

Health and Safety Policy

SUMMARY

This Health and Safety Policy (HSP) outlines how EU Business School implements and manages health and safety standards across its campuses. While EU Business School is not governed by UK health and safety legislation, it complies with equivalent legal requirements in the countries where it operates, including Spain, Germany, and Switzerland. In addition, the policy ensures compatibility with the health and safety expectations established under its academic partnership with the University of Derby.

PART ONE: Preliminary Information

1. INTRODUCTION

EU Business School (EU) works profoundly to achieving the highest ethics of occupational health and safety for its staff, faculty, student body, visitors and service contractors to offer a safe working environment, which supports high standards in education. In achieving these standards, the management of EU Business School accepts the regulations governing the health and safety statutory provisions.

EU Business School consents that it is its duty and responsibility to warrant the wellbeing, as far as is practical, of its staff, students, contractors and visitors.

2. SCOPE

EU Business School ensures compliance with applicable health and safety legislation in each of the countries in which it operates—Spain, Germany, and Switzerland by ensuring the following:

- Setup of management and reporting structures in accordance with national legal requirements and best practices in occupational health and safety.
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- Maintenance of the working structure to allow a safe learning environment.
- Provision of and maintenance of a safe plant and systems of work.
- Training and informing the staff, faculty and students about the safety procedures and measures, applicable to their fields, and use of the existing equipment and tools available to them in order to achieving their goals.
- Promoting a culture of safety throughout the institution and its wider community

PART TWO: Implementation

EU Business School manages the activities of staff, students, faculty, visitors and contractors by conducting a global risk assessment and implementing an emergency planning system that is reviewed and updated on a yearly basis. Additionally, specific risk assessments are conducted when it is not

under the general risk assessment and is dealt with case by case taking into account its specificity by members of the management and with consultation with accredited third-party bodies.

Staff and contractors are kept informed of this policy and it is included in their induction.

EU Business School is devoted to continuously improve its health and safety related processes in order to provide a safe environment.

1. Health and Safety Policy Statement

This is the statement of general policy and arrangements for: EU Business School		
Carla Linares – EU BUSINESS SCHOOL - HR Manager, has overall and final responsibility for health and safety		
HR Manager, HR Team and Office & Facilities Managers has day-to-day responsibility for ensuring this policy is put into practice (Health & Safety Officer).		
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	<ul style="list-style-type: none"> Health & Safety Officer 	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees and faculty are competent to do their work.	<ul style="list-style-type: none"> Health & Safety Officer Assurity Consultant 	Staff and subcontractors (in particular faculty) are given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. EU Business School ensures that suitable arrangements are in place to cover employees engaged in work away from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	<ul style="list-style-type: none"> EU Business School Campus Directors Health & Safety Officer All staff 	Staff is routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures - evacuation in case of fire or other significant incidents.	<ul style="list-style-type: none"> Health & Safety Officer All staff 	Escape routes well signed and kept clear at all times. Evacuation plans are tested yearly and updated when necessary (fire drill simulations).
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<ul style="list-style-type: none"> Health & Safety Officer Bespoke Cleaning Birdsall Churchill Pest control 	Toilets, washing facilities and drinking water are provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

3. ROLES AND RESPONSIBILITIES

3.1 Staff:

Given the small number of employees, EU Business School has adopted the view that all take part in the health and safety management. It is headed by the HR Manager and managed by the Health & Safety Officer. Instructions are that any problem must be reported to the Health & Safety Officer initially and after analysis, he will take the appropriate action or forward it to the EU Business School HR Manager or Campus Directors depending on the outcome of his analysis.

Consultation with the staff is conducted via the weekly staff meeting on a monthly basis and can be called upon in the event that a new health and safety matter needs updating.

In order to carry out these statutory duties, EU Business School provides experienced advice by retaining the expertise of a health and safety consultant to train the staff who are therefore able to assess matters related to health and safety and report findings to Health & Safety Officer who will further investigate and report his findings to EU Business School Campus Director. After consultation with the Director or expert consultant EU Business School can implement a risk containment of the problem.

EU Business School HR Manager and Campus Directors take over the responsibilities of the day-to-day running of matters related to the health and safety in the event of the Health & Safety Officer being unavailable.

3.2 Faculty:

All new Hourly Paid Lecturers benefit from a comprehensive induction including health and safety with the Health & Safety Officer. For current faculty, this is organised at any core meeting at the start of the semester so they can be aware of matters related to the health and safety at work especially when students are taken outside the campus on tours or visits.

An assessment of the risks involved is provided by the faculty member through the use of an event risk assessment form. The risks involved are analysed and the right measures to reduce these risks to a safe level are applied, which is the ultimate goal of EU Business School Management. This session is conducted by the Health & Safety Officer.

3.3 Students

Students are, during their induction, informed about risk assessments and shown fire evacuation procedures. This session is mandatory and indicated in their timetable. It is expected from students to manage their individual risks and comply with the health and safety matters through the Health and Safety Policy Statement of the school. Students taking part in specific activities are provided with a Health & Safety training customised to address the risks involved in these activities.

3.4 Contractors

Contractors are given a permit to work once they have submitted a risk assessment, method statement and their valid liability insurance documents. The authorisation is sent to the contractors as an email and a copy is stored on the administrative share.

An induction session is provided upon arrival to make them aware of the policies in place.

3.5 Board of Directors

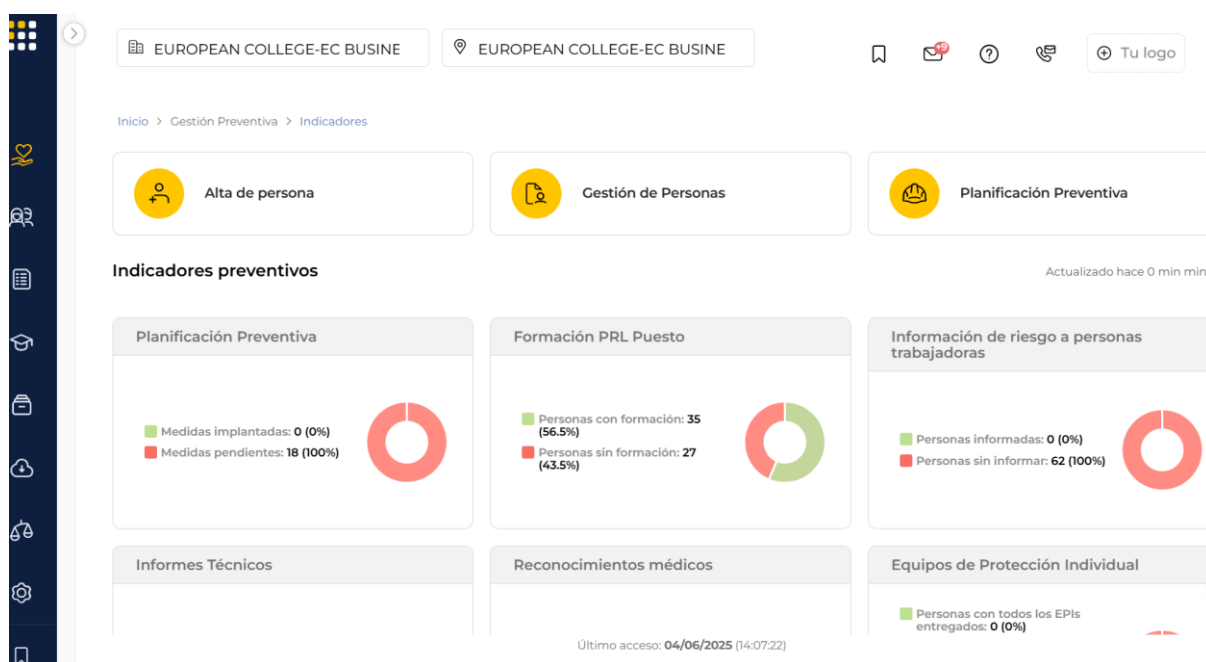
The Board of Directors and Works Council are provided with the required information and statistics related to the implementation of the health and safety policies and the yearly incident and accident report.

4. TRAINING, DISSEMINATION AND IMPLEMENTATION

4.1 Risk Assessment

EU Business School uses the help of a consultant. This consultant who is certified, is contracted on a yearly basis in the matter of risk assessment. A report is produced annually with its findings and resolutions through an online platform where all identified risks and the actions that need to be taken are logged using the platform provided. The risk containments are then implemented either by the staff or by involving a third-party service provider. Below is a screenshot of a sample of the logged items and reporting platform

Example in the Barcelona Campus (Grupo Preving), as follows



4.2 Fire Assessment

EU Business School makes use of a competent fire risk assessment who produces a report of their finding with the risks and expected resolution. This is then analysed and solutions implemented are checked for compliance by the Health & Safety Officer.

4.2.1 Fire Warden Training

A fire warden is appointed for each floor and trained on the fire warden tasks and responsibilities. A training related to the fire evacuation procedure and related regulations is provided yearly by the external provider and agreed with the HR Manager. A list of the training sessions and trained staff is kept by the HR Officer.

4.3 Accident and Incident Reporting

All accidents and incidents must be reported in the accident-reporting book kept at the reception for easy access in a locked cabinet and accessible to the administrative staff. Used pages are scanned and stored on a share as they contain private data.

The Health & Safety Officer is in charge of the reporting procedure in the event of an accident or incident.

In the event of a serious situation, 112 must be dialled immediately to obtain further instructions on how to proceed.

4.4 First Aid Arrangements

4.4.1 First Aiders

20% of the staff have been trained by a recognised certifying body and their certification renewed every 3 years.

The list of first aiders is accessible at the HR Office and by the first aide never possible, first aiders are also present when students are taken off campus for visits and events.

4.4.2 First Aid toolbox

First aid boxes are provided across all campuses and are checked for contents and their expiration dates by the HR Team on a yearly basis (at the start of the academic year) or when used. A record of the First Aid boxes is kept in the HR files. At least one first aid toolbox is located at the reception and easily accessible. A first aid box is also taken when a sports event outing is programmed.

4.5 Mental Health and Stress at Work

Mental health and stress at work are at the base of the EU Business School provisions for its Health and Safety Policies. EU Business School will continue working to ensure that its staff and students are working and studying in the right framework especially since most of the students are away from their hometown when they come to study to EU Business School. The management provides the necessary support to accompany them during the duration of their studies. EU Business School offers the services of their own Academic Counsellors who attend on demand meetings, with students with prior appointments. Also, the Wellbeing Officer gives them psychological support and advice, if required.

For further information about support offered to students, please refer to our [Student Welfare and Wellbeing Policy](#).

EU Business School provides support by offering individual sessions to the students and staff with a certified mental health first aider. In this case the affected student or member of staff is seen by the mental health first aider for a private talk before being advised.

Staff and students have access to Eutelmed; founded in 2010, Eutelmed has become a key international player in mental health and quality of work life.

Their network includes more than 300 highly qualified and experienced healthcare professionals and psychologists, located throughout the world and capable of working in more than 60 languages.

Respect for the person and their wellbeing is at the heart of what they do.

[https://caring.eutelmed.com/OMNESEDUCATIONSTUD21/MONITORING AND REVIEW](https://caring.eutelmed.com/OMNESEDUCATIONSTUD21/MONITORING_AND_REVIEW)

5.1 Inspections

It is through inspections that we can identify and correct working conditions before injury occurs. Especially work practices that have deviated from their original work methods either because the job does not meet the guidelines or through other reasons.

These findings are reported to the Health & Safety Officer who through consultation with the Director implements updated safer working methods.

5.2 Audits

Global audits on various matters pertaining to health and safety are performed yearly through the use of a consultant to establish if the organisation is compliant with the regulations and to assess how efficient are the current established processes as far as reducing injury to staff and students. These audits include but are not limited to:

- Documentation of risk assessments.
- Results of maintenance of the various machinery used within the premises.
- Results of the various tests performed as per compliance monthly tests.
- Fire evacuation procedures and tests.

5.3 Review

Based on the findings of the audits the EU Business School HR Manager and the Health & Safety Officer, meet to discuss the status of the implementation of the findings in order to improve the results of the audit and consequently reduce the number of injuries, if any, sustained during the previous year.

5.4 Health and Safety Training

Training is provided by external consultants in each Campus who are also in charge of the matter of health and safety implementation. They perform EU Business School's yearly audit as well. They train the Health & Safety Officer who in turn trains on demand and when new members of staff are recruited.

This includes manual handling, risk assessment, fire warden, workstation assessment, and accident reporting.