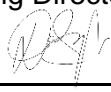






<b>Document title</b>	GBS Health and Safety Policy
<b>Version</b>	V4.0
<b>Approved by</b> (Oversight Committee)	Executive Board
<b>Policy Lead</b> (Staff member accountable)	Managing Director: Dapinderpal Singh Goraya Signed: 
<b>Date of original approval</b>	January 2020
<b>Date of last review</b>	February 2023
<b>Changes made at the last review:</b>	No significant changes made.
<b>Date of next review</b>	February 2024

<b>Related GBS policies</b>
<p>GBS Data Protection Policy</p> <p>GBS Staff Grievance Policy</p> <p>GBS Equality and Diversity Policy</p> <p>GBS Staff Disciplinary Policy</p> <p>GBS Student Disciplinary Policy</p> <p>GBS Sickness Policy</p>
<b>External Reference Points</b>

1. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, *Health and Safety at Work etc. Act 1974*, Accessed online at: <https://www.legislation.gov.uk/ukpga/1974/37/contents>
4. UK Public General Acts, *The Regulatory Reform (Fire Safety) Order 2005*, Accessed online at: <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
5. Health and Safety Executive (HSE), *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*, Accessed online at: <https://www.hse.gov.uk/riddor/>





## **Global Banking School Health and Safety Policy**

### **1. Policy Statement**

- 1.1. Global Banking School (GBS) recognises its responsibilities under the Health and Safety at Work Act 1974 and associated legislation. Our responsibilities are additionally contained within the Regulatory Reform (Fire Safety) Order 2005. Health, safety, and welfare is an integral component in delivering a quality education to our students as well as ensuring the safety and wellbeing of our employees and anyone else who visits or works on our premises.
  
- 1.2. GBS will ensure progressive improvements in Health and Safety in line with legal requirements which define our minimum level of achievement in addition to that arising from our internal monitoring processes, reports, and feedback. We will encourage our staff and students to participate in the development of a safety conscious culture across all our sites.

### **2. Purpose**

- 2.1. The purpose of this policy is to ensure a common sense and practical management approach to identify significant risks associated with our work activity through:
  - Training, instruction, information, and supervision to all staff to ensure their competence in performing their role safely at the same time keeping students safe during their educational journey with us.
  - Provision of risk assessed safe systems of work to reduce the likelihood and severity of accidents and ill health.
  - The implementation of relevant documentation and records required to achieve, maintain, and continually improve our management system.
  - Effectively communicating this policy to all our employees, students, and other stakeholders.
  - 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 in all our campuses.
  - 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.



### **3. Scope**

- 3.1. This policy applies to all GBS staff, students, visitors, and contractors whilst on our sites. This policy does not form part of an employee's contract of employment and may be amended by GBS at any time.

### **4. Roles and Responsibilities**

- 4.1. *GBS Board of Directors* is responsible for overseeing and authorising all operations and management of the Health and Safety department.
- 4.2. *GBS Managing Director* is responsible for the management of Health and Safety in the workplace and must maintain a safe environment for staff, students, contractors, and visitors to GBS. They must also promote good working practices and high standards of occupational health and hygiene.
- 4.3. *GBS Board of Directors* will review and be consulted on new and/or revised Health and Safety policies and procedures. They will allocate necessary resources in respect of progressing compliance issues in relation to both Health and Safety and Fire Safety.
- 4.4. *GBS Resource Committee* considers and discusses standing health and safety issues and those requiring urgent attention to resolve. The Committee:
- Monitors health and safety issues including accidents, incidents and near misses
  - Reviews issues relating to fire safety.
  - Provides solutions to departments
  - Reports to the Executive Board of issues that may affect the Health and Safety of GBS community.
- 4.5. *GBS Employees* are required to undertake their work in a safe manner having due regard for their own Health and S



- Raise a disability (or change in existing disability) that may affect their health and safety so that an assessment can be undertaken to identify any necessary modifications or additional protective measures.
- They must co-operate with GBS and follow Health and Safety rules. Failure to do so could render the employee liable to disciplinary or legal action.
- Familiarise themselves with Fire Alarm call points, emergency exit routes and assembly points.

4.6. *GBS Human Resources and Senior Management are r*





## 6.2. *GBS Contractors*

6.2.1. GBS through the Head of Estates and Facilities will ensure that contractors are competent for the work they undertake and must ensure suitable systems are in place to manage the risks associated with having contractors working on our premises.

## 6.3. *GBS Employees*

6.3.1. All newly appointed staff receive Health and Safety, Fire Safety and evacuation procedural inductions which form part of their overall onboarding o procedur





## 6.6. Security Arrangements

6.6.1. GBS either alone or in conjunction with a Campus Co-Ordinator of the site, will implement suitable security arrangements to manage the safety of all persons on our sites, ensure lawful access and to reduce the opportunity for unlawful entry. In addition, computer systems will be protected as far as is reasonably practicable to prevent hacking and the loss or corruption of data.

## 7. Fire Drill Procedure

7.1. In compliance with current Fire Safety legislation and good working practice, GBS requires fire evacuation drills to be carried out in each campus at least once every twelve months. If anyone discovers a fire or suspects the presence of a fire must immediately inform any member of staff the location and nature of the fire. The appointed Fire Marshal must go from room to room to inform all students and staff to evacuate the building.

7.2.



- 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.
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9.1. Employees and students will be encouraged to report hazardous conditions and routine building and equipment defects as soon as possible after identifying these.



## **10. Illegal Substances**

10.1. All suspicious handling or use of controlled or illegal drugs or substances should be reported to the Campus Co-Ordinator in the first instance, so that an appropriate investigation can take place. GBS has a zero-tolerance policy to the use or abuse of drugs and/or alcohol. Students failing to observe the terms of these policies will be considered to be in breach of GBS rules and may be subject to action taken under GBS Disciplinary Procedures.

10.2. Smoking/vaping at work.

10.2.1. Smoking is prohibited in any GBS building. Staff and students wishing to smoke must do so in designated areas. We would ask that smoking takes place away from building entrances in order to prevent smoke from drifting back into the building.

## **11. Manual Handling**

11.1. GBS will provide the necessary online training, instruction, and supervision to academic and professional employees where the role, despite a risk assessment still involves residual significant manual handling activity to ensure they perform safely. Staff and students have a responsibility to take care of their back and should not lift or move any item if they are not comfortable and competent to do so. If a heavy item requires moving,



11.5. GBS will require significant working at height to be properly planned, supervised, and carried out by competent people to do the work. Where low risk working at height cannot be avoided common sense precautions will still be taken using the right equipment.

**12.**



## 14. Monitoring and Review

14.1. This policy may be amended by GBS at any time and will be reviewed annually to ensure continuing suitability for business needs and compliance with relevant legislation. The policy may be displayed on a notice board. The policy will be available online to all employees on induction and to visitors, contractors, and students on request.

14.2. An annual check of the health and safety management system will be carried out with a biannual audit either in house or using an independent external auditor to monitor implementation and progress of the GBS policy on safety.

## 15. Data Protection and Confidentiality

15.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

## 16. Alternative Format

16.1. 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:** Welfare Management Team
- **Position:** Welfare Officer/Manager
- **Email:** [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)



## Annex 1- GBS Organisational Chart for Health and Safety Department





## Annex 2- GBS Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness. Please return completed form to the Managing Director or Head of Facilities or your Campus Co-Ordinator in the first instance.

### This is documenting an:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lost Time/Injury	First Aid	Incident	Close Call	Observation

### Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Equipment ID: \_\_\_\_\_

### Event Details

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Witnesses: \_\_\_\_\_

### Description of Events (Describe tasks being performed and sequence of events):

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\*If more space is required, please use the back of this sheet

### Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:

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**TO BE COMPLETED ONLY IF LOST TIME/INJURY OR FIRST AID WAS REQUIRED**

Type of injury sustained:

Cause of lost time/ injury or first aid:

Was medical treatment necessary?