

## Health and Safety Policy

### 1.0 Purpose

The purpose of this Policy is to describe how Regent Institute Middle East (RIME) manages the health and safety of its employees and learners. It establishes standards for preventing occupational injuries, diseases in the workplace, fire, and other hazards.

### 2.0 Responsibility for Health and Safety

RIME is responsible for providing a safe and hygienic environment to the extent possible.

The Health and safety responsibilities cover the maintenance of safety records, accident investigations, assessments and inspections.

Those with a management or supervisory role will:

- ensure that on joining the institute all new employees are fully familiar with health and safety matters appropriate to their duties, including accident reporting, emergency procedures, fire precautions, code of safe conduct and the location of first aid boxes.
- provide adequate information, instruction, training and supervision to ensure the health and safety of employees and learners.
- ensure that all staff are familiar with the institute's health and safety at work policy.
- co-operate with and participate in the investigation of all accidents and conduct of assessments and inspections.
- ensure the maintenance of good housekeeping standards.
- review the safe operation of all work equipment.
- within their area of authority, regularly inspect the workplace regarding the suitability of equipment provided for the health and safety of employees, check work methods and practices to ensure safe systems of work and inspect arrangements for the use, handling, storing and transport of articles and substances.
- carry out Risk Assessments within their departments and maintain a record of their findings.

### 3.0 Provisions for Health and Safety

There should be at least one fully stocked First Aid box for every 100 persons available in handy locations.

First Aid Kits are an essential requirement for the institute. These will be placed in strategic positions around the institute that are clearly marked. This will include areas such as, but not limited to, the canteen and reception area. The kits will be checked by the authorised personnel at least once a term to ensure essential items are contained within.

Clean drinking water, sanitary restrooms, cleanliness throughout, ventilation, and sufficient lighting should be always available.

Employee and staff training sessions in health and safety standards and procedures will be held throughout the term.

Trained staff will be authorised to guide learners in aspects of Health and safety.

Fire exits and safety exits are properly marked and accessible, with no impediments.

Extinguishers and other fire-fighting equipment should be readily available.

Fire drills and emergency evacuations will be conducted periodically to check preparedness. The performance of health and safety procedures will be monitored and revised, if required, to ensure high levels of protection.

Past incidents, if any, will be analysed to discover what went wrong and any actions to make work procedures safer will be executed. The Policy will be revised if there are any legislative changes.

### 3.1 Fire Precautions

Potential fire risks need not be dangerous provided that some simple but important precautions are observed by all employees:

- Memorise the evacuation procedure, emergency exits and assembly point in case of fire.
- Become familiar with the position of firefighting equipment and the correct method of operation of extinguishers. No one should interfere with, or misuse, the fire equipment.
- Keep fire exits, routes and access to firefighting equipment clear of any obstructions; do not wedge fire doors open.
- Keep all working areas free of waste as far as possible and particularly those areas which are not easily accessible, e.g., under desks, behind radiators etc.
- Keep all combustible materials at a safe distance from heating appliances and do not place anything on the top of heaters.
- There is a no smoking policy on the premises.
- If a potential fire hazard is noticed by someone, it should be corrected if easy and safe to do so or reported to the Operations Manager.

### 3.2 Preventive Measures

- Any maintenance work should be conducted when the number of people in the building is at a minimum. If this is unavoidable the tasks should be completed quickly, and conducted with extra caution - all safety procedures must be observed, and depending on the job, safety equipment will be employed.

- Cleaning employees are required to post warning signs as appropriate, such as 'caution wet floor'.
- To reduce the possibility of a short circuit, fire, or other disaster, all electrical repairs will be prioritised and carried out by a qualified electrician.
- The air-conditioning temperature should be controlled so as to avoid stress from any loud noises created by controllable elements in the workplace. The air-conditioning must also be kept in check for safety reasons.

## 4.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

### Staff Members Involved

Senior Management Team

Operations Manager

## 5.0 Review

This Policy will be reviewed annually by the RIME Senior Management Team.

It may also be reviewed in the case of any substantial change, whichever is earlier.

**For advice and support contact the Head of RIME.**

## Policy Information

Purpose	Policy Information
Title	Health and Safety Policy
Document Number	0169/82
Purpose	The purpose of this Policy is to describe how the Institute manages the health and safety of its employees and learners. It establishes standards for preventing occupational injuries, diseases in the workplace, fire, and other hazards.
Audience	Staff; Learners, Faculty, Visitors
Category	Operational
Next review date	March, 2024

## Version Control

Version	Author	Amended by	Date	Comments
1.01	DoS	DGS	26/9/2022	Policy approved by RIME Governance Committee
2.01	AH	QAC	20/3/2023	Policy approved by RIME Quality Assurance Committee