

Health & Safety

Policy



Document Overview

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Version History

Version No.	Date	Description of Changes
V1	Sept24	Initial document creation

Continuous Improvement

Policies, procedures and processes are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice please contact us on quality@cmbs.edu.mt

Ensure you are reading the latest version available on the CMBS LMS.

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1. Health and Safety Policy

1.1 Scope and Applicability

This policy applies to all activities conducted on CMBS premises and extends to all employees, students, visitors, and any other individuals involved with or affected by operations at CMBS. It covers all aspects of health, safety, and welfare, ensuring compliance with legal standards and the adoption of best practices.

1.2 Purpose

The purpose of this policy is to promote a safe and healthy environment for all members of the CMBS community. This includes:

- Ensuring compliance with applicable health and safety laws and regulations.
- Promoting awareness of potential risks and implementing measures to mitigate them.
- Creating a culture of safety and responsibility within the institution.

1.3 Policy Statement

The Central Mediterranean Business School (CMBS) recognises its overall responsibility for the health, safety and welfare of all employees, students, faculty and others who may be affected by using CMBS premises or participating in CMBS sponsored activities. We regard the promotion of health and safety to be critical in supporting our aim to provide a safe and healthy working and learning environment for students, staff and visitors.

2. Definitions

Health and Safety
Management:

Systems and processes designed to minimise risks and protect the well-being of individuals within CMBS.

Risk Assessment:

The process of identifying potential hazards and evaluating risks to health and safety.

Preventative Measures:

Actions taken to reduce or eliminate the risk of health and safety hazards.

3. Procedure

3.1 Responsibilities

The ongoing management of workplace health and safety of CMBS is the responsibility of the School Principal.

School Principal

Responsibilities:

- Ensuring that adequate resources are available for health and safety measures, enforcing policy compliance, and fostering a culture of safety.
- Ensuring that all areas within CMBS provide a safe environment for learning and working, including secure access and emergency exits.
- Maintaining working and welfare conditions that adhere to health and safety standards.
- Providing necessary first aid kits and fire extinguishers.
- To periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Allocating adequate resources to effectively meet legal and ethical responsibilities concerning health and safety.
- Providing mandatory health and safety training for the Health and Safety Officer and ongoing training for staff and students.

Employee and Faculty

Responsibilities:

- Adhering to all health and safety instructions, participating in training, and reporting hazards.
- Exercising due care for their own health and safety, as well as the safety of others as necessary.
- Complying with all relevant health and safety policies and regulations.
- Becoming acquainted with emergency evacuation routes and adhering to instructions from Fire Wardens during fire emergencies.

- Reporting any faulty or hazardous equipment, furniture, or building issues, as well as any obstructions in pathways.
- Using all organisational resources properly, according to the training and instructions provided.
- Avoiding the interference with, or misuse of, any items supplied for health, safety, and welfare.
- Adhering to all internal policies regarding the use of tobacco, alcohol, and drugs on the premises, which include prohibitions on smoking inside the building.
- Properly disposing of waste materials to maintain a clean and sanitary environment within the workplace.
- Promptly reporting any injuries, accidents, or dangerous incidents that occur at work, including those involving students, contractors, or visitors.

Students

Responsibilities:

- Becoming acquainted with emergency evacuation routes and adhering to instructions from Fire Wardens during fire emergencies.
- Properly disposing of waste materials to maintain a clean and sanitary environment within the campus.
- Promptly reporting any injuries, accidents, or dangerous incidents.
- Avoiding the interference with, or misuse of, any items supplied for health, safety, and welfare.

Health and Safety Officer/s

Responsibilities:

- Attending fire and safety training as required by law.
- Overseeing the implementation of health and safety practices.
- Continuous improvement of health and safety practices based on audit findings and feedback from the community.
- Maintain and monitor first aid supplies.
- As both the Health and Safety Officer and the Fire Warden, this individual oversees the evacuation process, ensuring that everyone exits the building efficiently and safely.

- The Health and Safety Officer/Fire Warden provides necessary assistance to anyone who may have difficulty evacuating, such as those with mobility impairments.
- The officer checks all rooms and areas, ensuring that no one is left behind during the evacuation.
- This officer ensures that all staff and students are trained in fire safety procedures, including how to evacuate during drills or real emergencies.
- Co-ordinate audits and inspections to ensure compliance with health and safety policies.

3.2 First Aid and Accident Reporting

3.2.1 First Aid

CMBS ensures that several members of staff are trained in first aid to provide immediate assistance in the event of an injury or illness. These first aiders have completed certified training and are competent to deliver necessary care while awaiting further medical assistance.

The First Aid box is centrally located in the CMBS offices and another kit is available in the kitchen area and is accessible at all times. The Health and Safety Officer is responsible for maintaining the first aid supplies and ensuring the box is restocked monthly or as needed. This officer will regularly check the condition and availability of all items to guarantee their readiness in case of an emergency.

A list of trained First Aiders and Health and Safety Officers is maintained by CMBS and made available to any interested parties upon request. This information, which includes their names and contact details, can be found at key points throughout the campus, including the reception area and the kitchen, ensuring quick identification in case of emergencies.

3.2.2 Accidents

In the event of an accident, injury, or sudden illness, individuals should immediately inform a member of staff or, in severe cases, contact emergency services by dialling 112. It is critical that all accidents, no matter how minor, are reported as soon as possible to facilitate proper documentation and investigation.

The School Principal will investigate the incident, determine its cause, and take appropriate measures to prevent future occurrences. A report will be submitted detailing the findings, actions taken, and any necessary changes to procedures or policies to enhance safety.

CMBS aims to minimize the risk of recurrence and promote a culture of safety and accountability.

3.3 Fire Drills and Emergency Evacuations

Fire drills are a critical part of CMBS's health and safety strategy, designed to ensure that all individuals on the premises know how to respond promptly and effectively in the event of a fire. Drills are held at least twice a year to simulate emergency conditions and assess the effectiveness of the evacuation plan.

3.3.1 Fire Drill Procedure:

Pre-Drill Communication:

- While fire drills are often unannounced to simulate real emergencies, prior communication may be made to the **Health and Safety Officer**, who also acts as the **Fire Warden**, to coordinate the drill and ensure preparedness.

Alarm Activation:

- The **Health and Safety Officer** will activate the **fire alarm system**, signalling a continuous sound that indicates an immediate need for evacuation.

Evacuation:

- Upon hearing the fire alarm, all individuals—staff, students, and visitors—must stop their activities and proceed calmly to the nearest **emergency exit**.
- The **Health and Safety Officer/Fire Warden** is responsible for ensuring that everyone vacates the premises. This includes checking all rooms, such as classrooms, restrooms, and storage areas, to ensure no one is left behind.
- All emergency exits are clearly marked, and evacuation routes are posted in prominent areas throughout the building for easy navigation.

Assembly Point:

- Once outside, everyone should gather at the designated **assembly point** in a safe, open area away from the building.
- The **Health and Safety Officer/Fire Warden** will conduct a roll call or headcount to ensure all individuals, including visitors, have safely evacuated.
- No one is permitted to re-enter the building until the **Health and Safety Officer/Fire Warden** or emergency services confirm it is safe.

Debriefing:

- After the drill, the **Health and Safety Officer/Fire Warden** will conduct a debriefing, evaluating the evacuation time and addressing any issues, such as confusion over exits or blocked paths.
- A report on the drill's outcome, including suggestions for improvement, will be submitted to the **School Principal**.

3.3.2 Emergency Preparedness:

- **Training:** All staff and students receive regular training on fire safety procedures and evacuation routes. The **Health and Safety Officer/Fire Warden** receives specialized training to manage evacuations and support individuals during emergencies.
- **Fire Safety Equipment:** The **Health and Safety Officer/Fire Warden** is responsible for inspecting and maintaining all fire safety equipment, such as **fire extinguishers, fire alarms, and emergency exit signage**, to ensure they are in working order.

Regular fire drills, led by the **Health and Safety Officer/Fire Warden**, are crucial to ensuring a coordinated, effective response during fire emergencies, safeguarding the well-being of all individuals at CMBS.

4. Associated Policies

- CMBS Ethos
- The Student Life-Cycle
- Grievances and Appeals