

Student Accident Prevention Policy

Section 1

SCOPE OF THIS POLICY

- (1) This policy sets out the rules for the prevention of student accidents and the procedures to be followed in the event of an accident, and applies to the IBS International Business School (hereinafter referred to as the "School"), its faculty, staff and students, as well as to persons who are not students but are participating in other courses, who are required by applicable law to comply fully with the rules for the prevention of student accidents and the procedures to be followed in the event of an accident.
- (2) The territorial scope of these Regulations extends to the facilities and areas owned, managed, or operated by the School.

Section 2

RELEVANT REGULATIONS

- (1) Related legislation and regulations:
 - a) Act No. 204 (2011) on National Higher Education (hereinafter: HE Act)
 - b) Act No. 93 (1993) on Occupational Safety and Health (hereinafter: Safety Act)
 - c) Decree No. 5/1993 (26 Dec) of the Ministry of Labour and Social Affairs on the implementation of certain provisions of Act No. 93 (1993) on Occupational Safety and Health (hereinafter: Decree)
 - d) Fire Safety Code.

Section 3

DEFINITIONS

- (1) A student accident is an accident that occurs in the context of the student's status as a student, not in the course of practical training or occupation. Such accidents shall be investigated and recorded by the School in its own discretion. An accident caused by the student (the injured person) through a fault of his/her own is not considered a student accident.
- (2) Student accidents include accidents involving a student:
 - a) during classes
 - b) while lawfully present on School premises or in facilities or areas rented by the School
 - c) during a service provided by the School (organised sports, cultural or other events, camps, study trips, social work)
 - d) at the direction of the School during the course of the student's activities; and

- e) while travelling in a School-owned or hired vehicle.

Section 4

RIGHTS AND OBLIGATIONS OF STUDENTS IN THE EVENT OF AN ACCIDENT

(1) The student is entitled to:

- a) safe and healthy learning conditions and the protective measures required by law during classes
- b) acquire the knowledge required for safe and healthy participation in education activities.

(2) A student shall not be penalized for acting in a manner that is not hazardous to health and in order to meet the requirements of safe learning, or for reporting in good faith an alleged failure to act on behalf of the School, provided that the report is made in good faith and with the cooperation of the School.

(3) The student must:

- a) be free from the influence of alcohol or other intoxicating substances and be able to continue their studies in class
- b) cooperate with peers and learn, and generally behave in a way that does not interfere with the learning of others or cause damage to property
- c) acquire and apply the necessary knowledge of occupational safety and health, and participate in, acquire and apply the knowledge acquired in accident prevention training
- d) behave in a safe manner, without endangering health and physical safety and maintain discipline, order, cleanliness, and provide assistance in case of need (accident)
- e) immediately report any accident or illness to the instructor or to the School employee present; if prevented from doing so by his/her health, the person who observed the incident must do so
- f) ensure the safe condition of the equipment provided to him/her in the manner he/she is expected to; report any wear, damage or loss of protective capacity immediately to the instructor in charge of the session or to another member of staff nearby
- g) protect and use, in accordance with the instructions given by the member of staff supervising the activity, the technical equipment and personal protective equipment entrusted to them
- h) report any abnormality or malfunction which may pose a danger; until action is taken, eliminate the abnormality or reduce the danger as far as he/she is reasonably able
- i) report visible defects of classroom equipment and any anomalies in its technical condition to the instructor
- j) be in a sufficiently rested physical and mental condition to prevent accidents during sporting activities; behave in a careful and disciplined manner; comply fully with the safety instructions of the coach; wear clothing appropriate to the weather conditions when participating in outdoor activities

- k) fully comply with the rules of road traffic (pedestrian, vehicle) and public transport, by using only the designated pedestrian route within the School premises in order to prevent traffic accidents; report any road defects (traffic and escape routes) within the School premises and any lack of anti-slip protection in the winter months to the School's facilities management authorities.
- (4) A student who breaks the rules on accident prevention (safety at work) is guilty of a disciplinary offence. The disciplinary procedure shall be governed by the provisions of the Student Disciplinary Code and the Compensation Code.

Section 5 OBLIGATIONS OF EMPLOYEES

- (1) The instructor or staff member who is in charge of the student activity must check the condition of the equipment used and the equipment provided before the activity in order to ensure that it is safe. Students are not allowed to work with accident-prone or damaged tools or equipment, even under direct supervision. In addition, the condition of electrical equipment subject to heavy use must be particularly monitored.
- (2) The instructor or staff member in charge of student activities shall clearly formulate and implement accident prevention instructions, check the effective functioning of safety equipment, and require the use of personal protective equipment as intended.
- (3) It is the responsibility of those responsible for the School's facility management to post the warning signs and signs required by the relevant legislation and to take measures to ensure compliance with safety regulations in order to prevent accidents.

Section 6 TRAINING OF STUDENTS IN ACCIDENT, FIRE AND OCCUPATIONAL SAFETY

- (1) In line with the Safety Act, students must be familiarised with the basic rules of safe living, safe working and safe working.
- (2) The School publishes the School's Fire Safety Policy in electronic form, which is prepared and updated by an expert appointed by the School.
- (3) Accident, fire and occupational health and safety training should be provided to students in the form of online training via Moodle. The student shall certify that he/she has understood the training by completing a quiz on Moodle.
- (4) Changes to hazards and safety rules must be communicated to the students concerned in a timely and documentable manner.

Section 7 GENERAL ACCIDENT PREVENTION REQUIREMENTS FOR EDUCATION

- (1) The School provides services to help students lead a healthy life free from harmful addictions, and an information and counselling system to help students integrate during their studies. Where the nature of the risk justifies it, the School uses safety and health signs.
- (2) The School shall ensure the creation of healthy and safe organisational and material conditions for teaching and learning, the identification and elimination of the causes of accidents among students, and the enforcement of documentation requirements related to occupational safety.

- (3) With a view to providing healthy and safe learning, the student should only be assigned a task for which he/she is mentally and physically fit and has the necessary knowledge to carry out the task safely and without endangering his/her health.
- (4) If the teaching conditions are such that the life or health of any person is directly endangered, it is prohibited to give instruction or to instruct until the emergency has ceased.
- (5) All sources of danger must be signposted in such a way that they are recognisable to everyone and ensure that they can avoid an emergency. This may be done by placing a warning sign or by any other suitable means.
- (6) In the event of any malfunction which the instructor or student is not authorized to repair, the equipment must be taken out of service immediately and the necessary measures must be taken to repair it.

Section 8

REPORTING, INVESTIGATING AND RECORDING STUDENT ACCIDENTS

- (1) The School shall investigate and record accidents involving students in accordance with applicable legislation.
- (2) The student who is injured or notices an accident must immediately report the accident to the person in charge of the organised activity (instructor, supervisor), or if this is not possible, to the Centre for Student Services, and inform the Centre for Student Services of any remaining danger. The student who has sustained an injury must, if his/her condition allows, report immediately to the primary care doctor or the competent outpatient department. The student must produce the document certifying the treatment and attach it to the report.
- (3) The instructor or member of staff in charge of the activity causing the accident shall take action to immediately eliminate the existing danger, rescue the injured person, provide first aid and further care, and in the case of a serious accident, notify the ambulance and secure the accident scene. Next of kin will be informed by the ambulance or the Centre for Student Services.
- (4) The person in charge of the organised activity shall take a record of the accident which must be sent to the Centre for Student Services without delay.
- (5) The Centre for Student Services is responsible for investigating accidents involving students that fall within the scope of these Regulations. If necessary, a representative of the organizational unit concerned shall be involved in the investigation. The representative of the Student Union shall be entitled to participate in the investigation of student accidents and to make comments.
- (6) The investigation must be carried out without delay and at the latest within 15 days of the accident.
- (7) Student accident records must be kept by the Centre for Student Services for 5 years. One copy of the report must be kept in the student's personal file and the other copy must be retained by the School. The Centre for Student Services will make a copy of the record at the student's request and email it to the student.

Section 9
RULES APPLICABLE TO WORK PLACEMENT AND STUDENT MOBILITY

- (1) Student accidents occurring during work placements with external employers are governed by the provisions of the Safety Act applicable to employees.
- (2) The employer must notify the School of any accident at work involving students and allow the School to participate in the investigation of the accident. A designated staff member of the Centre for Student Services will act on behalf of the School in such cases.
- (3) In the case of accidents involving the student during international mobility, the partner institution's rules shall apply.
- (4) The partner institution must notify the School of any accident at work involving students and allow it to participate in the investigation of the accident. The designated staff member of the Centre for Student Services will act on behalf of the School in such cases.

Section 10
CLOSING PROVISIONS

- (1) The present Rules were adopted by the Senate by its resolution No. 2/2021 at its meeting held on 13 October 2021; and are effective from the day of adoption.
- (2) These Rules are a supplement to the Fire Safety Code.

Budapest, 13 October 2021

Dr László Láng
Rector
President of the Senate