



HEALTH AND SAFETY POLICY

FROM Dō UNIVERSITY

Health and Safety Policy of Dō University

EXECUTIVE SUMMARY

This Health and Safety Policy sets out Dō University's responsibilities and commitment to the continuous improvement of health, safety, and well-being across all its operations, covering all College sites and Group companies.

Dō University will have approximately 14,000 students annually, with more than 1,500 employees across the group. The campus encompasses ten main campuses, a working farm, three early childhood education centers, a sports center (open to the public and in charge of the study program) and two university residences.

This policy establishes a clear policy statement, endorsed by the Corporation, along with responsibilities and agreements in place to ensure the well-being of Dō University staff, students, and visitors.

POLICY STATEMENT

Dō University is committed to achieving and maintaining the highest level of health, safety, and well-being in all its operations for all its students, employees, contractors, partners, and visitors. This Policy applies to all Group locations, departments, and companies.

Dō University accepts its responsibilities under the Health and Safety at Work Act of 1974. The processes and standards adopted

Throughout the Group, they highlight the commitment to a health and safety management system that is rigorously monitored and reviewed.

The Group embraces its duty, both as an employer and a leading provider of education and training, to establish exemplary health, safety, and well-being standards and to ensure their compliance, monitoring, and review. To this end, the Group requires all staff, students, and others working or visiting our facilities to always comply with their health and safety responsibilities.

The Group will fulfill its responsibilities through continuous improvement and development of its safety management systems to:

- Establish and maintain a safe environment for visitors, safe workplaces for students and staff, including safe access and exit.
- Provide a leadership clear, commitment and responsibility in matter of health and safety, fostering a positive attitude towards health, safety and well-being and an acceptance of individual responsibility among employees, students, visitors and contractors.
- Establish and periodically review systems of work that are safe and do not introduce uncontrolled health risks, ensuring that plants, equipment, storage, transport, and welfare facilities are safe and that the risk is reduced to an acceptable level for employees, students, and any other persons who may come into authorized contact with such plants, equipment, or systems.
- Provide information, instruction, training and supervision to everyone, so that they can fulfill their responsibilities at all times.
- Implement effective emergency procedures and provide first aid to comply with legal requirements.

- Conduct regular reviews, consultations, and communications with employees and union representatives on health, safety, and well-being issues.

This Health and Safety Policy will be implemented in a variety of ways, including the delivery of action and improvement plans and the use of central health and safety management systems.

The Health and Safety team will work across the Group to
Identify risk areas and provide advice and guidance.

Despite effective policies, procedures, and work practices, accidents and incidents will continue to occur. These situations will be thoroughly investigated to identify the causes and ensure lessons are learned, and will be integrated into future Group-wide policies and practices.

Executive Director: JOSEP FABRA

Signed:

A handwritten signature in black ink, consisting of a stylized 'J' and 'F' with a horizontal line extending to the right.

Date: MARCH 2025

RESPONSIBILITIES

Dō University establishes its organizational responsibilities as detailed below.

Corporation and CEO

The Corporation and the Chief Executive Officer assume their collective responsibility to lead Dō University in matters of health and safety. They recognize their obligations under the Health and Safety at Work Act of 1974 and other related statutory requirements. The Chief Executive Officer is responsible to the Corporation for the formulation, implementation, review, and overall development of this policy and other related policies and procedures.

Group Leadership Team (GLT)

To assist the Chief Executive in ensuring that the Group meets its statutory obligations, the Group's

Group Leadership (GLT) and the respective University Management Team (CMT) must:

- a) Implement the Health and Safety Policy.
- b) Ensure that sufficient resources are allocated to health, safety and welfare issues to ensure that legislative standards are met or exceeded.
- c) Stay abreast of legislative developments and allocate additional resources when necessary for compliance.
- d) Ensure that health and safety are given appropriate priority in all Group activities.
- e) Ensure that major health, safety and welfare issues are discussed and resolved at relevant GLT meetings.
- f) Designate sufficient competent persons to carry out the specific tasks required by this policy.
- g) Ensure that sufficient resources are allocated for the delivery of any training required by relevant legislation or this policy.
- h) Ensure that all managers and personnel under their control are aware of emergency procedures.

Health and Safety Policy

Director of Real Estate

The Director of Assets is responsible for:

- a) The provision, development and management of a comprehensive building management operation to ensure optimal coordination and operational security of the Group's physical assets.
- b) Maintain information on compliance with all matters relating to buildings and physical assets owned by the Group.
- c) Designate competent persons to provide technical advice, information and support in relation to regulatory compliance of buildings.
- d) Ensure that all fire safety equipment in each school in the group is maintained, and that all approved fire instructions and signs are displayed in all appropriate locations.
- e) Liaise with appropriate compliance bodies, network groups and industry bodies on behalf of the Group.
- f) Ensure that proper disposal of waste is carried out in accordance with legal requirements.

Head of Health and Safety

The Head of Health and Safety is responsible for:

- a) Provide the necessary advice and assistance to the director executive, to the Executive and, where appropriate, to the Council of Administration, to enable the Group to meet its legal obligations under the Health and Safety at Work Act, etc., of 1974 and its associated Regulations.
- b) In conjunction with management and employee representatives, prepare health and safety policies and procedures for their

review by the Health and Safety Committee and approval by the Group Leadership Team.

- c) Provide competent information, advice and guidance to workers on emergency procedures, plant and equipment, storage of materials, transportation, facilities, selection of contractors and safe systems of work.
- d) Provide advice and guidance to staff regarding risk assessment, the provision of information, and identify deficiencies in the training or information required for the proper performance of this policy and take steps to provide appropriate training and information.
- e) Develop and maintain health and safety management systems, including the management of an audit program to identify and ensure improvements in working conditions and practices, and the monitoring of risk assessments.
- f) Monitor health and safety compliance across the Group, reporting on key areas through established reports and committees on a regular basis and ad hoc when necessary.
- g) Ensure that procedures exist for the reporting of accidents, illnesses and dangerous occurrences and that appropriate investigations are carried out and appropriate follow-up measures are taken.
- h) Ensure that appropriate fire and building risk assessments are carried out for each building and that they are regularly reviewed and kept up to date.
- i) Ensure that processes are in place for the safe evacuation of facilities in the event of emergencies and that such procedures are disseminated to all managers and staff.
- j) Consult with the representatives of Safety and Health and with the unions to fulfill the Group's responsibilities according to the Regulations of Security Representatives and the Committee Security.
- k) Participate in the planning and organization of health measures and security, particularly when introducing any changes in workplace design, in working practices or in

new technologies that may affect the health and safety of personnel.

- l) Establish links with appropriate external agencies on behalf of the group.

Department Heads/Managers and Other Responsible Persons

Managers have delegated responsibility for the safety of their staff and must:

- a) Ensure that your department carries out its processes safely.
- b) Be responsible for the implementation of the Health and Safety Management Systems package the Colleges within their are department and ensure that completed all the compliance or improvement actions identified.
- c) Ensure that all plant and equipment deployed in your department are regularly inspected and maintained by competent personnel/ contractors.
- d) Ensure that all contractors employed are competent in the work they perform and provide the relevant health and safety documentation for demonstrate it to the Real Estate Department for review and commissioning.
- e) Ensure that all courses taught to educate students are delivered safely and in accordance with good practices.
- f) Ensure that competent persons are employed to work in their departments and that the staff is fully trained and maintain training updated to perform its function with the competition relevant.
- g) Ensure that appropriate and sufficient risk assessments are carried out within their area of responsibility.
- h) Ensure that risk assessments are carried out: -

- The department designated the competent person who completes and teaches the task.

- Likewise, be periodically evaluated on the activities or services provided within its department.

- Do not perform risk assessments alone, but involve teams to ensure all aspects are covered.
aspects of the task.

- They must also ensure that they are adequate and sufficient for the risks that materialize.

- These must be reviewed periodically to ensure they meet the requirements.

- Once completed, they must be downloaded to the main risk assessment directory.

i) Ensure that all staff teaching or training students complete an appropriate and sufficient risk assessment of the tasks to be performed, and share this risk assessment with the group and students as part of information, instruction and training.

j) Ensure that, when hazards are identified, appropriate measures are taken.
appropriate measures and advice to eliminate or
minimize risk according to the hierarchy of controls.

k) Ensure that a sufficient number of staff are designated
properly trained to carry out tasks
related to emergencies, such as first aid
and fire safety.

l) Ensure that all chemicals used are
assessed according to COSHH using the approved system.

Staff members

Staff have a responsibility to promote health and safety and to cooperate with the GLT, Training Managers, and Managers to achieve a healthy and safe working environment. In accordance with the Health and Safety at Work Act 1974, all staff must:

- a) Take reasonable care of your own health and safety.
- b) Consider the health and safety of other people who may be affected by your acts or omissions.
- c) Work in accordance with the information, instruction and training provided.
- d) Ensure that they and the students in their care use appropriate clothing and personal protective equipment (PPE) when necessary.
- e) Refrain from intentional misuse or interference recklessly with anything that has been provided for health and safety reasons.
- f) Report any dangerous defects in tools and equipment, or deficiencies in existing safety measures, to a responsible person without delay or through the mailbox Health and Safety teams email address shown next.

admin@vae-universityuk.uk
- g) Do not perform any task for which authorization and/or training has not been granted.
- h) Immediately report to your line manager all accidents, incidents, dangerous conditions, hazardous occurrences or near misses and any deficiencies in any safety equipment, and record them in the appropriate log. Accident/Incident Form
- i) Familiarize yourself with and comply with the building's emergency procedures.
- j) You are reminded that your failure to comply with this policy, whether by action or inaction, may make you liable for action under the Group's disciplinary procedure.

Health and Safety Committee and Departmental Health and Safety Representatives

Dō University believes that a safe and healthy work environment can only be achieved will be fully achieved with the full participation and active involvement of its members managers, employees and their elected representatives in the workplace, students and through the formal Health and Safety Advisory Committee and fully accepts the requirements of the 1977 Regulations on safety representatives and safety committees and the regulations of Health and Safety Employee Consultation Regulations 1996. The Dō University has a mix of UNION representatives along with workers' representatives who are consulted in all the health and safety issues.

The objective of the Health and Safety Committee is:

- a) Provide representation on health, safety and welfare issues across the Group.
- b)
- b) Review the statistics, performance and trends provided in the reports submitted to the Committee each period.
- c) Consult and review the effectiveness of the Health and Safety Management Systems used, recommending improvements where necessary.
- d) Promote cooperation within departments and act as

channel for sharing and disseminating information. Representatives

Health and safety departments are responsible for:

- a) Ensure that they seek and provide sound advice and guidance to all managers and staff members within their area of responsibility.
- b) Assist the Head of Health and Safety to ensure that consistent advice is provided to all managers and staff.
- c) Attend departmental meetings to share information and provide feedback from their departments.

Trade union representatives are responsible for:

- a) Investigate potential hazards and dangerous occurrences in the workplace (whether or not they have been brought to your attention by the employee you represent) and examine the causes of workplace accidents.
- b) Investigate complaints filed by any employee you represent relating to their health, safety or well-being at work.
- c) Submit representations to the employer on matters arising from sections (a) and (b) above.
- d) Represent the employer in general matters affecting the health, safety and well-being of workers in the workplace.
- e) Carry out inspections in accordance with the Regulations.
- f) Represent the workers, for which purpose he was appointed in consultations at the workplace.

with inspectors from the Health and Safety Directorate and any other competent authority.

To receive information from inspectors.

- h) Attend meetings of the safety committees, either in his or her capacity as safety representative or in relation to any of the above functions.

Student Health and Safety

All staff members directly involved with teaching or student welfare are responsible for the daily health, safety, and well-being of students.

Students should take all reasonable precautions to ensure that their actions do not endanger themselves or others. While it is the Group's responsibility to provide and maintain safe equipment, students should not use any equipment that they consider

unsafe and should report it immediately to the responsible persons. Students should:

- a) Ensure they are familiar with relevant health and safety information and safe operating procedures in their curriculum area.
- b) Do not carry out any procedure unless authorized to do so.
- c) Students aged 14 to 16 will be subject to certain prohibitions, such as working in extreme temperatures of heat or cold, or working with carcinogens. The full list of prohibitions can be found in the Occupational Health and Safety Management Regulations. Specific information for each area will be defined in the individual curriculum provisions for young students.
- d) Cooperate with staff on health, safety and welfare issues.

HEALTH AND SAFETY PROVISIONS

The law requires employers to establish procedures to ensure that their safety policy is:

- a) Planned, implemented and acted upon
- b) Monitored and reviewed, to determine its success or failure, and
- do) Audited to judge whether the overall safety management approach is appropriate and relevant.

Dō University Group Health and Safety Management System Health and safety management systems are in place throughout the Group.

Health and safety information

Policies, procedures, fact sheets and guidance documents can be found in the health and safety information located on the intranet.

Risk assessments

Dō University recognizes its statutory duty to conduct health and safety risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.

Risk assessment is an essential component of good risk management.

health and safety. It is the tool used to ensure that measures taken to prevent or reduce the risk are adequate, relevant and realistic.

Managers and relevant staff are responsible for ensuring that appropriate and sufficient risk assessments are conducted, based on the tasks likely to be performed by employees or students, in each of the Group's business areas. Senior managers are responsible for ensuring that sufficient personnel in their departments are trained in the risk assessment process.

Risk assessments will be retained and uploaded to the central risk assessment recording system, where they will be reviewed and will be updated periodically.

The risk prevention and/or control measures identified through the

Risk assessments must be implemented within each area by the Responsible manager.

Training and guidance on risk assessments are available from the Health and Safety Team and the mandatory unit within from the e-learning package.

First aid provisions

The Health and Safety Team is responsible for carrying out an assessment of first aid risks and a needs analysis to determine the sufficient number of lifeguards at each center. The lifeguards are responsible for maintaining an adequate inventory of first aid supplies aid and carry out periodic checks. Department heads/managers They are responsible for designating staff in their area to be first responders.

When department heads/managers have not been able to recruit the necessary number of first aid personnel throughout the group, the team

The group's leadership will provide support to encourage additional members of the cluster.

volunteer staff.

It is responsible for its own supply and treatment of first aid aid. In these settings, the risk of the amount of first aid personnel along with training levels appropriate required.

Reports of accidents, incidents and near misses in the field of health and safety

Health and safety accidents/incidents, including injuries, incidents hazardous, occupational health problems and violent incidents that cause injury or illness to people, damage to property, or a combination of both.

There is a system for reporting accidents/incidents and near misses. Staff and students must report any accident/incident, including minor accidents requiring first aid, through the accident/incident reporting system.

The Health and Safety Team will review reported information on accidents/incidents and near misses, investigate where necessary, and report to the Health and Safety Committee and the Audit Committee.

Fire precautions and emergency measures

The Regulatory Reform (Fire Safety) Order 2005

requires fire precautions to be taken "when necessary" and places the responsibility on the responsible person, which may be the employer, the owner or occupier of the premises, to carry out fire risk assessments and compliance with safety duties against fires.

Fire risk assessments with a focus on life safety are carried out by competent members of the Health and Safety Team.

Departments that are most at risk of occurrence fires and explosions due to their activities will carry out assessments of risks to ensure that they identify the fire as a hazard and

will implement control measures as necessary to reduce the risk to an acceptable level.

Department heads/managers are responsible for ensuring that there is sufficient properly trained fire watchmen and sweepers and competent within their area of responsibility. The number of fire watchmen and sweepers required for a building should be assessed based on of the risks and depends on the structure of the building, the number of floors, the people who may need help to evacuate it, etc.

Fire watchers are responsible for conducting a daily patrol of the the workplace to ensure that the provisions provided are adequate and sufficient for fire safety and that all people can exit the building in the event of an evacuation.

All staff, students, visitors and contractors must evacuate the premises.

facilities when the fire alarm is triggered. Records must be kept of

All evacuations, including tests and false alarms, will be conducted. At least one emergency evacuation drill per year.

academic in each center.

Fire watchmen, street sweepers, property and maintenance staff will ensure the building is evacuated in the event of an emergency. There are also designated personnel in high-risk areas.

fully trained in the use of fire fighting equipment and in the evacuation of staff and students with disabilities. Administrators and fire watchers will take control of the situation and coordinate with firefighters during an emergency.

Administrators must be aware of any student or staff member with a disability who requires assisted evacuation of any building in case of emergency. This must be recorded in the Emergency Personal Evacuation Plan forms.

and once reviewed by the Health and Safety department, they are stored within the central system with access only to designated individuals who comply with the GDPR. (The Health and Safety team, as well as the Properties team within each school, have access to this.)

When completing a PEEP, the department must ensure that the person with a disability is located, to the extent reasonably possible, on the ground floor of a building. If not, procedures must be established for safe evacuation in the event of an emergency. It is the department's responsibility to ensure the safety of staff and students, which is always paramount.

Emergency procedures

There are established evacuation procedures in case of emergency.

Fire, bomb and safety that describe the evacuation process for ensure that all staff, students, visitors and contractors, both able and disabled people can leave buildings safely safe in case of emergency.

All new staff will be provided with information, training and evacuation measures according to the induction checklist during their first week of employment. Subsequently, staff and students are responsible for familiarizing themselves with the buildings in which they work and study, as well as making sure you know the emergency exits.

Throughout the academic year, the Health and Safety Team organizes bomb, fire and safety drills practiced by all staff, students and visitors at facilities across the Group.

Contractor control

Contractors are directly responsible for the health and safety of its own employees. To ensure that measures are implemented reasonable to protect staff members, students and others people affected by damages and losses, the corresponding manager will will ensure that contracted work is carried out only by people or organizations that are competent.

The Heritage Department of each Faculty must be aware of any contractor visiting the faculty to carry out works. Likewise, You must report to the Heritage Department upon arrival to be registered and receive the necessary instruction to carry out the works, in accordance with the relevant legal provisions.

Managers must ensure they have all risk assessments and method statements for the work to be completed, and also make sure the contractor has insurance relevant civil liability that covers the work you are doing.

The relevant manager/chief will provide the contractors with all the relevant health and safety information. Estates shall ensure that that all contractors receive permits to work in accordance with the Contractor Control Procedure.

University residences

These areas have separate policies and procedures.

Training and competence

Health and safety training will be organized during working time for staff members according to the level of responsibility and the tasks they perform.

The arrangements for the provision of health and safety training will be reviewed periodically and at other times when there has been reason to suspect that it is no longer appropriate, adequate, or sufficient.

To ensure the health and safety of staff members and students, a health and safety induction will be provided along with adequate and relevant training to all new members of the staff.

Managers, assisted by the Health and Safety Team, are responsible for providing departmental health and safety induction according to the induction checklist to new staff members during their first week of employment.

Students are welcomed at the beginning of each year. Student tutors and faculty are responsible for providing them with appropriate health and safety information and training during the

Initial induction. This should include the school's general procedures, such as fire and evacuation procedures, accident reporting, and course-specific training.

When a student does work experience or apprenticeships as part of a university course, tutors must take steps to assess and ensure that the employer offering the internship provides relevant health and safety training.

The workplace health and safety assessment will be carried out by health and safety professionals duly trained.

Students will not be able to begin their internship until the assessment is completed and approved by the employer. A copy of the employer's liability insurance must be obtained.

Health and safety monitoring and review

The Group recognizes its duty to monitor its health and safety performance and to periodically review its health and safety measures. The Group adopts the HSG 65 framework in its health and safety management system.

Health and Safety Committee

The Group recognizes its duty to communicate and consult with staff and trade unions on all matters relating to health and safety.

It is achieved through the following measures:

- a) Health and Safety Committee (quarterly meetings)
- b) Departmental meetings of Health and Safety Representatives and regular updates from the Health and Safety Team.

The minimum issues to be discussed at these meetings are considered to be the following:

- a) Accident/incident statistics, including significant investigations.
- b) Emergency provisions, including procedures, fire watchers, first aid, etc.
- c) Inspections and actions in the workplace
- d) Any significant risk that cannot be controlled.
- e) Training
- f) Risk assessments

Union agreements

The Group recognizes the important role played by its recognized trade union representatives. In accordance with the Safety Representatives and Safety Committees Regulations of 1977, the Group actively encourages and supports trade union representatives in this role through a thorough consultation process and by providing them with adequate and sufficient resources. Trade union representatives can:

- a) Conduct joint inspections of the workplace with management when necessary.
- b) Draw the attention of management to health and safety deficiencies.
- c) Participate in accident and incident investigations to identify underlying causes and contribute to formulating recommendations to prevent their recurrence.
- d) Assist the Health and Safety Committees and associated working groups.
- e) Audit risk assessments through the SmartLog system to ensure that they meet the requirements, also being signed by the risk assessor and his/her superior.
- f) Assist the Health and Safety Team in policy formulation and in the development, implementation, monitoring, auditing and review of health and safety performance.
- g) Participate in the planning and organization of health and safety measures security, in particular in the introduction of any changes in the workplace design, in working practices or in new technologies that may affect the health and safety of personnel. Control of Hazardous Substances for for Health (COSHH)

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require an assessment of the risks associated with the use of hazardous substances. If a risk exists, the hazardous substance must be replaced with a non-hazardous substance if reasonable and available. If not, appropriate control measures must be put in place, including a safe system of work.

be disseminated to all users and training records maintained. The information required for all users includes:

- The possible effects of the substance on health.
 - The possible route of entry into the body.
 - The correct control measures to follow.
 - Any safe working procedures that must be followed.
 - Any specific handling, storage and disposal procedures to be followed.
-
- Use of any Personal Protective Equipment.
 - What to do in case of accident, spill, etc. and
 - Possible medical effects from overexposure.

The Head of Department/Manager is responsible for ensuring that a COSHH risk assessment is carried out, where appropriate, in their area, and that anyone using these substances is informed, instructed, and trained on their use. Regular monitoring and review of these measures is required. Where specific tasks have been subcontracted, such as the cleaning service,

In catering, contractors are responsible for providing COSHH information and training to their employees. However, it is the responsibility of the relevant manager to inform the contractor if COSHH provisions are not being met.

Flammable substances and compressed gas cylinders must be stored and used correctly.

Electricity at work

The Electricity at Work Regulations 1989 require every establishment to adopt a safe system of work that includes:

- All fixed installations are tested at least every 5 years.
 - a certificate of the fixed installation test.
 - an inventory of all electrical appliances/devices.
 - a record/log of annual inspections and tests.
 - a system to ensure that all portable devices are inspected by a “competent” person.
-
- Any faulty electrical appliance must be removed from service and repaired by a competent person or disposed of properly.

Staff are encouraged to visually inspect the appliances they use.

and report any damage or wear you notice. A visual inspection involves checking plugs, housings, and cables for damage, cracks, wear, exposed wires, etc.

Display Screen Equipment (DSE)

The Health and Safety (Display Equipment) Regulations 1992 apply to users of visual display screens (VDUs). A user is defined as anyone who uses a VDU as a substantial part of their regular work (e.g., using a computer for continuous periods of one hour or more per day).

Department managers are responsible for identifying users within their departments and ensuring that user assessment is performed.

risks and the training of each one. DSE training and assessment of

Risk assessment is carried out through e-learning, used throughout the College, and staff must request access to it from the Health and Safety Team or the

Human Resources department. All designated users must

obtain the passing grade necessary to demonstrate their competence

in the use of DSE. Any user who experiences health problems that

can be attributed to the use of DSE must complete a Report Form

Incidents/Accidents and refer the matter to your immediate superior and to the

College Health and Safety Department.

Manual handling

Care must be taken when lifting, pushing or pulling, so as not to force yourself and risk

of injuries. The department head is responsible for ensuring that any

person who lifts objects regularly completes their training in

manual handling and risk assessment through the package of

e-learning, and that pending actions be corrected

evaluation. Information on manual handling training and the

Risk assessment is available through the Department of Health and

University Security: New and

Expectant Mothers

The Management of Workplace Health and Safety Regulations 1999 require a risk

assessment to be conducted in relation to tasks performed by staff identified as "new or

pregnant mothers." The College will conduct a risk assessment and every effort will be

made to ensure that pregnant or breastfeeding women are not exposed to the identified

risks to a greater extent than outside the premises.

Women who become pregnant must inform their immediate supervisor in writing as soon as possible. They must also present a certificate from their registered doctor or a registered midwife confirming the pregnancy. The immediate supervisor will request this certificate in writing from the employee.

In situations where it is not possible to reduce risks to an acceptable level, the line manager will temporarily:

- adjust the worker's working conditions or schedule or
- Provide you with alternative work, if one is available, that is:

i) that it is suitable and appropriate for her to do so in the circumstances.

ii. on terms and conditions no less favorable than its normal terms and conditions or

iii. grant you paid leave from work until your safety or health or that of your child is no longer at risk.

These measures will only be deemed necessary when, as a result of a risk assessment, there is genuine concern for the safety or health of the new or expectant mother. If necessary, professional advice, such as medical or occupational health advice, will be sought regarding the risks and whether they arise from work. The line manager will review the risks periodically.

Off-site activities

Department heads/managers are responsible for approving the off-site visits for their departments according to the policy of off-site activities.

Personal protective equipment (PPE)

Personal protective equipment (PPE) is provided to staff and students, as the lowest level in the hierarchy of control, when the risk of exposure cannot be adequately controlled by other measures.

Department heads/managers are responsible for ensuring that PPE is provided in accordance with the Personal Protective Equipment Regulations 1992. PPE must provide the required level of protection and fit correctly; staff and students must be trained in the proper use of PPE and know how to clean and maintain it in accordance with the regulations.

necessary. A risk assessment should be conducted to determine the level of PPE required and, where possible, ensure the implementation of other, more effective control measures.

Stress

The College recognizes that anyone can be affected by work-related and personal stress and is aware of the HSE's approach to addressing the effect that stress can have on individuals and the organization through the development of Management Standards. The College takes a proactive approach to reducing stress levels by focusing on the following key objectives:

- Make sustainable improvements in the well-being of all staff working at the School.
- Promote supportive and well-informed management practices that actively develop a healthy workplace, focusing on the progress of the organization.
- Enable staff, both individually and as a group, to successfully manage the pressures they face.
- Use a variety of assessment methods to identify strengths and weaknesses, systematically measure progress, report on actions taken as a result, and establish effective means to achieve success in different contexts, and
- Provide a means for establishing information and research networks on best practices.
- The University Stress Management Policy establishes clear procedures to follow.

The College recognizes that non-work-related matters can cause stress. College provides support to its employees through its Department of Human Resources and their subsequent interventions.

Status of this policy

The policy was approved by the Group Leadership Team in September 2025 and replaces all previous documentation.

The operation of this policy will be periodically reviewed by the Health and Safety Director. The Team

The Group Manager may review and modify it periodically.

Date of
revision: March 2025

Approved by: Group Leadership Team

Date of
implementation
n: March 2025

Date of
revision: March 2025

