



# BLANTYRE INTERNATIONAL UNIVERSITY

## BIU SAFETY AND SECURITY POLICY

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## 1.0 Purpose

The purpose of this policy manual is to describe the Health, Safety and Security at Work Policy which should be observed by both employees recruited and students admitted by Blantyre International University (BIU).

## 2.0 Aims

- a) To ensure, as far as is reasonably practicable, the health and safety of all employees and students whilst in the premises of Blantyre International University.
- b) To comply with all relevant health and safety legislation, regulations and codes of practice.
- c) To provide safe and healthy conditions of work, plant and systems.

## 3.1 Responsibilities

### 3.1 Blantyre International University

- a) To work towards the achievement of this policy aims.
- b) To provide appropriate training, advice, protective clothing, equipment and documentation as is necessary or advisable.
- c) To carry out assessment of risks and endeavour to reduce or eliminate any potential risks.
- d) To provide written systems of work for all and any procedures which are exposed to hazardous environment or materials.
- e) To record notification of hazards and accidents and incorporate improvements suggested as a result of investigations conducted following such notifications as soon as possible.

### 3.2 Departmental Head and Administrator

- a) To be responsible for the execution of the safety policy as far as the department/employees for which he/she is responsible.
- b) To be responsible, as far as reasonably practicable, for the safety of all persons working in or visiting his/her department, and for all plant/equipment under his/her control.
- c) To ensure, in the event of accident, that prompt and appropriate first aid is administered, that further medical assistance is obtained if necessary, that the circumstances of the incident are investigated and reported on, and that recommendations made as a result of an investigation are implemented.
- d) To ensure the Workplace Safety folder is kept and displayed, that its contents are brought to the attention of every employee, and that all employees are conversant with such data.
- e) To ensure protective clothing/equipment is used at all times where and when necessary i.e. when working in the science laboratories or agricultural fields.
- f) To ensure that employees are conversant with the Accident/Hazard reporting procedure and that notification of Hazards is passed to the appropriate person for action.

### 3.3 Of employees and students

- a) To make themselves familiar with and adhere to safety procedures, including the fire alarm procedure and evacuation route(s).



- b) To wear protective clothing/equipment at all times as and when necessary, and to report any defects in such clothing/equipment to their department.
- c) To report all accidents/incidents to a supervisor, and to carry out instructions given by a supervisor. Failure to report accidents/incidents or conditions which could result in accidents is gross offence which might lead to dismissal of both employees and students.
- d) To report all safety and health hazards and machinery defects using the Hazard report procedure.
- e) To co-operate with the organization at all times on matters of safety and as such students are only allowed to use electrical equipment such as laptops in the library and not classes and should be under the supervision of the librarian to avoid overloading the electricity capacity of the premises and minimize risks of electric fire.

### **3.4 Of safety representatives such as ESCOM**

- a) To assist the employer (and employees) in the assessment and reduction of risk and hazards, by being aware of the implementation and effect of procedures and work in the workplace
- b) To advise the employer on matters of concern evidenced by employees and liaise / help in rectification thereof.
- c) The tenant on the other side of the compound next to the whole currently used as warehouse to observe all safety issues on electricity and chemicals which can be stored near BIU.

### **3.5 Of Safety Committee - Sub-Board Committee on Safety issues**

- a) To further the interest of all involved in the reduction and/or elimination of risk, or, failing this, of its control.
- b) To advise management on safety matters.
- c) To assist in the education of employees in operating safe working practices.
- d) To raise awareness of the need for high-profile safety policy/procedure.

### **4.0 On-site data (Safety Folder)**

4.1 A copy of the safety policy should be given to every employee and student. It provides for a prompt action and a criterion for guidance. It may be feasible and advisable to post in every place of work (and on every floor where there is multi-floor occupation) a readily identifiable and visible folder within which a number of forms are kept, including hazard reporting forms

4.2 The visible sheet of such a folder should include a checklist of items demonstrating the time each was last checked (for example, fire evacuation, equipment inspection dates, etc.) so that employees' views can operate as a reminder if it is too long, for example, since the last time there was a fire drill.



## 5.0 Administration of Safety Policy

5.1 The Safety Officer is responsible for overall attainment of safety principles and creation of place of work that is as safe as reasonably practical.

5.2 The Safety Officer is the Registrar and is responsible for

:

- i. Preparing, reviewing and updating this Policy, accident / hazard reporting procedures, fire and safety procedures and evacuation guidance.
- ii. Accepting and actioning Accident/Hazard Report Forms.
- iii. Ensuring compliance with the responsibilities laid down in this policy statement – and reporting failure to comply to Senior Management for sanctions to be applied.
- iv. Liaison with Health & Safety offices, Insurers, Factory and Environmental Health Officers, Fire Brigade, etc., and ensuring appropriate recommendations are effected.
- v. Implementing the requirements of (Reporting of Injuries, Deaths and Dangerous Occurrences).

Signed:

Registrar \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Date of issue .....

To be reviewed every year

## 6.0 First aid

First aid can be defined as instant action carried out by (normally) untrained persons in order to preserve life pending attendance by a trained medical practitioner as well as a need to provide instant assistance in the event of injury. To this end the responsibilities of BIU are as follows:-

- a) Provide suitable first aid staff and services in accordance with the nature of the business, the degree of danger or hazard in the operations, the number of employees, and the proximity to medical assistance. A first aider is defined as someone who holds a current certificate in first aid. The Matrons will therefore be regarded as first-aiders.
- b) Provide properly stocked first aid boxes which must contain all the necessary equipment and has to be inspected at least monthly to verify adequacy of the contents and that have not expired.



## 7.0 Fire precautions

7.1 Most people on hearing a fire alarm seem affected by a law of inertia. To ensure prompt evacuation this initial inertia must be overcome, and this can be achieved by means of constant practice, so that on hearing the alarm the automatic response is to move rather than freeze. Such movement may need to be hastened by specially appointed employees acting as Fire Marshals (with deputies, to cover absences).

7.2 Regular fire alarm tests and fire drills are mandatory in BIU group and should be held bi-annually at the beginning of each semester.

7.3 The Responsible Person for fire prevention is the Administrative Assistant and has the following duties:-

- i. take general fire precautions in respect of their employees (and others lawfully present) on the premises or in its immediate vicinity.
- ii. make assessment of all risks to which those present may be subject – with special attention paid where those persons are aged 18 or under i.e. students.
- iii. no new work activity involving a risk can commence unless a risk assessment has been made and measures have been implemented;
- iv. implement the preventative and protective measures set out in the appropriate regulations i.e. Employment Law;
- v. eliminate (where it is reasonable to do so) or reduce the risks from dangerous substances;
- vi. ensure there is fire fighting equipment, detectors and alarms;
- vii. comply with emergency routes and exit provisions;
- viii. follow procedures for serious and imminent danger;
- ix. ensure there is a suitable system of maintenance of premises and safety equipment;
- x. appoint competent persons to assist in conducting these preventative and protective measures;
- xi. provide information and training to employees (and others present);
- xii. co-operate with other RPs (in neighbouring premises etc);

## 8.0 Protection of Employees and Students against Discrimination and Harassment

Any employee or student who feels that s(he) has suffered discrimination in any way should use the BIU' Grievance Procedure.

If the complaint is against the Lecturer or other senior member of staff, confidential application should be made to the Dean of Students, who may authorise reference to the next tier of management if this seems appropriate in the circumstances.

In instances of sexual harassment, as far as possible, the anonymity of the complainant should be protected.



Any employee who discriminates, bullies or harasses student or fellow employee, may be liable for payment of damages to that person, in addition to any damages payable by BIU should it have failed to ensure the practice ceased with.

To make a complaint of discrimination, harassment, victimisation or unfair treatment, it will be necessary to have available:

- details of what, when, and where the occurrence took place;
- any witness statements or names;
- names of any others who have been treated in a similar way;
- details of any former complaint made about the incident, date, where and to whom made;
- preference for a solution to the incident.
- until a hearing is arranged, complainants should keep the matter confidential, other than arranging (if necessary) for details of witnesses to be given to BIU.

## 9.0 Harassment Guidance

The following actions are entirely unacceptable and will be treated with severity as they are regarded as gross misconduct:

- harassment (that is foisting unwelcome attentions on another employee or student (usually but not exclusively) with sexual intent by whatever means);
- bullying (in whatever form and by whatever means);
- victimisation for whatever reason (including calling into question or ridiculing a person's age, colour, religion, sexual preference, accent or dialect, disability, etc.);
- the operation of initiation rites of any description;
- unfair criticising or holding an employee or student to ridicule in front of others.

Management and Heads of Departments will act and react to all employees and students with respect and dignity – in short treat them as they themselves would wish to be treated. To this end, they will immediately correct, and apply sanctions against any unacceptable behaviour. Therefore all complaints in the context of harassment will be dealt with without delay in an objective and fair manner and the aggrieved will have to use the procedure outlined in section 8 above on Protection of Employees and Students against Discrimination and Harassment Policy.