

1.13 HEALTH AND SAFETY POLICY

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External Reference points	- Higher Education Commission (HEC) Pakistan – Quality Assurance Framework and relevant policies (where applicable) - Academic Regulations of Partner Universities and Awarding Bodies

Version Control			
Previous Version	New Version	Date	Update/Notes
V01	V02	14-04-2026	Updated the emergency evacuation procedures and expanded the risk assessment section.

POLICY FRAMEWORK

IVY Academic Network is committed to providing a safe, healthy, and secure environment for all students, staff, visitors, and contractors across its campuses, and to ensuring that health and safety considerations are embedded in the planning and delivery of teaching, learning, and campus life.

This policy sets out IVY Academic Network's approach to identifying and managing health and safety risks, the responsibilities of staff and students, and the procedures to be followed in the event of an emergency, incident, or accident. It applies to all IVY Academic Network campuses, facilities, and activities, including classes, examinations, events, and approved off-campus or field-based activities.

This policy should be read alongside IVY Academic Network's Contingency and Adverse Effects Policy, which sets out the institution's wider approach to business continuity and adverse events, and any programme-specific safety guidance issued for laboratory, practical, or placement-based learning.

ROLES AND RESPONSIBILITIES

IVY Academic Network's senior management is responsible for setting the overall direction of this policy, allocating adequate resources to health and safety, and ensuring that campuses and facilities are maintained to a reasonable standard of safety.

Campus and Facilities staff are responsible for:



- maintaining buildings, fire safety equipment, electrical installations, and emergency exits in good working order;
- carrying out routine safety checks and arranging repairs where hazards are identified;
- displaying evacuation plans, emergency contact information, and assembly point signage in all teaching and communal areas; and
- coordinating fire drills and emergency evacuation exercises.

Programme Managers, Academic Coordinators, and teaching staff are responsible for:

- following IVY Academic Network's health and safety procedures in classrooms, laboratories, and other teaching spaces;
- identifying and reporting hazards, near-misses, and unsafe conditions promptly;
- supervising students appropriately during practical, laboratory, or off-campus activities; and
- cooperating with investigations following an accident or incident.

Students are expected to:

- follow health and safety instructions, signage, and guidance given by staff;
- use any protective equipment or safety procedures required for a particular activity, laboratory, or workshop;
- report hazards, accidents, or unsafe conditions to a member of staff as soon as possible; and
- behave in a manner that does not endanger their own safety or the safety of others.

CAMPUS AND FACILITY SAFETY

IVY Academic Network will take reasonable steps to identify and control risks arising from its premises, equipment, and activities, including through periodic inspection of teaching spaces, laboratories, workshops, libraries, and common areas. Where a hazard is identified, IVY Academic Network will take proportionate action to remove or reduce the risk, which may include restricting access to an affected area until it is made safe.

Any student or member of staff who identifies a potential hazard, damaged equipment, or unsafe condition should report it immediately to the Campus and Facilities team or the Student Support Office.

FIRE SAFETY AND EMERGENCY EVACUATION

Each IVY Academic Network campus maintains fire safety equipment, clearly marked emergency exits, and an evacuation plan appropriate to its layout. Evacuation routes and assembly points are displayed in teaching rooms and common areas, and all staff and students are expected to familiarise themselves with these on induction.

In the event of a fire alarm or an instruction to evacuate, staff and students must leave the building promptly by the nearest available exit, proceed to the designated assembly point, and remain there until instructed that it is safe to re-enter. Lifts must not be used during an evacuation. Fire drills are conducted periodically to ensure that staff and students are familiar with evacuation procedures.



FIRST AID AND MEDICAL EMERGENCIES

IVY Academic Network campuses maintain first aid provision and identify trained first-aiders or designated staff who can respond to minor injuries and medical situations. Contact details for first aid and emergency assistance are displayed on campus and communicated to students at induction.

In the event of a serious injury or medical emergency, staff should call emergency medical services immediately, notify the Campus and Facilities team or Student Support Office, and provide assistance within the limits of their training while awaiting professional help. Students with a known medical condition that may require assistance in an emergency are encouraged to make this known to the Student Support Office in confidence.

ACCIDENT AND INCIDENT REPORTING

All accidents, injuries, near-misses, and safety incidents occurring on IVY Academic Network premises or during IVY Academic Network activities must be reported to the Campus and Facilities team or Student Support Office as soon as reasonably possible, and recorded in accordance with institutional procedure.

IVY Academic Network will review reported incidents to identify any underlying hazard or pattern, and will take corrective action where appropriate. Where an incident is serious, IVY Academic Network will inform senior management and, where relevant, the relevant Partner University or Awarding Body, and will cooperate with any external investigation required by law.

RISK ASSESSMENT

Activities that present a particular health and safety risk, including laboratory work, practical sessions, workshops, events, and off-campus or field-based activities, will be subject to a risk assessment before they take place. The risk assessment will identify foreseeable hazards, the precautions required, and the staff responsible for implementing them.

Students taking part in an activity subject to a risk assessment will be briefed on relevant safety precautions in advance, and must follow any instructions given for their own safety and the safety of others.

OFF-CAMPUS ACTIVITIES AND FIELD TRIPS

Where a programme includes an off-campus activity, field trip, industry visit, or placement, the staff member organising the activity is responsible for considering foreseeable risks, making appropriate arrangements for supervision and emergency contact, and briefing participating students on relevant safety expectations beforehand.

SECURITY

IVY Academic Network takes reasonable steps to maintain a secure campus environment, including controlled access to buildings where appropriate, and expects students, staff, and visitors to cooperate with security arrangements, including identification checks where in place. Any security concern, including suspicious behaviour, unauthorised access, or a safety threat, should be reported immediately to Campus and Facilities staff.



TRAINING AND AWARENESS

IVY Academic Network will provide staff and students with induction guidance on health, safety, and emergency procedures relevant to their role or programme, and will provide additional training to staff and students whose activities involve a specific safety requirement, such as laboratory or workshop work.

IMPLEMENTATION & ENACTMENT

IVY Academic Network will take active steps to give effect to this policy. In particular, it will:

- maintain campuses, equipment, and facilities to a reasonable standard of health and safety, and address identified hazards in a timely manner;
- maintain clear procedures for fire safety, evacuation, first aid, and emergency response, and communicate these to staff and students;
- record and review accidents, incidents, and near-misses, and take corrective action where required;
- carry out risk assessments for activities that present a particular health and safety risk;
- provide staff and students with appropriate health and safety induction, guidance, and training; and
- review this policy periodically to ensure it continues to reflect institutional practice and applicable regulatory requirements.