

Student Health and Safety Policy

1.0 Principles

The Nisai Senior Management Team knows that having good Health & Safety rules is important for the overall quality of the Nisai Group.

Nisai Group's goal is to make sure that all students are healthy, safe, and taken care of as much as possible. To do this, we keep our online learning platform safe and make sure everyone who interacts with students follows good safety practices.

This policy means that Nisai follows British Health & Safety guidelines (OHSAS 18001 and OHSAS 18002) and will continue to follow any updates to these standards.

2.0 Aims

This policy provides a plan to make sure all student health and safety issues are addressed. The Nisai Senior Management Team takes responsibility for following the Health & Safety at Work Act 1974 and other important guidance and legislation:

- To keep the learning platform safe and healthy for students, as much as possible
- To put systems in place to prevent injuries and health problems
- To give students the information and training they need to stay safe
- To consider students' abilities, language skills, and reading levels when providing training
- To raise awareness about health and safety for all students
- To have the right systems and structure in place to manage and check health and safety performance
- To make sure students use equipment safely and without risk, as much as possible
- To keep improving systems to promote health and safety in all of Nisai Learning's activities

Students also have a responsibility under this law to act in a way that keeps themselves and others safe.

This policy will be shared with all students and reviewed every year to make sure we stay committed to high health and safety standards.

3.0 Roles and Responsibilities

The Nisai Senior Management Team is responsible for making sure this procedure is followed and managing all parts of it.

- Developing the idea of a 'safe learner' and including it in the curriculum and Nisai Learning systems
- Teaching students about risks, raising health and safety awareness, and making it a key part of learning
- Encouraging high standards and best practices by working with important partners
- Reviewing the Health and Safety Policy every year and updating it when needed

Nisai Learning staff will promote health and safety and make sure all students are aware of it. This policy will be shared with students and reviewed every year to keep up our commitment to high health and safety standards.

Students are responsible for following all the health and safety advice and guidance given by Nisai Learning.

4.0 The Duties of Students in respect of Health and Safety

While studying with Nisai, students have a responsibility to understand health and safety rules and to take care of their own safety and the safety of others during their education.

- Students must follow any emergency procedures that relate to their activities, when needed.

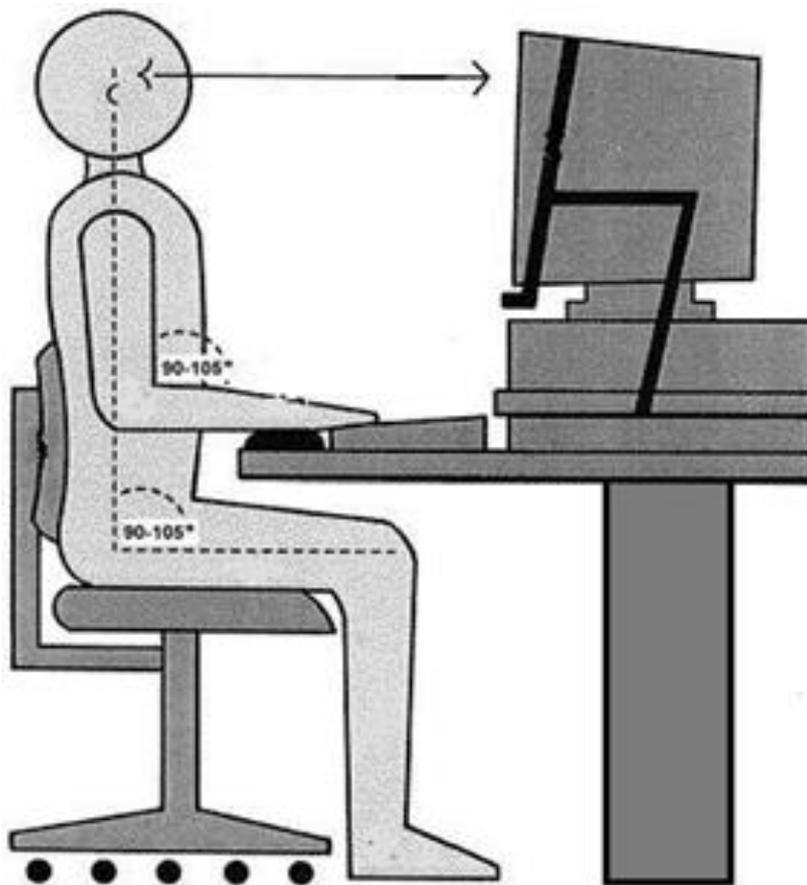
- If anything happens, like an accident or incident while online, students should tell Nisai Learning staff. This includes incidents that happen at home, in libraries, study centres, or workplaces.
- Students should inform their Nisai Learning staff about anything that could affect the safety of themselves or others.
- Students are expected to work in a way that keeps themselves and others safe.
- Students should set a good example by following and promoting health and safety practices.
- If a student breaks any safety rules, it will be reported to their parent/carer.
- Students must follow all the advice and guidelines provided by Nisai, especially the information in the Nisai Student Guide and the Student Wellbeing Area on the portal. This includes tips on safely using the internet and computers.

Safe use of the Internet

Guidelines and Responsibilities

- Keep personal information private. This includes your full name, age, address, phone numbers, and places where you spend time
- Ask parent/carer permission if you need to give any personal details out
- Keep your passwords and nicknames secret; do not share them
- Make sure that your privacy settings are appropriately set for any social networking sites/apps that you use
- If someone upsets you, block them and tell someone; if you see anything that makes you feel uncomfortable, report it
- Protect yourself; never arrange to meet someone you have met online
- Never use the Internet to upset another person
- Don't pretend to be someone other than yourself
- Communicate and collaborate in a polite and responsible fashion
- Check with your parents/carers before downloading and installing software
- Give yourself a break. Don't stay online for too long. Spend time with your families and friends offline

Computers should not be seen as toys but as items of electrical equipment to be treated with care.



Prepared by the Campus Occupational Health Program 1992

Computer Screen

- Keep clean
- Avoid glare and reflection
- Adjust brightness and contrast to suit lighting conditions
- Choose a text size you can read

Posture

- Your lower back should be supported
- Your knees should be level with your hips
- Your feet should be flat on the floor
- Your eye level should be just above the top of the screen. Tilt your screen if necessary
- The screen should be directly in front of you, not at an angle

Repetitive Strain Injury (RSI)

To prevent the symptoms of RSI:

- Watch your posture
- Work at a steady rate and take regular breaks from the screen
- Your screen, keyboard and mouse should be in front of you
- Use your mouse as close to the keyboard as possible

Minimise the risk of computer-related accidents

- Electricity and water do not mix – keep drinks and plants far away from the computer
- Make sure there's enough room for your legs
- Check that there are no trailing wires. Tuck them out of the way
- Do not play on or with computer swivel chairs

5.0 The Duties of Parents/Carers in respect of Health and Safety

Parents/Carers should ensure that students understand and follow the guidance that is provided to them. Parents are able to contact Nisai directly for any advice or to report any findings to us.

The following guidance is also made available for parents/carers via our Parent Portal:

- Always know what your children are doing online and who they are talking to
- Ask them to teach you to use any applications that you have never used so you can thoroughly understand what it is that they are accessing
- Help your children to understand that they should never give out personal details online. Personal information includes their social networking IDs, email address, mobile number and any pictures of themselves, their family or friends
- If your child receives spam/junk email or texts, please remind them never to trust them, or reply to them
- It is not a good idea for your child to open files that are from people they don't know. They won't know what they contain - it could be a virus, or worse - an inappropriate image or film
- Help your child to understand that some people lie online and that therefore it's better to keep online friends online. They should never meet up with any strangers without an adult they trust
- Ensure that they know that it's never too late to tell someone if something that they hear or see online makes them feel uncomfortable
- Teach young people how to block someone online and report them if they feel uncomfortable

Reviewed: September 2024

To be reviewed: September 2025