



TYPE: POLICY

SUBJECT: Health and Safety Policy

REFERENCE: LWP 24

DATE: 20th DECEMBER 2021

LAST REVIEWED:

APPROVED BY: The Board of Directors

SCOPE

The aim of this policy is to ensure, as far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and wellbeing of the students, staff, and other visitors of Learning Works.

HEALTH & SAFETY Policy

The Health and Safety policy at Learning Works has four elements namely those related to planning, doing, checking and acting. These imply that the direction is set for effective health and safety management and that risks are dealt with responsibly and proportionately. Monitoring and review are carried out by the Administration Manager with a review of health and safety performance being carried out at the end of the year.

STUDENTS

Students following courses at Learning Works are expected to act responsibly at all times and draw the attention of staff should there be any perceived or actual health and safety issues.

DUTIES of EMPLOYEES

All members of staff are to take reasonable care of their own health and safety and co-operate with the Head of Institution on health and safety issues. They are duty bound to inform the Head of Institution about any serious and immediate danger so that remedial action can be taken.

COVID-19

Learning Works complies with regulations issued by the Health Department and has put in place proportionate control measures namely the availability of sanitizers, social distancing and the mandatory wearing of masks on its premises. Appendix 1 highlights the rules and regulations issued by the Health Department which are to be followed where applicable.

PRIORITISING SAFETY

Learning Works is committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work-related ill health
- Assessing and controlling risks from activities carried out at the Institution
- Promoting a positive health and safety culture through communication with staff and students when they participate in face-to-face learning.

Appendix 1

Mandatory Standards and Guidances

Mandatory standards for mitigation measures for the Covid-19 transition phase issued under the Public Health Act chapter 465

COVID-19 Data Protection and Privacy Policy

Data Protection Policy

Privacy Policy

Digital Certificate Privacy Policy

Mandatory Standards and Guidance Documents

Standards on the Use of Face Masks (11 December 2021)

Guidelines for the Education Sector up to Secondary Schools (December 2021)

Guidelines to the Educational Sector for Post-Secondary Schools/Institutions and Tertiary Institutions in Malta and Gozo (November 2021)

Comparison Between Applicable Standards for Weddings under Available Standards (1 November 2021)

Standards for Safer Events in Enclosed Areas (1 November 2021)

Standards for Passenger Transport Services (18 October 2021)

Standards for English Language Schools (October 2021)

Standards for Commercial Establishments (Restaurants, Snack bars, Bars and Clubs)

allowing entry to Vaccinated Customers only (1 November 2021)

Mandatory Standards for Sports Activities (October 2021)
Standards for Quarantine of Travellers entering the Maltese Islands (September 2021)
Standards for Quarantine of Vaccinated Primary Contacts (August 2021)
Rules for Civil Marriage Ceremonies - Public Registry (9 August 2021)
Guidelines for Summer Schools (July 2021)
Standards for Restaurants, Pools and Hotel Accommodation (June 2021)
Standards for Bars, Clubs and Similar Establishments (June 2021)
Standards and Guidelines for Gymsnasiums and Fitness Centres (June 2021)
Standards and Guidance for Water Fun Parks (June 2021)

Standards and Guidelines for Casinos, Gaming, Betting Shops and Bingo Halls (June 2021)
Standards for Extracurricular Education and Visual and Performing Arts Education (Music, Art, Drama and Dance) (May 2021)
Standards and Guidance for Wedding Receptions (June 2021)
Standards and Guidance for Nail Technicians and Nail Artists (April 2021)
Standards and Guidance for Supermarkets and Food Businesses (April 2021)
Standards for Choirs (April 2021)
Standards for Musicians and Orchestras (April 2021)
Mandatory Conditions and Guidelines for Museums (April 2021)
Standards and Guidance for Hairdressers and Barbers (April 2021)
Standards and Guidance for Beauticians (April 2021)
Standards and Guidance for Massage Services (April 2021)
Standards for Tattoo Artists Studios (April 2021)
Standards and Guidance for Retail Outlets and Lotto Booths (April 2021)
Standards for Adult Learning Activities (June 2021)
Standards and Guidance for Examinations (9th April 2021)
Standards and Guidance for Faith-based Places of Worship and Services (June 2021)

Standards for Funerals and Burials in Malta During the Covid-19 Pandemic (March 2021)

Standards for Media, for Filming and for Photo and Video Shooting (March 2021)
Standards and Guidance for Tourist Guides (May 2021)
Standards for Gatherings and Mass Events English/Maltese (November 2020) (Currently Suspended)
Obligatory Conditions and Guidelines for Clinics Providing Private Health Services (June 2020)
Obligatory Conditions and Guidelines for Camping and Camping Sites (June 2020)
Obligatory Conditions and Guidelines for Libraries (June 2020)
Obligatory Conditions and Guidelines for Chinese Medicine and Acupuncture (June 2020)
Standards for Cinemas and Theatres (June 2021)
Registered Swimming Pools and Indoor Entertainment Areas Checklist (June 2020)
Obligatory Conditions and Guidelines for Spas and Saunas (June 2020)
Standards and Guidance for Open Air Markets (May 2021)

GUIDANCE DOCUMENTS

In the interest of containing the spread of Covid-19 the Health Authorities have produced various guidance documents. These are found below and can be freely downloaded:

Guidance on Workplaces

Guidance for Offices and Workspaces (September 2021)

Guidelines on Social Interactions During the Covid-19 Pandemic (April 2021)

Guidance for Laundries and Launderettes (June 2020)

Guidelines for Voluntary Organisations (June 2020)

Guidance for Dental Practices in Malta (June 2020)

Guidance on Site Home Visits during Covid-19 (April 2020)

Guidance for Air Conditioning and Ventilation Systems (June 2020)

Cleaning and Disinfection of Non-Hospital Settings after Confirmed COVID-19 Positive case/cases (January 2021)

Guidance for Carers in Homes for the Elderly English/Maltese (May 2020)

Guidance for Taxi and Cab Owners and Drivers English/Maltese (December 2020)

Guidance for Resumption of Driving Tests-Theory and Practical English/Maltese (December 2020)

Guidance for Educational and Cultural Activities

Information for Schools Regarding the Medical Management of Children Attending Childcare, Kindergarten or School English/Maltese (October 2020)

Guidance for Entities Responsible for/and Users of Outdoor Children Playing Fields (June 2020)

Guidance on How to Protect Yourself and Others

Guidance for persons who are at higher risk of developing complications (October 2020)

Ten Tips to Protect You and Your Family from Contracting Covid-19 (April 2020)

How to Make Your Own Face Masks (May 2020)

Advice on Hand Washing and Use of Gloves (November 2020)

Guidance on Hand Sanitisers (from MCCA) (March 2020)

Guidance Whilst Grocery Shopping (November 2020)

Guidance on Healthy Living during Covid-19

Guidelines on Healthy Eating during Quarantine (April 2020)

Guidance to Stay Physically Active (April 2020)

Mental Well Being (June 2020)

Guidance for Pregnant Mothers (March 2020)

Covid-19 and Breastfeeding (April 2020)

Guidance for People Living with Diabetes English/Maltese (April 2020)

Guidance for People Living with Heart Disease and High Blood Pressure (May 2020)

Covid-19 Outbreak - Recommendations for Good Practice for Cancer Patients, Survivors and Their Caregivers (November 2020)

Other Guidance

Guidelines for Animal Sanctuaries (July 2020)

Guidance for Domestic Waste During Covid-19 English/Maltese (May 2020)

Covid-19 Guidelines for Pets and Other Animals (November 2020)

Legal Notices

LN185 of 2021 - Repealing Regulations, 2021 English/Maltese

LN184 of 2021 - Closure of Places Open to the Public (Amendment No.3) Regulations, 2021 English/Maltese

LN183 of 2021 - Groups of Persons in Residential Properties (Amendment No.4) Regulations, 2021 English/Maltese

LN182 of 2021 - Number of Persons in Public Spaces (Amendment No.3) Regulations, 2021 English/Maltese

LN157 of 2021 - Groups of Persons in Residential Properties (Amendment no.3) Regulations, 2021 English/Maltese

LN101 of 2021 - Closure of Places Open to the Public (Amendment) Order, 2021 English/Maltese

LN97 of 2021 - Closure of Schools Order 2021 English/Maltese

LN94 of 2021 - Enforcement of The Order Relating to the Closure of Places Open to the Public Regulations, 2021 English/Maltese

LN93 of 2021 - Organised Sport Activities Regulations English/Maltese

LN 92 of 2021 - Closure of Food and Drink Outlets (Amendment No.2) Regulations 2021 English/Maltese

LN91 of 2021 - Enforcement of The Order Relating to the Closure of Non-Essential Outlets and Outlets Providing Non-Essential Services Regulations, 2021 English/Maltese

LN 90 of 2021 - Closure of Non-Essential Outlets and Outlets Providing Non-Essential Services Order, 2021 English/Maltese

LN89 of 2021 - Number of Persons in Public Spaces (Amendment) Regulations, 2021 English/Maltese

LN88 of 2021 - Organised Mass Events (Amendment) Regulations, 2021 English/Maltese

LN87 of 2021 - Closure of Places Open to the Public Order, 2021 - English/Maltese

LN86 of 2021 - Essential Travel Between Malta and Gozo Order, 2021 English/Maltese

LN82 of 2021 - Mandatory Use of Medical or Cloth Masks (Amendment) Regulations 2021 English/Maltese

LN76 of 2021 - Contact Sports Regulations English/Maltese

LN403 of 2020 - Organised Public Mass Events (Amendment No.5) English/Maltese

LN402 of 2020 - Mandatory Use of Medical or Cloth Masks (Amendment No.3) English/Maltese

LN244 of 2020 - Travel Ban (Extension to all Countries) (Amendment) English/Maltese

LN63 of 2020 - Period of Quarantine (Extension of Countries) English/Maltese

LN44 of 2020 - Service of Notice Relating to Enforcement of Quarantine Regulations English/Maltese

Covid-19 Menu

Travel To Malta

Travel From Malta

EU Digital COVID Certificate

Digital Passenger Locator Form

Landing Page

Covid-19 Dashboard

Mandatory Standards and Guidances

Symptoms

Protecting Yourself

Vaccines

Getting Tested

Rapid Antigen Testing

Testing Positive

Quarantine

Staying Healthy

Frequently Asked Questions

Resources

Legislation

Charlo Bonnici
CEO