

## Safeguarding of learners

### 1.0 Purpose

Regent Institute Middle East (RIME) understands the importance of safeguarding procedures for all potential learners. RIME will practice safeguarding procedures objectively with its aims to achieve the highest standard of occupational health and safety for its staff and learners in order to provide an excellent environment for learning and working. RIME has a moral obligation and statutory duty to ensure the health, safety and welfare at work of all its staff, learners and other persons who may be affected by its undertakings.

### 2.0 The Duties

The main duties include:

- Providing adequate control of the health and safety risks arising from work activities.
- Providing adequate resources to ensure the highest possible standards of health and safety are achieved within RIME.
- Ensuring every staff member and learner knows his / her legal responsibilities in taking care of the safety and wellbeing of themselves and other people who may be affected by their actions.
- The provision and maintenance of a safe working and learning environment for members of staff and learners, with adequate facilities and arrangements for their welfare.
- Prevention of accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions for all employees, learners and third parties.

### Learners' Responsibilities

It is a condition of enrolment that learners agree to abide by the Health and Safety Policy and procedures especially in relation to emergency preparedness and general safe behaviour as outlined below:

- Each learner is required to observe all instructions issued by RIME, concerning health and safety.
- Each learner is required to follow the fire evacuation procedures including evacuating the premises promptly on hearing the fire alarm, and obeying instructions given by fire wardens or other members of staff.

- Learners must familiarise themselves with any notices detailing health and safety procedures.
- RIME has overall responsibility to ensure that work carried out within it and conforms to the relevant legislation, and that risk assessments are carried out where appropriate. All learners must co-operate, where necessary, in the compilation of such assessments and must strictly adhere to instructions given in relation to all health and safety.
- Their own health and safety and that of others who may be affected by their actions or omissions.
- Behaving in a correct and safe manner.
- Complying with all relevant statutory regulations, codes of practice and RIME safety rules and standards.
- Donning personal protective equipment whenever provided and required.
- Reporting, without delay, to the person responsible for the area / activity any and all recognised hazards, defective equipment and unsafe conditions.
- Reporting without delay (within 24 hours of occurrence) to the person responsible for the area / activity all accidents, ill health and / or incidents.
- Co-operating with all members of the RIME staff in maintaining the requirements of its health, safety and fire policies and all other safety regulations affecting RIME.
- Familiarising themselves with the health and safety policy as well as support procedures.
- Not to intentionally or recklessly interfere with or misuse any equipment provided in the interest of safety.

All learners should be aware that failure to comply with the health and safety procedures may lead to disciplinary action by RIME.

### 3.0 Fire Drills

In compliance with the relevant fire safety legislation and good working practice, RIME requires that fire evacuation drills are carried out at least once every twelve months. All learners must be informed about the health and safety policy during induction.

All learners must familiarise themselves with the actions they need to take in the event of fire and evacuation of the building.

In the event of fire being discovered in the building, learners must inform immediately any member of staff of the location and nature of the fire. The appointed fire marshal must rapidly go from room to room to inform all learners and staff to evacuate the building.

The purpose of fire evacuation drills is:

- to allow the building occupants to learn or be reminded of the:
  - (i) sound of the alarm;
  - (ii) location of fire exit routes;
  - (iii) location of the fire assembly point; and
  - (iv) fire action procedures:
- to identify any areas where the alarm is not sufficiently audible.
- to ensure that all fire exit routes are available and free from obstruction.
- to assess the speed and efficiency with which a building can be evacuated.
- to comply with the statutory requirement to carry out fire evacuation drills.

## Fire Drill Procedure

The building manager or fire warden will determine the frequency, date and time of the drill. The building manager or fire warden may supervise the drill themselves or appoint a **Fire Drill Supervisor**. The fire drill supervisor will:

- Inform Estate patrol of the date, time and place of the drill. This will prevent the fire service being called unnecessarily.
- Appoint staff to control entrances to the building to prevent people entering or re-entering the building during the drill.
- Appoint staff to search the building to ensure that all staff have heard the alarm and are in the process of evacuation.

In all cases other than fire drills (when prior notice will have been given) staff must not search the building, this is a task for the fire service.
- Time the evacuation from the activation of the alarm until the last person leaves the building. Total evacuation should occur in under three minutes.

- Remind the assembled evacuees of the correct method of raising the alarm for their particular building and, if necessary, advise them not to use lifts.
- On completion of the drill, instruct the maintenance staff member to reset the alarm, permit occupants to re-enter the building and inform Estate patrol. Occupants must not re-enter the building until instructed to do so by the fire drill supervisor.
- Complete a fire evacuation drill report form. The report must be kept for at least five years.

## 4.0 Health and Safety Risk Assessment

The building manager must carry out and regularly review a risk assessment of the premises.

The process of carrying out a risk assessment is as follows:

1. Identify the work tasks and the people at risk.
2. Identify the hazards, hazardous events and consequences.
3. Estimate and evaluate the risks.
4. Risk control measures.
5. Record findings and provide training.
6. Review and update the risk assessment regularly.

## 5.0 Medical Emergencies

If a learner or campus visitor is physically injured or suffers an accident on the premises, emergency services must be contacted immediately to report the incident and seek medical assistance where required. HR should be informed as soon as possible, along with reception.

### First Aid Provision

RIME has a First Aider at the campus. The first aid kit is located at reception.

## **Incident Reporting**

All incidents must be reported to ensure that RIME complies with its requirement to notify serious incidents and to help identify preventative measures so that similar incidents do not happen in future.

## **6.0 Personal Safety**

Ensuring the safety of our staff and learners is of paramount importance at RIME. Good housekeeping is an important factor in the maintenance of the workplace environment. RIME has in place preventative measures for continued maintenance and repair of buildings, facilities and services and the overall workplace environment. However, it is important to note that safety is a matter of personal responsibility as well. Most health and safety issues can be prevented by taking precautions and staying vigilant. As well as being aware of your own safety, you should also report anything that looks suspicious to a member of staff.

### **Manual Handling**

You have a responsibility to take care of your back and should not lift or move any item if you are not comfortable and competent to do so. If a heavy item requires moving, assistance should be sought or lifting equipment used if available.

### **Display Screen Equipment (DSE)**

Learners using a display screen (or computer) should be aware of the dangers involved in their use. Breaks from activity should be taken away from screens on a regular basis and each user should adjust chairs and screens before use to ensure maximum comfort. Any issues should be reported to staff in order to be addressed.

### **Disability and Discrimination**

RIME has a responsibility, where reasonably practicable, to ensure that any disabled person is not discriminated against or unfairly hindered in any way, by their disability. If you feel that you have cause for concern in relation to this, please report your concern to a member of staff in order to be addressed.

### **Drugs, Alcohol and Banned Substances**

To respect legal and cultural protocols in the UAE and to ensure a healthy and safe learning and working environments for all, it is strictly prohibited to consume alcoholic drinks, drugs and narcotics or any other banned substance on the campus or to attend the campus under the influence of such items. More importantly, such activities may constitute a violation of UAE laws with severe legal repercussions.

RIME reserves the right to conduct searches for drugs or alcohol at any time should the need arise. Any drugs or alcohol found as a result of such a search will be confiscated, and learners will be subject to disciplinary action, up to and including suspension or dismissal from RIME. RIME may also be required to report the matter to the relevant UAE law enforcement authorities.

### **Display of anger and aggression**

Aggression includes all types of behaviour which produces damaging or harmful effects, physically or emotionally, to other learners, staff members (and others). All acts of aggression against learners, staff members or the general public are unacceptable and can be considered violations of the laws of the UAE, whatever form it takes and whatever reasons are cited for it.

RIME will not tolerate the use of harassment (in any form), verbal abuse, bullying, threats, or physical assault against members of staff, learners, visitors or other users of the campus. All incidents of violence and aggression towards staff must be reported immediately to the CEO. Disciplinary actions in line with the policies will be taken against violators. Furthermore, cases will be referred to the appropriate law enforcement agencies in the UAE, where deemed appropriate.

### **Out of Hours Access**

The building is generally accessible from 9 am to 5 pm Monday to Friday. Any attendance occurring outside these times must be in the presence of a member of RIME staff. Under no circumstances should a learner be alone on the premises. Any activities that occur within normal hours, but involve high or medium risks, should also be organised to be in the presence of a full-time member of staff.

### **Electrical Safety**

RIME makes regular inspections of electrical equipment to ensure that it is safe and fit to use. If you bring in any electrical equipment to the college, you must inform the receptionist and receive permission to ensure safe usage.

Learners are required to make sure that before using any electrical equipment that it is in good condition.

Electricity can be very dangerous and even fatal if not used correctly. If you are using electricity as part of your studies, then you should follow any guidance / instructions given to you by the member of RIME staff or course lecturer.

### Spotting Hazards

Hazards are something that can cause harm to people, equipment, or the working environment. Hazard spotting is essential to minimising accidents. We encourage everyone around RIME to be vigilant and report all hazards to a member of staff.

## 7.0 Monitoring

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

Staff Members Involved

Senior Management Team

Operations Manager

## 8.0 Review

The health and Safety policy and procedures will be regularly monitored to ensure that health and safety objectives are achieved. This monitoring will take the form of regular workplace safety inspections, reviews and accident analysis.

This policy will be reviewed on a regular basis and may be supplemented in appropriate cases by further statements as and when needed.



## Policy Information

Purpose	Policy Information
Title	Safeguarding of Learners
Document Number	0169/97
Purpose	RIME will practice safeguarding procedures objectively with its aims to achieve the highest standard of occupational health and safety for its staff and learners in order to provide an excellent environment for learning and working. RIME has a moral obligation and statutory duty to ensure the health, safety and welfare at work of all its staff, learners and other persons who may be affected by its undertakings.
Audience	Staff; Learners
Category	Compliance
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