Fairfield School of Business
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Health and Safety Policy

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	Public
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Approved by	Board of Governors

Abstract:

This policy sets out how Fairfield School of Business shall make provisions to comply with the Health and Safety at Work Act and protect the safety and wellbeing of its employees, students, visitors and of sub-contractors, and to anyone affected by the School's activities.

Applicability:

This policy applies to all staff (including contractors and volunteers), students and visitors at Fairfield School of Business (FSB)

The person with overall responsibility for health and safety within the organisation is: Mohammed Zaidi (CEO)

Responsibility for health and safety at FSB's satellite locations rests with the Associate Dean at each respective campus: If the Associate Dean is unavailable, any health and safety concerns should be reported to the Front of House Team at that location.

If there is a medical emergency or grave danger to life, the correct procedure is to call 999 immediately and request the emergency services, then inform the Front of House Team.

Contents

1. General Statement of Policy 2
2. Organisational Responsibilities 3

3. Health and Safety Arrangements 6

Supervision of Students 6
Contractors 7
Visitors 7
Training 7
Risk Assessments 8
Facilities and Maintenance 8
Display Screen Equipment (DSE) 9
Emergency procedures 9
Welfare 10
Equipment Safety 10
Personal Protective Equipment (PPE) 11
Hazardous Substances (COSHH) 11
Sickness and Contagion 12
First aid & accident reporting 12

4. RIDDOR Reporting Requirements 13

Reportable Incidents Under RIDDOR 13
Occupational Diseases 13
Manual Handling 14
Working at Height 14
Fire safety 15
Student safety 16
Public safety 16
Food, drink and hygiene 17
Alcohol and drugs 17
Smoking 18
Physical Violence 18
Stress 19

1. General Statement of Policy

1.1. The following sets out how FSB ensures it effectively identifies and controls health and safety risks arising in the course of its daily activities, and how responsibility for health and safety policy is embedded throughout the institution.

Our approach to Health and safety is informed by the following statutory frameworks:

- *The Health and Safety at Work etc. Act 1974 (HASAW)*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

1.2. FSB accepts that it has a legal duty of care to its employees, students, visitors and of sub-contractors, and to anyone affected by the School's activities under the Health and Safety at Work Act 1974.

1.3. FSB will ensure, so far as is reasonably practicable*:

i. that the School provides facilities for work and study that are safe and without risks to individuals' health,

ii. that FSB's facilities are maintained in a condition that conforms to all statutory requirements, and that access to and exit from these locations is not obstructed,

iii. that safe plant, office equipment, learning aids, furniture and amenities are provided,

iv. that the School establishes working, teaching and learning practices which are safe, and undertakes routine risk assessments in relation to its activities,

v. that the School provides such information, instruction, training and supervision as is necessary to ensure, the health and safety at work of all its employees, staff, students, and visitors in a timely manner,

vi. that the School has sufficient contingency plans to evacuate all persons from its premises in the event of an emergency, including persons who for any reason may need assistance in such an event,

1.4. We aim to meet our health, safety and welfare commitments by, so far as is reasonably practicable* by:

i. Providing effective leadership, resources and access to competent advice to ensure agreed health, safety and welfare standards to be met.

ii. Clearly defining roles and responsibilities so that all members of the campus community are clear as to the contribution they will make to securing their own health, safety and welfare and that of others who may be affected by their acts or omissions.

iii. Ensuring that all staff are competent to carry out their tasks and are given adequate information, instruction, training and supervision.

iv. Achieving legal compliance, as a minimum, but striving for good or best practice where it is appropriate and proportionate to do so.

v. Embedding consideration of health, safety and welfare matters when planning and coordinating all business activities to enable the early identification of unacceptable risks and the implementation of satisfactory control measures.

** 'So far as is reasonably practicable': This principle is applied to the management of risks and whether a duty holder has done enough to meet their duty of care. Case law has defined this as being about weighing risk against the effort (time, expense, resources) needed to further reduce it. The law presumes that the balance of this judgement should be in favour of reducing the risk. It is only if the effort is grossly disproportionate to the risk that this standard can be deemed to have been met.*

1.5. The School will encourage all employees to be actively involved in maintaining safe operating conditions and practices.

1.6. This policy will be regularly reviewed to ensure that these standards of health and safety are maintained.

1.7. The School will work with employees, students and their elected and appointed representatives, to make sure that they are consulted on matters of health and safety and can contribute to the development of our safety management system and arrangements.

2. Organisational Responsibilities

2.1. FSB is committed to protecting the health, safety, dignity and wellbeing of staff and students. The School will take all reasonable steps to prevent sexual harassment, including harassment by visitors, contractors, agents, suppliers and other third parties on its premises or during school related activities

2.2. This section outlines the allocation of health, safety, and welfare responsibilities across FSB, in alignment with the organisation's structure and accountability framework. Each role is essential to the effective implementation of the Health and Safety Policy. All individuals are expected to fulfil their duties in accordance with statutory obligations, regulatory standards, and recognised best practices to ensure a safe and healthy environment.

Board of Governors

The Board of Governors holds ultimate accountability for health and safety at FSB. Its responsibilities include:

- Setting and approving the organisation's overarching health and safety strategy and policies.
- Overseeing the implementation of risk assessment frameworks.
- Monitoring health and safety performance across the institution
- Recommending improvements where health and safety standards are not met.

Executive Committee

The Executive Committee has delegated authority from the Board to manage health, safety, and welfare matters across the organisation. Key responsibilities include:

- Leading the implementation of health and safety policies through senior leadership structures.
- Ensuring adequate financial and organisational resources are available to meet health and safety obligations.
- Supporting continuous improvement in health and safety management.

Audit and Risk Committee

The Audit and Risk Committee annually review the School's Health and Safety Management System's performance through an annual report and periodic internal audits.

The Committee will monitor the School's performance in all matters related to Health and Safety. It will also review policies and procedures in the light of statutory requirements and best practice, recommending changes and improvements as appropriate.

Associate Deans

Associate Deans are responsible for the local implementation of the Health and Safety Policy at their respective campuses.

Operations Officers

Operations Officers are responsible for the day-to-day coordination of health and safety at campus level. Their responsibilities include:

- Ensuring cleanliness, housekeeping, and safe storage practices across campus.
- Maintaining the condition of buildings, plant equipment, machinery, office and classroom equipment, and furniture.

- Ensuring appropriate safety and accessibility equipment is available and maintained.
- Overseeing the accuracy and visibility of campus signage and evacuation routes.
- Managing site security and access controls.
- Coordinating the safe management of external contractors and maintenance work.
- Appointing and supporting trained fire marshals and first aiders.
- Coordinating fire drills and maintaining records.
- Managing risk associated with specific on-site activities.

Incident Control in Emergencies

In an emergency situation:

- The Operations Officer will act as the Incident Controller or delegate the role to a suitably trained individual.
- The Incident Controller is responsible for leading evacuations and liaising with emergency services.
- The Operations Officer must report the incident and the actions taken to a senior manager as soon as reasonably possible.

Human Resources (HR) Team

The HR team is responsible for supporting employee health and safety by:

- Delivering health and safety induction and ongoing training for staff.
- Keeping accurate records of injuries, illnesses, and any associated absences or claims.
- Supporting the management of occupational health concerns and referrals.

Line Managers

Line Managers are responsible for:

- The immediate health, safety, and welfare of their team members.
- Identifying and addressing concerns by liaising with the Associate Dean, Operations Officer, or HR team.
- Ensuring staff follow appropriate health and safety procedures in their areas of work.

All Employees

All FSB employees have a personal responsibility to:

- Take reasonable care of their own health and safety.
- Consider the safety of others who may be affected by their work.
- Comply with all health and safety instructions, procedures, and training.
- Report hazards, near misses, or unsafe conditions to the appropriate contact without delay.
- Delivery of employee health and safety induction and training for employees
- Maintaining records of injuries, illnesses and workers' compensation
- Management of occupational health issues

3. Health and Safety Arrangements

Health and safety are integrated into all aspects of our operations. This section outlines how health and safety arrangements are implemented across the organisation and applies to all staff, students, and visitors.

Communication of the Health and Safety Policy

The organisation is committed to ensuring that all employees are fully informed of the contents of this Health and Safety Policy. Effective communication is maintained through the following measures:

- All employees receive a copy of the policy and any subsequent updates to ensure ongoing awareness.
- Staff are actively consulted on health and safety issues that may affect their specific roles or work areas, enabling their input into risk management and control measures.

To support this, all new staff and students are provided with a comprehensive Health and Safety Handbook upon joining. This handbook contains essential information covering key safety procedures, responsibilities, and best practices. The handbook is supplemented by a thorough induction programme, which reinforces the information and ensures that individuals understand their obligations and the safety arrangements relevant to their work or study environment.

Supervision of Students

All staff must follow the School’s supervision protocols. In an emergency, staff must be able to account for the students present and any visitors under their care.

When organising off-site activities, an appropriate staff-to-student ratio must be maintained. Staff are expected to:

- Familiarise themselves with the venue and transport arrangements in advance.
- Conduct a risk assessment to identify potential hazards.
- Brief students accordingly before departure.

Contractors

Contractors must comply with the School's Health and Safety Policy. Where required by law, they must provide a copy of their own Health and Safety Policy prior to commencing work. All contractors must:

- Work in line with statutory provisions and relevant codes of practice.
- Hold appropriate insurance.
- Use safe, well-maintained equipment.
- Ensure operators wear required Personal Protective Equipment (PPE).
- Use Residual Current Devices (RCDs) for electrical equipment above 110 volts.
- Inform the Operations Manager of any hazardous materials brought on site.
- Take all necessary precautions to protect building users from harm.

Visitors

All visitors are informed of any known hazards and must be supervised while on the premises. Fire evacuation procedures and emergency exits are made known upon arrival.

Training

Training needs are identified and addressed based on employees' roles and responsibilities. Training is provided on a range of topics, including but not limited to:

- Hazardous substances
- Equipment usage
- PPE
- Manual handling
- Working at height
- New equipment or work activities

All training undertaken is thoroughly documented and appropriately recorded. This list is not exhaustive and may be supplemented as necessary to meet evolving health and safety needs.

Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations 1999, the organisation is committed to carrying out suitable and sufficient risk assessments to protect the health, safety, and welfare of all employees, students, visitors, and others who may be affected by its activities.

The risk assessment process involves:

- Identifying hazards that could cause harm in the workplace.
- Determining who might be harmed and how they could be affected.
- Evaluating the risks arising from these hazards and deciding on appropriate control measures to eliminate or reduce those risks to an acceptable level.
- Recording significant findings and control measures, particularly where five or more employees are employed or where the risk is not obvious.
- Reviewing and updating risk assessments regularly to ensure they remain relevant and effective.

The HR Office is responsible for ensuring that relevant staff receive appropriate training in risk assessment procedures. Risk assessments are reviewed and updated:

- At least annually.
- When there are significant changes in work activities, processes, or equipment.
- Following any accident, near miss, or identification of new hazards.

Risk assessments will consider risks relating to sexual harassment and inappropriate behaviour, including those arising from interactions with visitors, contractors, suppliers, agents and other third parties. Where risks are identified appropriate control measures will be implemented.

Facilities and Maintenance

The organisation maintains high standards of cleanliness and good housekeeping. This includes:

- Regular cleaning of office and campus areas
- Safe storage of materials, especially hazardous or flammable items
- Prompt reporting of slip, trip, and fall hazards to the Operations Manager
- Adequate lighting, heating, and ventilation
- Regular maintenance of HVAC systems

- PAT testing of all portable electrical appliances
- Clear, signposted emergency exits
- Accessible and maintained emergency equipment (e.g., fire extinguishers, first aid kits)
- Passenger lifts are maintained per manufacturer guidance. Staff are trained on emergency procedures, and signage ensures awareness of lift capacity and safe use.

Any issues related to facilities or their maintenance must be reported immediately to the Operations Officers to ensure timely resolution and to prevent potential hazards.

Display Screen Equipment (DSE)

The organisation complies with the legal requirements under the Display Screen Equipment (DSE) regulations to safeguard the health and wellbeing of all users.

Common risks associated with DSE use include postural strain and visual fatigue. These risks may be exacerbated by factors such as:

- Prolonged periods of immobility without breaks
- Poorly arranged or unsuitable workstation setups
- Glare, reflections, or insufficient screen contrast
- The absence of document holders or other ergonomic aids

To effectively manage these risks, the organisation ensures that:

- Workstations are regularly assessed and adjusted to meet ergonomic standards and individual needs
- Users receive appropriate training and guidance on safe DSE practices
- Control measures are implemented, monitored, and reviewed to maintain a safe working environment

Emergency procedures

In the event of a life-threatening emergency, staff must call 999 immediately. Once emergency services have been contacted, the Front of House team must be informed without delay to initiate the organisation's internal emergency procedures.

Staff are expected to familiarise themselves with the following, specific to their campus:

- The **designated first aiders** and **fire marshals** on site.
- The **fire exit routes**, including primary and alternative escape routes.
- The **campus-specific emergency procedures**, including evacuation points and local contacts.

Regular fire drills and safety briefings will be conducted to ensure that all staff are confident in following emergency protocols.

Welfare

FSB is committed to full compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, ensuring that all working and learning environments are maintained to a safe, clean, and comfortable standard for staff, students, and visitors. To meet these requirements, the School ensures the provision and ongoing maintenance of:

- Adequate toilet and washing facilities that are hygienic, accessible, and appropriately stocked with essential supplies
- Suitable heating and ventilation systems to provide a comfortable indoor climate and good air quality in all occupied areas
- Clean and safe common areas, including corridors, staff rooms, classrooms, and shared facilities, maintained through regular cleaning, monitoring, and reporting procedures

Staff are encouraged to report any issues related to welfare facilities or the working environment so they can be addressed promptly. Ensuring high standards of workplace welfare forms an integral part of the School's overall health and safety management approach.

Equipment Safety

FSB is committed to ensuring that all equipment used on its premises is safe, well-maintained, and fit for purpose. To minimise the risk of injury or equipment failure, all machinery, tools, and devices are subject to a programme of routine inspection, servicing, and maintenance.

The frequency and scope of maintenance activities are determined based on several key factors, including:

- Manufacturer’s guidance, which outlines recommended service intervals and safety checks

- Frequency of use, where equipment used more intensively is inspected and maintained more regularly

- Legal requirements, particularly where specific types of equipment are regulated under health and safety law

- Risk of failure, taking into account the potential severity of harm or disruption caused by equipment malfunction

Records of inspections, servicing, and repairs are maintained and reviewed periodically. Staff must report any faults, damage, or concerns related to equipment safety to the Operations Officer immediately and must not attempt to use or repair faulty equipment unless authorised and qualified to do so.

Ensuring equipment is safe and properly maintained is a shared responsibility and an essential part of creating a safe working and learning environment.

Personal Protective Equipment (PPE)

PPE is issued when risks cannot be eliminated through other means. All staff must:

- Use PPE correctly

- Report any faults or missing equipment

- Under the PPE at Work Regulations 1992, self-employed consultants and contractors are responsible for supplying their own PPE when required.

Hazardous Substances (COSHH)

The School recognises that Personal Protective Equipment (PPE) is a vital control measure where risks to health and safety cannot be eliminated or sufficiently reduced through other means. In such cases, appropriate PPE will be provided to staff at no cost, in line with the Personal Protective Equipment at Work Regulations 1992.

All staff who are required to use PPE must:

- Wear and use PPE correctly, in accordance with training and manufacturer instructions

- Inspect PPE before use and report any signs of damage, defects, or missing equipment immediately

- Store PPE appropriately to prevent loss or contamination

PPE must be maintained in good working order and replaced when damaged or no longer effective. The School is responsible for ensuring that PPE is suitable for the task and that staff receive adequate instruction and training in its use.

Self-employed consultants and contractors are responsible for providing and using their own PPE where required. They must ensure that it meets the necessary safety standards and is appropriate for the work being undertaken on School premises.

Failure to wear required PPE or to report faults may be considered a breach of health and safety policy and could result in disciplinary action.

Sickness and Contagion

To protect the health and wellbeing of the School community, individuals who are suffering from any infectious illness must not attend School premises. This requirement supports FSB's responsibility to minimise the risk of illness spreading among staff, students, and visitors.

Examples of common infectious illnesses include, but are not limited to:

- COVID-19
- Influenza
- Norovirus
- Mumps
- Measles

Staff who are unwell must notify their line manager and the HR department as soon as possible. Managers have the authority to ask any individual to leave the premises if they are suspected of being unwell, especially where there is a risk of infection to others. Where a case of illness is identified, the School may take the following actions:

- Clean and sanitise any affected workspaces or shared areas
- Dismiss students from class if they are showing signs of illness
- Provide support to affected individuals during their recovery, which may include adjusted work or study arrangements where appropriate

All members of the School community are expected to take personal responsibility by avoiding attendance when unwell and reporting any symptoms promptly. This approach helps to maintain a healthy and safe environment for everyone.

First aid & accident reporting

Each campus maintains a basic first aid kit overseen by designated staff responsible for first aid supplies and emergency response. All accidents and injuries occurring on site must be reported promptly to Security or the HR Office and recorded appropriately.

Accident records are retained for a minimum of three years.

The School complies fully with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which requires reporting certain serious incidents to the Health and Safety Executive (HSE).

4. RIDDOR Reporting Requirements

4.1. RIDDOR mandates that specified work-related injuries, occupational diseases, and dangerous occurrences be reported to the HSE, generally within 10 days. All reports must be submitted online via the official HSE reporting page:

https://www.hse.gov.uk/riddor/reportable-incidents.htm

Reportable Incidents Under RIDDOR

Specified injuries include:

- Bone fractures (excluding fingers, thumbs, toes)
- Amputations
- Loss or reduction of sight
- Serious crush injuries to head or torso
- Severe burns affecting more than 10% of the body or vital organs
- Scalping requiring hospital treatment
- Loss of consciousness due to head injury or asphyxia
- Injuries from enclosed spaces causing hypothermia, heat illness, resuscitation, or hospitalisation over 24 hours

4.2. **Over-seven-day incapacitation:** Injuries causing absence or inability to perform normal duties for more than seven consecutive days (excluding day of injury but including weekends) must be reported within 15 days.

4.3. **Over-three-day incapacitation:** Incidents resulting in absence over three days must be recorded but do not require reporting.

4.4. Non-fatal injuries to non-workers (e.g., visitors) must be reported if the person is taken directly to hospital for treatment following an accident at work. Casual examinations or diagnostic tests do not count as treatment.

Occupational Diseases

4.5. Diagnoses of certain work-related diseases must be reported when likely caused or aggravated by work, including:

- Carpal tunnel syndrome
- Severe cramp of hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma

- Tendonitis or tenosynovitis of hand or forearm
- Occupational cancers
- Diseases from biological agents

Dangerous Occurrences

4.6. Certain specified near-miss events must also be reported. Examples include:

- Collapse or failure of load-bearing parts of lifts or lifting equipment
- Contact of plant or equipment with overhead power lines
- Accidental release of hazardous substances

A full list of dangerous occurrences is available here:
https://www.hse.gov.uk/riddor/dangerous-occurences.htm

Manual Handling

4.7. In accordance with the Manual Handling Operations Regulations 1992, the organisation is committed to minimising the risks associated with manual handling tasks. Hazardous manual handling should be avoided wherever possible. When manual handling cannot be avoided, a thorough risk assessment must be carried out to identify potential hazards.

4.8. Employees must not attempt to move any load they do not feel confident handling safely.

4.9. Risk assessments should consider several key factors, including:

- The nature of the task being performed
- The individual's physical capability and training
- The size, weight and stability of the load
- Environmental conditions and workspace constraints

4.10. Control measures such as mechanical aids, team lifting and appropriate training will be implemented to reduce the risk of injury from manual handling activities.

Working at Height

4.11. All work at height must comply with the Work at Height Regulations 2005 to ensure safety and prevent accidents. A thorough risk assessment must be conducted before any work at height is undertaken. This assessment should consider:

- The nature and duration of the task
- The individual's training, experience, and physical capability
- The suitability and condition of equipment

- Environmental factors such as weather and surface stability

4.12. Work at height should be avoided where reasonably practicable. Where it cannot be avoided, appropriate control measures must be implemented to reduce risk. Step ladders must only be used for short, low-risk tasks and should not be used above 2 metres unless justified by the risk assessment.

- All equipment used for working at height (e.g., ladders, scaffolds, harnesses) must be regularly inspected, maintained, and used correctly.
- Employees must receive adequate training and be competent in working safely at height.
- Supervisors must ensure appropriate supervision is provided, and emergency procedures, including rescue plans, are in place.
- Any hazards or unsafe conditions related to working at height must be reported immediately.

4.13. By adhering to these principles, the organisation aims to minimise risks and protect the safety of all staff and visitors involved in work at height.

Fire safety

4.14. The School is committed to maintaining a safe environment by managing and minimising fire risks in accordance with the Regulatory Reform (Fire Safety) Order 2005 and relevant guidance from the UK Home Office and the Fire and Rescue Service.

To achieve this, the following arrangements are in place:

- Fire Risk Assessments: Comprehensive fire risk assessments are conducted regularly and reviewed at least annually, or following significant changes to premises or operations, to identify hazards and implement control measures.
- Maintenance and Testing: Fire detection and alarm systems, emergency lighting, fire doors, and fire suppression equipment are tested and maintained regularly in line with manufacturer guidance and statutory requirements.
- Fire Drills and Training: Routine fire evacuation drills are carried out to ensure all staff and students are familiar with evacuation procedures. Staff receive fire safety training relevant to their roles, including designated fire wardens.
- Emergency Exits: All emergency exits are kept clear, unlocked when the building is in use, and clearly marked with illuminated signage compliant with British Standards.
- Fire Fighting Equipment: Fire extinguishers appropriate to the types of fire risks present are strategically located, regularly inspected, and maintained by a competent contractor.

- Record Keeping: A fire safety logbook is maintained, documenting fire risk assessments, equipment maintenance, drills, training, and any incidents or actions taken.
- Contractors and Visitors: Contractors and visitors are informed of fire safety arrangements and supervised appropriately to ensure compliance with safety procedures.

These measures ensure compliance with UK fire safety legislation and promote a culture of awareness and preparedness across the School community

Student safety

4.15. Students receive comprehensive health and safety information through the Student Handbook and during their induction. Students are expected to take personal responsibility for their safety and comply fully with all School safety policies and procedures while on campus.

4.16. The School implements several measures to support student safety, including:

- Clear communication of emergency procedures, including fire drills and evacuation routes specific to their campus.
- Maintenance of safe, well-equipped facilities that meet all relevant health and safety standards.
- Accessible reporting channels for students to raise safety concerns or report hazards confidentially.
- Restricted access to hazardous areas such as maintenance zones or equipment rooms to prevent accidents.

4.17. Any breaches of safety protocols may result in disciplinary action, up to and including suspension or expulsion, depending on the severity. All staff are responsible for promptly reporting any unsafe behaviour or safety concerns involving students to the appropriate School authorities.

4.18. FSB is committed to creating a safe and supportive environment where students can focus on their studies with confidence.

Public safety

4.19. Visitors to the School are informed of any known hazards relevant to their visit to ensure their safety. Upon arrival, clear information is provided regarding fire exits, evacuation procedures, and any site-specific safety requirements.

4.20. While visitors are generally adults responsible for their own safety, the School ensures:

- That visitors are made aware of any potential risks in areas they will access.
- Appropriate guidance is provided to minimise exposure to hazards.

- Visitors are accompanied or supervised when entering areas with specific risks, such as maintenance zones or laboratories.
- Access to restricted or hazardous areas is controlled.
- Emergency procedures, including evacuation routes, are clearly communicated and signposted throughout the premises.

4.21. These measures aim to protect visitors and maintain a safe environment for all users of the campus.

Food, drink and hygiene

4.22. To maintain a clean and healthy environment and to prevent the risk of pest infestation, the School implements the following measures:

- No food or drink is permitted in classrooms, computer labs, or other teaching spaces unless specifically authorised.
- All waste must be disposed of in appropriate, designated bins provided throughout the premises.
- Bins are emptied regularly, and facilities are cleaned in line with scheduled hygiene protocols.
- Any signs of pests or hygiene concerns must be reported immediately to the Operations Team for prompt investigation and action.

4.23. These controls form part of the School's commitment to maintaining a safe, hygienic learning and working environment for all students, staff, and visitors.

Alcohol and drugs

4.24. FSB has **a zero-tolerance policy** on the use, possession, or influence of alcohol or illegal substances on or around its premises. This applies to all students, staff, contractors, and visitors.

4.25. To ensure a safe and professional environment, the following measures apply:

- Individuals suspected of being under the influence of alcohol or drugs will be immediately removed from the premises.
- Disciplinary action will be taken in accordance with staff or student conduct policies, which may include suspension, expulsion, or dismissal.
- Where appropriate, the School may inform external authorities, particularly if there is a legal or safeguarding concern.

4.26. Prescription or over-the-counter medications that may impair performance must be declared in confidence to HR or Student Support, especially if they affect safety-sensitive tasks.

Smoking

4.27. In accordance with the Health Act 2006 and UK-wide smoke-free legislation, smoking is strictly prohibited in all enclosed and substantially enclosed areas of the School This includes:

- All indoor areas across School premises (e.g., classrooms, offices, corridors, and toilets)
- Entrances, exits, and areas adjacent to building doorways
- The use of e-cigarettes and vaping devices, which are treated the same as traditional smoking under this policy

4.28. Designated outdoor smoking areas are provided where appropriate, and individuals must use these spaces responsibly. Smoking outside of designated areas may result in disciplinary action.

Physical Violence

4.29. FSB has a **zero-tolerance policy** towards any form of physical violence or threatening behaviour. The safety of students, staff, and visitors is a priority.

4.30. All incidents or threats of violence must be reported immediately. Appropriate actions include:

- **Dialling 999** in the event of an immediate threat or injury
- **Alerting the on-site Security team** or a senior staff member without delay
- **Staff should not physically intervene** unless they are specifically trained and it is absolutely necessary to prevent serious, immediate harm. In most cases, staff should prioritise raising the alarm and ensuring their own safety.

4.31. Acts of physical violence will lead to serious consequences:

- **Students or staff** involved may face disciplinary action, up to and including **permanent exclusion** or **dismissal**
- **Contractors or visitors** displaying violent behaviour will be **removed from the premises immediately** and may be **permanently barred** from returning

- All incidents must be documented and investigated in accordance with the School's incident reporting procedures

Stress

4.32. The School recognises that stress can have a significant impact on health, wellbeing, and performance. It is committed to promoting a supportive environment that minimises work-related stress and encourages early intervention.

4.33. Support is available for both staff and students experiencing stress:

- Staff should contact Human Resources for guidance, adjustments, or referral to professional counselling or occupational health services
- Students are encouraged to speak with their Personal Academic Tutor or Student Services to access appropriate support

4.34. FSB promotes:

- Open communication about workload, responsibilities, and organisational changes
- Risk assessments for roles or tasks identified as potentially stressful
- Training for managers to recognise signs of stress and respond appropriately
- A culture of support, encouraging individuals to raise concerns without fear of stigma

4.35. All reports of stress-related concerns will be treated sensitively and handled in confidence, with a focus on early resolution and wellbeing.

Document governance

Document owner*	**CEO**
Consulted parties**	Principal; Head of Operations; Executive Committee
Next update due	September 2027
Classification	Public

**Responsible for updates to this content.*
*** To be consulted on updates to this content.*

Versions

Version no.	Description of Changes	Approved by	Date
1.0 - 2.0	General statement of policy and assignment of responsibilities	Board of Governors	Sep 2016 Sep 2017 Sep 2018
3.0 – 3.4	Addition of update for March 2020 RE: COVID 19 (Coronavirus); Revision to general statement of policy and assignment of responsibilities – addition of new section specifically addressing sickness and contagion.	Board of Governors	Dec 2021
3.5	Removal of COVID 19 (Coronavirus)-specific regulations	Board of Governors	Nov 2022
3.6	Updated information on first page.	Board of Governors	Jan 2024
3.7	Updated information on first page.	Board of Governors	June 2024
3.8	Information reviewed and updated. New formatting applied.	Board of Governors	Oct 2025
3.9	An update to the prevention, control and risk measures taken to mitigate the risk of sexual harassment, including harassment involving external visitors, contractors, and other third parties.	Board of Governors (C.A.)	Oct 2026


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