

Health and Safety and Risk Assessment Policy

1. Purpose

The purpose of this policy is to ensure a safe and healthy environment for all staff, students, and visitors at the Sultan Institute of Management Training. This policy outlines the procedures for managing health and safety risks.

2. Scope

This policy applies to all activities and facilities associated with the Vocational Institute.

3. Responsibilities

Management: Ensure the implementation of this policy and provide necessary resources.

Staff: Comply with health and safety procedures and report any hazards.

Students: Follow safety guidelines and report any safety concerns.

4. Risk Assessment Procedures

Identification of Hazards: Identify all potential hazards associated with activities and environments.

Risk Evaluation: Assess the likelihood and severity of risks to determine their significance.

Control Measures: Implement appropriate measures to mitigate identified risks.

Monitoring and Review: Regularly review risk assessments and control measures to ensure their effectiveness.

5. Health and Safety Procedures

Training: Provide regular health and safety training for all staff and students.

Emergency Procedures: Establish clear procedures for emergencies, including evacuation plans and first aid.

Incident Reporting: Implement a system for reporting and investigating incidents to prevent recurrence.

6. Compliance

- Adhere to all relevant health and safety laws and regulations.
- Ensure that risk assessments are "suitable and sufficient" as per legal requirements.

7. Review and Amendments

- The policy is reviewed annually and updated as necessary to reflect changes in regulations or institute operations.