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Health, Safety and Wellbeing Policy

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Version 3	Change Originator	Document Owner	Approver	Approval Date	Effective Date
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	Details of Change	*Title and Scope Update: The title was updated to <i>Health, Safety and Wellbeing Policy</i> . References to "health and safety" throughout the document now read "health, safety and wellbeing", and additional sections have been included to explicitly address wellbeing within the College environment. *Amendment in Section 4: • Title reads Health, Safety and Wellbeing Committee; • Amendment in Section 4.1 - Composition and Quorum *Incorporated provisions for: • Mental health and wellbeing provisions • The role of Mental Health First Aiders • The role of Fire Wardens • The management and recording of Health and Safety training			

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<u>It is IMPORTANT to always make sure that the latest version of a policy document is consulted.</u>

Contents

1. Purpose/Statement of Intent.....	5
2. Principles, Application and Scope	5
3. Definitions and Acronyms.....	6
4. Health, Safety and Wellbeing Committee.....	7
4.1. Composition and Quorum.....	7
4.2. Core Responsibilities	7
5. Roles and Responsibilities.....	8
5.1. Employer (IDEA College).....	8
5.2. Head of Department or Delegate	8
5.3. Line Managers	9
5.4. Employees.....	9
5.5. Faculty Members.....	10
5.6. Visitors.....	10
5.7. Health and Safety Officer	10
5.8. Facilities Manager or Delegate.....	11
5.9. Mental Health First Aider (MHFA)	11
5.10. Fire Safety - Fire Warden Role.....	12
6. Health & Safety Arrangements	13
7. Training and Competency	14
8. Documentation.....	15
9. Contact Information.....	15
10. Appendix A - Health and Safety Training Register Template.....	17

1. Purpose/Statement of Intent

IDEA College values the health, safety and well-being of the College's staff and is committed to providing a safe working, teaching, and learning environment. All members of the College community are expected to work safely and in accordance with applicable legislation, as well as adhere to IDEA College's health and safety policies and procedures.

2. Principles, Application and Scope

In support of the above commitment, IDEA College:

- Supports the implementation of employees' initiatives with the aim of promoting health and safety and preventing accidents;
- This Health and Safety Policy applies to all employees, students, visitors, and contractors of IDEA College while at IDEA College Campuses. Non-compliance with this policy, or with the related legislative's requirements, will result in disciplinary action, as appropriate;
- Top senior management, principal, deputy principals, managers, and supervisors are responsible for the compliance with this policy and to maintain a safe and healthy environment in their areas of responsibility;
- It is everyone's duty of care to ensure that health and safety is managed, monitored, and adhered to in an active and practical manner;
- The Health & Safety Committee is responsible for implementing this policy, monitoring its effectiveness and making recommendations for its reviewing, when and if necessary.
- IDEA College recognises that health and safety includes both physical health and mental wellbeing. The College is committed to providing a supportive and psychologically safe working and learning environment.

The College will:

- Promote awareness of mental health and wellbeing
- Encourage early support and appropriate help-seeking
- Take reasonable steps to identify and reduce workplace stressors
- Provide access to trained Mental Health First Aiders (MHFAs)

3. Definitions and Acronyms

Employees	Individuals who perform work or supply a service for monetary compensation.
Faculty Members	Faculty Members refer to all the educators involved in the teaching and learning of the IDEA College students which includes teaching and learning face-to-face and online, research and simulation activities and practices. Thus, these may also be referred to as Teaching Staff / Lecturers / Supervisors / Mentors / Tutors and other terms as applicable to the study programme.
Head of Department or Delegate	The term refers to the responsible senior management staff who writes the 'Incident Report' and escalating matters if needed. These are primarily, though not limited to: Principal, Deputy Principal, Managers
Incident	An incident is any unplanned event – including accidents, near misses, injuries, property damage, or safety-related concerns – that affects or has the potential to affect people, property, or operations.
Line Manager	The term refers to the person who has charge over a department or an area of work. These are primarily, though not limited to: Deputy Registrar, Professional Executives, Executives, Assistant Managers, Programme Coordinators
MHFA	Mental Health First Aiders
OHSA	Occupational Health and Safety Authority.
Personal Protective Equipment (PPE)	The term refers to the equipment worn to minimise exposure to injuries or illnesses.

4. Health, Safety and Wellbeing Committee

The Health and Safety Committee plays a critical role in overseeing the College's health and safety framework, ensuring a safe and compliant environment for all students, staff, and visitors.

4.1. Composition and Quorum

- a) The committee is composed of four staff members i.e. a Chairman and three other members.
- b) An expert on Health and Safety may be included as a standing member or ad-hoc member, depending on the nature of the matters being addressed.
- c) A quorum is established with the presence of any three members.
- d) The Committee reports directly to the Executive Chairman

4.2. Core Responsibilities

4.2.1. Compliance Oversight: Ensures adherence to all applicable health and safety legislation and regulatory standards.

4.2.2. Meeting Frequency: Meetings are held regularly and not less than once every six months.

4.2.3. Record Keeping: Formal minutes and action points are documented for accountability and follow-up.

4.2.4. Monitoring and Review:

- a) Assess health and safety performance across the College, including incident reports, audit findings, and implementation of safety policies.
- b) Provide strategic direction for continuous improvement in health and safety management.

4.2.5. Report Evaluation: Review reports and recommendations from senior management to identify risks, monitor compliance, and support the development of proactive safety measures.

4.2.6. Consultation and Communication: Facilitate dialogue between College leadership, staff, students, and visitors, especially regarding concerns, incidents, or proposed changes affecting campus safety.

4.2.7. Education and Training: Supports the promotion of health and safety awareness and engagement through training initiatives.

5. Roles and Responsibilities

It is the responsibility of every member of staff to have regard to the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in work activity.

5.1. Employer (IDEA College)

- a. Holds regular meetings with the Health & Safety Committee
- b. Takes reasonable care to ensure that IDEA College complies with the applicable legislation and its obligations as an 'employer';
- c. Provides a safe and healthy working and learning environment;
- d. Supports its employees in their efforts to adhere to health and safety requirements;
- e. Ensures that corrective measures are taken for known hazards and risks and are immediately implemented.

5.2. Head of Department or Delegate

Heads of Department (or their delegate) are accountable for ensuring the effective implementation of health and safety measures within their respective departments. Their responsibilities include:

- a. Taking all reasonable measures for the protection of their employees and fulfilling their obligations under the applicable legislation;
- b. Maintaining a safe and healthy working environment and ensuring work is performed in compliance with the applicable legislation;
- a. Participating in health and safety training.
- c. Ensuring employees are informed of actual and potential hazards and receive training to conduct their work safely;
- d. Investigating workplace incidents, and hazardous conditions in their area of responsibility and ensuring the implementation of corrective measures.
- e. Completing and submitting the Incident Report Form, as found attached to this policy, whenever necessary, and ensuring that any such report is promptly escalated to the designated senior authority for further action or review as/if required.

5.3.Line Managers

Line Managers play a key role in supporting a culture of health and safety in their day-to-day supervision of staff. Their responsibilities include:

- a. Promoting safe work practices and ensuring staff comply with applicable health and safety procedures.
- b. Identifying potential hazards in the workplace and taking timely action to mitigate risks.
- c. Ensuring that team members are properly informed and trained in safe work procedures.
- d. Reporting health and safety concerns or incidents to the relevant Head of Department promptly.
- e. Participating in health and safety training and encouraging their teams to do the same.
- f. Supporting the implementation of corrective measures following incidents or safety audits.

5.4.Employees

All employees share a responsibility to uphold a safe and healthy working environment by:

- a. Complying and ensuring that their work is performed in accordance with the applicable legislation, IDEA College's policies, and their obligations under the applicable OHSA act;
- b. Only operating equipment on which they have been trained and are authorised to use;
- c. Promptly reporting to their supervisor any contravention of which they are aware;
- d. Promptly reporting incidents, and hazards or injury to their line manager;
- e. Keeping the work area organised and tidy and ensure that aisles and exit routes are kept clear;
- f. Participating in health and safety training.

5.5. Faculty Members

Ensure students perform work in compliance with the applicable legislation:

- a. Take all reasonable precautions for the protection of students;
- b. Ensure students are informed of potential hazards and their mitigation;
- c. Ensure that safe practices and procedures are followed;
- d. Ensure students wear the appropriate personal protective equipment;
- e. Participate in health and safety training.
- f. Ensure that emergency procedures, such as fire evacuations, are reviewed with students and staff at the beginning of each semester.

5.6. Visitors

Visitors are expected to comply with IDEA College's health and safety guidelines to ensure their safety and the safety of others while on campus by:

- a. Conducting themselves in a safe manner and follow all posted rules and applicable health and safety requirements;
- b. Wearing personal protective equipment where required and in designated areas such as the Nursing simulator;
- c. Responding promptly to emergency announcements and alarms and to related instructions in an emergency.

5.7. Health and Safety Officer

The Health and Safety Officer plays a key role in advising, supporting, and guiding the College in maintaining a safe and compliant environment by:

- a. Providing expert advice and guidance to staff, students, and management on all health and safety matters, ensuring compliance with legal and College requirements; and
- b. Supporting the development, implementation, and review of safety procedures, risk assessments, and coordinate training and awareness initiatives.
- c. Participate in committee meetings to support discussions with relevant advice and recommendations as required.

5.8. Facilities Manager or Delegate

- a. The Facilities Manager or Delegate is the administrative delegate responsible for maintaining accurate and up-to-date health and safety documentation by ensuring it is properly recorded, stored, and readily accessible for internal use, audits, or regulatory compliance.
- b. Some documents may involve shared responsibilities, for example, though not limited to:
 - **Reports** - Heads of Department and Line Managers
 - **Training Records** - maintained by the Facilities Manager or Delegate
 - **Inspection Logs** - maintained by the Facilities Manager or Delegate.

In such cases, the Facilities Manager oversees the overall maintenance of health and safety documentation and ensures that specific records are maintained collaboratively by relevant departments and personnel.

5.9. Mental Health First Aider (MHFA)

Designated staff are trained to provide initial mental health support and guidance within the College.

- a. Provide initial, confidential support and reassurance
- b. Listen non-judgementally
- c. Signpost individuals to appropriate professional or support services
- d. Escalate concerns in line with safeguarding or risk procedures where necessary

MHFAs do not diagnose conditions or provide therapy.

5.10. Fire Safety – Fire Warden Role

In addition to existing fire safety arrangements (evacuation procedures, fire detection and alarm systems, emergency lighting, extinguishers, routine testing and drills), IDEA College appoints trained Fire Wardens.

Fire Warden Responsibilities

- Assist with safe and orderly evacuation
- Check designated areas, ensuring personal safety at all times
- Direct occupants to assembly points
- Report evacuation status or concerns to the Incident Lead or emergency services
- Support fire drills and promote fire safety awareness

Fire Wardens must not place themselves at risk and must follow emergency service instructions.

6. Health & Safety Arrangements

1. First Aid

IDEA College employs a number of qualified nurses who, when required, will undertake to provide first aid duties. First Aid boxes are readily available at a number of points throughout the building. The Nursing Simulator also has a number of first aid equipment which can be used in a first aid emergency.

Incidents beyond the capability of the First aider are to be immediately referred to hospital. In cases where the ambulance service is required, the first Aider shall remain with the casualty whilst awaiting assistance. The First Aider will notify the Manager/Supervisor who will ensure, if need be, to inform the next of kin.

Incidents are recorded on the Incident Form available on the staff intranet.

Emergency telephone numbers are readily available at the reception desk.

2. New Employees

New employees receive an induction session on the applicable health and safety matters. This will be part of the general induction sessions that all students and employees are required to attend as part of the enrolment/onboarding process. During this session, the standard safety organisational procedures are explained, such as fire response, first aid, incident reporting, and the use of PPE.

3. Fire safety

IDEA College's evacuation procedures are prominently displayed at various central locations in the building. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire or bomb threat. Evacuation procedures are tested by evacuation drills. The evacuation and safety of visitors is the responsibility of the person who they are visiting.

The premises are thoroughly protected with a fire detection system. A manual call point system is also installed.

All firefighting equipment i.e. portable fire extinguishers are checked regularly by the appointed contractor. The fire alarm and the emergency lighting are tested routinely by the appointed contractor.

7. Training and Competency

IDEA College ensures that designated staff receive appropriate Health and Safety training, A central Health and Safety Training Register is maintained to record:

- Staff name
- Designated Role
- Training Course
- Training Provider
- Date Completed (Certification Date)
- Expiry or renewal date
- Certificate Ref. (if applicable)
- Status

Refer to:

* Appendix A - Health & Safety Training Register Template.

* The live operational register is maintained as a controlled record under code *Doc_102_25-REC_01_26-V1.0*.

8. Documentation

The College establishes a dedicated folder for storing Health and Safety documentation to ensure that all relevant information is securely maintained and easily accessible when needed.

Within this main folder, three primary subfolders are created to organise key Health and Safety documents. This structure ensures that information is accurately recorded, securely stored, and readily available for internal reference, audits, or regulatory compliance, as outlined below:

Subfolders	Potential Type of Information Stored	Accessibility to
1. Reports	*Incident Reports	*Full access to Facilities Manager or Delegate and all Line Managers at different levels
2. Health and Safety QA Documents	*Risk Assessment Reports *Maintenance Reports *Inspection Logs *Minutes Meetings	*Full access to Facilities Manager or Delegate; *Limited access visible only to designated personnel
3. Training Records	*Attendance *Session Details *Feedback from Participants and Trainers	*Full access to Facilities Manager or Delegate; *Limited access visible only to designated personnel

9. Contact Information

General Health and Safety Incidents - Facilities Manager	Tel. + 356 2145 6310
Health-related Incidents on campus - Operations & Logistics Executive - Operations & Logistics Executive (Health and Nursing Programmes)	Tel. + 356 2145 6343
Facilities and other general incidents - Administration Officer Reception 1	Tel. + 356 2145 6320

10. Appendix A - Health and Safety Training Register Template

No.	Name	Designated Role e.g., *First Aider *Mental Health First Aider *Fire Warden	Training Course	Training Provider	Date Completed (Certification Date)	Expiry / Renewal Date	Certificate Ref. (if applicable)	Status *Current *Expiring *Expired
1								
2								
3								
4								

- This appendix provides the approved template for the Health & Safety Training Register.
- A working version (*Doc_102_25-REC_01_26-V1.0*) of this register is maintained separately as a controlled record and must remain aligned with this template.

Notes

- This register should be updated whenever training is completed or renewed.
- The Health & Safety Officer is responsible for maintaining accuracy.
- An up-to-date version should be retained electronically as the master record.

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