



HEALTH AND SAFETY POLICY

Version 1.0

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Health & Safety Policy

1. Introduction

Jeryk EC is committed to providing a safe, secure, and healthy environment for all students, staff, visitors, and contractors. The institution recognizes that health, safety, and wellbeing are critical for effective learning, teaching, and operational efficiency.

This policy establishes standards, procedures, and responsibilities to prevent accidents, injuries, and ill health, and to ensure compliance with relevant health and safety legislation, regulations, and industry best practices. It also demonstrates Jeryk EC's commitment to proactive risk management, emergency preparedness, and continuous improvement of safety measures.

By adhering to this policy, Jeryk EC ensures that all stakeholders understand their obligations and contribute to a culture of safety and vigilance.

2. Scope

This policy applies comprehensively to all individuals on Jeryk EC premises and extends to all activities organized or sanctioned by the institution. It covers:

- Students: attending scheduled classes, workshops, assessments, extracurricular activities, or using campus facilities
- Staff: academic, administrative, support, and contract staff
- Visitors: prospective students, parents, guest lecturers, auditors, contractors, and consultants
- Contractors and Suppliers: engaged for maintenance, renovation, deliveries, or other services

Areas covered under this policy include:

- Classrooms, laboratories, and lecture halls
- Administrative offices and staff rooms
- Common areas such as lounges, corridors, and cafeterias
- Outdoor spaces, walkways, and parking areas under Jeryk EC's control

The policy addresses physical safety, environmental hazards, emergency preparedness, and occupational health risks. It ensures consistent safety standards across all facilities and activities, whether on-campus or during off-site educational events authorized by Jeryk EC.

3. Responsibilities

3.1 Top Management

Top Management holds overall accountability for health and safety at Jeryk EC and must ensure:

- Compliance with all applicable laws, regulations, and awarding body standards
- Allocation of sufficient resources for health and safety initiatives, including equipment, training, and emergency preparedness
- Development, review, and implementation of risk assessments, safety policies, and emergency plans
- Monitoring and evaluation of health and safety performance through audits, inspections, and reports
- Promoting a culture of health, safety, and wellbeing awareness among staff and students

3.2 Staff

All staff are responsible for implementing and adhering to health and safety procedures within their areas of responsibility:

- Ensuring students, visitors, and contractors comply with safety instructions and operational procedures
- Identifying, reporting, and mitigating hazards promptly
- Participating in health and safety training, drills, and awareness programs
- Maintaining a safe environment for teaching, learning, and administrative operations

3.3 Students and Visitors

Students and visitors are expected to:

- Follow all health and safety instructions, signage, and procedures on campus
- Report hazards, accidents, or unsafe conditions immediately to staff or the Health & Safety Officer
- Participate in safety briefings, induction programs, and emergency drills
- Use equipment and facilities responsibly, and not engage in unsafe practices

4. Raising Health & Safety Concerns

Jeryk EC is committed to fostering a safe and secure environment for all individuals on its premises or engaged in its activities. All students, staff, visitors, contractors, and other stakeholders are encouraged to report health and safety concerns promptly.

4.1 Who to Contact

Concerns should be reported to:

- Health & Safety Officer – designated staff responsible for monitoring, guidance, and response
- Academic or Administrative Staff – staff present at the location or overseeing activities
- Top Management – for urgent or unresolved concerns

Reporting channels include in-person notification, email, or submission through official forms.

4.2 How to raise a concern

Concerns may relate to:

- Unsafe conditions (e.g., slippery floors, damaged furniture, faulty equipment)
- Unsafe practices (e.g., improper laboratory procedures, unsafe workshops)
- Environmental hazards (e.g., fire risks, blocked exits, spills)
- Threats to wellbeing (e.g., harassment, violence, bullying)

Steps to report:

1. Identify and document the concern, including date, time, location, and individuals involved if applicable.
2. Notify the Health & Safety Officer, staff, or Top Management immediately.
3. Provide any supporting evidence (photos, witness statements, or records) to facilitate assessment.
4. Cooperate with any follow-up inquiries or investigations.

4.3 Assessment and Action

- All reported concerns are assessed for severity and potential risk.
- Corrective actions may include:
 - Immediate hazard removal or repair
 - Updated safety procedures, signage, or operational guidelines
 - Staff or student training to prevent recurrence
- Individuals reporting concerns are kept informed of investigation progress and outcomes to maintain transparency.

4.4 Incident Reporting and Recording

All accidents, near misses, and hazardous events are formally recorded:

- Documentation: Recorded in the official Incident Log, including:
 - Date, time, and location
 - Individuals involved or affected
 - Detailed description of the event
 - Immediate actions taken
- Investigation: Serious incidents are reviewed by Top Management and may involve:
 - Interviews with witnesses and involved parties
 - Review of CCTV, logs, or other relevant evidence
 - Consultation with safety experts if necessary
- Corrective Measures: Based on investigation findings, preventive actions are implemented, such as:
 - Updating procedures or guidelines
 - Conducting targeted training
 - Repairing or upgrading equipment
- Communication: Outcomes and follow-ups are shared with relevant staff, students, and stakeholders.
- Learning: Incident data is used in annual audits, risk assessments, and safety strategy improvements.

5. Incident Reporting and Recording

All accidents, near misses, and hazardous events are formally documented to ensure accountability, compliance, and learning opportunities.

- **Documentation:** Every incident must be recorded in the official Incident Log, including:
 - Date, time, and location
 - Individuals involved or affected
 - Detailed description of the event
 - Immediate actions taken
- **Investigation:** Serious incidents trigger a formal investigation by Top Management, which may include:
 - Interviews with witnesses and involved parties
 - Review of CCTV footage, logs, and other relevant documentation
 - Consultation with safety experts if necessary
- **Corrective Actions:** Based on findings, preventive measures are implemented, such as:
 - Updating procedures or guidelines
 - Conducting targeted training sessions
 - Repairing or upgrading equipment
- **Communication:** Outcomes, remedial actions, and follow-ups are communicated to relevant staff, students, and stakeholders to raise awareness and prevent recurrence
- **Learning:** Incident data is reviewed during annual audits and safety reviews to inform long-term safety strategies

6. Emergency Procedures

Jeryk EC maintains robust emergency procedures to protect all occupants in the event of accidents, fires, medical emergencies, or other crises.

- **Fire Safety and Evacuation:**
 - Conduct regular fire drills at least annually, involving students, staff, and visitors
 - Clearly marked exit routes, fire extinguishers, and assembly points throughout campus
- **Medical Emergencies:**
 - On-site first aid kits and trained first aiders available at all times
 - Immediate notification of local emergency services for serious injuries

- **Emergency Contact Information:**
 - Fire, ambulance, and police contact numbers displayed prominently
 - Health & Safety Officer and Top Management contact details available to staff and students
- **Training and Awareness:**
 - Staff and students are trained in first aid, CPR, fire response, and evacuation procedures
 - Orientation and induction sessions highlight emergency preparedness
- **Review and Continuous Improvement:**
 - Emergency procedures are periodically tested and updated based on drills, incidents, or changes to facilities
 - Lessons learned are incorporated into risk assessments and safety protocols

7. Health & Safety Training and Awareness

- **Induction Training:** All new staff and students receive a comprehensive safety briefing covering:
 - Roles and responsibilities
 - Reporting hazards and incidents
 - Emergency procedures
 - Use of equipment and facilities safely
- **Ongoing Training:** Regular refresher sessions ensure continued awareness of:
 - Fire safety, first aid, and emergency protocols
 - Safe handling of materials and equipment
 - Updates to policies and procedures
- **Awareness Campaigns:** Safety posters, digital communications, and workshops reinforce safe practices and vigilance
- **Designated Safety Personnel:** Health & Safety Officers are trained to monitor compliance, provide guidance, and respond to incidents

8. Risk Assessment and Safety Management

- **Regular Risk Assessments:** Conducted across all areas to identify potential hazards, assess risks, and implement control measures
- **Preventive Measures:** Includes:
 - Signage, barriers, and protective equipment
 - Scheduled maintenance of facilities and equipment
 - Updated safety procedures and operational guidelines
- **Monitoring and Review:** Risk management is continuously evaluated, including audits, inspections, and review of incident reports
- **Integration with Quality Management:** Risk assessment findings inform institutional quality assurance and continuous improvement processes

9. Policy Review and Compliance

- **Periodic Review:** The Health & Safety Policy is reviewed at least annually or sooner in response to:
 - Legislative or regulatory changes
 - Incident reports or near misses
 - Feedback from staff, students, or auditors
- **Approval:** Any amendments must be formally approved by Top Management before implementation
- **Communication:** Updates are communicated via email, student portal, staff briefings, and posted on the Jeryk EC website
- **Record Keeping:** Documentation of policy reviews, incident reports, risk assessments, and training sessions is maintained to demonstrate:
 - Compliance with legal and regulatory requirements
 - Accountability in health and safety management
 - Evidence for audits, accreditation, or awarding body inspections
- **Continuous Improvement:** Feedback from audits, drills, and incident analysis is used to enhance safety culture and improve procedures