



**KOSOVO ART ACADEMY**  
**INSTITUTIONAL AND PROGRAM EVALUATION**

**HEALTH AND SAFETY POLICY**

*6<sup>TH</sup> of March, 2020, Prishtina*

## **HEALTH AND SAFETY POLICY**

Update from 06/03/2020

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## **General statement of Safety Policy**

- 1.1 It is the policy of the Academy to provide and maintain a healthy and safe environment for employees and students.
- 1.2 To this end, the Academy will review continuously all practices and procedures which could affect the health, safety and welfare of staff, students and users of Academy facilities to ensure that any necessary improvements are implemented.
- 1.3 The Academy, centrally and through its local management organisation, will provide resources to meet the requirements of this policy.
- 1.4 Prime responsibility for health and safety rests with the Board of Directors of the Academy who has direct concern for this policy and accords health and safety matters equal priority to other management or educational functions within the Academy.
- 1.5 The President C.E.O and the Deputy C.E.O. further expects Academy Managers and Supervisors to accord the same level of priority to health and safety matters, and requires all Academy staff and students to ensure that this policy is observed.
- 1.6 The Health and Safety Policy is an important document and all members of staff, and students should be aware of its contents.
- 1.7 The Health and Safety Policy are published; copies may also be seen in the Academy.

## **2 Students' duty**

- 2.1 It is the duty of all students:
  - 2.1.1 To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions and
  - 2.1.2 To co-operate with the Academy to enable compliance with health and safety requirements and the Health and Safety Policy
  - 2.1.3 Not to interfere with, or misuse, anything provided in the interests of health, safety or welfare

2.1.4 To report any faults or defects relating to health and safety matters.

### 3 Children on campus

3.1 The Academy recognises its legal responsibilities for all persons whilst on Academy property. While not wishing to be restrictive, it is necessary to take into account the fact that children may be at greater risk of accident or injury than adults. It is, therefore, necessary for the Academy to introduce procedures and policies to ensure the health and safety, as far as is reasonably practicable, of all children on Academy property. It should be noted that the Academy has a responsibility for safeguarding children whilst on Academy premises, therefore any student who disregards their responsibilities may become subject to the Academy's disciplinary procedures.

3.2 There will be occasions when a student or visitor may wish to bring a child (under 16 years) onto Academy property for a short period, for example, while they collect work or meet a colleague. During this time the child must be under the immediate supervision (at all times) of the adult concerned. On such occasions it will not be necessary or practicable to obtain permission provided access is restricted to low-risk areas such as offices. In such cases, the student or visitors accompanying the child shall be responsible for the safety of the child while on Academy property.

3.3 Where a child will be present for other than a short period, or may be taken into a higher risk area or may be left unattended, or left with another adult who is not an official guardian, the student or visitor accompanying the child must obtain **express written** permission from the Dean or their nominee **before** the child enters Academy property. Students are **not** permitted to be accompanied by children during any Academy timetabled academic sessions.

3.4 Areas considered to be higher risk include:

Laboratories, Workshops, Construction sites, Other hazardous buildings or work areas.

