



Policy Number: HSA 011
Health, Safety and Accessibility Policy

Issued: September 2025
Review Date: September 2026
Prepared by: Mario Cordina, Head of Institute / QA Director
Verified by: Dr. Beverly Cutajar, Executive Director





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1. Purpose

The purpose of this policy is to safeguard the health, safety, welfare, and accessibility of all learners, staff, and visitors at Think Talent Institute. It ensures compliance with national regulations, MFHEA standards, and international best practice while creating a safe, inclusive, and accessible learning environment.

2. Scope

This policy applies to all accredited and non-accredited programmes, administrative operations, and premises operated by Think Talent Institute. It covers health and safety procedures, premises maintenance, emergency planning, digital accessibility, and inclusive teaching practices.

3. Policy Statement

Think Talent Institute commits to:

- Maintaining safe physical and digital environments.
- Ensuring accessibility for students of varying abilities and backgrounds.
- Providing adequate resources, training, and support to staff and learners.
- Complying with Maltese health & safety laws, MFHEA requirements, OTHM standards, and GDPR.
- Continuously reviewing and improving safety and accessibility practices.

4. Health & Safety Framework

- Annual risk assessments of premises, equipment, and training facilities.
- Emergency evacuation procedures communicated during induction.
- Fire safety equipment and signage maintained in compliance with regulations.
- First aid kits available and staff trained in emergency response.
- Incident reporting system integrated into CRM for tracking and follow-up.
- Annual premises audit (QA Policy §3 & QA Evidence Pack).

5. Accessibility & Inclusion Framework

- Inclusive Training Policy (Appendix K of QA 2025) embedded into operations.
- Teaching materials designed for multiple learning styles and accessibility.
- Digital platforms (LMS/CRM) tested for screen reader compatibility and multilingual support.
- Reasonable adjustments made for learners with disabilities, including extended time, alternative formats, or assistive technology.
- Premises accessible for wheelchair users and individuals with mobility needs.
- Commitment to cultural and linguistic inclusivity for international learners.

6. Roles & Responsibilities

Executive Director – Ensures compliance with national health & safety legislation.

COO – Oversees premises audits, safety equipment, and accessibility compliance.

QA Director – Ensures policy integration into QA framework and MFHEA alignment.

Trainers Operations Manager – Implements safety checks during training delivery.

Client Relationship Manager – Records and reports accessibility needs of learners.

Student Support Manager – Coordinates individual accommodations and welfare support.

All Staff – Responsible for adhering to safety procedures and reporting hazards.

7. Compliance & Reporting

This policy aligns with:

- Malta Occupational Health and Safety Authority (OHSA) regulations.
- MFHEA standards for learner welfare and accessibility.
- OTHM/Ofqual requirements for equitable access.
- GDPR compliance for student and staff data.

Quarterly reports submitted to QA Committee and annual reviews included in audit cycles.

8. Monitoring & Review

- Annual review of health & safety and accessibility compliance.
- Internal audits conducted by QA Director with COO oversight.
- Feedback loops from students, staff, and audits inform improvements.
- Corrective actions implemented within three months of audit findings.

Annex A – Health & Safety Procedures

1. Risk Assessments: Conducted annually and recorded in CRM.
2. Fire Safety: Fire drills held twice yearly.
3. First Aid: Designated staff trained and certified.
4. Incident Reporting: All incidents logged via CRM and reviewed by QA Committee.
5. Emergency Preparedness: Evacuation maps displayed in all training areas.

Annex B – Accessibility Implementation Guidelines

1. Digital Accessibility: LMS/CRM systems compliant with WCAG 2.1 standards.
2. Learning Adjustments: Alternative formats (large print, captions, translations).
3. Physical Accessibility: Premises maintained with ramps, lifts, and accessible facilities.
4. Inclusive Teaching: Trainers apply differentiated instruction and support strategies.

5. Feedback Mechanisms: Learners can request accommodations via CRM or Student Support Office.

Change History

Date	Author	Description
September 2025	Mario Cordina	Policy created and aligned with QA190825 (6th Cycle), Accessibility (Appendix K), and Institutional Probity (Standard 7).

Annex C – Health & Safety Declaration (ThinkTalent V1)

Ismay Gambin Dip. soc. stud. (Occ. H&S), MBA
Occupational Health & Safety Practitioner

Garnet Court Blk B Flt 1,
Triq il-Familja Brancati,
Mqabba
29, November 2024

Our ref: ISG/TT /24

Health & Safety Declaration

TO WHOM IT MAY CONCERN

The undersigned inspected the premises at Think Talent, Centris I Level 3, Centris Business Gateway, Triq is-Salib tal-Imriehel, Zone 3, Central Business District Birkirkara CBD 3020, Birkirkara, on 29th November 2024.

I hereby certify that the premises being used as Lecture Room is fit for purpose in accordance with the relevant health and safety regulations and standards.

The inspection verified that:

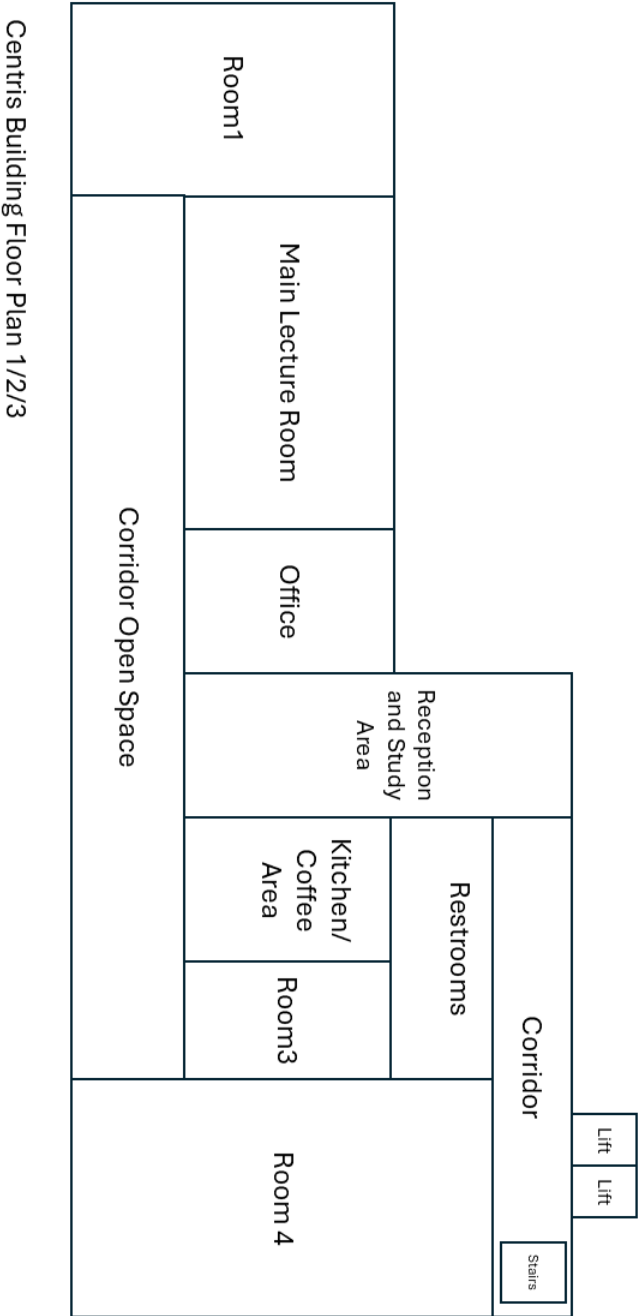
- All necessary safety measures are in place, including adequate emergency exits, fire extinguishers, and clearly marked evacuation routes.
- The premises are maintained in a clean and hygienic condition.
- The building structure, electrical systems, and facilities meet the required standards to ensure the safety of all occupants.
- There are no identifiable hazards that would pose a risk to the health or safety of staff, students, or visitors.

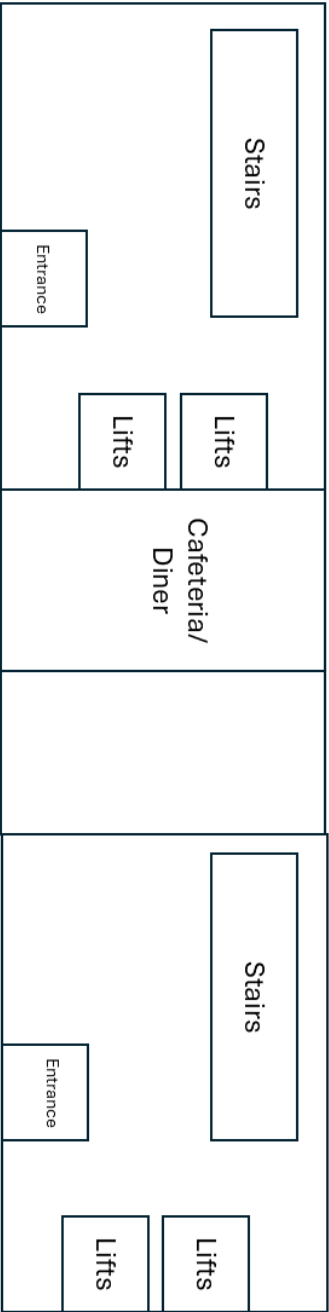
This certification is issued based on the findings of the inspection carried out on the date specified above.



Ismay Gambin Dip.Soc.Stud.(OccH&S),MBA
Occupational Health and Safety Practitioner
Registered Competent Person - OHSA

Annex D – Premises Plan





Centris Building Floor Plan Ground Floor

