

A22 Health and Safety Policy

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1 Introduction

1.1 Policy Statement

This policy sets out SAE Institute's commitment to embedding health and safety practices into the institutional culture, with guiding principles to be applied and enforced locally at each campus that falls under the scope of the policy. It enables SAE to promote the importance of health and wellness, recognising the importance of staff and students appreciating their individual responsibilities and co-operating fully in ensuring that health and safety procedures are observed.

1.2 Related Policies and Documents

This policy should be read in conjunction with:

- A16 Student Support
- A18 Student Code of Conduct

2 Scope

This policy applies to all campuses involved in the delivery of validated programmes. It covers all on-campus activities and events, curricular and extra-curricular, involving SAE students, staff, or external persons.

While local responsibility for adherence to the Health and Safety policy ultimately rests with the Campus Manager, every SAE student and member of staff has a responsibility to be aware of this policy.

Local health and safety regulations or procedures may be employed alongside this policy at any validated campus; SAE students and staff will be made explicitly aware where this is the case and will also be expected to be familiar with local arrangements, including fire safety arrangements and emergency exits from the premises.

2.1 Consultation

SAE is committed to consultation with all internal stakeholders, including students, and external expertise, at regular points or the review and consideration of all matters related to health and safety on campus.

3 Policy

3.1 Health and Safety

SAE ensures that appropriate wellness, health and safety procedures and oversight are in place to ensure that:

- Incidents, injuries and illnesses on campus are prevented wherever possible.
- Physical and psychological health and wellness are promoted.
- Health and safety incidents are monitored, reported, and acted on appropriately.
- All local legislation is complied with in full as a *minimum* standard.

SAE is committed to promoting the well-being of students and staff, and will always look to maintain the highest standards of health and safety by:

- Using an effective health & safety management system that is regularly monitored and reviewed.
- Ensuring proactive and robust risk assessment to eliminate or control any hazards.
- effectively consulting with students and staff on decisions that may affect their wellness, health and safety.
- training, promoting awareness and communicating information on wellness, health and safety.
- promptly reporting and investigating incidents, injuries or unsafe conditions with a view to implement changes to minimise risk and/or recurrence.

Students will complete a session on SAE health and safety procedures for their local campus as a part of their enrolment and induction when commencing studies.

Students should never be present on campus outside of published opening hours, except with the express permission of the Campus Manager.

3.1.1 Risk Assessment

Any activity or event held at any SAE campus that may lead to any health and safety concerns should normally undergo a risk assessment. This includes curricular and supervised activities where students are handling any potentially dangerous equipment; use of equipment not belonging to SAE; unconventional use of equipment or facilities; or any events involving an external participant or audience.

Risk assessments should be reviewed and approved by the Campus Manager before the activity or event takes place. Where students are found to be doing anything in breach of health and safety guidance, without prior approval from the Campus Manager, they may be in breach of the A18 Student Code of Conduct.

3.1.2 First Aid

In the event of an accident or injury where first aid is required, the priorities are to:

1. Make the scene of the incident safe to prevent further injury.
2. Obtain appropriate treatment for the injured person(s).
3. Report the details of the incident to the relevant person as outlined in this policy, to ensure that action is taken to avoid a repetition of the incident.

SAE Institute will ensure that the campus has a sufficient number of people trained in first aid procedures to ensure that at least one qualified member of staff is available at all times. An up-to-date list of formally designated First Aid Officers (FAOs) will be kept by each campus, with those staff members identified having specific roles and responsibilities. There is no limit to the number of staff beyond those formally designated who may receive first aid training. Names of FAOs will be displayed on signs at the campus.

Any accidents or incidents on campus should be reported to the designated FAO, or failing that the reporter's line manager, as soon as possible. Staff members or students who have not received training in first aid should not attempt to provide first aid in the case of an accident or injury, but should seek the assistance of the designated FAO.

SAE Institute campus is required to maintain at least one first aid kit (or first aid box). The number of kits should be appropriate for the layout, access, and operating hours of the campus, as well as the movement of students, staff, and external persons.

Designated FAOs will:

- provide treatment for minor injuries up to the extent of their training. Consent must be sought and received (if the patient is conscious). If treatment is refused this should be noted and witnessed.
- refer more serious cases to the nearest appropriate medical facility.
- remain with the patient until they recover or professional medical help is obtained.
- ensure appropriate arrangements are made for the transport of patients to a medical facility, return to campus or travel home.
- record all accidents and injuries by completing all required paperwork at the campus.
- advise their supervisor if their First Aid training needs to be updated or refreshed.
- assist in monitoring the first aid kit(s) on campus to ensure that they are properly maintained with all necessary supplies.

The responsibility for ensuring FAOs are trained, designated, and perform their duties, rests with the local Campus Manager.

3.2.2 Unattended Items

It is the responsibility of all students and staff to ensure that personal items, baggage, and other items should not be left unattended. SAE does not accept liability for any items lost or damaged while left unattended. SAE also reserves the right to remove or destroy any unattended baggage or items, where it is deemed necessary.

Local campuses may operate 'lost and found' services for items which have been discovered unattended; students should become familiar with any such systems.

3.2 Insurance

SAE Institute Belgrade maintains up-to-date Employers' Health insurance, covering all costs according to law.

3.3 Equipment Handling

It is the responsibility of all students and staff to take reasonable precautions in ensuring the security and condition of SAE property and equipment. This includes following all training and established formal procedures for the booking and return, set-up and use, packing and storing of any equipment.

Where students loan equipment for use away from campus, the student who has made the booking is responsible for ensuring the correct handling, use, and storage of the equipment while it is in their possession, and for the return of the equipment to campus in the same condition in which it left. Students should reasonably be expected to charge equipment, replace batteries, remove digital files, and in any other way return the equipment in condition for it to be immediately used by other students or staff. Further guidelines for loan of equipment will be made explicit to students at their local campus.

Students on all SAE programmes will be given training in the proper handling and operation of all equipment which they will be expected to use as a part of their programme of study. They will also be given specific health and safety training for the facilities and working environments in which they are being trained. SAE ensures the currency and appropriateness of equipment handling and industry-specific workplace health and safety training through curriculum review procedures.

3.3.1 Damage to Equipment

Where any equipment belonging to SAE is damaged in any way during use, it is students' responsibility to report the damage as soon as possible to a supervisor or relevant member of staff.

Accidental damage caused to equipment or other SAE property will be covered by insurance. However, where damage is the result of theft, negligence, or a failure to observe the correct procedures, the student may be liable to pay for repairs or replacements. Failure to report any damage in a timely manner may also result in liability on the part of the student.

4 Policy History

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