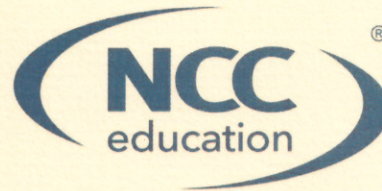




**SOUTH MEDITERRANEAN
UNIVERSITY**



**Awarding
Great British
Qualifications**

HEALTH AND SAFETY POLICY



1. POLICY STATEMENT

1.1 SMU is committed to ensuring the continuing health, safety, and welfare of its employees and students. The University also accepts its responsibility for the health, safety, and welfare of other persons who may be affected by its activities. The University shall ensure, so far as is reasonably practicable, that all applicable statutory duties and legal requirements are complied with.

1.2 The University is committed to maintaining and implementing this documented Health and Safety Policy, which is intended to promote and protect the health, safety, and welfare of all employees and students by:

- Providing adequate information, instruction, and training to employees and students to ensure that they are competent to perform their duties safely.
- Undertaking suitable and sufficient risk assessments and establishing safe working procedures for all relevant work activities to ensure a safe working environment.
- Providing and maintaining safe and suitable equipment and workplaces.
- Ensuring that adequate welfare facilities are provided, properly maintained, kept clean, and maintained in a serviceable condition.
- Where applicable, ensuring that contractors are appropriately vetted, competent, and monitored, and that they are informed of any hazards associated with their work and do not adversely affect the health and safety of employees, students, or other people.

1.3 The safety of individuals shall be paramount, and this Policy shall reflect that fundamental principle. The University shall not permit, condone, or knowingly tolerate unsafe practices. Employees and students shall not intentionally engage in, encourage, or cooperate with any unsafe act or practice.

1.4 The University shall consult and communicate with employees and students regarding matters relating to health and safety at work. Appropriate facilities and arrangements shall be maintained to enable employees, students, and their representatives to raise health and safety concerns with the University.

1.5 Every employee and student shall cooperate with the University to enable all applicable statutory duties and health and safety requirements to be fulfilled. The effective implementation of this Policy requires the full support and cooperation of all levels of management, employees, and students, together with everyone's acceptance of the responsibilities assigned to them under this Policy.



1.6 This Policy and all related Health and Safety documents shall be reviewed at least annually and, where necessary, revised to reflect changes in the University's organizational structure, operations, applicable legislation, regulations, or other relevant requirements.

Overall and final responsibility for Health and Safety shall rest with **Dr. Khalifa Jleta**, or such other person as may be formally designated by the University.

HEALTH AND SAFETY DUTIES

2. SOUTH MEDITERRANEAN UNIVERSITY'S RESPONSIBILITIES

2.1 The University should provide and maintain safe and healthy working conditions in accordance with applicable statutory and regulatory requirements, establish appropriate health and safety objectives, and encourage consultation and cooperation on health and safety matters.

2.2 The University shall ensure, so far as is reasonably practicable, that employees, students, contractors, visitors, and members of the public are not exposed to hazards that may adversely affect their health or safety.

2.3 The University shall provide appropriate health and safety induction, training, and education to employees and students as deemed necessary for the safe performance of their duties and activities.

2.4 The University shall provide appropriate safety devices, personal protective clothing, and personal protective equipment ("PPE"), where required, and shall take reasonable measures to ensure their proper use.

2.5 The University shall take reasonable measures to ensure that the health and safety of clients, visitors, members of the public, and other third parties are not adversely affected by the University's activities.

2.6 The University shall ensure that any measures necessary to maintain or improve health and safety are implemented promptly and appropriately.

2.7 The University shall ensure that any equipment identified as unsafe, or which is undergoing repair, maintenance, or cleaning, is isolated and handled in accordance with the applicable safe working procedures.

2.8 The University shall ensure that appropriate risk assessments are conducted, effectively communicated to relevant employees and students, and reviewed at appropriate intervals. Competent or specialist advice shall be obtained where necessary.



2.9 The University shall ensure that relevant Safety Data Sheets (“SDS”) are obtained and maintained for substances brought onto or used on University premises where required.

2.10 The University shall ensure that fire doors and emergency escape routes are kept clear at all times, that at least one fire evacuation drill is conducted annually, and that fire alarm systems are tested at appropriate intervals.

2.11 The University shall provide adequate welfare arrangements and facilities for employees and students.

2.12 The University shall ensure that all accidents, incidents, and dangerous occurrences are appropriately reported and investigated and that reasonable measures are implemented to prevent recurrence.

2.13 The University shall ensure that internal health and safety audits are conducted at appropriate and regular intervals.

2.14 The University shall take reasonable steps to ensure the competence, suitability, and, where applicable, appropriate insurance coverage of contractors engaged by the University.

3. EMPLOYEES AND STUDENTS

Employees and students shall:

3.1 Take reasonable care of their own health and safety and that of fellow employees, students, clients, visitors, and any other third party who may be affected by their acts or omissions, including by keeping corridors, floors, stairways, and other access routes free from obstruction.

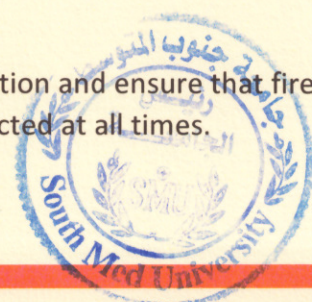
3.2 Cooperate fully with the University in the implementation and enforcement of health and safety rules, procedures, and requirements and comply with all applicable current and future health and safety legislation and regulatory requirements.

3.3 Use personal protective equipment correctly whenever such equipment is provided or required and wear appropriate footwear suitable for the relevant activity and environment.

3.4 Report any accident, work-related illness or injury, hazard, near miss, unsafe condition, or defective or damaged equipment to their immediate Manager or designated responsible person at the earliest opportunity.

3.5 Use correctly and never interfere with any guards, safety devices, or protective systems fitted to or associated with equipment on which they are working.

3.6 Keep equipment and work areas in a safe, clean, and orderly condition and ensure that fire exits, emergency routes, and fire-fighting equipment remain unobstructed at all times.



3.7 Cooperate fully with any investigation of accidents, incidents, or near misses and refrain from any conduct that may cause physical harm to themselves or others.

3.8 Ensure that all materials and substances are lifted, handled, moved, transported, and stored safely and in accordance with applicable procedures.

3.9 Ensure that any equipment identified as unsafe, or undergoing repair, maintenance, or cleaning, is not used and is handled in accordance with the applicable safe working procedure.

4. RISK ASSESSMENTS

4.1 The University shall undertake suitable and sufficient risk assessments in respect of relevant activities and work areas. The findings of such assessments shall be documented, retained, and reviewed in accordance with applicable legal and organizational requirements, and for a minimum period of five (5) years, where required by this Policy.

4.2 Risk assessments shall identify reasonably foreseeable hazards, assess the risks arising from those hazards, and determine appropriate control measures. They shall enable the University to:

4.2.1 Identify workplace hazards, meaning anything with the potential to cause harm.

4.2.2 Assess the level of risk, considering the likelihood of a hazard causing harm and the potential severity of that harm.

4.2.3 Implement appropriate measures to eliminate hazards or, where elimination is not reasonably practicable, reduce and control the associated risks of accidents, injury, or ill health.

4.3 All risk assessments shall be reviewed at least annually and whenever there is a significant change to the relevant activity, workplace, equipment, or process, or following a serious accident, incident, or dangerous occurrence.

5. MANUAL HANDLING

5.1 The University shall ensure, so far as is reasonably practicable, that the need to undertake manual handling operations is avoided wherever reasonably possible.

5.2 Where manual handling cannot reasonably be avoided, the relevant operation shall be assessed and categorized as High, Medium, or Low risk according to the degree and nature of the hazards associated with the operation.

6. FIRST AID PROVISIONS

6.1 The University shall maintain appropriate arrangements to ensure that first aid is provided promptly to people who are injured or become ill on University premises.



6.2 The University shall endeavor to always maintain adequate first aid provision.

6.3 The University shall provide and maintain appropriately stocked first aid boxes and an Accident Book or equivalent accident-recording system. A designated person shall be responsible for ensuring that first aid supplies are regularly checked and adequately replenished.

6.4 The names of designated first aiders and the locations of first aid boxes shall be clearly displayed at appropriate points throughout the premises.

6.5 All accidents shall be reported and recorded in the Accident Book or applicable accident-recording system at the earliest opportunity by the designated or qualified First Aider or other authorized person, where applicable.

7. ACCIDENT AND INCIDENT REPORTING

7.1 Dr. Khalifa Jleta shall be responsible for ensuring that appropriate accident and incident reports are submitted to the relevant authorities, where required, in accordance with applicable local laws and regulations. Such reports shall be submitted by the quickest practicable means when immediate notification is required.

7.2 All accidents and relevant incidents shall be investigated for the purpose of identifying their causes and implementing appropriate corrective and preventive measures, and not solely for the purpose of attributing blame.

8. FIRE SAFETY PROCEDURES

8.1 Any person who discovers a fire shall immediately raise the alarm, notify a Manager or designate responsible person, and evacuate the premises using the nearest safe emergency exit.

8.2 The Manager or person designated by the University shall, where appropriate, contact the relevant emergency services and provide the necessary information.

8.3 A fire extinguisher or fire blanket may only be used to tackle a fire where the person has received appropriate training, the equipment is suitable for the type of fire, and it is safe to do so. No person shall expose themselves or others to unnecessary or undue risk.

8.4 Water shall never be used on electrical equipment or flammable liquid fires.

8.5 When the fire alarm is set, all people shall evacuate the premises immediately using the nearest safe emergency exit. Where it is safe and practicable to do so, equipment may be



switched off before evacuation, provided that doing so does not delay or compromise evacuation.

8.6 All people shall proceed to the designated Fire Assembly Point and report to their Manager or designated responsible person.

8.7 People shall remain calm during an emergency and shall not run, panic, or stop collecting personal belongings.

8.8 No person shall re-enter the premises until permission has been given by the relevant emergency services or the senior authorized person present.

8.9 All employees and students shall familiarize themselves with the emergency escape routes provided within the building, their proper use, and the procedures to be followed in the event of a fire.

8.10 All employees and students shall familiarize themselves with the location of fire alarm points and fire-fighting equipment.

8.11 The University shall ensure that fire exits are checked regularly, fire extinguishers are inspected regularly and examined as required, and that at least one fire evacuation drill is conducted annually.

8.12 The University shall ensure that an appropriate fire risk assessment is conducted and reviewed as required.

9. DANGEROUS SUBSTANCES

9.1 Dangerous substances include chemicals used for domestic, laboratory, medical, or industrial cleaning and any other substance or material capable of causing harm, fire, explosion, or other adverse effects. Before any substance is used, stored, transported, or disposed of, the relevant Safety Data Sheet (SDS) and applicable risk assessment or safety instructions shall be reviewed and understood.

9.2 The University shall implement appropriate control measures to protect employees, students, contractors, visitors, and other people from hazards associated with dangerous substances.

9.3 Employees, students, contractors, and other authorized people shall ensure that:

Awareness: All chemicals and dangerous substances in use on university premises are known to **Dr. Khalifa Jleta** or his designated nominee.

Use: Chemicals and dangerous substances are used only as authorized and in accordance with applicable instructions, Safety Data Sheets, risk assessments, and procedures approved by the University.



Storage: Chemicals and dangerous substances are stored only in locations approved and designated by **Dr. Khalifa Jleta** or his designated nominee and in accordance with applicable safety requirements.

Disposal: Residual and waste materials shall be removed from the relevant work area upon completion of the work and disposed of only in accordance with applicable legal requirements and the instructions of **Dr. Khalifa Jleta** or his designated nominee.

10. ELECTRICAL SAFETY

10.1 The University shall ensure that electrical equipment is appropriately inspected, maintained, and suitable for its intended purpose in accordance with applicable local laws, regulations, and safety requirements.

10.2 All portable electrical equipment shall be visually inspected before use. For the purposes of this Policy, portable electrical equipment includes appliances that can reasonably be moved while in operation, such as kettles, vacuum cleaners, and equipment intended to be held during normal use. Such checks shall also apply to plugs, sockets, and extension leads.

11. WORK EQUIPMENT

11.1 The University, as an employer, shall provide and maintain suitable and safe work equipment and shall take reasonable measures to ensure that such equipment is used safely and appropriately in accordance with applicable legal and regulatory requirements.

11.2 The University shall ensure that:

- a) All work equipment provided is suitable for its intended purpose and the conditions in which it is to be used.
- b) Work equipment is appropriately maintained and kept in good working order.
- c) Employees and other authorized users receive adequate information, instruction, and training necessary for the safe use of the equipment.
- d) Appropriate measures are being taken to guard dangerous parts of machinery and equipment.
- e) Risks associated with the use of work equipment are adequately assessed and controlled.

11.3 Where work equipment is borrowed or hired, the University shall ensure, so far as is reasonably practicable, that such equipment is fit for its intended purpose, safe to use, and accompanied by appropriate instructions. People using such equipment shall receive suitable and sufficient training, and specialist training shall be arranged where necessary.

12. VISITORS AND CONTRACTORS



12.1 All visitors and contractors shall comply with the University's health and safety rules, procedures, instructions, and any applicable laws and regulations while on university premises.

12.2 All contractors shall report their arrival and departure to the University's designated office staff or other authorized representative before commencing work and upon leaving the premises.

12.3 Contractors shall not use, operate, or borrow equipment belonging to the University unless expressly authorized to do so by an authorized University representative and unless they are competent and appropriately trained to use such equipment.

12.4 Contractors shall ensure that all equipment brought onto university premises, including borrowed or hired equipment, is safe, suitable for its intended purpose, properly maintained, and used in accordance with applicable legal and safety requirements.

12.5 No contractor or visitor shall, through their acts or omissions, endanger themselves or any other person. Contractors and visitors shall comply with all applicable safety requirements and use the appropriate safety equipment where required.

12.6 Contractors shall maintain adequate insurance coverage, including appropriate public liability and/or other insurance required by the University or applicable law, sufficient to indemnify the University against losses, liabilities, injuries, damages, claims, costs, or expenses arising directly or indirectly from any act or omission of the contractor, to the extent permitted by law.

12.7 All visitors and contractors shall immediately report any accident, incident, hazard, or near miss occurring on university premises to the University's designated office staff or authorized representative, regardless of whether injury, damage, or loss has occurred.

