Laws of Malta which lays down a general duty of care on employers to ensure the health and safety at all times at the School of Business Management. The concept behind such 'duty of care' is based on the principle that workers/ students and visitors, irrespective of whether being employed or studying on a full-time, part-time or temporary basis, have a fundamental right to be in a healthy and safe environment. Occupational health and safety legislation also provides for a number of obligations which every worker/student/visitor must adhere to.

Scope

This policy applies to all matters related to Health and Safety and duty of care and describes procedures to ensure the integrity of Health and Safety at SBM.

Responsibilities

- The Centre Manager will be appointed as a Health and Safety Officer, and will have overall responsibility for the SBM's management of health and safety •with overall responsibility to coordinate and communicate all matters Health and Safety, to staff students and visitors alike.
- Ensure health and safety is a regular agenda item on management meetings
- Ensure systems are in place so that major health and safety failures are reported as soon as possible
- Ensure adequate resources are allocated for health and safety
- The premises used by the School of Business Management, has been licensed, according to local requirements, after it had extensive risk assessments carried out by a competent authority.
- Healthy and Safety requirements are included in both the Staff and student Handbooks and will be addressed during their induction.
- The School of Business Management expects staff, learners, visitors, contractors and others who may work at SBM to share in the delivery of the above commitments by exercising responsibility and care in the prevention of injury and ill-health to themselves and to others who may be affected by their acts or omissions.
- A safeguarding role within the student support team, will be created in order for the Every Learner Matters Policy to be implemented.

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- Version:2.24
- Issue date: 12th January 2024
- Review date: 12th January 2027

Procedure:

The process includes the following:

The Health and Safety Officer Role includes ensuring, so far as is reasonably practicable, the health, safety and wellbeing of:

- staff while carrying out their work-related activities
- learners while attending their courses of study and related activities and when on the premises
- visitors

First Aider Roles should be allocated evenly among academic and administration staff in order to ensure full cover by a first aider is ensured. Adequate training should be organised, first aid kits resourced and posters should be displayed in common areas which details the contact number for a first aider.

Risk Assessments are carried out periodically by the health and safety officer. Once completed, they should be reviewed and any mitigating actions taken as identified.

Evacuation plans will be compiled and displayed in every classroom and public areas and offices. These will be explained at staff and student inductions.

Fire drill schedules are arranged by the Health and Safety Officer and carried out to coincide with every new intake of staff and students.

Fire extinguisher checks are adhered to as per The Occupational Health and Safety Authority Act, Chapter 424 of the Laws of Malta. Key staff should also have training in their use.

The Health and Safety Officer will initiate a system of incident reporting, and will take any corrective action, resulting from both incidents reported and any near misses noted.

The Academic Director shall have the responsibility to:

- facilitate training
- maintain detailed records of staff training/induction
- monitor and collate staff and student absence records for analysis of the Wellbeing of the relevant student or member of staff and arrange, as required, referrals to Healthcare Professionals

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A designated Safeguarding Officer within the student support team will continuously observe and monitor the wellbeing of students. Observations and assessments will be carried out for any potential vulnerable students or students at risk as outlined in the Every Student Matters Policy.

The Staff Handbook will be used in induction and will include the Health Safety and Wellbeing policy.

The Student Handbook will be used in induction and will include the Health Safety and Wellbeing policy.

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