



Global Banking School
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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





4.9. *GBS Contractors/Externals*- GBS Estates and Facilities Manager will be responsible for informing the Contractor and their employees on attending a GBS managed site of any risks and instructions relevant to their health and safety. Where significant contractual work is being undertaken, a copy of this Health and Safety Policy and any Contractors Procedures will be provided to the contractor. In turn, GBS must request a copy of the Contractor's Health and Safety Policy and information regarding their management of



6.2. *GBS Contractors*

6.2.1. GBS through the Head of Estates and Facilities will ensure that contractors are competent for the work they undertake and must ensure suitable systems are in place to manage the risks associated with having contractors working on our premises.

6.3. *GBS Employees*

6.3.1. All newly appointed staff receive Health and Safety, Fire Safety and evacuation procedural inductions which form part of their overall onboarding process. This provides full information on how Health and Safety is managed and details any significant risks associated with their role.

6.3.2. Following commencement on their workstation, all designated computer users will either self-assess using the online system or be assessed to identify changes to layout or additional equipment necessary to ensure safe working environment. HR department can advise on reimbursement costs associated with eyesight tests and lenses for display screen equipment (DSE) designated users. Employees are reminded to adhere to safe working conditions when working from home or remotely.

6.4. *GBS Students*

6.4.1. All new students will receive appropriate Health and Safety, Fire Safety, and evacuation procedural inductions. Students using a display screen equipment (DSE), or a computer should be aware of the dangers involved in their use. Breaks from activity should be taken away from screens on a regular basis and each user should adjust chairs and screens before use to ensure maximum comfort. Any issues should be reported to staff in order to be addressed. Students using display screen equipment should undertake a DSE assessment at their workstation.

6.5. *Out of Hours Access*

6.5.1. GBS employees and students are encouraged to review each campus opening times as times may vary for each location. Under no circumstances should a student be alone on the premises. Any activities that occur within normal hours but involve high or medium risks should be organised and in the presence of a full-time member of staff.



6.6. Security Arrangements

6.6.1. GBS either alone or in conjunction with a Campus Co-Ordinator of the site, will implement suitable security arrangements to manage the safety of all persons on our sites, ensure lawful access and to reduce the opportunity for unlawful entry. In addition, computer systems will be protected as far as is reasonably practicable to prevent hacking and the loss or corruption of data.



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



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. Arrangements relating to pandemic diseases will be subject to individual risk assessments based on Government and Medical legal requirements and advice.



9. Illegal Substances

- 9.1. 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.

- 9.2. Smoking/vaping at work.
 - 9.2.1. Smoking is prohibited in any GBS building. Staff and students wishing to smoke must do so in designated areas. We would ask that smoking takes place away from building entrances in order to prevent smoke from drifting back into the building.

10. Manual Handling

- 10.1. GBS will provide the necessary online training, instruction, and supervision to academic and professional employees where the role, despite a risk assessment, still involves residual significant manual handling activity to ensure they perform safely. Staff and students have a responsibility to take care of their back and should not lift or move any item if they are not comfortable and competent to do so. If a heavy item requires moving, assistance should be sought or lifting equipment used if available.

- 10.2. GBS will ensure all PPE identified from risk assessments for use in the workplace is provided at GBS expense, fit for purpose, and used, stored, and maintained correctly.

- 10.3. GBS will ensure that all equipment and machinery provided for use in the workplace is suitable for the intended purpose, only used by authorised, trained and as necessary supervised persons and is appropriately inspected, serviced, and maintained by competent persons in accordance with manufacturer's guidelines. This includes any Fitness Centre equipment provided for use of staff and students.

- 10.4. GBS will implement suitable procedures and guidance to ensure that vehicles meet the requirements of road traffic legislation, vehicle safety, maintenance, and current best practice standards.



10.5. 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.

11. Measuring and



13. Monitoring and Review

- 13.1. This policy may be amended by GBS at any time and will be reviewed annually to ensure continuing suitability for business needs and compliance with relevant legislation. The policy may be displayed on a notice board. The policy will be available online to all employees on induction and to visitors, contractors, and students on request.
- 13.2. An annual check of the health and safety management system will be carried out with a biannual audit either in house or using an independent external auditor to monitor implementation and progress of the GBS policy on safety.

14. Data Protection and Confidentiality

- 14.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the [Information Commissioners website](#). GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

15. Alternative Format

- 15.1. This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at asqo@globalbanking.ac.uk.



Annex 1 – GBS Organisational Chart for Health and Safety Department

Chief Executive Officer:

- Responsible for overseeing and authorising all operations and management of the health and safety department.

Finance and Resources Committee:

- Review and be consulted on new and or revised health and



Annex 2 – GBS Incident Reporting Form

GBS employees are to complete the self-service portal incident form found on the Service Catalog – Health & Safety. This form is used to report any workplace accident, near misses, health issues and dangerous occurrences.

This form can be found by following this link: [Submit Request - SysAid Help Desk Software](#)

The screenshot displays the GBS Incident Reporting Form interface. The form is organized into several sections:

- Location of Incident ***: A dropdown menu with the placeholder text "Please select a value".
- Incident Type ***: A dropdown menu with the placeholder text "Please select a value".
- Name/s of person/s Involved in the Incident ***: A text input field.
- Date & Time of Incident ***: A date and time selection widget.
- Incident Reported to ***: A text input field.
- Is the Person a ***: A dropdown menu with the placeholder text "Please select a value".
- Reported Date ***: A date selection widget.
- Line Manager**: A dropdown menu with the placeholder text "Select the user".
- Injury Details ***: A text input field.
- Description of the Incident ***: A large text area for describing the incident.

Below the form, there is a list of incident types with their descriptions:

- Accidents** - Including but not limited to slips, injuries from manual lifting, falls from sharp objects.
- Health Issues** - Includes but not limited to: back pain, neck pain, eye strain, repetitive strain injuries, etc.
- Near Misses** - Includes but not limited to: someone almost slipping, someone almost being struck by a moving object, etc.
- Dangerous Occurrences** - Includes but not limited to: equipment failure, unsafe work practices, etc.