



HEALTH AND SAFETY MANUAL

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CHAPTER 1

About the British University in Dubai (BUiD).

The British University in Dubai (BUiD) was established as a not-for-profit entity by law number 5 in 2003 by His Highness the late Sheikh Maktoum bin Rashid bin Saeed Al Maktoum, Ruler of Dubai.

The University grew out of collaborations between British and Dubai academic, government and commercial organisations to make a unique contribution to the UAE and the wider region. The founders of the University are the Al Maktoum Foundation, Dubai Development and Investment Authority (now Dubai Holding), Rolls-Royce, the British Chamber of Commerce Dubai and Emirates NBD.

The University is governed by a Council formed every three years by His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, under the chancellorship of His Highness Sheikh Ahmed bin Saeed Al Maktoum.

The academic support that BUiD enjoys from its alliance with Russell Group universities in the UK has contributed to its success. These universities include the University of Edinburgh, the University of Glasgow, and the University of Manchester – all in the world's top 100.

BUiD is licensed by the UAE Ministry of Education and our qualifications are also recognised internationally by UK ENIC. BUiD has achieved global quality accreditation through the Quality Assurance Agency for Higher Education (QAA). Our internal quality assurance includes processes that ensure our programmes and students' achievements are of standards on a par with those of our UK university partners.

BUiD offers full-time and part-time research-based Doctorate and PhD programmes, Masters and MBA programmes, and Postgraduate Diplomas, in the fields of education, business, law, engineering, finance, construction, and IT.

BUiD also offers undergraduate programmes in the fields of computer science, AI, engineering, finance, business, and law.

BUiD works in collaboration with leading organisations and institutions including its major contributing partner the Knowledge Fund Establishment, Atkins, the UAE Ministry of Education, and government and associated bodies across the UAE's public and private sectors.

We provide an important and growing community and resource for young professionals, leading academics, corporate managers and aspiring leaders of all description.

BUiD is located in Dubai International Academic City, as a constituent of Dubai's Education Free Zone community.

CHAPTER 2

Vision, Mission and Goals

Institutional Licensure & Programme Accreditation

BUID, located in the Emirate of Dubai is officially licensed to award degrees by the UAE Ministry of Education – Higher Education Affairs. In addition, all of our degree granting programmes are accredited by the Ministry of Education – Higher Education Affairs through the Commission for Academic Accreditation.

The University is also licensed by the Knowledge and Human Development Authority (KHDA), Dubai Government.

Vision

The University's vision is to be recognised as Dubai's premier resource and focus for the reflective pursuit, inclusive accessibility, effective transfer, and liberal application of scientific, academic and professional knowledge.

Mission

BUID is a non-profit organisation with a mission to provide world class scholarship, education and research that make a distinctive British contribution to supporting the aspirations of the Dubai Government to become a hub for education and research in the region.

Goals:

1. Make a distinctive British contribution to the higher educational system in the United Arab Emirates (UAE) through the creation of a high-quality research-led university.
2. Develop leading-edge research capabilities in key disciplines.
3. Offer the highest international competitive level of research-informed education in key modern disciplines.
4. Interact with regional industry and play a leading role in stimulating a knowledge-based economy in Dubai and the Emirates.
5. Provide opportunities for study and research for the purpose of gaining degrees in arts and sciences.
6. Apply the systems of study and research that are used in distinguished British universities with the aim of enhancing the standard of university education in the UAE.
7. Qualify and educate nationals who are scientifically and practically trained in all fields of knowledge, through advanced educational and training programmes.
8. Serve the various sectors of society, especially the commercial and industrial sectors, by providing consultation, technical services and research in the various fields of science and technology and the other disciplines, which will be offered by BUID.
9. Consolidate educational, scientific and cultural links with distinguished British universities and institutions, and with other internationally distinguished universities.

CHAPTER 3

I. Purpose and Scope

The British University in Dubai (BUiD) is committed to provide an environment that is healthy, safe and secure for the campus community, and that meet legal requirements of the UAE, the Emirate of Dubai and the DIAC. Protecting the health and safety of employees, students, visitors, and the environment is of primary concern and BUiD actively identifies and prevents hazards to avoid injuries and illnesses. BUiD takes an active role in identifying and preventing hazards before injuries and illnesses occur.

This manual contains all the policies and procedures related to Health, Safety and Environment. This also provides guidance to community members for appropriate response during an emergency that might threaten the physical safety of its students, faculty, staff, the public, and/or the resources of the Institute.

The scope of this manual encompasses:

- The necessary emergency procedures that may be activated during a community or regional crisis, natural calamities to safeguard BUiD personnel, campus and business operations.
- Emergency procedures for identified potential risk related to health and safety, premise information, communication and training, individual roles and responsibilities and emergency contact information.
- Important requirements related to occupational health and safety to control risks related to health and safety.
- Safety processes including but not limited to classrooms, labs, auditorium, administrative area, student administration area, executive offices, common rooms, storerooms, IT rooms, student lounges, faculty offices, and other facilities in the campus.
- Legal requirement concerning hazardous chemicals fire prevention, occupational health and safety, handicapped accessibility, and the environment.
- This Manual applies to Faculty members (full time, visiting and part-time), Staff (full time, part-time and contractual), Students, Visitors (All visitors in the campus), and all contractors and service providers.

CHAPTER 4

II. Health and Safety Policy

The British University in Dubai's (BUiD) Health and Safety policy is based on the firm belief that accidents resulting in personal injury or property or environmental damage can be prevented. No aspect of university business or management is more important than safety.

BUiD shall offer and maintain a safe and healthy environment, as well as implement operating procedures to ensure everyone's safety.

All students and staff are responsible for their individual safety performance as well as environmental protection. Each Dean/ HOD is also responsible for fostering a sense of safety and environmental awareness. Every job must include safety and environmental protection measures.

It is everyone's obligation to follow safety standards and work in such a way that they do not injure themselves or others or cause environmental damage. Preventing accidents and protecting the environment benefit everyone. We will only be able to attain these objectives if we work together continuously.

The Head of Operation (HOO) is in-charge of monitoring all aspects of health and safety in the campus. The HOO prepares safety plan and reviews it periodically. The main role of the Health and Safety Committee (HSC) [refer to Section 1C.11 of Policies and Procedures Manual for composition and terms of reference of HSC] to ensure health and safety of the faculty, staff, students, visitors and contractors in the campus as per the protocols of the university and the regulatory authorities.

The HSC reviews and recommends:

Long-range and annual planning and budgeting that include routine, preventive, planned and deferred maintenance of all property. Process to integrate the principles of sustainability into all its operations.

a. Roles and Responsibilities of the Vice-Chancellor

The Vice-Chancellor has overall accountability to Council for health and safety in the University and has a key role in fostering an environment in which health, safety, welfare, and wellbeing are seen as essential and integral parts of the University's activities and culture.

- The Vice-Chancellor has appointed the University Health and Safety Committee (HSC) to advise him to act on matters relating to health and safety, including taking action where standards are not being met and the policy is not being implemented.
- Ensures that the University has an effective health, safety and environmental program and safe systems of work.
- Ensures that the necessary resources are allocated to effectively administer and implement the program.
- Attend at least one meeting of the health, safety and environmental committee annually.
- Reinforces a positive safety culture by commenting on obvious safety efforts and hazards during campus visit.

b. Roles and Responsibilities of the Registrar & Chief Administrative Officer

The Registrar and the Chief Administrative Officer is accountable to the Vice-Chancellor regarding the effective implementation of this policy in all areas of University activity. The responsibility for identifying and addressing strategic priorities rests with the Registrar and the Chief Administrative Officer, who is supported in this by the University Health and Safety Committee (HSC).

- Ensure that effectively implementation of the University Environment, Health and Safety program.
- Reviews of safety inspection reports.
- Review the University safety program with each department Head/ Dean of Faculty annually.
- Reinforce a positive safety culture by commenting on obvious safety efforts and hazards during visits to campus work areas.

c. Roles and Responsibilities of the EHS Officer

The EHS Officer is the main point of contact for health and safety BUID. EHS responsibilities are to:

- Develop, implement, and maintain health and safety regulations to ensure compliance with legal requirements of the UAE, the Emirate of Dubai and the DIAC.
- Establish and manage standards and processes to ensure Health and Safety for all stakeholders the University.
- Ensure compliance with Dubai Civil Defense (DCD) and Dubai Municipality (DM) standards.
- Act as a University liaison with Ministry of Education, KHDA, Dubai Municipality, DIAC and other regulatory agencies in the UAE.
- Keeping those responsible for compliance informed of changes in safety, health, and environmental regulations.
- Providing the technical resources needed by the University to protect the safety and health of students and employees.
- Maintaining the safety, health, and environmental records necessary to document the University's programs and as required by specific regulations.
- Ensure that BUID approved Health & Safety policies, procedures, rules and regulations are adhered to:
 - Assess and prevent various health and safety risks in the campus.
 - Coordinate health and safety training for the employees and students.
 - Maintain EHS records.
 - Ensure that all incidents, near misses and accidents are documented, investigated and recommended improvements are implemented.
 - Ensure that safety inspections are carried out periodically, fire drills are conducted, and fire alarms are correctly reported.
 - Provide regular reports to the Registrar and the Vice-Chancellor on relevant health and safety activities.
- All periodic maintenance agreements with other suppliers/vendors should be reviewed, monitored, inspected to be complete, accurate and up to date.

d. Roles and Responsibilities of the Security Guard

The full-time security guards licensed by the DM and the Dubai Police is responsible for campus security 24x7. In addition to being the first responder to any emergency, the security guards maintain crowd control, scene security and law and order in the event of an emergency.

Their responsibilities typically include:

- **Patrolling and Monitoring:** Conduct regular patrols of the campus to ensure safety and security. This includes monitoring Classrooms, Offices, Student lounges, Common rooms, Server rooms, Labs, Auditorium, Lobby and other campus areas for any signs of danger or health hazards.
- **Emergency Response:** Be the first responder to emergencies such as fires, medical incidents, accidents, or security breaches. They are trained to assess the situation, provide first aid, and contact emergency services if necessary.
- **Access Control:** Manage access to the University campus and facilities to prevent unauthorized entry to ensure safe environment for students, staff, visitors and contractors.
- **Incident Reporting:** Document and report any health and safety incidents, near misses, accidents, suspicious activities, or hazards to the Head of Operations.
- **Safety Inspections:** Conduct regular safety inspections of campus and facilities to identify and report hazards, such as faulty lighting, faulty air condition, leakage, faulty equipment used in the common room, blocked exits, or fire safety equipment that needs maintenance.
- **Crowd Control:** Manage and control crowds during campus events to ensure safety, including ensuring that exits are clear and emergency routes are accessible.
- **Maintaining Communication:** Stay in constant communication with other security personnel in the DIAC campus and campus personnel through phone or other communication devices to coordinate responses and share information about potential threats or hazards.
- **Providing Assistance:** Offer assistance to students, staff, and visitors as needed, including escorting individuals who may feel unsafe or need help navigating the campus.

e. Roles and Responsibilities of the Building Assistants

The building assistants reports to the Head of Operation (HOO) and their responsibilities are to:

- Maintain general upkeep and cleanliness of all BUiD campus facilities.
- Ensure compliance with Dubai Civil Defense and Dubai Municipality standards.
- Monitor and oversee the security system and security issues through the outsourced security personnel at BUiD campus.
- Ensure regular and periodic maintenance of BUiD assets including classroom equipment's, lab equipment's, and library equipment's.

f. Roles and Responsibility of all students and staff

- Each student and staff are responsible for the safety of their own actions, both for themselves and for their colleagues.
- They are also responsible for attending all training and informational meetings.
- Following proper health and safety procedures, wearing assigned or required personnel protective equipment.
- Reporting all hazardous conditions, incidents, near misses and accidents to the EHSE officer, Security Guard or other applicable person.
- Students and staff are also expected to participate in the development of safe procedures and methods of protecting the environment through their involvement with safety committees or other means of providing feedback to the University.

CHAPTER 5

III. Emergency Procedures

Information and guidelines for both on-campus and off-campus community members in the event of an emergency are as follows:

i. Be Prepared

- Being aware of all the exit locations for the safest and quickest way out of the building including the locations of secondary exits.
- Be aware of the emergency assembly areas.
- Being aware of the building layouts-evacuation maps are placed throughout the campus premises.

ii. During an Emergency

- In case of emergency inform and contact Security guard on duty at +971 279 1469.
- Emergency contact information is available in the back cover page.

iii. Individual Roles and Responsibilities in case of emergency

a. Staff

Staff are prepared to assess emergency situations and course of action to be taken. Every member of the faculty and staff should read and be familiar with applicable emergency protocols. BUiD staff members must be prepared to direct students to the assembly areas in the event of an emergency and account for every student.

b. Students

Students are prepared to assess emergency situations and course of action to be taken. Students should read and be familiar with applicable emergency protocols. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

CHAPTER 6

IV. Health and Safety Committee

Health and Safety committees review and approve certain activities that involve safety and health regulations and guidelines. Committees are composed of academic and administrative staff members and other experts as required.

CHAPTER 7

V. Common Safety Guidelines

a. Maintenance of BUiD Assets

The Head of Operation is the responsible for all upkeep and maintenance of assets *[for details of physical infrastructure refer to Appendix 7]*. He is assisted by the building assistant and the security guards to ensure timely maintenance, scheduled repair and replacement of all BUiD assets.

The building assistants, under the guidance of the Head of Operations, ensures that regular periodic maintenance of BUiD facilities and assets are done in order without disrupting BUiD operations. The preventive maintenance includes but not limited to electrical equipment maintenance, office equipment maintenance and mechanical equipment maintenance, civil work maintenance (including tiles, walls and ceilings).

b. Security Guards

The security guard plays a crucial role in protecting life and property at BUiD. Because of its concern for the safety of all its employees and students, BUiD has hired a security agency that provides 24-hour security at the University campus. This agency is registered with DM and Dubai Police. In addition to being the first responder to any emergency, they establish and maintain crowd control, scene security and law and order in the event of an emergency

c. Safety Equipment and Systems

BUiD safety system including fire extinguishers, fire blankets, smoke detectors, sprinklers, FM200 systems and fire prevention systems that are regularly inspected by authorized agencies approved by the DCD and the DM. The Head of Operations with the DIAC authorised contractor and the maintenance team will ensure that the fire and safety equipment are maintained as per the fire safety maintenance contract. The fire and safety maintenance are periodically carried out and inspection records are maintained by the HS Officer.

The HS Officer ensures that fire and safety equipment including fire extinguishers, fire blanket and evacuation plans are clearly visible and easily accessible. The fire marshal and security at each block are aware of the location of the fire and safety equipment and are trained to use the fire and safety equipment under an emergency.

d. Awareness Trainings

Health and safety awareness programs are developed and regularly scheduled for staff and students to promote a safer and healthier environment. Following awareness trainings are conducted:

- The DIAC conducts Fire Mock Drill training for all BUiD staff and students to act in a period of emergency or fire.
- HS office conducts Health and Safety training at the beginning of every term to staff and students.

- First Aid training is provided to selected staff members through authorized DM and DCD approved trainers.
- The Student Services Office periodically conducts programs/ campaigns on various health risks arising out of alcohol and substance abuse, stress management, and other health and safety issues.

e. Safety Inspections

The building assistants conducts periodic (beginning of a term) inspection as per the HS Checklist attached in *Appendix 1 Health and Safety Checklist*. The periodic inspection is submitted to the Head of Operation for review and actions.

The Head of Operation conducts quarterly inspection of all facilities for EHS operations and maintenance issues. The goal is to supervise the inspection done by the building assistant and ensure that the recommendation actions based on the previous inspections were carried out.

This periodic inspection at BUiD campus reduce accidents and injuries by eliminating safety and health hazards through implementation of safe practices among staff and students by ensuring compliance with the UAE, Dubai and DIAC safety regulations.

Deficiencies concerning unsafe conditions during the inspections are reported in the Maintenance Log Register. These deficiencies in the inspection report are noted and reported to Head of Operation and to the maintenance support team. Any unsafe condition detected by the Head of Operation is reported to the Vice-Chancellor.

f. Evacuation Plan

Building evacuations plan is necessary in the event of a natural disaster (hurricane or flood) or other catastrophe (fire, chemical spill, explosion, bomb threat, or hostile intruder).

The steps of Building evacuation are as follows:

1. The building evacuations occur when an alarm sounds and/or upon notification by emergency personnel.
2. If necessary or if directed to do so by a designated emergency official, activate the building's alarm.
3. When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
4. Use the nearest stairway to exit the building. Do not use lifts during an emergency evacuation. Emergency personnel may use a lift for evacuation after a review of the circumstances.
5. Notify others of the emergency. Be aware of people with determination/pregnant women in your area who might require assistance in an emergency evacuation.
6. Close doors behind you if you are leaving an empty area, as this can help to slow the spread of fire, smoke, and water.
7. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.

8. Once outside, move far away from entrance and exit area of the building, allowing others to exit.
9. Assemble in your designated assembly area (*see bottom of page*) and do not return to an evacuated building until advised by emergency personnel. Participants who are not affiliated with BUID should conduct themselves appropriately or they will be asked to leave if BUID officials judge them to be disruptive.
10. The evacuation plans for BUID buildings are affixed in prominent places.

g. Fire Suppression Equipment

BUID maintains various fire suppression systems that include fire extinguishers, firehose reel, and water pumps which are strategically placed. While readily available, no one is allowed to use a fire extinguisher unless trained to use.

The DIAC maintains the AMC for fire and safety equipment with DCD approved agency which includes three-month regular fire equipment maintenance, replacement and warranty of fire suppression equipment. The fire and safety contracts are timely renewed to ensure that BUID's fire and safety procedures are following DCD guidelines.

The fire and safety equipment are periodically inspected during the Health and Safety Checklist as attached in *Appendix 1 BUID Health and Safety Checklist and Maintenance*.

h. Fire Prevention

Many fires are caused by carelessness, electrical equipment near volatile material, electrical equipment tampering, or improper disposal of smoking material. Some substances ignite spontaneously. Substances prone to spontaneous combustion are dust, oily rags, and waste. Good housekeeping can prevent many fires, eliminate most causes of fire, and prevent fire from spreading.

The HS Officer inspects and report safety concerns such as:

1. Obstructed or damaged fire extinguishers, emergency exits or lighting
2. Accumulation of rags, trash, or other combustible materials
3. Improperly stored combustible materials, such as paint

i. Fire Emergency Procedures

The Fire Emergency procedures provide instructions for identifying, preventing, monitoring and addressing fire safety issues at BUID and is in accordance with the policies and procedures of the DIAC and DCD.

In case of fire, below guidelines are followed:

- Shout “Fire”, “Fire”, and Fire immediately after discovering fire at your vicinity.
- Break glass or pull lever of the Manual Call Point to sound the alarm and call the BUID security guard at **04-2791 469** or DIAC Emergency at **04-3601 777**.
- Please provide details and precise location of the fire.
- Assist anyone in immediate danger in case of an emergency such as fire – if you can do so without endangering yourself. Exit via a safe exit. Do not use elevators.
- Confine the fire by closing doors and windows on the way out if it is safe to do so.
- Evacuate the building and alert others as you leave.
- In the case of large fires that do not appear controllable, immediately activate the building’s fire alarm system and call **997**.
- Do not lock doors.
- Know the location of fire extinguishers, fire exits, and pull boxes in your building.
- When the building evacuation alarm is sounded, always assume an emergency exists. Walk quickly to the nearest exit and alert others to do the same.
- When outside, move to a clear area at least 500 feet from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building unless told to do so by an authorized campus official.
- Never silence the fire alarm panel.
- Do not use elevators during a fire alarm.
- Use caution when entering a fire scene (feel doors for heat prior to opening).
- **If you can’t EXIT the building**
 - Remember, smoke is the greatest danger in case of a fire, so stay near the floor where the air is less toxic. Always stay below the smoke.
 - Open any of the windows if possible.
 - Cover nose/mouth with a wet cloth.
 - If a door is hot, do not open it; seek an alternate escape route.

j. Fire mock drills

- Fire drills are carried out twice in a year under the guidance of the DIAC EHS officer and in accordance with the policies of DIAC and DCD.
- Mock fire drills are conducted through fire and safety training providers and involves the cooperation of all employees and students.
- The DCD also conducts fire drills in coordination with DIAC/ BUID.
- BUID assembly points are marked for the fire drills.

k. Smoking policy

- To protect and promote the health, safety, and welfare of its staff, students, and the public, BUID provides an environment free from exposure to tobacco smoke.
- Smoking or the use of tobacco products is permitted only in the designated area.
- 'No Smoking' Signs are appropriately placed and visible throughout the Campus. There are one designated smoking areas.
- Anyone found smoking in the non-designated area within the campus are subjected to disciplinary action.
- Smoking is only permitted in the two designated smoking areas in BUID.

CHAPTER 8

VI. Guidelines for Pest Control

- Pest control measures are taken frequently to prevent pests and to eradicate if any pest issues occur.
- The activity is controlled and scheduled by Operations Department with a government approved and licensed pest control company.
- All campus staff and staffs are notified in advance via email about scheduled pest control activity for their area.
- Pest control activities are carried out during the weekends or after office hours, in such way so other academic and student life events are not disturbed.
- Safety gear and precautionary guidelines must be strictly followed.
- Once the treatment is done facilities office gives a clearance to use/access these treated areas.

CHAPTER 9

VII. Guidelines for water tank cleaning

- The water tank cleaning is conducted twice a year by the DIAC facilities contractor IDAMA.
- Water tank facilities are maintained as per quality standards approved and authorized by the DM.

VIII. Guidelines for food hygiene and good health and safety in pantry

Following are the guidelines for food and hygiene in the common room:

- Handwashing: Wash hands thoroughly with soap and water before handling food, after using the restroom, and after touching any surfaces or objects that could be contaminated.
- Use of Gloves: Wear disposable gloves when handling ready-to-eat food and change them regularly.
- Do not touch face, hair, or other parts of the body while handling food.
- Use airtight containers to store food and label them with dates.
- Keep cold foods at or below 4°C and hot foods at or above 60°C.
- Clean and sanitize countertops, cutting boards, and other surfaces before and after food preparation.
- Wash dishes, utensils, and other equipment in hot, soapy water and sanitize them.
- Dispose of food waste promptly and properly in designated bins. Use covered bins to prevent attracting pests.
- Empty waste bins regularly to avoid overflow and odour.
- Ensure doors, windows, and any other openings are sealed properly to prevent pests from entering.
- Clean and sanitize all appliances (refrigerator, microwave, tea kettle, sandwich maker) after each use. Pay special attention to handles and buttons.
- Conduct regular inspections for signs of pests and take immediate action if any are found.
- Keep food storage areas clean and free of spills and crumbs.
- Regularly check all appliances for any signs of damage to cords, plugs, and outlets. Ensure they are functioning properly.
- Place appliances on stable, heat-resistant surfaces away from water sources.
- Avoid overloading electrical outlets and use appliances according to their power ratings.

CHAPTER 11

IX. Life Safety Policy

All medical emergencies should be reported immediately to the Security guard at **04-2791 469** or DIAC Emergency at **04-3601 777**. The roles and responsibilities of Life Safety Personnel are as follows:

Roles and Responsibilities of Life Safety Personnel

Designation	Personnel	Roles & Responsibilities
Initial Responder	Security Guard	<ul style="list-style-type: none">• Inform the internal First Aid Team for medical intervention• Contact Emergency External numbers for serious incidents (Ambulance: 998)
First Aid Team / Medical Response Team	First Aid Certified Personnel/ Security Guard	<ul style="list-style-type: none">• Provide immediate medical support until emergency responders arrive• The EHS officer is the first responders to an emergency event• The EHS Officer immediately reports any emergency events to the Head HR and the Vice-Chancellor• Ensure all medical equipment are in place and ready for use.
Emergency Response Team	Head of Operation/ Security guard/ Trained first aider.	<ul style="list-style-type: none">• Reach emergency spot and take charge of situation.• Determine the priorities that will drive the overall Emergency response and guide site / tactical responders.• Activates the campus emergency plan, if needed (lockdown, evacuation or shelter-in place etc.)• Perform initial assessment of the situation and give appropriate instructions to First Aid Team for further actions.• Arrange for evacuation/lock down of students/ faculty/ staff/ visitors based on the type of emergency.• Liaise with relevant authorities throughout the duration of the emergency and coordinate actions for resources required, rescue, head count, first aid, hospitalization, evacuation etc.• Take a decision of evacuation based on assessment and inform Emergency Response Team for necessary evacuation ensuring evacuation is complete.• Ensure staff are equipped with relevant training.

		<ul style="list-style-type: none"> Assess the nature of emergency and initiate suitable actions to control the emergency suitably and activate the emergency response plan.
Emergency Response Team Lead	Chair of HSC	<ul style="list-style-type: none"> Ensure that the Emergency Response procedures are reviewed at regular intervals and communicated to the relevant stakeholders. Ensure that the required emergency exercises are conducted in line with policy requirements. Ensure that an Emergency Response Team is appointed within the campus and that their roles and responsibilities are clearly communicated to them. Coordinate emergencies within their respective campus and ensure that the correct reporting and communication processes with relevant stakeholders are established. Responsible for reporting to Management, responsible for public information and liaison with the authorities.
Vice-Chancellor	Overall, Health & Safety	<ul style="list-style-type: none"> Overall ownership of the execution of the Emergency Response Procedure. Designated as spokesperson, coordinates media briefings and news releases as necessary. Responsible for the immediate management of the incident, this will involve liaising with campus personnel, emergency response team and emergency services. Registrar/Dean will be holding these responsibilities in case the Vice-Chancellor were not available during the incident.
Academic staff members/ Lab technician/ Admin staff members	All	<ul style="list-style-type: none"> Bring the class attendance sheets Supervise students during evacuation Leave the building and report to the assembly point.
Staff of contractors/ suppliers/ vendors		Familiarize themselves with the campus procedures for emergencies.

a. Medical Emergency

- All medical emergencies should be reported immediately to the First Aid Team / Medical Response Team. BUID Security guard or DIAC Security guard can be contacted at **04-2791 469** or DIAC Emergency at **04-3601 777**.
- When an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate contact the BUID Security guard or DIAC Security guard at **04-2791 469** or DIAC Emergency at **04-3601 777**.

Life-Threatening

- If the medical emergency is life threatening (example: apparent heart attack, serious bleeding), call 998 first.
- After calling 998, First Aid Team / Medical Response Team consisting of the EHS Officer or First Aid Certified Personnel/Security Guard should be called immediately to assist and direct emergency responders to the correct location.
- When making the calls, give your name, describe the nature and severity of the medical problem and provide the campus location of the victim.
- Try to answer all the questions the operator asks you and let them hang-up the phone first. Don't move the victim but ask for assistance of others as needed to secure the scene. If you or others are certified in CPR, First Aid and able to help, then only try to assist the victim until help arrives. Look for emergency medical ID such on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.

Non-Life-Threatening

- If a medical problem is non-life threatening (example: small cut requiring First Aid), call the
- First Aid Team / Medical Response Team consisting of the EHS Officer or First Aid Certified Personnel/ Security Guard and wait until they arrive.
- The EHS Officer will dispatch a person to the scene and determine what other resources are needed.

b. Psychological Crisis

BUID provides designated qualified counsellor for personal counselling to anyone experiencing mental and psychological issues. Managing a psychological crisis at the University campus involves a comprehensive approach that includes immediate intervention, support, and ongoing care. Here are some steps to consider:

- Recognise the signs: Be aware of signs such as extreme anxiety, panic attacks, depression, suicidal thoughts, or erratic behaviours.
- Stay calm and safe: Ensure the safety of the individual and those around them. Remain calm and avoid escalating the situation.
- Engage with empathy: Approach the person with care and empathy. Listen without judgment and reassure them that help is available.
- Contact emergency services: If the situation is life-threatening or beyond your ability to manage, call emergency services immediately.
- If an individual demonstrates or reports a risk for self-destructive or suicidal behaviour, immediate preventive measure should be taken by the Staff member/ EHS Officer/ Security Guard present in the campus. For such severe cases of psychological stress, immediate medical attention should be rendered by scheduling appointment with Psychologist.

c. Life Safety Equipment and Systems

BUID is committed to safe and secure medical health services to all staff, students and visitors. BUID Operations department ensures medical equipment including first aid kit that contains hand sanitizer, elastic bandage, cotton balls, instant cold bag, disposable gloves, rubbing alcohol, gauze pads, adhesive bandages, medical tape, thermometer, tweezers and scissors.

FIRST AID KIT LOCATION			
No.	Location	Immediate Contact Person	Contact no
1	Admin area 1 st Floor, block 11	Security guard	04-2791 469
2	Student Lounge 1 st Floor, block 10	Security guard	04-2791 469
3	Engineering Lab 1 st Floor, block 11	Lab Engineer	04-2791 414
4	Near meeting room 1 2 nd Floor, block 11	Security guard	04-2791 469

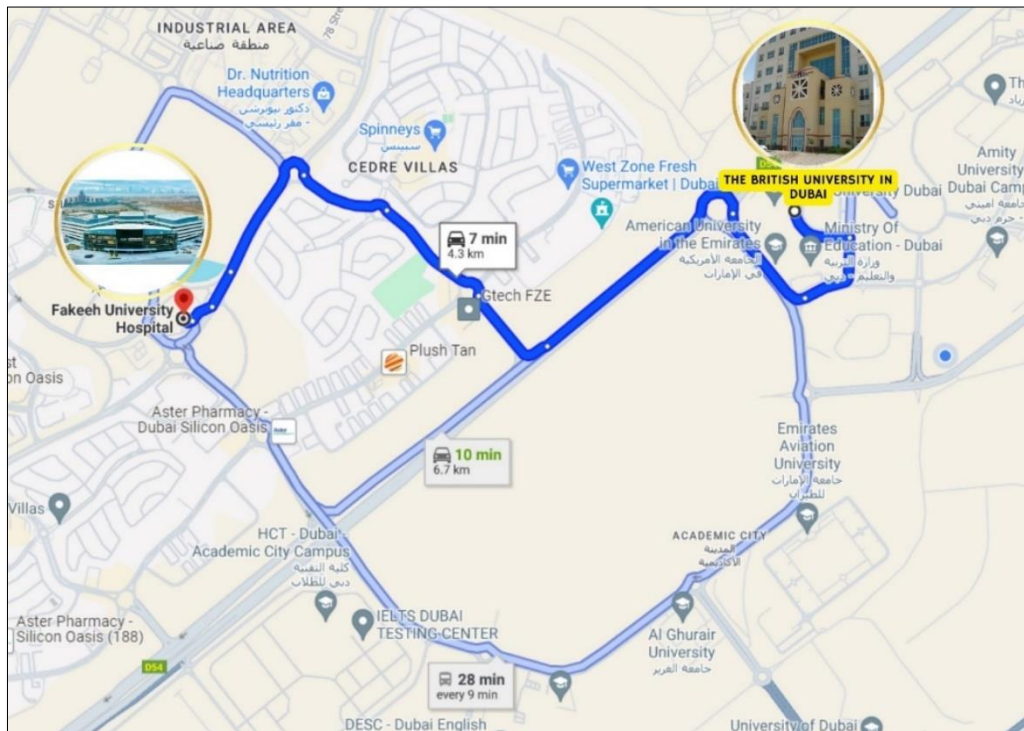
CHAPTER 12

X. Health Services

BUID is committed to providing an environment that is healthy, safe and secure for the campus community, and that meet UAE legal requirements for health and safety. Protecting the health and safety of staff, students, visitors, and the environment is of primary concern and BUID takes an active role in identifying hazards before injuries and illnesses occur. All staff and students on BUID residence visa are provided with health insurance benefits.

BUID enjoys close proximity to an array of medical facilities, all designed to safeguard the health and well-being of its students and staff. This prime location within DIAC offers easy access to a range of healthcare services, including notable clinics like ASTER Clinic, Healthhub, Symbiosis Medical Centre, and Fakeeh University Hospital, catering effectively to the healthcare needs of the community.

The Location map of the nearest hospital



CHAPTER 13

XI. Covid-19 Guidelines and Safety Protocols

BUID follows, Covid-19 safety protocols issued by the UAE MoE/ DHA.

CHAPTER 14

XII. Emergency Notifications

Emergency Contact Information	
Police	999
Ambulance	998
Civil Defense	997
Electricity failure	911
Water Failure	922
Nearby Hospitals	Fakeeh University Hospital
Nearby Police Stations	Al Rashidiya Police Station
Student Services	
EHS Officer	04 – 2791 416
BUID Security	04 - 2791 469
DIAC Campus Security	04 - 3601 777

CHAPTER 15

XIII. Classrooms safety

The British University in Dubai (BUID) is committed to providing an environment that is healthy, safe, and secure for its campus community. Our classrooms are designed to meet the highest standards of safety and comfort, in line with the UAE Ministry of Education Health and Safety Management framework. The classroom fire and safety equipment are periodically inspected during the Health and Safety Checklist as attached in *Appendix 3: Classroom maintenance checklist*.

- Allocate at least a 1.5 m space in the classrooms for each student
- Provide classrooms furniture with the size and designs that suit classroom activity
- Windows opening are limited to 10-20 cm.
- Space between the whiteboard/ screen and the first row of students shall be at least 1.5m.
- Ensure that the poor sighted students are seated in the front row
- Space between the whiteboard/ screen shall not exceed 7 meters.
- Space of the education aids on the classroom wall shall not exceed 20% of the total space of the wall.
- Free if carpets and hanging material on the lights.
- Classroom furniture, floor, white board is clean and tidy.
- Classrooms have a trash bin with trash bags that is clean and tidy.

- Emergency contact details available in the classroom
- Escape route and assembly point posted in the classroom
- Ensure classroom light (Lux) is 500
- Ensure classroom noise level (Decibels-DB) is 35
- Ensure humidity (%) is 30% - 60%
- Ensure temperature is between 22.5 – 25.5 C
- Ensure Carbon Monoxide (CO) is < 9 ppm (less than 10 microgram/ m3)
- Carbon Dioxide (CO2) <800 (less than 1440 microgram/ m3)

CHAPTER 16

XIV. Library Services and Learning Resources Centre (Library) safety

The British University in Dubai (BUiD) is committed to providing an environment that is healthy, safe, and secure for its campus community. Our Library (**Library Services and Learning Resources centre**) are designed to meet the highest standards of safety and comfort, in line with the UAE Ministry of Education Health and Safety Management framework. The Library fire and safety equipment are periodically inspected during the Health and Safety Checklist as attached in *Appendix 4: Library maintenance checklist*.

- Distribute students in a proper and comfortable manner.
- Provide library furniture with sizes and designs that suit students need
- Ensure that libraries, computer labs, rows and aisles between desks are clear from any obstructions like bags or others to avoid the risks of tripping and falling in the regular cases in general and in emergencies and evacuations in particular.
- Keep the place well cleaned and tidy and provide a trash bin with trash bags that are cleaned daily.
- Presence of a sufficient number of easily accessed emergency exits fitted with illuminated signs “exits / emergency doors”.
- Cabinets and shelves shall be well fixed and do not endanger students’ safety.
- Chairs and furniture are comfortable and ergonomically designed for users.
- Store books and tools properly on shelves to prevent falling.
- Distribute and connect electrical cables to different sockets to reduce loads and ensure it is maintained in good condition and is subject to periodic and continual testing and maintenance.
- Ensure library light (Lux) is 500
- Ensure library noise level (Decibels-DB) is 40
- Ensure humidity (%) is 30% - 60%
- Ensure temperature is between 22.5 – 25.5 C
- Ensure Carbon Monoxide (CO) is < 9 ppm (less than 10 microgram/ m3)
- Carbon Dioxide (CO2) <800 (less than 1440 microgram/ m3)

CHAPTER 17

XV. Lab safety

The British University in Dubai (BUiD) is committed to providing an environment that is healthy, safe, and secure for its campus community. Our Engineering Labs are designed to meet the highest standards of safety and comfort, in line with the UAE Ministry of Education Health and Safety Management framework. The Lab fire and safety equipment are periodically inspected during the Health and Safety Checklist as attached in *Appendix 5: Lab maintenance checklist*.

- Distribute students in a proper and comfortable manner.
- All equipment and tools shall have an ID and an information tag indicating the instructions of its safe operation.
- Ensure that Engineering labs and aisles between desks are clear from any obstructions like bags or others to avoid the risks of tripping and falling in the regular cases in general and in emergencies and evacuations in particular.
- Keep the Engineering labs well cleaned and tidy together with providing a trash bin with trash bags to be cleaned daily.
- Experiments should be conducted only with the supervision of Lab Engineer/ faculty member.
- Labs should be cleaned once the lesson ends and before reusing.
- Use the necessary personal protective equipment based on the nature and risk assessment of the scientific experiments.
- Keep hands away from face during experiments and abstain from touching eyes, nose or mouth. No eating or drinking in the labs.
- Headcovers, contact lenses, artificial fingernails or any type of jewellery is not allowed in the scientific labs.
- Labs shall be equipped with tubs, liquid soap, paper towels and hand sterilizers.
- Personal protective suits shall be taken off before leaving and hands shall be washed after taking gloves off.
- Provide easily accessible body and eye emergency sprinklers and wash stations, and subject them to periodical and continual examination and maintenance to ensure effective and efficient operations in addition to training lab users on such equipment.
- Provide emergency safety gears like fire extinguishers and first aid kits.
- Train workers on first aid and systems and procedures of safe evacuation.
- Abstain from leaving the lab open without the presence of authorized officials.

CHAPTER 18

XVI. Staff offices

The British University in Dubai (BUiD) is committed to providing an environment that is healthy, safe, and secure for its campus community. Our staff offices designed to meet the highest standards of safety and comfort, in line with the UAE Ministry of Education Health and Safety Management framework. The Lab fire and safety equipment are periodically inspected during the Health and Safety Checklist as attached in *Appendix 6: Staff office checklist*.

- Ensure security guards are qualified and approved by the competence authorities at the University security reception to organize entrances, exits and undertake the usual security duties.
- Ensure adequate general surveillance system in the building through a network of internal and external surveillance cameras along with using attendance, identification and sign in systems to monitor the entrance of staff, students, visitors and contractors.
- Adequate space of at least 4 square meters shall be available for each person at their workstation in the offices.
- Will only use the designated plugs to connect the office appliances and avoid overloading.
- Secure paper cutters well when not used and lock their safety valves.
- Do not store any chemical or other flammable materials in the offices.
- Do not use water boilers or toasters in the office.
- Keep the place well cleaned and tidy in an organized daily manner and ensure that it is clear from any wastes or obstructions that constitute a risk in the regular cases in general and in emergencies and evacuations in particular.
- Install the lockers well and do not exceed to their maximum capacity.
- Ensure that all doors and locker drawers are well closed to avoid easy or automatic opening.
- Avoid opening more than one drawer at the same time to prevent the locker from falling and close drawers when not used.
- Avoid from staking any heavy objects on the lockers to avoid them falling if the locker suddenly opens. Seats:
- Seats shall be comfortable and easily adjustable with the feature of adjusting the back inclination and the height of armrests and they shall also be designed with back support and levers to heighten and lower the chair as is suitable for the user and allow the feet to rest on the floor or on the footrest.
- Monitors and Keyboards: Place the monitors away from the user while keeping the monitor centre below the sight line inclined with (15-25) degrees and adjust monitor settings for brighter resolution.
- Place keyboards in easy and comfortable places that is not harmful for arms or hands.
- Use a lined hand support that allows typing without bending the wrists.
- Ensure that headphones and speakers are used when using phones for long periods.

CHAPTER 19

XVII. Incident and Injury Investigations and Reporting

The safety of our students and staff is a priority for the University and, therefore, it is important to report injuries and property damage incidents so that appropriate corrective actions can be taken to prevent future incidents and improve our safety program. The incident investigation form has been attached in *Appendix 6: incident investigation form*.

University students and students are required to report incidents that result in an injury, illness, chemical exposure, or property damage to their module tutors, University Security guard or any University staff member as soon as possible.

Dean, Head of Department, Lab Engineer or anyone assigned by the Vice-Chancellor/Registrar are responsible for investigating and reporting incidents involving injury or property loss in their area as well as close calls or “near misses.” The investigator will complete an Incident and Injury Investigation Report and submit a copy to Health and Safety officer. The form also serves as a helpful investigation guide.

Incident investigations typically involve the following:

Review of the location as well as interviews of all who were involved in or observed the incident.

Emphasis should be placed on identifying the underlying causes of the incident rather than placing blame.

The investigation is not considered complete until all actions that will prevent recurrences have been identified.

Corrective actions taken as a result of the investigation should be documented.

Appendices

Appendix 1 BUId Health and Safety Inspection Checklist

Inspectors:		Date:	
	Condition		
	(S) Satisfactory		
	(RA) Requires Action		
Campus exterior	Location	Condition	Comments
Is the address sign or number easily visible from the street?			
Are garbage containers emptied on a regular basis?			
Is waste stored in appropriate waste or recycling storage areas?			
Is the property kept clear of litter, combustibles, hazardous materials, old batteries, etc.?			
If present, is the security system working properly? Are procedures on how to use it posted?			
If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available?			
Parking Lot			
Are appropriate signs posted (e.g., no parking in fire routes, etc.)?			
Are the parking areas free from trip hazards (e.g., no potholes, cracks, etc.)?			
Is the lighting adequate in the area and walkways at night?			
Is the parking lot kept free of debris?			
Stairs			
Are stairs, stairwells, and landings kept clear and unobstructed?			
Are stairways adequately lit?			
Are stairs, treads, handrails, and any guards secure and in good condition?			
Do treads and landings have non-skid surfaces, and they are in good condition?			

Exits / Fire Safety			
Are all emergency exits, exit doors, landings, and steps from the building well marked, unblocked, and kept in good condition?			
Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair?			
Can the building be easily accessed by the fire department? Are fire lanes accessible and posted?			
Are the fire department hose connections kept clear, accessible and have caps?			
Is the electrical service entrance area clear?			
Are all electrical wires out of reach of the public?			
Loading Areas			
If required, are pedestrian walkways clearly marked?			
Are vehicles or loads secured from unintentional movement?			
Is the area kept free of obstructions or debris?			
Are any lifting devices, racking systems, etc. in good condition?			
If required, are machine guards in place?			
Visually, does it appear that material handling and manual material handling procedures are being followed?			
Fire Pumps			
Fire Extinguisher Service properly?			
Are Smoke Detectors / MCP working properly?			
Fire Sprinklers Leakage/Damages?			
All Fire alarm Panel Working Properly?			
Pump room temperature			
Evacuation			
Evacuation plan and exits clearly displayed on all the floors?			

Exit doors free from internal/external obstruction?			
Evacuation notices displayed adjacent to alarm call-points and key locations?			
Light			
All exterior lights and power receptacles working properly?			
Are the sign and flag lights working properly?			
Is internal lighting adequate?			
Temperature and Ventilation			
Is a reasonable room temperature be maintained?			
Is the natural and artificial ventilation adequate?			
Electrical			
Is access to electrical system restricted to authorized persons?			
Is there a warning sign displayed?			
Are materials in the electrical cupboard stored in a safe manner?			
Are portable electrical appliances tested periodically by a competent person?			
Frist Aid provision			
Are names of first aiders displayed or known?			
Are certificates valid?			
Are first aid boxes adequately stocked?			
Welfare/ Sanitary facilities			
Are there suitable toilet facilities for male, female and People of Determination?			
Are suitable washing facilities available?			
Are the facilities adequately inspected, cleaned, ventilated and lit?			

Are Sanitizers placed in the washrooms?			
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Appendix 2: Maintenance Checklist

Maintenance Checklist

Inspectors:	Date:		
	(S) Satisfactory		
	(RA) Requires Action		
Bulletin Boards and Signs	Location	Condition	Comments
Are they clean and readable?			
Do items interfere with people walking by?			
Floors			
Is there loose material, debris, worn carpeting?			
Are the floors slippery, oily or wet?			
Stairways and Aisles			
Are they clear and unblocked?			
Are stairways well lighted?			
Are handrails, handholds in place?			
Are the aisles marked and visible?			
Equipment			
Are guards, screens and sound-dampening devices in place and effective?			
Is the furniture in good repair and safe to use? Look for:			
- chairs that are in poor repair			
- sharp edges on desks and cabinets			
- poor ergonomics (keyboard elevation, chair adjustment, desk height)			
- crowding			

Are ladders well maintained and safe to use?			
Emergency Equipment			
Is all fire control equipment regularly tested and certified?			
Is fire control equipment appropriate for the type of fire it must control?			
Is emergency lighting in place and regularly tested?			
Building			
Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities?			
Check the following structures to ensure safety:			
- swinging doors			
- floor and wall openings			
- ladders, stairways and ramps			
- guardrails			
Are materials stored safely?			
Air Handling System			
Does air exchange rate meet standard requirements?			
Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)?			
Is humidity within recommended range?			
Hazardous Products			
Are there any hazardous products (e.g., products regulated by Dubai Municipality)?			
- If yes, are the products properly labelled?			
- If yes, is there a corresponding safety data sheet (SDS) for each product?			

- If yes, are workers trained in how to work with or near these products safely?			
Sanitation			
Are washrooms and food preparation areas clean?			
Are the following provided adequately?			
- toilets			
- potable (drinkable) water			
- lunchrooms			
Are measures in place to prevent the spread of disease?			
Security			
Do entry and exit procedures provide security at night?			
Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place?			
Lighting			
Are bulbs missing?			
Are any areas dark?			
Material Storage			
Are materials neatly and safely piled?			
Are there stepladders or stools to get to materials on higher shelves?			
Are storage shelves overloaded or beyond their rated capacity?			
Are large and heavy objects stored on lower shelves?			
Are passageways clear of obstructions?			
General			
Are extension cords used extensively?			
Are electrical or telephone cords exposed in areas where employees may become entangled?			
Is electrical wiring properly installed?			
Are machines properly guarded?			

Does any equipment have sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			
Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories stored appropriately?			
Are materials stacked on desks or cabinets?			
Are file cabinet drawers overloaded?			
Are file cabinets loaded with the heaviest items in the bottom drawers?			
Are shelves securely fastened to the wall when necessary?			
Are filing stools or wastebaskets placed where they might be tripping hazards?			
Evacuation			
Evacuation plan and exits clearly displayed on all the floors?			
Exit doors free from internal/external obstruction?			
Evacuation notices displayed adjacent to alarm call-points and key locations?			
Exits / Fire Safety			
Are all emergency exits, exit doors, landings, and steps from the building well marked, unblocked, and kept in good condition?			
Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair?			
Can the building be easily accessed by the fire department? Are fire lanes accessible and posted?			
Are the fire department hose connections kept clear, accessible and have caps?			
Is the electrical service entrance area clear?			
Are all electrical wires out of reach of the public?			

Appendix 3: Classroom maintenance checklist

Classroom maintenance checklist

Inspectors:	Date:		
	Condition		
	(S) Satisfactory		
	(RA) Requires Action		
Movement around the classroom (slips and trips)	Location	Condition	Comments
Is the internal flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are gangways between desks kept clear?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages?			
For stand-alone classrooms:			
n Are access steps or ramps properly maintained?			
n Are access stairs or ramps provided with handrails?			
Furniture and fixtures			
Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is portable equipment stable, eg a TV set on a suitable trolley?			

Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Manual handling			
Have trolleys or other aids been provided for moving heavy objects, eg computers?			
Computers and similar equipment			
If you use computers as part of your job, has a workstation assessment been completed?			
Have student and staff been advised about good practice when using computers?			
Electrical			
Are fixed electrical switches and plug sockets in good repair?			
Equipment and services			
Are all plugs and cables in good repair?			
Are the Projector is good repair			
Has any damaged electrical equipment been taken out of service or replaced?			
Fire			
If there are fire exit doors in the classroom, are they:			
n unobstructed;			
n kept unlocked; and			
n easy to open from the inside?			
Is fire-fighting equipment in place in the classroom?			
Is fire signage clearly visible and not covered by anything e.g. hanging			
Are fire evacuation procedures clearly displayed?			
Ventilation and heating			
Does the room have natural ventilation?			
Can a reasonable room temperature be maintained during use of the classroom?			

Noise			
Is the noise level as per the allowed limit (Decibel-DB - 35)			
Internal air quality			
Is the air quality as per the permissible limits			
Carbon Monoxide (CO) <9 ppm			
Carbon Dioxide (CO2) < 800 ppm			
Room temperature			
Is the humid (%) between 30% - 60%			
Temperature 22.5 C - 25.5 C			
Cabinets and Shelves			
Ensure bookshelves are stable and secured			
Ensure bookshelves are not overloaded			

Appendix 4: Library maintenance checklist

Library maintenance checklist

Inspectors:	Date:		
	Condition		
	(S) Satisfactory		
	(RA) Requires Action		
Movement around the lab (slips and trips)	Location	Condition	Comments
Is the internal flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are gangways between desks kept clear?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages, eg water, blood from cuts?			
For stand-alone classrooms:			
n Are access steps or ramps properly maintained?			
n Are access stairs or ramps provided with handrails?			
Furniture and fixtures			
Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			

Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is portable equipment stable, eg a TV set on a suitable trolley?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Manual handling			
Have trolleys or other aids been provided for moving heavy objects, eg computers?			
Computers and similar equipment			
If you use computers as part of your job, has a workstation assessment been completed?			
Have student and staff been advised about good practice when using computers?			
Electrical			
Are fixed electrical switches and plug sockets in good repair?			
Equipment and services			
Are all plugs and cables in good repair?			
Are the Projector being good repair			
Has any damaged electrical equipment been taken out of service or replaced?			
Fire			
If there are fire exit doors in the classroom, are they:			
n unobstructed;			

n kept unlocked; and			
n easy to open from the inside?			
Is fire-fighting equipment in place in the classroom?			
Is fire signage clearly visible and not covered by anything e.g. hanging displays?			
Are fire evacuation procedures clearly displayed?			
Ventilation and heating			
Does the room have natural ventilation?			
Can a reasonable room temperature be maintained during use of the classroom?			
Noise			
Is the noise level as per the allowed limit (Decibel-DB - 40)			
Internal air quality			
Is the air quality as per the permissible limits			
Carbon Monoxide (CO) <9 ppm			
Carbon Dioxide (CO2) < 800 ppm			
Room temperature			
Is the humid (%) between 30% - 60%			
Temperature 22.5 C - 25.5 C			

Cabinets and Shelves			
Ensure bookshelves are stable and secured			
Ensure bookshelves are not overloaded			

Appendix 5: Lab maintenance checklist

Lab maintenance checklist

Inspectors:	Date:		
	Condition		
	(S) Satisfactory		
	(RA) Requires Action		
General	Location	Condition	Comments
Has the risk associated with shop activities been assessed and adequately controlled?			
Are all exits unobstructed?			
Are floors clear, dry and free of slip hazards?			
Is the area free of any tripping hazards (open drawers, doors, hoses, wires or equipment).			
Are Material Safety Data Sheets accessible (in print or electronic form) and current within 3 years?			
Are bench tops and fume hoods reasonably organized, free of clutter and clean?			
Are cabinets, furniture and equipment taller than 4 feet braced or anchored?			
Fire Safety			
Are emergency telephone numbers posted where they can be readily found in case of an emergency?			
Are portable fire extinguishers fully charged and do their tags confirm annual inspection?			
Are fire extinguishers and pull alarms unobstructed?			
Is a minimum of 18" vertical clearance maintained from fire sprinkler heads (e.g. over shelves)?			

Electrical Safety			
Electrical outlets are not overloaded.			
Do extension cords have a grounding conductor, and intact ground pin?			
All electrical service cords are free of frayed or deteriorated insulation.			
Are portable electrical tools and equipment grounded or of the double insulated type?			
Are the non-current-carrying metal parts of electrically operated machines grounded?			
Are electrical panels unobstructed?			
Are all disconnecting switches and circuit breakers labelled to indicate use or equipment served?			
In wet or damp locations, are electrical tools and equipment appropriate for the use or location, or otherwise protected (e.g. use of ground fault circuit interrupters)?			
Personal Safety			
Is the first aid kit accessible and properly stocked?			
Are suitable washing facilities available?			
Are the facilities adequately inspected, cleaned, ventilated and lit?			
Are Sanitizers placed in the washrooms?			
Furniture and fixtures			

Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			

Appendix 6: incident investigation form

INCIDENT INVESTIGATION FORM

		
INCIDENT INVESTIGATION FORM		
Type of Investigation		
Injury	Near miss	Property damage
Submit completed report to one of the following:		
Email	Office	
hassan@buid.ac.ae	Head of Operation Office 1st Floor, Block 11 The British University in Dubai	
Investigator details		
Name		
Designation		
Number of years in the job		
Any potential conflicts of interest		
Date of Investigation		
Period of investigation		
The reason for the investigation		

--

Detailed narrative of how incident occurred

Description of Pictures Taken:

Body part injured and type of injury (be specific)

Weather conditions at time of accident:	
---	--

Visibility/Lighting (ex. poor, work lights, etc.)	
Type and condition of floor surface (ex. concrete, wet):	
PPE required for job	
Was PPE being utilized?	
Was there any damage to property or equipment?	

Witness	
Name	Contact no

Causes	
Immediate causes	
Root causes	

Corrective Actions	
Engineering control	
Training	

Program/policy change	
-----------------------	--

What action should have taken to prevent the recurrence

Corrective actions completed?	YES
	NO
If no, explain	

Investigated by	
Date	
Sign	

Reviewed by	
Date	
Sign	

Appendix 4 Head of Operations Inspection Report

Head of Operations Inspection Report

Block no	
Head of Operation name:	
Date of inspection:	
Previous Inspection Date:	

Comments from the Health and Safety officer

Last EHS Officer Inspection Date		
EHS Officer Name:		
EHS Officer Inspection Comments Overall Comments:	External Areas & Access Areas	
	Vehicles On Site	
	Evacuation	
	Building Issues	
	Fire System	
	Lighting	
	Temperature & Ventilation	
	Electrical	
	First Aid & Medical Provision	
	Welfare/ Sanitary Provisions	
	Facilities Management	
	Any other comments	
EHS Officer Action Plan:		

Appendix 7 Physical Infrastructure

The general information about the BUID campus is given below:

Campus size	55941.41 Sq Ft
Number of Blocks	2
Number of floors	3

CLASSROOM SIZE & CAPACITY									
Block no	Floor no	Room	Length	Width	Seating capacity (with table)	Seating capacity (without table)	Total size of classroom (Meter)	COVID 19 Social Distancing	Number of teaching rooms in each floor
			Meter						
10	1	Classroom - FF101	15.65	9.17	60	100	144	30	9
		Classroom - FF102	9.62	7.77	30	50	75	15	
		Classroom - FF103	7.65	7.89	25	40	60	10	
		Classroom - FF104	11.47	10.50	50	80	120	25	
		Classroom - FF105	7.59	7.20	25	40	55	10	
		Classroom - FF106	15.59	9.17	60	100	143	30	
		PDEC Conference Hall	14.93	9.54	60	120	142	21	
		Engineering Science Lab	12.84	9.51	25	25	122	10	
		Electrical Engineering Lab	9.62	7.77	20	40	75	15	
11	1	Classroom FF111	7.81	5.58	20	40	44	10	4
		Classroom FF112	9.41	6.22	25	50	59	12	
		Classroom FF113	11.00	7.50	50	80	83	20	
		Auditorium	14.35	11.65	60	120	167	25	
11	2	Classroom - SF111	6.60	6.60	20	30	44	10	8

		Classroom - SF112	9.30	4.90	20	30	46	10	
		Classroom - SF113	5.73	4.90	10	15	28	5	
		Classroom - SF114	9.25	4.90	20	30	45	10	
		Classroom - SF116/IT LAB (16 Computers)	9.19	7.50	25	35	69	20	
		Classroom - SF117	17.00	12.00	60	100	204	20	
		ATKINS DDS & IT LAB	9.19	7.50	33	33	69	16	
					638	1058	1792	324	21

HSE Equipment					
equipment's		Floor	Location	Number	Total
Fire Extinguisher	Block 11	1	Common room	2	31
			Pantry	1	
			Library	2	
			Entrance - West	2	
			Entrance - East	2	
			Auditorium	2	
			SUB TOTAL	11	
	Block 10	1	Entrance - West	2	
			Entrance - East	2	
			Stationery room	1	
			MDF room	2	
			Science lab	2	
	SUB TOTAL	9			
	Block 11	2	Common room	2	
			Pantry	1	

			Engineering Corridor	2	
			Entrance - West	2	
			Entrance - East	2	
			Business corridor	2	
			SUB TOTAL	11	
Break glass	Block 11	1	Common room	1	11
			Entrance - West	1	
			Entrance - East	1	
		SUB TOTAL	3		
	Block 10	1	Entrance - West	1	
			Entrance - East	1	
			Near room no 15	1	
			Near room no 17/18	1	
		SUB TOTAL	4		
	Block 11	2	Near Common room	1	
			Entrance - West	1	
			Entrance - East	1	
			Classroom 11	1	
		SUB TOTAL	4		

Campus Infrastructure						
Sr no	Category	Rooms	Block no	Floor no	Individual capacity	Overall capacity
1	Student Area	Student lounge	10	1	20	50
2		Student lounge	11	1	20	
3		Female room	11	1	10	
4	ACADEMIC STAFF OFFICE - BLOCK 11	Office 12	11	1	3	48
5		Office 23 - Lecturers	11	1	2	
6		Office 24 - Lectures	11	1	1	
7		Office 25 - Lectures	11	1	2	
8		Office 26 - Lectures	11	1	1	
9		Office no 34	11	2	1	
10		Office no 35	11	2	1	
11		Office no 36	11	2	1	
12		Office no 37	11	2	1	
13		Office no 38	11	2	1	
14		Office no 39	11	2	1	
15		Office no 40	11	2	1	
16		Office no 41	11	2	1	
17		Office no 42	11	2	1	
18		Office no 43	11	2	1	
19		Office no 44	11	2	1	

20		Office no 45	11	2	1	
21		Office no 46	11	2	1	
22		Office no 47	11	2	1	
23		Office no 48	11	2	1	
24		Office no 49	11	2	1	
25		Office no 50	11	2	2	
26		Office - no 51	11	2	1	
27		Office - no 52	11	2	1	
28		Office - no 53	11	2	1	
29		Office - no 54	11	2	1	
30		Office - no 55	11	2	1	
31		Office - no 56	11	2	1	
32		Office - no 57	11	2	1	
33		Office - no 58	11	2	1	
34		Office - no 59	11	2	1	
35		Office - no 60	11	2	1	
36		Office - no 61	11	2	1	
37		Office - no 62	11	2	1	
38		Office - no 63	11	2	1	
39		Office - no 64	11	2	1	
40		Office - no 65	11	2	1	
41		Office - no 70	11	2	2	
42		Office - no 82	11	2	2	
43		Office - no 83	11	2	2	
44	ADMINISTRATIVE STAFF	Admin area	11	1	10	43
45		Office - Head of Operations	11	1	1	

46		Office - no 4	11	1	1
47		Office - Head of Quality & Projects	11	1	2
48		Office - Head of Finance	11	1	1
49		Office - Manager Communication	11	1	1
50		Office - Head of HR	11	1	1
51		Library - Office	11	1	5
52		EXECUTIVE OFFICE - Reception	11	1	1
53		EXECUTIVE OFFICE - Registrar	11	1	1
54		EXECUTIVE OFFICE - VC	11	1	1
55		OFFICE 12 - (B)	11	1	1
56		OFFICE 12 - (C)	11	1	1
57		Student Administration	10	1	5
58		Faculty Administration	10	1	4
59		Office HoSA	10	1	1
60		Science lab staff room	10	1	1

61		Conference Centre Offices (PDEC)	10	1	3	
62		IT Office	11	2	2	
63	COMMUNAL	Common room	10	1	10	140
64		Auditorium	11	1	120	
67		Common room	11	2	10	
68	IT / TECHNOLOGY FACILITIES	IT Lab Atkins	11	2	17 Computers	N/A
69		SF115	11	2	17 Computers	
70		3D Printer room	10	1	3 Painters	
71		IT server rooms	10	1	Servers	
72		IT server rooms	11	2	Servers	
73	LIBRARY	Students	11	1	35	40
74		Library staff	11	1	5	
75	MEETING ROOMS	Executive office board room	11	1	12	35
76		Executive office majlis	11	1	15	
77		Meeting room 1	11	2	8	
78	STOREROOMS	Marketing store	10	1	N/A	N/A
79		SA store	10	1		
80		Stationary store	10	1		
81		Library store	11	1		

82		Pantry store	11	2		
83	TEACHING ROOMS	Engineering Science Lab	10	1	30	760
84		Electrical Engineering Lab	10	1	30	
85		Classroom FF101	10	1	75	
86		Classroom FF102	10	1	30	
87		Classroom FF103	10	1	30	
88		Classroom FF104	10	1	60	
89		Classroom FF105	10	1	30	
90		Classroom FF106	10	1	75	
91		Classroom FF111	11	1	25	
92		Classroom FF112	11	1	25	
93		Classroom FF113	11	1	60	
94		Classroom SF111	11	2	20	
95		Classroom SF112	11	2	20	
96		Classroom SF113	11	2	15	
97		Classroom SF114	11	2	20	
98		Classroom SF115	11	2	35	

99		Classroom SF116	11	2	60	
100		Conference hall (PDEC)	10	1	120	

APPROVALS

Role	Name	Title	Date	Signature
Health and Safety Manual prepared	Hassan Modiraparambil	Head of Operations	31 July 2024	
Reviewed	Dr Godwin Francis, Jouhar Ali, Hassan	BUIID Health and Safety committee	19 Sept 2024	
Approved by	Prof Abdullah Al Shamsi	Vice-Chancellor	25 Sept 2024	