

HR POLICY/ BYLAW: HEALTH AND SAFETY

Health and Safety Policy Statement

The Al Faleh Group for Educational and Academic Services (henceforth referred to as AFG College) is fully committed to the health, safety and wellbeing of our staff and students.

The AFG College accepts its responsibility to ensure that it provides a safe learning and working environment that enables all members of our community to realise their potential.

We will support this ambition by ensuring that the health, safety and wellbeing of our whole community of staff, students and visitors remains paramount.

The AFG College will:

- Comply with the State of Qatar labour laws, as a minimum, but promote a continuous improvement in standards of health, safety and wellbeing, and aspire to be leaders in this respect in the higher education sector
- Recognise that health, safety and wellbeing is a core and integral aspect of good institutional management.
- Take a pro-active approach to prevent accidents, injuries and illnesses arising out of, or linked with AFG College activities, by eliminating or minimizing the causes of hazards wherever possible.
- Delegate responsibility for health, safety and wellbeing management throughout the AFG College and support those with such responsibilities through the provision of appropriate training, professional development and central support.
- Ensure that all senior college personnel and managers are aware of their responsibilities for health, safety and wellbeing and that they promote positive attitudes and provide active leadership.
- Work with the University of Aberdeen to establish and maintain a system of policies and procedures to, as far as possible, common standards.
- Collaborate and co-operate with our stakeholders, partners and contractors to ensure the health and safety of all those who come onto our premises.
- Provide appropriate resources to ensure that a safe and healthy working environment is provided and maintained.

Signed and approved by

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Brian Buckley, Principal, AFG College

Health and Safety Principles

The Principal and Senior Management Team of AFG are responsible for:

- a) Ensuring that structures are in place which facilitate the effective coordination of monitoring of Health and Safety.
- b) Ensuring that staff are provided with professional development to implement Health and Safety policy and procedures.
- c) Ensuring that any relevant Health and Safety data is communicated with appropriate stakeholders.
- d) Monitoring and updating Health and Safety policy and procedures when required.
- e) Ensuring that Health and Safety reviews are completed when required.

The HR Manager/Partner is responsible:

- a) All new employees complete their health and safety induction within the first two weeks of employment
- b) Reviewing this document on an annual basis to ensure that it is still fit for purpose
- c) Ensuring that line managers receive updates to confirm that all of their team members have completed the online health and safety training

Employee responsibilities

It is the duty of every employee while at work:

- a) To engage in induction training on health and safety
- b) To complete the online health and safety training on an annual basis
- c) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- d) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- e) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- f) To report to the Line Manager/Principal without unreasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

Procedure for reporting accidents and hazards

Causes of accidents shall be investigated and corrective action shall be initiated to prevent a recurrence.

Each member of staff has a duty to report directly their Line Manager (or in their absence an alternative member of the Senior Management Team) and should also copy in the PA to the Principal and HR Partner without delay:

- a) Any area which may reasonably be considered a serious and immediate danger to health and safety
- b) Any matter which may reasonably be considered a shortcoming in health and safety arrangements
- c) Any student issues related to health and safety. The Student Services Manager should be advised of any student-related issues.

Fire safety

An evacuation procedure has been drawn up and is provided as Appendix X.

- The following AFG staff have been trained as Fire Marshalls:

Villa 0	Cindy Canete
	Mahmoud Adhill
Villa 1	Hadil Fadel
	Marwa Elsidig
Villa 2	Neveen Taha
	Tommy Daly
Villa 3	Mohammed Mubashik
	Sarooj Zawahir
Villa 4	Lisa Reynolds
	Koraljka Kovacic
Villa 5	Ghina Elkasti
	Reema Qublawi
Villa 6	Rahaf Abuharb
	Dina Youssef
Villa 7	Mohammad Abrar
	Masudul Haq

- Evacuation drills will take place at least twice a year. Employees should familiarise themselves with the procedures so that a fast and effective evacuation of the College can be completed in the event of an emergency. When evacuating the building staff and students will not take anything with them.
- Fire extinguishers are provided and will be maintained on a regular basis. Employees will be instructed in the safe use of this equipment.
- Emergency escape routes will be posted on main notice boards and throughout the building and assembly points. They are also available as Appendix X to this document.
- Re-Entry to the building is prohibited until the all clear has been given by the Fire Officer attending the fire and in the case of a fire drill, until a member of the Senior Management Team has given the all clear.

Illness

AFG College is committed to providing a safe environment but does recognise that there are occasions when medical attention will be required. AFG College employs a trained nurse on campus to care for staff, students and visitors (when required) and can be called directly to attend cases, or located in a dedicated nurse's room. AFG College ensures that:

- If a stakeholder requires medical attention it will be made available within an appropriate time period.
- In the absence of a nurse, one of AFG College's First Aiders should be contacted using the details below:

Name of colleague	Department	Location on campus	Office phone number
Rahaf Abuharb	Admissions	Villa 6	44201079
Asiah Muaqat	Academic Admin	Villa 0	44201095
Reham Osman	Library	Villa 5	44201045
Munshi Haq	Academic	Villa 7	44201086
Sherine Tabsh	Marketing	Villa 6	44201065

Rob Rogers	Academic	Villa 0	44201084
Sabra Hunais	Academic Admin	Villa 0	44201080
Cindy Canete	Academic Admin	Villa 0	44201078

- Confidential records are kept of any stakeholder requiring medical attention.
- Referral in an appropriate timeframe will be made to an external agency if the nurse and/or a First Aider assess the need (emergency 999).
- Stakeholders medical needs are prioritised above daily routine or contacting parent/guardian/next of kin.
- If required, contact will be made within an appropriate timeframe to parent/guardian or next of kin by the Student Services Manager (or their delegate).
- DA reserves the right not to treat any stakeholder (unless in life threatening situations) who acts in an inappropriate manner. Stakeholders who are subject to these sanctions will be requested to seek medical attention from external agencies
- AFG College will follow all external agencies recommendations

Accident/incident reporting

All accidents, no matter how minor, and whether to employees, students or members of the public must be logged. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.

In the event of an accident:

- Refer for assistance immediately.
- Ensure the safety and well-being of any other students.
- Do not move a stakeholder if further injury is possible.
- Provide support in a calm and professional manner.
- Treatment must only be provided by an employed AFG nurse or trained appropriate staff member unless in an emergency situation.
- Contact a parent/guardian/next of kin if appropriate.
- Do not take a student to hospital/medical assistance in their own transport
- Do not contact private medical organisations, only Hamad (999) when required.
- If requested, accompany a stakeholder to Hamad and stay until the parent/guardian/next of kin arrives.

Date of last policy review:	29 th March 2022
Date for next policy review:	29 th March 2023