



Risk Assessment and Health and Safety Policy

DOCUMENT INFORMATION

Status:	Approved by AIC Senior Management Committee
Responsible for implementation:	AIC Academic Team
Responsible for review:	AIC Academic Team
Current version review:	May 2024

Version Control

History of amendments	Version/ pages/ section affected	Summary of changes
Last amended September 2022		
Last amended May 2023	6 & 7	Responsibilities of teaching staff

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:

<https://www.aicedu.lk/academic-progression.php>

The Purpose

The purpose of this policy is to enable AIC Campus to meet its duty of responsibility for the health and safety of employees, students and third parties (including visitors who are not employees or students) whilst on the AIC Campus premises and in other locations where they might be affected by the campus operations.

All employees, students and other persons on the College's premises must co-operate with the Health and Safety Policy thus ensuring the College complies with its statutory legal duty and requirement. The successful implementation of this policy requires total commitment by all persons and as stakeholders all persons are obliged to take reasonable care of themselves and others who may be affected by their acts or omissions.

AIC Campus will comply responsibly with the range of regulations according to the National Institute of Occupational Safety and Health Act, No. 38 of 2009, and

The Board of Directors is ultimately responsible for the overall system of risk management.

AIC is committed to pursuing high health and safety standards responsibly with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every year to include any necessary changes needed.



.....

Honorary Dean

08/05/2023

AIC Campus Responsibility

It's the responsibility of AIC Campus, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the campus, Heads of Departments, Senior Managers and Managers. The operations department monitors and evaluates risk assessments, and reports on risk assessment to the senior management of AIC Campus. The operations department will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfill this responsibility and undertake effective risk assessments.

The Heads of Departments, Senior Managers or Managers have control over the activities in their respective department and therefore need to ensure decisions made take into account safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely. Heads of Departments, if applicable, or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department. Heads of Department or Managers should ensure that risk assessments are stored on the shared area for ease of access and reference. Heads of Department or Managers should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis. Line managers are expected to ensure this happens.

Aims

The key aims of this policy is to achieve the following:

- To ensure the health, safety, and welfare of all individuals who are affected by the activities of the college, including students, staff, faculty, contractors, and visitors.
- To promote a culture of safety, well-being, and responsibility across the college community, and to encourage everyone to take an active role in identifying and addressing health and safety hazards and risks.
- To comply with all applicable laws, regulations, and standards related to health and safety, and to continuously monitor and improve the effectiveness of the college's health and safety management system.
- To establish clear roles and responsibilities for health and safety management, and to ensure that appropriate resources, training, and support are available to enable these responsibilities to be fulfilled.

- To assess, control, and minimize the risks associated with college activities, including teaching, research, administration, events, and maintenance, and to ensure that appropriate procedures and measures are in place to respond to accidents, incidents, and emergencies.
- To communicate health and safety information effectively to all members of the college community, and to foster a collaborative and consultative approach to health and safety decision-making.
- To regularly review and update the health and safety policy statement and related policies and procedures, and to consult with relevant stakeholders to ensure that they remain fit for purpose and relevant to the needs of the college.

Risk Assessment

At AIC Campus we aim to proactively identify potential hazards at the earliest possible stage to effectively manage the risks of injury, disease, or dangerous occurrences. We are committed to achieving high standards of health and safety, doing so to the best of our abilities at AIC Campus by:

1. Demonstrating visible management commitment to maintaining high health and safety standards and fostering a positive health and safety culture throughout the College.
2. Providing and maintaining a safe working environment that poses no risks to health, along with adequate facilities and arrangements for the well-being of employees, students, apprentices, contractors, and visitors.
3. Ensuring that all equipment, and work systems are safe and do not pose any health risks.
4. Ensuring safe access to and exit from the workplace for all individuals.
5. Regularly assessing work activities to identify hazards and control associated risks.
6. Implementing effective systems to safeguard employees and others affected by the College activities.
7. Establishing appropriate measures for safety, risk control, and health protection in relation to the handling, storage, and transportation of articles and substances.
8. Providing comprehensive information, instruction, training, and supervision to ensure the health and safety of all employees at AIC Campus.
9. Seeking the cooperation of employees to meet statutory obligations under health and safety legislation.

10. Promoting a process of continuous improvement in health and safety management across all aspects of our organization, actively engaging and involving employees and contractors in this pursuit.

Responsibilities of all Staff

Specialist training is given to those whose work requires it. However, staffs are responsible for taking reasonable care of their own safety, together with students and visitors.

General Arrangements

Each department is responsible for ensuring risk assessments are in place for all work activities. The operations department will work with all departments to provide advice and support. General risk assessments should consider the following generic hazards:

- Safeguarding of pupils
- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health
- Noise
- Access and exit

Medical and First Aid

Accident forms are kept in the Operations department, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Head of department, senior manager or manager, the relevant senior member of staff.

Students are:

- Given a safety briefing before participating in medium and higher risk activities.

- Expected to wear personal protective equipment provided and assessed as required for the activity.
- Expected to follow instructions. All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at AIC Campus. Senior Leaders arrange for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Responsibilities of Teaching Staff

In addition to the aforementioned responsibilities, all teaching staff members have the following additional duties:

- Providing general supervision of students/apprentices under their care and closely supervising activities that may pose potential hazards, such as during certain sporting, educational tours and excursion events.
- Exercising close supervision during laboratory activities involving chemical and electrical experiments, particularly when handling tissue samples, living creatures, micro-biological specimens, and similar materials.
- Ensuring proper supervision of students/apprentices when they are using sharp tools or handling hot liquids to prevent accidents.
- Ensuring that students/apprentices are appropriately dressed to protect themselves from the potential risks they may encounter. Making sure they enter labs with lab coats and always wear goggles and gloves when handling substances with potential risk.
- Making sure that students/apprentices follow basic hygiene precautions to maintain a safe and healthy environment.

- Organizing field trips and extracurricular activities in a safe manner to ensure the well-being of students/apprentices. In the events of external laboratory visits and field visits all teaching staff must ensure that the students are receive proper instructions beforehand on laboratory handling. They must also be informed of potential harm involved with substances and equipment. A teaching staff will always accompany AIC students during lab sessions involved with external laboratories to ensure the safety and conduct of AIC students. This will be followed for programs that require external laboratory visits.