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## **GBS Health and Safety Policy**

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<b>Document title</b>	GBS Health and Safety Policy
<b>Oversight Committee</b>	Executive Board
<b>Policy lead (Staff member accountable)</b>	Managing Director
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#### Related GBS policies

- GBS Data Protection Policy
- GBS Staff Grievance Policy
- GBS Equality and Diversity Policy
- GBS Staff Disciplinary Policy
- GBS Student Disciplinary Policy
- GBS Sickness Policy

#### External Reference Points

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/uksi/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/>

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## **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 The Chairman of the Executive Board* 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 Executive Board* 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 Safety and that of others who may be affected by their work. They must:
- Undertake work for which they have received adequate information, instruction, or training.
  - Notify their manager of any work situation which represents serious or imminent danger or any short comings in protection arrangements.

- 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 responsible for operational day to day Health and Safety ensuring that specific and departmental policies and procedures are implemented. They must ensure all employees receive appropriate safety training, information, and instruction when they commence their employment.

4.7. *GBS Students* must co-operate with GBS and follow their Health and Safety rules. Failure to do so could render them liable to disciplinary action. Students are encouraged to report any matters which may impact their health, safety, or welfare to ensure appropriate action is taken to mitigate the risk. It is a condition of enrolment that students agree to abide by GBS Health and Safety Policy and procedures, especially in relation to emergency preparedness and general safe behaviour.

4.8. Students are required to:

- Follow the Fire Evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and following instructions given by Fire Wardens or other members of staff.
- Familiarise themselves with any notices detailing Health and Safety procedures.
- Behave in a correct and safe manner by complying with all relevant statutory regulations, codes of practice and GBS safety rules and standards.
- Wear personal protective equipment and must not intentionally or recklessly interfere with or misuse any equipment provided in the interest of safety.
- Report all accidents, ill-health, any recognised hazards, defective equipment, and unsafe conditions to the Health and Safety department.
- Co-operate with GBS staff in maintaining the health and safety requirements.
- Familiarise themselves with the Health and Safety Policy as well as support procedures.

4.9. *GBS Contractors/Externals*- GBS Estates and Facilities Manager will be responsible for informing the Contractor and their employees on attending a GBS managed site of any risks and instructions relevant to their health and safety. Where significant contractual work is being undertaken, a copy of this Health and Safety Policy and any Contractors Procedures will be provided to the contractor. In turn, GBS must request a copy of the Contractor's Health and Safety Policy and information regarding their management of risks they may be introducing to the workplace including Risk Assessment Method Statements (RAMS) at work.

4.10. *GBS Academic Staff* must include health and safety as a standard agenda item at any team meeting. This will provide a forum for day-to-day issues to ensure they are addressed and feedback to the employees. This will contribute to a positive health and safety culture.

4.11. All roles identified above must ensure work carried out within GBS conforms to the relevant legislation, and that risk assessments are carried out where appropriate. It should be noted that by Section 8 of the Health and Safety at Work Act 1974, it is an offence for anyone to *"intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare"*.

## **5. Equality and Diversity**

5.1. GBS has a responsibility to ensure that any disabled person is not discriminated against or unfairly hindered in any way, by their disability. If you feel that you have cause for concern in relation to this, please report your concern to a GBS member of staff in order to be addressed. GBS will make suitable arrangements to facilitate access to our sites in addition to those relating to work and or learning. Individual Personnel Emergency Evacuation Plans (PEEP) will be generated in relation to fire evacuation procedures.

## **6. Health and Safety Inductions**

### **6.1. Incident Reporting**

6.1.1. All incidents must be reported to ensure that GBS complies with its legal requirement to notify serious incidents and to help identify preventative measures so that similar incidents do not happen in the future. Most crime can be prevented by taking common-sense precautions and staying vigilant. Staff, students, and visitors must be aware of their own safety and are encouraged to report anything that looks suspicious to a member of GBS staff.

## 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 process. This provides full information on how Health and Safety is managed and details any significant risks associated with their role.

6.3.2. Following commencement on their workstation, all designated computer users will either self-assess using the online system or be assessed to identify changes to layout or additional equipment necessary to ensure safe working environment. HR department can advise on reimbursement costs associated with eyesight tests and lenses for display screen equipment (DSE) designated users. Employees are reminded to adhere to safe working conditions when working from home or remotely.

## 6.4. *GBS Students*

6.4.1. All new students will receive appropriate Health and Safety, Fire Safety, and evacuation procedural inductions. Students using a display screen equipment (DSE), or a computer should be aware of the dangers involved in their use. Breaks from activity should be taken away from screens on a regular basis and each user should adjust chairs and screens before use to ensure maximum comfort. Any issues should be reported to staff in order to be addressed. Students using display screen equipment should undertake a DSE assessment at their workstation.

## 6.5. *Out of Hours Access*

6.5.1. GBS employees and students are encouraged to review each campus opening times as times may vary for each location. Under no circumstances should a student be alone on the premises. Any activities that occur within normal hours but involve high or medium risks should be organised and in the presence of a full-time member of staff.



## 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. Purpose of Fire Evacuation Drills

7.2.1. To allow the building occupants to learn or be reminded of the:

- sound of the alarm
- location of fire exit routes
- location of the fire assembly point; and
- fire action procedures
- to identify any areas where the alarm is not sufficiently audible.
- to ensure that all fire exit routes are available and free from obstruction.
- to assess the speed and efficiency with which a building can be evacuated.
- to comply with the statutory requirement to carry out fire evacuation drills.

### 7.3. Fire Risk Assessment

7.3.1. The Fire Warden must regularly review a Fire Risk Assessment on the premises and document this using a fire safety maintenance checklist.

### 7.4. Drill Procedure

7.4.1. The Fire Warden will determine the frequency, date, and time of the drill. They may supervise the drill themselves or appoint a Fire Drill Supervisor. The Fire Drill Supervisor will:

- Inform Estate Patrol of the date, time, and place of the drill. This will prevent the Fire Service being called unnecessarily.

- 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.
- Remind the assembled evacuees of the correct method of raising the alarm for their particular building and, if necessary, advise them not to use lifts.
- On completion of the drill, instruct the maintenance staff member to reset the alarm, permit occupants to re-enter the building and inform Estate Patrol. Occupants must not re-enter the building until instructed to do so by the Fire Drill Supervisor.
- Complete a Fire Evacuation Drill Report Form. The report must be kept for at least five years.

## **7.5. First Aid**

7.5.1. GBS will make available adequate and appropriate first aid arrangements led by a qualified and suitably equipped First Aider(s) at each of our campuses as identified from a risk assessment. The First Aid kit is located at GBS Reception at each campus. In cases where First Aid is given to an individual for a medical reason only and not to an accident or incident as defined by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) then only a short record is required.

## **8. Risk Assessments**

8.1. GBS will ensure that all work activity has been subjected to a suitable and sufficient risk assessment. The assessment will be carried out in consultation with those who will undertake the work. A written record of the assessment, identifying any significant hazards must be completed and provided to those undertaking the work. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce, or control the risks identified to an acceptable level. The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken.

## **8.2. Accident Incident Investigations**

8.2.1. GBS will ensure that all accidents and incidents are fully investigated without delay.

Serious accidents and incidents must be brought to the attention of the Director of Estates and Facilities or in their absence, another Senior Staff member without delay in order that an initial investigation can be undertaken promptly, that appropriate authorities are informed, and as necessary media interest is managed.

8.3. Records must be kept as long as required by the relevant statutory provision. Risk assessments must be reviewed annually or when any significant changes occur either to the process or the requirements for assessment.

## **8.4. New and Expectant Mothers**

8.4.1. GBS will ensure that upon notification of pregnancy by a staff member, a risk assessment will be undertaken, and any reasonable adjustments implemented. A reassessment will be undertaken in relation to new mothers who return to work. This will also encompass students.

## **8.5. Staff and Students Welfare**

8.5.1. GBS will take all reasonable steps and appropriate action to assist any staff member or student in a discreet and confidential manner in relation to any work, educational or associated matter which has a negative or detrimental impact on their welfare. This includes by no means exhaustive, stress, alcohol and drug, harassment, bullying and equal opportunities issues.

8.5.2. Arrangements relating to pandemic diseases will be subject to individual risk assessments based on Government and Medical legal requirements and advice.

## **8.6. Noise at work**

8.6.1. GBS will as far as reasonably practicably provide an environment where staff and students can work free from excessive noise. Should contractual building work generate excessive noise exposure which could cause damage to their hearing, GBS will take necessary steps in accordance with the hierarchy of risks to prevent that damage occurring.

## **9. Defect Reporting Procedures**

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. Hazards can cause harm to people, equipment, or the working environment. Hazard spotting is essential to minimising accidents. We encourage everyone around GBS to be vigilant and report all hazards to a member of staff.

## 9.2. Asbestos

9.2.1. Depending on the lease arrangements between the site Owner/Managing Agents and GBS, asbestos surveys of all sites will be undertaken. Where that survey is undertaken by the Managing Agents, they will supply that survey information in order to generate an asbestos register pertinent to those premises. Identified actions from those surveys will be carried out by the agreed organisation.

## 9.3. Chemical Substances

9.3.1. GBS will ensure that any use of or contact with any chemical substance which have a potential health or safety hazard to the user, as identified from the data sheet is risk assessed and suitable controls are put in place. The use of low-risk chemical products or alternative environmentally friendly products will be sourced where possible.

## 9.4. Electrical Equipment

9.4.1. GBS will ensure all electrical equipment and services provided are compliant and appropriate to the working environment and adequately maintained, tested, and inspected. GBS makes regular inspections of electrical equipment to ensure that it is safe and fit to use. If you bring in any electrical equipment in campus, you must inform the Receptionist and receive permission to ensure safe usage.

9.4.2. Students must ensure any electrical equipment is in good condition prior to use. Electricity can be very dangerous and even fatal if not used correctly. If you are using electricity as part of your studies, then you should follow any guidance/instructions given to you by the member of GBS staff or course lecturer.

## 9.5. Water Supply

9.5.1. GBS will provide water that is suitable and safe for drinking purposes. Suitable water treatment procedures will be undertaken using competent contractors.

## **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, assistance should be sought or lifting equipment used if available.

11.2. GBS will ensure all PPE identified from risk assessments for use in the workplace is provided at GBS expense, fit for purpose, and used, stored, and maintained correctly.

11.3. GBS will ensure that all equipment and machinery provided for use in the workplace is suitable for the intended purpose, only used by authorised, trained and as necessary supervised persons and is appropriately inspected, serviced, and maintained by competent persons in accordance with manufacturer's guidelines. This includes any Fitness Centre equipment provided for use of staff and students.

11.4. GBS will implement suitable procedures and guidance to ensure that vehicles meet the requirements of road traffic legislation, vehicle safety, maintenance, and current best practice standards.

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. Measuring and Reviewing Performance**

12.1. GBS will monitor health and safety performance in each of our campuses, ensuring that improvement can be judged, and resources allocated to where they can provide the optimum impact. The focus on being proactive is vitally important to identify issues before they impact of staff, students, or visitors to our premises. Likewise, the reactive monitoring and or investigation of accidents and incidents to identify learning and sharing of improvements will be undertaken.

### **12.2. Proactive Monitoring**

12.2.1. All GBS managers, staff and students are encouraged to be alert to health, safety and welfare issues daily and take appropriate action immediately when hazards are identified.

### **12.3. Reactive Monitoring**

12.3.1. GBS has an effective accident/ incident reporting procedure is in place for staff to and that all accidents, incidents and near misses are recorded.

12.4. Recorded accidents and incidents will be reported both internally to the Director of Estates and Facilities or in their absence another Senior Staff member and where required to external organisations such as the HSE in compliance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

12.5. Letters received by GBS which relate to threatened or actual legal proceedings being brought against GBS arising from an accident or incident will be brought to the immediate attention of the Managing Director in order that the necessary documents, witness statements can be collated and supplied to solicitors acting for GBS as soon as practicable.

## **13. Breach of this policy**

13.1. GBS will take seriously any instances of non-adherence to its policy by its staff, students and visitors and will be investigated, where appropriate, suitable action will be considered.

#### **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**

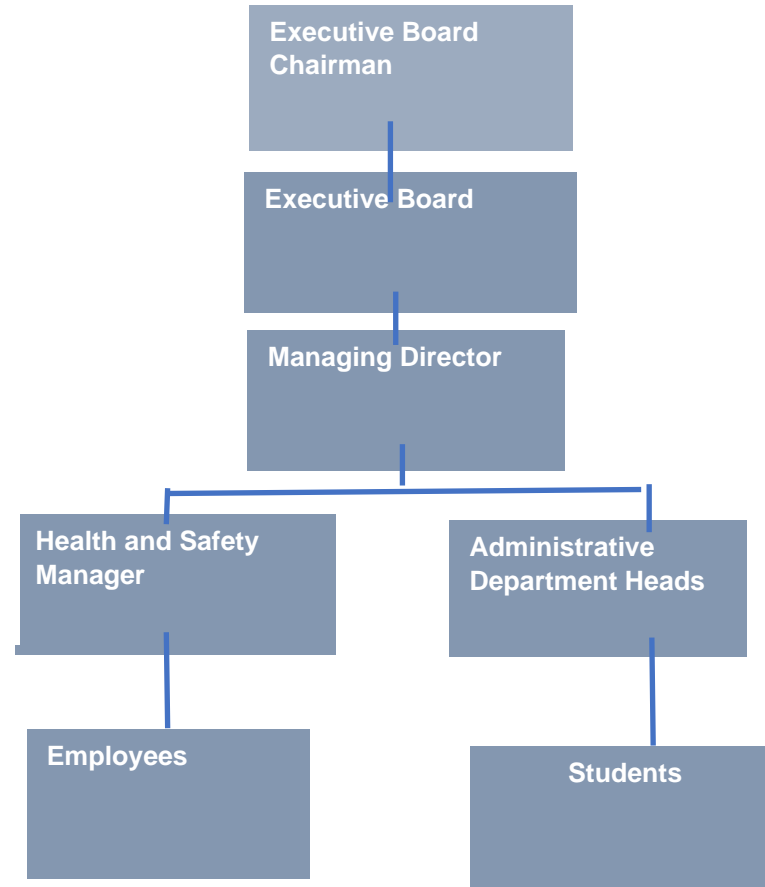
15.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing 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



### Executive Board Chairman

- Responsible for overseeing and authorising all operations and management of the Health and Safety department.

### Executive Board

- Review and be consulted on new and or revised health and safety policies and procedures.
- Allocate necessary resources in respect of progressing compliance issues in relation to both health and safety and fire safety.

### Managing Director

- Responsible for the provision of a health and safety environment for the GBS community.
- Nominated Chair of the Health and Safety Committee.

### Health and Safety Manager

- Safe/compliant practice within individual departments
- Ensure compliance
- Delivery and review of GBS Health and Safety Policy
- Identify appropriate levels of training and advising on implementation

### Administrative Department Heads

- Responsible for operational day to day health and safety ensuring that specific and departmental policies and procedures are implemented.
- Ensure all employees receive appropriate safety training, information, and instruction relevant to their employment

### Employees

- Undertake work in a safe manner with due regard their own health and safety and for any others affected by their work
- Cooperate with GBS and follow health and safety rules

### Students

- Cooperate with GBS and follow health and safety rules
- Report any matters that may impact their health and safety or any others in a GBS managed site



### 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"/>	<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?	Yes_____ No_____ If yes, name of hospital or physician:

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Managing Director/Senior Management: \_\_\_\_\_

Date: \_\_\_\_\_