

QUALITY ASSURANCE DOCUMENT QA64 – STUDENT HEALTH AND SAFETY POLICY

1. POLICY STATEMENT

Arden University have a duty of care to all employees, students, contractors, visitors and customers with whom we do business.

2. BLENDED LEARNING AND FULL TIME STUDENTS

Each Study Centre / blended learning site has an allocated Health and Safety Representative. This may be the same member of staff for more than one site.

Arden University will ensure that our Health and Safety Representative carries out regular risk assessments of our workplace, and acts on them.

Students have a duty to:

- Point out and help manage risks.
- Work in a safe manner.
- Never carry out a task that you believe may be dangerous.
- Know what to do in the event of a fire/evacuation.
- Report all accidents (or even any near misses), even if they seem minor.

The online induction for blended learning students includes a presentation covering Health and Safety. All students are required to complete the online induction at the start of their course.

The Student Handbook for Blended Learning students includes guidance about what to do in the event of a fire, including the location of the fire assembly point, along with information about who to contact in the event that first aid is required.

Disabled students will have a Personal Emergency Evacuation Plan (PEEP) in place. Risk assessments will be carried out for all students with mobility problems and will inform a PEEP.

3. DISTANCE LEARNING STUDENTS

Arden University cannot take responsibility for the Health and Safety of Distance Learning students.

However students should be mindful of potential hazards within the environment in which they study, which may include their home, workplace or other place of study.

Students should also consider the risks of working at a computer, particularly for long periods, including using the equipment (e.g. taking regular breaks), ensuring equipment is safe and fit for purpose, and the setup / arrangement of their workstation.

Where possible an area should be set aside for studying. There should be adequate space to work safely. The desk area should be large enough for the work and associated equipment e.g. computer. The work area should also have adequate lighting (natural lighting if possible).

Students should also ensure they are aware of, and adhere to, the health and safety legislation in force in the country in which they are based / studying.