

# Health and Safety Policy

**Document Review Date:** 21/03/2025

**Next Review Date:** 21/03/2026

The Footprint School of Business (FSoB) is committed, as far as is reasonably practicable, to ensuring the highest standards of health, safety, and well-being for all staff, students, and visitors. To this end, FSoB endeavours to:

- Cultivate an environment where staff, students, and visitors can operate without exposure to risks detrimental to their health or safety.
- Establish and maintain a safe environment, ensuring that facilities, equipment, and substances are managed under rigorous safety protocols to prevent any risk to health and well-being.
- Provide and sustain an environment that meets occupational health requirements and supports the welfare of both employees and students.
- Foster a workplace free from intimidation, harassment, violence, and undue stress, thereby ensuring a secure and supportive atmosphere.
- Identify and deliver appropriate training, instruction, supervision, and information to both staff and students to enhance awareness and compliance with health and safety regulations.
- Establish effective mechanisms for consultation on health and safety matters, ensuring the active involvement of employees, their representatives, student representatives, and Trade Union Safety Representatives.
- Promote a culture of personal responsibility, encouraging all individuals to prevent health hazards and injuries both to themselves and to others, and to fully cooperate with FSoB in fulfilling its statutory obligations.
- Ensure that all individuals tasked with managing premises, equipment, or supervising others recognise their integral role in health and safety management, including the necessity of conducting risk assessments for potentially hazardous activities.
- Integrate the principles of robust health and safety management into all activities undertaken by FSoB, including events, travel, and field excursions.
- Provide professional support on occupational safety matters through the appointment of an FSoB Safety Officer, who shall be responsible for advisory services, routine audits, and the enforcement of health and safety protocols.
- Continuously monitor and evaluate the health and safety performance of FSoB, providing regular reports to the institution's management and ensuring transparency through public disclosures.

- Appoint specialised officers with the requisite expertise to advise FSoB on pertinent health and safety concerns.
- Establish structured arrangements for addressing health and safety matters at all levels, including through departmental meetings and the FSoB Health and Safety Committee.
- Ensure this policy is prominently displayed, widely publicised, and subject to a comprehensive review at least once annually.

By adhering to these principles, FSoB remains steadfast in its commitment to fostering a culture of safety, well-being, and shared responsibility across the institution.

**End of Policy**