

Policy: **Health and Safety**

Code: **07HS01**

Reviewed/ Revised: **18/01/2024**

Date of Next Review: **February 2024**

Policy Owner: **Director of Operations**

Target audience: **All Audiences**

### **PURPOSE:**

The purpose of this policy is to state the different types of H&S sections and the guidance to the procedures related to them

### **SCOPE:**

To state the different H&S sections that impact all EAHM students, staff, faculty and residents and what they cover.

### **DEFINITIONS:**

**DCD:** Dubai Civil Defence

**MCP:** Manual Call Point

**HS&E:** Health, Safety & Environment

### **POLICY STATEMENT:**

EAHM Health and Safety policy encompasses Occupational Health and Safety, Academic and campus facilities and Student Accommodations and Lodging ensuring that they meet the UAE legal Health and Safety requirements.

### **RESPONSIBILITY:**

The Director of Operations, engineering department, the accommodations and lodging team as well as security are responsible to ensure their respective parts that support and assist the HS&E policies and procedures are implemented and executed accordingly.

The Director of Operations is responsible for the monitoring and updating the policy.

### **IMPLEMENTATION OF THE POLICY:**

#### **1. Occupational Health and Safety**

To provide a safe and healthy environment that is secure to protect employees, students, visitors and tenants as well as the environment. We have policies in place to help identify and prevent potential hazards, injuries and illnesses.

An EAHM Health and Safety handbook is maintained and shared with all who reside and use the academy. It contains all the policies and procedures related to:

- Roles and responsibilities of HS&E office and maintenance supervisor
- Risk impact, matrix and analysis
- Common safety guidelines
- Guidelines for pest control
- Guidelines for water tank cleaning process
- Food hygiene
- Fire, life and safety policies and protocols
- Storing and handling Hazardous Materials
- Alcohol and Other drugs
- Lost and Found
- Accident / Incident Report

- COVID-19 protocols, rules and procedures

EAHM has partnered with VIP Doctors to provide medical facilities offsite, telehealth and a Doctor/Nurse on call to handle medical emergencies on the campus. All employees and students on EAHM residence visa are provided with health insurance benefits.

## **2. Facilities**

EAHM campus is on 684,485 sqft of land providing manicured open spaces and gardens, multifunctional sport facilities, gym and pool, restaurants and cafes, accommodations and space for educational programs and services. Planned Preventative Maintenance (PPM) are in place, as well as a team to ensure facilities and maintenance day to day is upkept, not to mention registered and approved 3<sup>rd</sup> party providers as well. Campus security is managed by an external agency as well as an internal team licensed by the Government of Dubai. Campus is monitored by approved SIRA CCTV 24x7 to ensure safety. The Health and Safety manual contains all the details of existing campus facilities and its maintenance policies.

## **3. Accommodation and lodging**

Campus accommodation is provided for students and employees, as well as lodging for students'/employees' guests and families to book based on daily rates. Accommodation rooms are designed to provide a conducive learning environment. Separate accommodation blocks are provided for Male and Female students. Accommodation and lodging facilities include housekeeping services, Laundry, gym, pool, student lounge (Barza), multifunctional courtyard, tennis court, pool side restaurant, barbeque area and supermarket. These facilities are managed by suitably trained operational and administrative staff.

EAHM campus including accommodation and classrooms are friendly for people of determination with designated toilets, ramps and parking slots with proper signage. With adequate staff members trained to assist people of determination.

A dedicated team of housekeeping, lifeguards, and security are available to ensure cleanliness, health, safety and security is provided all year round.

EAHM maintains a Campus Accommodation and Lodging manual which contains all the rules and regulations related to accommodation and lodging.

## **4. Fire, Life and Safety**

Fire, life and Safety including a fire drill is conducted by the Director of Operations and his/her team during every orientation week as per the Fire, Life and Safety procedures that covers:

- a. Fire Prevention at home / accommodation
- b. Electrical Safety
- c. Steps to take upon discovering a fire
- d. Fire evacuation procedure and assembly area and protocol

If the evacuation alarm is activated, Dubai Civil Defence (DCD) will receive an automated message and send fire fighters and ambulance to the location. Depending on the scenario Security and Director of Operations will take action. Misuse of equipment is considered a criminal offence, punishable by UAE Law with fines incurred from DCD

## 5. Storing and Handling Hazardous Materials

EAHM ensures that the storing and handling of hazardous materials are handled by trained engineering/facilities department staff in terms of pool chemicals and are stored and checked periodically according to the policy. While cleaning chemicals are used and stored in dedicated locations accordingly by trained Housekeeping and stewarding staff

## 6. Alcohol and Other Drugs

EAHM follows the UAE Federal Laws and the Emirate of Dubai Law in regard to Alcohol and Drugs, whereby the UAE Law does not make a distinction between “Soft” or “Hard” drugs. The consumption, possession and/or dealing in any Drug substances inside or outside the academy are strictly forbidden. Alcohol is not permitted in the student accommodations, lodging room, facilities or grounds whether the student holds a valid alcohol license or not. Alcohol is permissible on Academy premises only for authorized official events by the Academy and for certain training programs and only served to eligible as per the UAE Federal and Dubai Law.

Medical substances must be taken with care and following a doctor’s prescription, if applicable. Action will be taken in the case of abuse. Please note that the Academy will not issue any medication.

The Academy is a non-smoking environment and smoking is forbidden in all internal areas. Designated external areas are available for those who choose to ignore the health warnings associated with smoking.

Please visit the Alcohol and Other Drugs policy 13HS05 for more details.

## 7. Lost and Found

EAHM does not accept liability for any property which is lost by any person visiting or staying on the premises. Security members must, however, try to retrieve all lost articles. It is the responsibility of the individual to report all missing or stolen items immediately in accordance with the procedures detailed in the **Lost and Found policy 07HS10**.

## 8. Accident and Incident Report

All accidents, incidents and near misses are to be logged and communicated to the Director of Operations and/or the Security team who will follow the policy and procedures as stated in the **Accident / Incident Policy 07HS11** and ensure proper investigation takes place and either amendment, enhancement and creation of new policies and procedures are put in place.

## 9. COVID-19 protocols

EAHM is compliant as per the DHA policies and procedure in terms of all matters of handling and following COVID protocols.

## REPORTING A VIOLATION

Any student, staff or faculty may report the incidents to the Director of Operation and Security via email. Or if Security observes the violation via CCTV camera and their random spot checks of accommodations. Violation of fire, Life and Safety policies and drugs and alcohol may result in a criminal offence, punishable by Law and with a potential fine to the individual. Violation of other above-mentioned points will result in following the policy and procedures of the **06ST13 Student Discipline**.

**ASSOCIATED DOCUMENTS:**

- 06ST13 Student Discipline
- 07HS08 Alcohol and Other Drugs
- 07HS10 Lost and Found Policy

**MENTIONS:**

- Catalogue
- Student Handbook
- Campus Accommodation and Lodging manual
- Health Service policy manual
- Student Orientation PowerPoint Slides

**DATE OF NEXT REVIEW:**

This document should be reviewed by **February 2025.**

**POLICY APPROVALS RECORD**

Policy Name:	<b>Health and Safety</b>	
Policy Code:	<b>07HS01</b>	Formerly: NA
Date of first approval:	<b>26/07/2022</b>	

<b>Reviewed/ Updated</b>	<b>Details of Amendment</b>
13.02.2023	Updated the associated documents with their updated names
25.07.2023	Associated Health and Safety Handbook has been updated
18.01.2024	Reviewed