

HEALTH AND SAFETY POLICY

Contractors:

Fire:

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Al-Pheniq Trading
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Security:

Mr Ahmed
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Policy Statement:

It is the organisation's policy, so far as is reasonably practicable:

1. to provide and maintain plant and equipment and systems of work that are safe and without risks to health;
2. to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
3. to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors.
4. to maintain any place of work under the organisation's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
5. to provide and maintain a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
6. to provide such protective equipment as is necessary for the health and safety at work of employees and students;
7. to encourage staff to set high standards of health and safety by personal example, in order that students leaving education should take with them an attitude of mind which accepts good health and safety practice as normal;
8. to keep the Health and Safety Policy under regular review and to duly publish any amendments.

Everyone engaged in campus activities should exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions. Those who supervise work in laboratories, workshops, practical classrooms and elsewhere, at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, technical staff, cleaners and other colleagues.

No person shall intentionally interfere with, or misuse anything provided by the organisation in the interests of health, safety or welfare.

First Aid:

First consider if the situation warrants a direct call to the emergency services: ask for ambulance and/or police/fire services.

Next, dial the Ras Al Khaimah Campus emergency number and ask for a first aider. Give your location and tell them if you have called for the emergency services.

MINUTES COUNT – DON'T DELAY!!

Fire:

You should familiarise yourself with the fire precautions which are in force on the Ras Al Khaimah Campus and evacuation procedures.

Emergency alarms

A continuous ringing of the alarm signifies a fire alarm; an intermittent ringing signifies a bomb alert. Everybody must evacuate as quickly as possible having regard to the safety of all staff and students.

Discovery of fire

Anyone discovering an outbreak of fire should immediately sound the nearest fire alarm.

DO NOT TRY TO TACKLE THE FIRE UNLESS YOU ARE TRAPPED AND HAVE NO OTHER OPTION OR ESCAPE ROUTE

Evacuation procedures

On hearing the alarm, staff and students should close all windows, switch off electrical appliances, gas valves, and equipment and proceed to their assembly points by the shortest and safest routes, closing doors on the exit route. They should take their brief cases or holdalls with them, if they are immediately to hand - if not, they should be left. Staff and students should remain at their assembly points and must not attempt to re-enter the building until they are told to do so.

In cases of imminent danger, staff and students should always use the nearest available exit and then report to the assembly point, irrespective of where the exit allows egress. Otherwise, use the exit which gives the nearest access to the assembly points.

Assembly points

You should be aware of the main assembly point for the building you are in. You should stand well clear of all buildings and avoid obstructing vehicle access routes.

Smoking:

Smoking inside the Ras Al Khaimah Campus building is not permitted. Smoke detectors are in various locations and are linked directly to the emergency fire services. Officially the whole Campus is designated as a no smoking zone according to the signs at the entrance to the campus and anyone smoking on the campus may be breaking the law.

Eating and drinking:

We would be grateful if you would only eat or drink in designated areas in order to comply with our health and safety regulations.

Accidents:

All accidents must be notified using the form available from the Ras Al Khaimah Campus Administration Office. This requirement is partly to ensure that we can respond appropriately to any dangerous practices or situations.

Workshops and laboratories:

If you are to work in a workshop or laboratory, you must follow all necessary health and safety procedures applicable including:

- using appropriate safety equipment (e.g. safety goggles, lab coats, overalls)
- following all instructions and requirements regarding health and safety (e.g. in relation to COSHH regulations [Control of Substances Hazardous to Health], laboratory / workshop Safe Conduct Rules, etc.)
- Ras Al Khaimah Campus will run an induction programme for workshops: students need to attend this before they can use the workshops.

Personal property and safety:

As anywhere, you are advised to take reasonable care of yourself and others whilst on the Ras Al Khaimah Campus.

You are also advised to keep your personal property with you at all times. If you see anything suspicious, please report the incident to a member of staff.

Car parking:

Car parking at the Ras Al Khaimah Campus is available on first come first served basis and is currently free of charge. The Campus accepts no liability for damage to vehicles or theft of contents from vehicles parked at the Campus. You are reminded that under UAE law, any damage to a vehicle should be reported at the Police Station.

Last updated: March 2014