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GBS Health and Safety Policy

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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

- 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.



6.2. *GBS Contractors*

6.2.1.

- 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.

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.

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

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.

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.



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:

Lost Time/Injury

First Aid

Incident

Close Call

Observation

Details of person injured or involved



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