EUROPEAN CITY CAMPUS (PVT) LTD

HEALTH AND SAFETY POLICIES

Health and Safety Policy

Our primary goal is to provide professional advisory services to everyone at European City Campus (ECC) while prioritizing the safety and well-being of employees, students, and visitors. Our focus spans three critical areas:

1. Ensuring Safety and Health
2. Supporting Occupational Health
3. Promoting Work-Life Balance

The ECC Health and Safety Handbook serves as a comprehensive guide for all staff members, offering crucial internal policies and safety advice. As each of us shares the responsibility for safeguarding everyone at ECC, it's crucial to familiarize yourself with the essential regulations and topics outlined in this handbook.

Given that ECC policies, governmental regulations, and new health and safety concerns are regularly incorporated into the Handbook, it's important to revisit these materials frequently to stay informed. The contents cover a range of areas, such as:

- Health & Safety Policy
- Permission to Work Policy
- Event activities at campus premises
- Visiting Teaching Staff
- No Smoking Policy
- Accident Policy

Accident Policy

Professional Policy Overview

This policy aims to provide guidance on regulations for reporting work-related incidents, accidents, ill-health cases, and violent events at the European City Campus (ECC) or other locations, regardless of injuries. Reporting involves personnel, students, visitors, and contractors. Reports go to the Head of Faculty or Department/Director of Service and the Health and Safety Officer (HSO). Immediate notification is crucial for significant incidents, prompting an investigation. The site of a major incident should remain undisturbed, except for attending to the injured. Follow-up actions and preventive measures are initiated by designated individuals.

Definitions

Accident: Unanticipated incidents resulting in injury.

Reportable work-related illnesses: Illnesses requiring notification to the Health and Safety Officer.

Dangerous Occurrence: An event without immediate harm but having the potential for it.

Fatality: Loss of life.

Serious Accident: An incident causing significant injuries, ill health, loss of life, or substantial disruption.

Specific Injuries: Such as fractures or loss of consciousness.

Minor Injury: Examples include cuts, bruises, or fractured fingers.

Near Miss: An incident capable of harm but without actual harm.

Over Seven-Day Absence: Staff unable to work for more than seven days due to occupational reasons.

Violent Incident: Physical or verbal attacks or threats.

Procedure for Reporting Accidents at ECC

Immediate reporting of serious accidents, fatalities, dangerous occurrences, or incidents is required. The designated authority conducts an initial investigation, notifies relevant committees and officers, and completes accident/incident forms.

Accident/Incident Form

The form should be completed soon after the incident by anyone with relevant information. It goes to the designated authority, which may initiate an investigation or pass it to the HSO. The report includes investigation outcomes and preventive measures.

Reportable specified injuries:

Includes fractures, amputations, serious eye injuries, crush injuries, burns, scalp injuries, and unconsciousness due to specific causes.

Reportable dangerous events:

Cover various incidents involving machinery, explosions, biological agents, diving, and pipelines, with potential for harm.

Reportable work-related illnesses:

Consist of conditions like cramps, dermatitis, asthma, vibration syndrome, occupational cancer, and illnesses due to occupational exposure.

Corporate Health and Safety Policy

1. Introduction

Our commitment is directed towards realizing an evolving vision, positioning the European City Campus (ECC) as the leading career-focused institution in Sri Lanka. We aim to advance the future of education and work, fulfilling promises in the areas of career improvement, lifestyle enhancement, mental well-being, job creation, business growth, and community connections. At ECC, students are empowered to enhance their emotional, social, and physical intelligence, digital skills, and cultural knowledge. The Compliance and Risk Committee (CRC) is integral to ensuring the realization of these goals, playing a pivotal role in fostering a highly skilled, career-ready workforce, and addressing health, safety, and welfare objectives.

The CRC is instrumental in creating an exceptional, career-ready workforce, meeting health, safety, and well-being requirements for civic engagement initiatives, providing an outstanding experience for students and staff, and nurturing a vibrant research culture. We acknowledge corporate responsibility for health and safety matters in accordance with the Occupational Health & Safety Act No. 38 of 2009 and relevant legislation. Our commitment goes beyond compliance, actively taking measures to prevent illness, injury, and losses while promoting best practices and continuous improvement.

This policy statement delegates managerial and operational tasks necessary to achieve our Health and Safety objectives. The Board of Governors, Vice Chancellor, Heads, and Directors are dedicated to upholding the highest standards. Our Health and Safety arrangements encompass this policy statement and the sub-policies, guidance, and procedures outlined in the Health and Safety Handbook. In collaboration with the Board of Governors, staff, and students, we will take all reasonable steps to foster and maintain a positive safety culture and uphold high safety standards throughout our facilities. Our managers are empowered to identify and mitigate risks, ensure a safe physical environment, and base work systems on sound risk management principles, among other responsibilities.

2. Responsibility for Health and Safety Management

Effective health and safety management requires the commitment, cooperation, and effort of all individuals. Establishing responsibility and accountability within our institution is crucial for both the safety management system and the development of a strong safety culture.

Every employee, regardless of position, is accountable for adhering to this Health and Safety Policy. Supervisors in various settings bear the responsibility for ensuring the health and safety of students and staff. School or service safety coordinators have outlined responsibilities in this Health and Safety Policy. Managers are both accountable and liable for the health and safety of their employees and students.

Managers are both liable and accountable for health and safety, and all staff and students are responsible for personal health and safety, ensuring the safety of others, and compliance with safety measures. All employees must immediately report any work situation posing an immediate threat to their line manager.

To complement this policy and information in the Health and Safety Handbook, all Faculties and Services must develop their own documentation, processes, and procedures.

3. Implementation Organization and Arrangements

3.1. Board of Governance

The ultimate responsibility for creating a safe and healthy environment lies with the Board of Governance. The Board mandates compliance with standards set by the Compliance and Risk Committee and all related policies and procedures. An annual report on health, safety, and well-being matters is provided to the Board.

3.2. Compliance and Risk Committee

This committee ensures maximum compliance with the Board's health and safety policy framework. It communicates health, safety, and welfare issues, provides leadership in health and safety management, and plays a role in setting national standards. The committee's terms of reference cover safety management, personnel, training, policy review, and more.

3.3. Health and Safety Officer (HSO)

Reporting to the Compliance and Risk Committee, the HSO ensures compliance with health and safety regulations. Responsibilities include education, guidance, auditing, health surveillance, and reporting.

3.4. Faculty Heads and Service Directors

Heads and Directors are responsible for the health and safety of their departments. They may delegate responsibilities but must ensure designated personnel have authority and resources for safety duties.

4. Risk Assessment

Regular evaluations of health and safety risks and the implementation of control measures are conducted in accordance with relevant regulations.

5. Inspection Teams

Faculty/Department inspections occur at least once per semester, with records retained for three years.

6. On-Site Arrangements

Current and effective Faculty/Department Health and Safety policies outline safety protocols. Swift corrective actions are taken for identified hazards.

7. Accident and Incident Reporting Procedures

Reporting procedures are outlined, investigations conducted, and corrective actions implemented as necessary.

8. Knowledge, Training, and Education

Adequate information and induction training are provided to employees and students. Safety training is tailored to roles.

9. Consultation

Consultation is essential for effective communication and proper consultation on health and safety matters.

10. Staffing and Supervision

Preparations for staff coverage during absences are established to ensure adequate supervision.

11. Fire Safety

Stringent adherence to safety measures and fire evacuation protocols is maintained.

12. Electrical Safety

Regular examinations, testing, and labeling of electrical equipment are conducted.

13. Health and Safety Coordinators

Coordinators are responsible for procedures, examination and revision, investigations, consultation, and maintaining records.

14. The Health and Safety of Students

Heads ensure students receive information, training, and induction on safety matters. Students are expected to take precautions and cooperate with supervisors.

15. Minors on ECC Grounds

Children under 16 may access teaching areas with permission. Children should not be in hazardous areas unless part of an approved project.

16. Everyone on the Team

All employees are responsible for their safety and others'. Reporting deficiencies and incidents is mandatory.

17. Review

This Policy is subject to an annual review, with any modifications communicated to all employees.

18. Sub-Policies and Codes of Practice in Health and Safety

Various sub-policies and codes of practice are established as appendices, covering reporting procedures, asbestos, contractors, legionellosis control, and other specific areas. Heads may establish specialized codes of practice if needed.

Events & Activities at Campus Premises

This guideline applies to both public and private events, encompassing seminars, conferences, and gatherings hosted by various entities affiliated with or outside the European City Campus (ECC), including groups, individuals, and organizations.

1. Event hosts are accountable for managing accommodations, reservations, and ensuring adherence to ECC guidelines.

2. The number of attendees must not surpass the specified limit.

3. Detailed equipment information should be part of the risk assessment.

4. Room bookings require approval from the Head of Academics. Ad hoc requests are considered post finalizing the schedule. Outdoor venue requests are at the Head of Academics' discretion.

5. Booking requests require a risk assessment. Timetabling approves or declines with Health Safety Unit consultation if necessary.

6. The Non-Executive Director can postpone or cancel events if safety procedures are unsatisfactory.

7. Trained staff must be present for emergencies.

8. Important events need direct reporting to the Head of Academics.

9. External room inquiries go through the Non-Executive Director, coordinating with the Head of Academics. ECC rooms have priority.

10. Event leads complete a risk assessment, approved by the Non-Executive Director for room reservations.

For Student Societies and Clubs:

1. Room booking requests are directed to the Non-Executive Director, forwarded to the Head of Academics.

2. Relevant Risk Assessment Forms should accompany these requests.

3. A week's notice is required for review before confirming bookings.

4. Room reservations need Non-Executive Director approval based on risk assessment.

Emergency Preparations:

Guidelines include familiarizing supervisors with emergency locations, reporting fire extinguisher use, keeping pathways clear, ensuring unlocked emergency exits during building operation, and adhering to fire door regulations.

Public Events:

Licensed venues are essential for public events, managed by the licensee who oversees public health and safety.

Premises Usage:

Private gatherings follow similar regulations to public events, upheld by event organizers.

Egress & Access:

Clear exit pathways, acceptable security equipment, and adequate space for swift evacuations are essential.

Snacks and Beverages:

Refreshment plans should be part of the event risk assessment.

Noise:

Ensure compliance with noise regulations to prevent disturbances.

Electricity:

Prioritize permanent power sources, maintain portable appliances, and avoid overloading circuits.

Stage Presentations:

Adhere to fire safety standards for stage materials, maintain clear escape routes, and have fire-fighting equipment nearby.

Disability Accommodation:

Facilitate easy access for disabled individuals and ensure assistance during emergencies.

Final Approval:

Events need clearance from the Non-Executive Director before proceeding.

No Smoking Policy

Introduction

The European City Campus (ECC) strictly prohibits smoking on its premises in accordance with the regulations specified in Section 36 of the National Authority on Tobacco and Alcohol Act No. 27 of 2006. This prohibition extends to ECC vehicles, and the use of electronic cigarettes is also prohibited within ECC facilities and near building entrances.

ECC Structures

Smoking is only allowed in designated areas on the Negombo and Colombo campus premises, as well as in the Negombo Cafe. Smokers must responsibly dispose of used smoking materials in designated cigarette bins and take precautions to prevent smoke from affecting non-smokers. Smoking electronic cigarettes is not permitted inside ECC buildings or near entrances, with the exception of approved research conducted in dedicated laboratories, provided users take precautions to avoid inconveniencing non-users.

Signage

Prominent signs and banners indicating the prohibition of smoking on campus will be displayed at major entrances. Standard A5 size 'No Smoking' signs, accompanied by the phrase "No smoking," must be placed at each building entry to reinforce this prohibition. Smoking in these areas is considered illegal. Similarly, electronic cigarettes are not allowed inside buildings or near entrances, as indicated by posted signs at every entry point. ECC vehicles are equipped with no-smoking signs, including the no-smoking emblem and a notice prohibiting the use of electronic cigarettes.

Vehicles for ECC

Smoking or using electronic cigarettes is strictly prohibited in all ECC vehicles for staff, students, and guests. This rule applies at all times while inside these vehicles.

Employee Smoking or Vaping Breaks

Staff members who smoke or use electronic cigarettes are entitled to two additional breaks, one in the morning and one in the afternoon. These breaks should not exceed 15 minutes, must not disrupt operational priorities, and any lost work time should be compensated as mutually agreed with the line manager.

Quitting Smoking

Individuals seeking guidance and support to reduce or quit smoking should contact the Tobacco Cessation Clinics at the Healthy Lifestyle Centers (HLC) for staff members or the Student Health & Wellbeing for students. Additional information can be found at https://www.ncd.health.gov.lk/index.php?option=com_content&view=article&id=58&Itemid=18%209&lang=en#:~:text=Tobacco%20cessation%20counselling%20services,for%20a%20tobacco%2%200free%20life.

Permission to Work Policy

Definition:

A work permit stands as an official document required for individuals working in areas of potential danger within the European City Campus (ECC). Its purpose is to outline risks, establish safety measures, and detail work procedures. Crucially, it grants authorization for a specific job on a particular day rather than granting generic access.

General:

A comprehensive work permit should cover the following key details:

1. Authorized workers (referred to as operatives).

2. Clear identification and description of the location and equipment needing maintenance or repair.

3. Detailed explanation of the work involved, including safety requirements.

4. Contact information of the responsible supervisor(s) granting authorization.

5. Emergency contact details for contracted personnel.

Before starting any work, the permit must be accurately completed. Typically, it remains valid for a specific period or until the task is finished, and it can be revoked at any time. The permit's validity duration should be determined through a tailored risk assessment for the specific task or activity.

Visiting Teaching Staff

The European City Campus (ECC) takes responsibility for the safety of its staff and students on its premises. The faculties or departments supervising visiting teaching staff are primarily accountable for ensuring safety. They should orientate these staff members about health and safety measures, following this specific sub-policy. The aim is to inform visiting teaching staff of their responsibilities concerning health and safety.

Fire Evacuation:

Visiting teaching staff must know the fire evacuation procedures at their workplace:

- Activating the fire alarm system.

- Identifying primary and alternative escape routes.

- Understanding the evacuation process and whom to report to.

- Being aware of the designated assembly point.

During a fire alarm while teaching, instructors should guide students to a safe area outside.

Health and Safety Information:

Visiting educational staff should be informed about:

- Access points for faculty-specific health and safety support.

- Reporting channels for health and safety concerns.

Risk Assessment:

Visiting teaching staff should understand general and activity-specific risk assessments and control measures relevant to their work locations and tasks.

Safety and Health Procedures:

Visiting teaching staff should familiarize themselves with essential rules and procedures available from:

Key Policies:

- Health and safety policy

- Fire policy (including evacuation procedures for mobility-limited individuals) (under development)

- Reporting mechanisms for incidents, accidents, health issues, and violent occurrences

- Smoking policy

- First aid policy

Additionally, specific health and safety policies might apply to their activities, such as:

- Fieldwork

- Solo work

- Unsupervised experiments

- Personal security

- Electrical and workshop safety

- Contractors

- Display screen equipment

- Asbestos

- Office safety

For further health and safety guidance, contacting the faculty or departmental office is advised as the initial point of contact.