Student Safety and Campus Security Policy and Procedure

1. Purpose

The objective of this document is to specify EIA policy and procedure for the management of student safety and campus security at EIA.

The following policy and procedure provide information and resources to enable all those working within EIA to carry out their safety responsibilities.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically to Standard 2.3 and the ESOS National Code Standard 6.

2. Scope

This policy & procedure document applies to all students and administrative staff who are responsible to provide student services.

3. Responsibility

The Executive Manager of Operations is responsible for the implementation of this procedure and to ensure that staff and students are aware of how to apply and implement its requirements.

4. Definitions

Campus: The term "campus" means:

- any property or establishment owned or controlled by EIA that is within proximity to the main principal place of business and that is used by the EIA to support the institution's educational purposes and/or for housing students.
- property with the same proximity of the main principal place of business that is owned by the EIA but controlled by another person is used by students and supports institutional purposes (such as a food or other retail businesses).

Hazard: a source of potential harm or a situation with the potential to cause harm to people, property or the environment.

Risk: A risk is the chance of something happening that will have an impact on objectives. It is measured by consequences and likelihood. In the safety and security context, risk should be thought of like the safety consequence of a given severity, and the likelihood of that particular consequence is occurring.

Risk Assessment: the process of identifying the different types of risks or hazards that may affect the institution, including:

- hazard identification, the determination of potential risks, hazard events, or liabilities;
- hazard characterization, the evaluation of which personnel, property, income or assets are most vulnerable to injury or damage from these hazards by severity and frequency;
- exposure assessment, estimation of potential losses; and
- risk characterization, the prioritization of various risk exposures.

Risk Management: The policies, procedures, and practices associated with the identification, analysis, and assessment of risk exposures and appropriate strategies to eliminate, control, minimise or avoid unacceptable risk. Control strategies might include such areas such as risk assumption, risk avoidance, risk retention, risk transfer, or any other strategy/strategies to manage future events.

5. Requirements

5.1 EIA is committed to ensuring reasonable and practicable security and safety of all students, staff, visitors and contractors with the Student Safety and Campus Security Policy and Procedure.

5.2 All students will be informed of the actions that can be taken, the key contacts of EIA and the student support services available, to satisfy the needs of different student cohorts. (refer to Student Support Services Policy)

5.3 EIA designated a member of staff to the official point of contact for safety and security issues is the Welfare Support Officer. The role of the Welfare Support Officer is tasked with providing a safe and secure environment for all campus users. The Welfare Support Officer provides security advice and guidance on a regular basis.

5.4 The Welfare Support Officer will receive training and certification appropriate to their role, including regular refresher training.

5.5 The Welfare Support Officer will delegate responsibility for routine tasks to a nominated individual in EIA. The nominated individual is responsible for the security in a certain task.

5.6 EIA will take all reasonable steps to: (1) support a safe and secure environment in the building and grounds owned, leased and/or controlled by EIA; (2) promote safety through policies and programs; (3) provide a reasonable level of security at EIA activities; and (4) safeguard EIA's property and physical assets.

5.7 Security and safety measures and procedures will be implemented by EIA relevant to the assessed risk and threats to EIA at all times according to the established plan and available resources.

5.8 Students, staff and contractors must all help in their roles to promoting and maintaining a secure environment at all times by using and displaying their ID cards and reporting/challenging suspicious activity to the Welfare Support Officer. Students, staff and contractors are responsible for taking reasonable measures to ensure their safety and security.

5.9 All students, staff, contractors and visitors are required to:
- comply with the Student Safety and Campus Security Policy and Procedure
- conduct all learning, teaching and research activities in a safe and controlled manner that ensures no harm can come to other persons, property or the environment
- cooperate with EIA in the development, implementation and maintenance of safety procedures and practices
- participate in all levels of training programs
- immediately report hazards and incidents
- actively participate in sustaining the desired safety culture at EIA

6 Procedure

The Welfare Support Officer works in liaison with relevant EIA departments to implement a defence in depth approach to reducing unauthorised access to the secure areas of EIA, and where

necessary to take additional security measures. Defence in depth implements that a combination of physical, technical and procedural security measures that include:

- Locking and unlocking of buildings, access to building out of hours
- Controlling access to Buildings and limited access rooms using an access ID card
- CCTV monitoring across campus from the Reception Room
- Maintaining a central log of the incident and overnight reports, as well as overseeing "out of hours" emergency maintenance call-outs
- The requirement for assets over a specified value to be ID tagged and included in an asset inventory
- Liaising with Police and Fire Services as well as to take responsibility for all of the Emergency Evacuation Instructions on the walls.
- Maintaining reporting points whereby people can safeguard and communicate their concerns
- Providing physical security risk assessment and advising to those who need it
- Coordinating EIA-wide Emergency Planning, including Critical Incidents Policy and Procedure

6.1 Safety Induction Program

The induction process applies to all students, visitors and volunteers. Personnel who transfer to new work areas, which are allocated new tasks and those who are to perform any task not previously undertaken must receive suitable and adequate information, instruction and training for any task that they may be required to perform.

All students are required to undertake a general induction at EIA. Information is also provided to students in the Student Handbook about how to seeks assistance for and report incidents that may significantly impact on student wellbeing, including critical incidents.

The safety induction will be conducted by EIA staff (Welfare Support Officer). At general safety induction, the staff conducting the induction will follow the following:

- Roles and responsibilities at EIA
- Access requirements, e.g. only under supervision, Only during business hours, and After-hours, during weekends or on public holidays
- Emergency preparedness, e.g. emergency evacuation map, assembly point, fire extinguishers, emergency phones
- Risk assessment & management
- Hazard and accident reporting

To hazardous work, chemicals, plant and equipment or in areas not Where a student is to undertake study or work in an environment where there may be exposed controlled by EIA, a specific induction must be undertaken. The educational area has the responsibility of providing an induction to students.

Students' specific safety inductions may include:

- Workshop site-specific
- External journeys
- Off-site workshops and businesses

6.2 Non-Compliance of Safety Duty

Students who do not comply with safe work practices/safety procedures, or whose behaviour is unsatisfactory or put themselves or others at risk, may be excluded from participating in a learning activity on or off campus.

6.3 First Aid

Numerous staff members are trained as First Aid Officers and can be called upon for assistance in the event of an injury. The nominated First Aid Officers keeps first aid equipment. The first aid kit should not be misused and not subject to abuse and pilfering.

In the case of a Medical Emergency, the student's guardian or next of kin may need to be contacted. Students are required to update their emergency contact number promptly as stated in their student handbooks.

6.4 Electrical Safety

Risk assessment and risk management is required before work activity.

All electrical equipment must include an electrical test tag. This tag must display the date that it has been tested and the date when the next test is due. Never use an electrical appliance where the test date has been exceeded. Staff must examine the condition of the equipment before use and including the condition of electrical leads. Contact the Welfare Support Officer for further information if the equipment is unsafe.

Do not use electrical equipment near water.

All requests for electrical work, both minor repairs and new installations, should be made to the Welfare Support Officer who will make an appropriate arrangement.

Students are not allowed to do any electrical related repair work. Inappropriate operation on electrical equipment may cause a fire.

6.5 Suspicious Object or Package

Stay well clear of the item and alert any other people nearby to leave the area also.

Seal the area as best as possible, e.g. block the entrance

Immediately go to another area and dial "000" or "112" from mobiles

Await further instruction and advice

In the case of **Medical Emergency, Fire, Accident and Assault,** please refer to Critical Incidents Policy and Procedure for detail

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1.2 (approved on 19/05/2020)	1. Include reference to Standard 6 of the National Code in the purpose of the policy and the history table 2. Minor spelling, grammar changes Include reference to student handbook
1.3	Change company name to Edvantage Institute Australia (EIA); update responsibility