



Health and Safety Policy PEC: 2025

1. Introduction

At PEC, we are committed to providing a safe and healthy environment for all students, staff, visitors, and stakeholders. This policy outlines the institution's commitment to promoting health and safety in all activities, minimizing risks, and ensuring compliance with relevant legislation. Health and safety are integral parts of the institution's operations, aimed at preventing accidents, illnesses, and injuries through active risk management, employee involvement, and continuous improvement.

2. Purpose

The primary purpose of this policy is to ensure that all activities undertaken within the institution's premises, or during off-site institution-led events, are conducted in a manner that minimizes hazards and prevents harm. This policy aims to:

- Promote awareness of health and safety responsibilities.
- Outline procedures for identifying and mitigating risks.
- Ensure compliance with health and safety legislation.
- Foster a culture where health and safety are prioritized.
- Support the wellbeing of all individuals associated with the institution.

3. Responsibilities

3.1 Management Responsibility

The management is responsible for establishing, maintaining, and continuously

improving a safe working environment. This includes:

- Allocating sufficient resources for health and safety initiatives.
- Developing and enforcing safety protocols, procedures, and risk assessments.
- Providing health and safety training to all staff and ensuring that students are informed of key safety rules.
- Regularly reviewing and updating the institution's health and safety policies in accordance with legal requirements and best practices.

3.2 Staff Responsibility

All staff members are responsible for adhering to the health and safety standards set by the institution. Their responsibilities include:

- Attending relevant training programs.
- Ensuring that they follow safety guidelines and use protective equipment where required.
- Reporting potential hazards, unsafe conditions, or incidents to the relevant authorities within the institution.
- Encouraging students and colleagues to observe health and safety practices.

4. Risk Management

Risk management is an essential part of ensuring health and safety. The institution will:



- Conduct regular risk assessments for all areas of activity, facilities, and equipment.
- Implement control measures to reduce risks to acceptable levels.
- Review risk assessments periodically or when new risks are identified.
- Encourage active participation from staff and students in identifying potential risks.

5. Emergency Procedures

The institution will maintain clear and effective emergency procedures, including:

- Fire safety protocols, with regular fire drills and equipment maintenance.
- First aid provisions, including trained personnel and first aid kits accessible in key locations.
- Emergency evacuation plans and routes clearly marked in all buildings.
- Procedures for reporting and investigating accidents and incidents to prevent recurrence.

6. Training and Communication

The institution will ensure that:

- All employees receive relevant health and safety training upon induction and at regular intervals.
- Students are informed of safety procedures applicable to their activities.
- Health and safety information is communicated clearly and effectively through notices, handbooks, and regular meetings.

7. Monitoring and Review

This health and safety policy will be reviewed annually, or more frequently if there are significant changes to legal requirements or institutional activities. Regular audits, inspections, and reviews will be conducted to ensure that the policy is being followed effectively.

8. Conclusion

PEC is committed to maintaining a safe, healthy, and supportive environment. Through the collaboration of management, staff, and visitors, we aim to create a culture of safety, accountability, and continuous improvement.