

Health and Safety Policy



POLICY # EAAS/2024/240260

Adopted by the Senate on July 15, 2024

European Academy of Advanced Studies (EAAS)

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1. Purpose & Scope

The European Academy of Advanced Studies (EAAS) is committed to safeguarding the health, safety, and well-being of all students, faculty, staff, and stakeholders. This Policy outlines institutional responsibilities and stakeholder expectations to ensure a secure, inclusive, and digitally safe environment for learning and working. EAAS delivers all its teaching, learning, and assessment 100% online through Moodle and BigBlueButton; it operates no teaching campus. This Policy therefore focuses primarily on digital health and safety, while also covering the administrative office and any occasional, optional in-person events.

This Policy applies to:

- All EAAS stakeholders, including students, employees, visiting faculty, and guest contributors;
- All online platforms, events, and collaborative environments (the primary setting), and the administrative office and any occasional, optional in-person events (for example partner workshops or graduations).

2. General Principles

EAAS adopts a proactive, risk-managed approach to health and safety, based on European Higher Education Area (EHEA) values, MFHEA regulatory expectations, and the Occupational Health and Safety Authority Act (Chapter 424 of the Laws of Malta). Our approach includes:

- A prevention-first safety culture;
- Equality and accessibility in all environments;
- Supportive learning for vulnerable individuals, including those with prior learning-related stress (in line with the RPL ethos);
- A zero-tolerance policy for harassment, abuse, or unsafe behaviour on any EAAS platform.

3. Digital Health & Safety

Given the fully online, digital-first nature of EAAS, the following practices are prioritised:

- **Secure learning platforms:** systems (Moodle and BigBlueButton) are monitored for cybersecurity threats and safeguard the privacy of student and faculty data.
- **Ergonomic awareness:** EAAS promotes digital wellness through orientation modules advising on healthy screen habits, posture, breaks, and mental well-being.
- **Virtual-classroom code of conduct:** EAAS enforces camera/microphone etiquette, respectful interaction, and safe-sharing practices in all online environments.

4. Mental Health & Wellbeing

Mental health is integral to academic success and safety. EAAS:

- Provides confidential access to student support services;
- Embed stress-management awareness within induction programmes;
- Encourages faculty and staff to recognise signs of distress or disengagement and refer students to appropriate resources;
- Ensures students receive non-judgmental, stress-minimising evaluation environments.

5. Physical Safety (for Occasional In-Person Venues)

EAAS delivers all programmes 100% online and operates no teaching campus. The following provisions therefore apply only to the administrative office and to any occasional, optional in-person activities (for example partner-institution workshops, conferences, or graduations):

- **Safe, accessible premises** in compliance with EU occupational-health and building standards and the Occupational Health and Safety Authority Act (Chapter 424).
- **Emergency protocols:** fire exits, medical kits, and contact points are displayed and briefed during any physical event.
- **Public health precautions:** local guidelines are followed rigorously, with support for remote participation where required.

6. Stakeholder Responsibilities

Students are expected to:

- Engage respectfully in all EAAS digital spaces;
- Immediately report any cyberbullying, harassment, or digital misconduct;
- Follow any safety instructions during in-person events (where applicable);
- Maintain personal digital security (for example using secure passwords and avoiding phishing links).

Staff & Faculty are expected to:

- Participate in EAAS-provided health & safety briefings;
- Foster inclusive, safe, and respectful learning environments;
- Support students with known medical or mental health conditions through appropriate accommodation.

7. Incident Reporting & Response

Any health or safety concern digital or physical must be reported through the following mechanisms:

- Online Reporting Form (via the LMS or website) see Annex A;
- Emergency contact email: info@eaas.mt.

All reported issues are addressed within 3 working days, with full confidentiality and in compliance with the GDPR and the Data Protection Act (Chapter 586 of the Laws of Malta).

8. Review & Continuous Improvement

- This Policy will be reviewed biannually by the Academic Committee in collaboration with the Quality Assurance and Compliance Unit.
- Feedback will be sought through surveys, support logs, and stakeholder consultations.
- EAAS is committed to transparent enhancements, especially in response to emerging global trends and concerns.

Annex A

HEALTH & SAFETY INCIDENT REPORTING FORM

(For Reporting Accidents, Hazards, or Unsafe Conditions)

A. Incident Reporter Information

Field	Information
Full Name	
Role	☐ Student ☐ Faculty ☐ Staff ☐ Contractor ☐ Visitor
Department / Programme	
Institutional Email / Contact Email	
Contact Number	
Date of Report Submission	___ / ___ / ___

B. Incident Details

1. Type of Incident (please check all that apply)

- ☐ Accident / Injury
☐ Hazardous Condition or Unsafe Practice
☐ Fire / Smoke / Chemical Spill
☐ Property Damage
☐ Illness (on-site or due to workplace conditions)
☐ Near Miss (potential accident avoided)
☐ Other (please specify): _____

2. Date and Time of Incident

Date: ___ / ___ / ____ Time: _____ (AM / PM)

3. Location Where Incident Occurred (e.g. building, room, online session):

4. Detailed Description of the Incident

Please describe exactly what happened, including the sequence of events, equipment involved, and names of any witnesses:

5. Nature of Injuries or Hazards (if any)

- ☐ No injury
☐ Minor Injury (e.g. cuts, bruises)

- ☐ Serious Injury (e.g. fracture, burns)
- ☐ Exposure to hazardous material
- ☐ Other: _____

6. Were Emergency Services Contacted?

- ☐ Yes – Ambulance
- ☐ Yes – Fire Department
- ☐ No
- ☐ Not Applicable

C. Immediate Actions Taken

Please indicate any steps you have already taken:

- ☐ Reported to Health & Safety Officer
- ☐ Provided First Aid
- ☐ Evacuated Area
- ☐ Isolated Hazard (e.g. switched off equipment)
- ☐ None
- ☐ Other: _____

D. Recommended Follow-Up or Support Needed

- ☐ Request medical assistance
- ☐ Request hazard inspection or maintenance
- ☐ Require health & safety training update
- ☐ Other (please describe): _____

E. Declaration

I declare that the information provided is accurate to the best of my knowledge and that I am submitting this form in accordance with the EAAS Health & Safety Policy.

Signature: _____ Date: ____ / ____ / ____

F. For Office Use Only

Reviewed By	
Role	
Signature	
Date	____ / ____ / ____

Incident ID	
Severity Level	☐ Low ☐ Medium ☐ High
Action Taken	
Follow-Up Due Date	___ / ___ / ___
Escalated To	☐ Health & Safety Committee ☐ Management Board ☐ External Agency (OHSA)

Submit this form to the Health & Safety Officer or via the LMS portal under “Report Safety Incident.” For urgent incidents, please use the emergency contact without delay.