

# Health and Safety Policy and Associated Procedures

## 1. Purpose

This policy outlines IOIS's approach to ensuring the health, safety, and wellbeing of students, staff, and visitors in all environments where training, assessment, and related activities are delivered. The policy ensures that learning environments are safe, inclusive, and supportive of both physical and psychological wellbeing.

## 2. Scope

This policy applies to:

- All IOIS students, staff, contractors, and third parties.
- All training and assessment activities delivered by IOIS, including face-to-face, simulated workplace, online, and blended delivery.
- All physical and digital environments where IOIS has control or influence over safety and wellbeing.

## 3. Policy Statements

### 3.1 Commitment to Safety

- IOIS is committed to providing and maintaining a safe learning and working environment.
- All students and staff have the right to a safe environment and the responsibility to contribute to maintaining it.
- Hazards, risks, and incidents will be reported, documented, and addressed promptly.

### 3.2 Health and Safety Standards

- Training venues and simulated environments will be risk assessed and maintained to meet relevant **workplace safety standards**.
- Online delivery platforms will be designed to minimise risks (e.g., ergonomic considerations, digital safety, cybersecurity).
- IOIS promotes wellbeing, including **mental health awareness**, stress management, and access to support services.

### 3.3 Responsibilities

- **IOIS Management** ensures policies, procedures, and resources are in place to manage safety risks.
- **Trainers/Assessors** must conduct risk assessments of learning environments and ensure safe delivery of training and assessment.

- **Students** must follow safety instructions, report hazards, and behave in ways that do not endanger themselves or others.

### 3.4 Consultation and Continuous Improvement

- IOIS consults staff and students on health and safety matters.
- Feedback is reviewed regularly and improvements recorded in the Continuous Improvement Register.

### 3.5 Incident and Emergency Response

- IOIS will maintain clear procedures for responding to health and safety incidents, accidents, or emergencies.
- Where IOIS operates offshore through third parties, those partners must comply with this policy and local workplace safety requirements.

## 4. Procedures

### 4.1 Identifying and Assessing Risks

1. Conduct safety risk assessments for all training venues, practical workshops, and simulated environments before use.
2. For online delivery, ensure platforms comply with cybersecurity protocols and provide guidance on safe digital practices.
3. Record risks in the **Risk Register** and review regularly.

### 4.2 Maintaining Safe Environments

1. Trainers must check facilities, equipment, and resources before each session.
2. All hazards must be reported immediately using the **Incident/Hazard Report Form**.
3. Unsafe equipment or environments must not be used until risks are controlled or eliminated.

### 4.3 Student and Staff Induction

1. Provide a safety briefing at orientation and the first class, covering emergency procedures, safe equipment uses, and wellbeing support.
2. For online delivery, provide digital safety guidelines (e.g., secure login, data privacy, ergonomic setup).
3. Reinforce safety expectations through student handbooks and trainer inductions.

### 4.4 Incident Reporting and Response

1. All incidents, hazards, and near-misses must be documented on the **Incident/Hazard Report Form**.

2. Trainers or staff must escalate serious incidents immediately to the Academic Manager.
3. The Academic Manager investigates, identifies corrective actions, and records outcomes.
4. Incidents are logged in the **Incident Register** and reviewed quarterly.

#### 4.5 Emergency Management

1. Ensure all training sites display emergency exit plans, fire safety procedures, and local emergency contact details.
2. For offshore delivery, follow local emergency requirements and ensure students are informed of these.
3. Online emergencies (e.g., cybersecurity breaches) must be reported to the IT Administrator and Academic Manager immediately.

#### 4.6 Monitoring and Review

1. Conduct **annual health and safety audits** of training and assessment environments.
2. Review all reported incidents and corrective actions for trends.
3. Feed findings into the **Continuous Improvement Register** for system-wide improvements.

### 5. Responsibilities

- **CEO:** Overall accountability for health and safety.
- **Academic Manager/RTO Manager:** Oversees implementation, investigates incidents, and approves corrective actions.
- **Trainers/Assessors:** Conduct risk checks, maintain safe practices, report hazards, and guide students.
- **Administration Officer:** Maintains records (Incident Register, Risk Register, CI Register).
- **Students:** Follow safety instructions, use equipment properly, report risks or incidents promptly.

### 6. Related Documents

- Student Handbook
- Trainer Induction Guide
- Risk Register
- Incident/Hazard Report Form
- Incident Register



- Continuous Improvement Register
- Student Support Policy



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## Document Version Control

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