



British Applied College
الكلية التطبيقية البريطانية

Occupational , Environmental, Health and Safety Handbook

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Table of content

Chapter-A : HEALTH AND SAFETY	8
Section-1 : Introduction to BAC Health and Safety Missions and Goals	8
1.1 Purpose	8
1.2. The mission of BAC in an emergency or disaster	8
1.3. The goals of BAC	8
1.4. Inhouse Training and Safety Awareness	8
a. Students and Staff Induction -Safety awareness	9
b. Technical Training-Safety awareness.....	9
Section-2 : Ministry Requirements for Health and Safety and its Quality Assurance.....	10
2.1 Health and Safety Framework	10
Risk Assessment and Mitigation:	10
Compliance with UAE Regulations:.....	10
Training and Awareness:.....	10
Physical Environment and Infrastructure:	10
Monitoring and Reporting:	10
Crisis Management:	10
Section-3 : Roles and Responsibilities for Ensuring Safety	11
3.1 Reporting Incidents.....	11
3.2 Duties and Responsibilities in Case of Transportation Accidents	15
3.3 Duties and Responsibilities in case of Terrorism, Bomb Threat, Weapons, Firing or Security Threats	15
3.4 Duties and Responsibilities During a Stampede	17
3.5 Faculties and Lab Instructors	18
3.6 Receptionist / Facilities Staff Team.....	18
3.7 Security Team	19
3.8 Cleaning Team	19
3.9 Health and Safety Team.....	19
Heath and Safety Officer role policy:.....	19
Facility Manager role policy:.....	20
3.10 Laboratory Technicians and Supervisors	20
3.11 Administration and IE Team	21
3.12 Board of Trustees.....	21
Section-4 : Planning and Implementation of Safer and Secure Living Environment.....	21
4.1 Risk assessment and Risk Matrix.	21
4.1.1 Emergency kits and Equipment requirements in BAC.	23



4.2 First Aid Training and planning	24
4.3 Health and Safety Officer planning in overall safety	24
4.4 Planning In case of Fire or disaster Emergencies.....	25
4.5 Safety Signage implementation in BAC Campus.....	27
4.6 Safety Manual in Moodle, Library, and Website	30
4.7 BAC Medical Facilities and Health Service implementation	30
4.7.1 Basic First Aid and CPR procedures.....	30
4.8 Safe and Secure Living Environment for Male/Female/People of Determination	32
4.8.1 Provisions for People of Determination.....	32
Facilities and Physical Resources for Special Needs	33
Accessible Campus Design:	34
Parking for special need students.....	34
Classroom and Learning Environment.....	34
4.8.3 Specific Facilities for Female Residents	34
4.9 Activities by Phases of Emergency Management	35
Stage-1 Mitigation/Prevention	35
Stage-2 Preparedness	35
Stage-3. Response.....	35
Stage-4 Recovery	36

Chapter -B Occupational, Environmental , Health and Safety Procedures.... 37

Section-5 : Guidelines governing access to health service	37
5.1 General introduction	37
5.3 Personal Safety Concerns Policy	38
5.4 Occupational Health and Safety Policy	40
5.5 Contractors Working Inside the Campus	43
5.6 Car Parking and Campus Transportation	45
5.7 Water Tank Disinfection	47
5.8 Pest Control Practice.....	48
5.9 Food Hygiene in Coffee Shop.....	49
5.10 Traffic Management in Campus Parking Spaces.....	50
5.11 Emergency Disaster Operations in the BAC College	51
5.12 Orientation and Periodic Training for the Campus	59
5.12.1. Training and Updating First-Aid practices.....	60
5.12.2. Roles and Responsibilities in the Medical Emergency Procedure	62
5.12.3. Arranging Hospital Transportation	64



5.12.4. Basic First Aid Procedures	64
Section-6 : Guidelines governing Environment, Health and Safety	65
6.1 Workshops and Laboratories Safety Guidelines	65
Safety guidelines and Equipment Available in Workshops and Laboratories	66
1. General Safety guidelines	66
2. Electrical safety guidelines	67
3. Chemical Safety guidelines	67
4. Computer lab safety Guidelines	68
5. Electrical and Electronics lab safety Guidelines	68
6. Safety Guidelines for Laboratories with Machineries and Training equipment	69
7. Use of Personal Protective Equipment (PPE) on Campus	70
8. Procedure for Using an Eye Wash Station in laboratories	71
9. Handling Common Injuries	72
10 Safety Equipment Available in Workshops and Laboratories	74
11. Personal Protective Equipment (PPE)	74
12 Fire Safety Equipment	75
13 First Aid and Medical Equipment procedure	75
6.2 Fire Safety Guidelines	75
6.3 First Aid Policy Guidelines	76
6.3.1 Roles and Responsibilities in the Medical Emergency Procedure	79
6.3.2. Arranging Hospital Transportation	80
6.3.3. Basic First Aid Procedures	81
6.4 Hazardous Material Handling Guidelines	82
6.4.1. Storage of Hazardous Materials	83
6.4.2. Distribution of Hazardous Materials	84
6.4.3. Use of Hazardous Materials	84
6.4.4. Disposal of Hazardous Materials	85
6.4.5. Emergency Response and Spill Management	85
6.5 Fire Emergency Evacuation Procedure in College	86
6.6 Basic First Aid Guidelines	90
6.7. Chemical Safety Equipment	91
6.8 Electrical Safety Equipment	91
6.9 Emergency Communication Equipment	91
6.10. Hazardous Material Handling Equipment	92
6.11 Environmental Safety Equipment	92
6.12. Emergency Evacuation Equipment	92



6.13 Control Measures:	92
Section-7: Guidelines governing male, female and people of determination	93
7.1 Safety, Inclusive Environment and Well-Being Guidelines	93
7.1.1 Mental and Emotional Well-Being	94
7.1.2 Specific Facilities for Female Residents	96
7.2 Special Consideration for Persons of Determination.....	96
7.3 Female Learners and Staff in an Emergency.....	97
7.4 Student Housing and Accommodation	99
7.4.1 Service Guidelines for Student Accommodation	99
7.5 Emergency Evaluation Guidelines for male/female/people of determination.....	103
7.5.1. Reverse Evacuation Procedure	107
7.5.2 Emergency Evacuation for Individuals with Disabilities.....	109
7.6 Guidelines for Visitors for Ensuring Safety and Compliance on Campus.....	111
Visitors/Members of the Public	111
Chapter-C: RESOURCES AND ENVIRONMENT	111
Section-8: Building Facilities in BAC	111
Section-9: Workshops and Laboratories	112
9.1 Introduction	112
9.1.1 Machine Shop	113
9.1.2 Strength of Materials Lab	113
9.1.3 Soil Mechanics Lab.....	114
9.1.4 Geotechnical Lab	114
9.1.5 Fluid Machinery and Hydraulics Lab	115
9.1.6 Applied Thermodynamics Lab.....	115
9.1.7 Additive Manufacturing Lab (3D Printing)	115
7.1.8 Nondestructive Testing (NDT) Lab	116
9.1.9 Robotics and Control Systems Lab.....	116
Section-10: IT and BAC Networking.....	117
10.1 Policy Statement.....	117
10.2 Procedures.....	117
10.3 Student Lab Usage and Software Support	117
10.4 Employee ICT Equipment and Software Support.....	118
10.5 Data Protection and Release Policy	119
Section-11: Fire-Proof Storages	120
11.1 Purpose of Fire-Proof Storages	120



Chapter-D – Go Green Campaign.....	120
Section 12: GREEN BUILDING IMPLEMENTATIONS IN BAC.....	120
12.1. Introduction	120
12.2. Water Consumption Management	121
12.3. Energy Consumption Management	122
12.4. Waste Control Management	124
Section 13: GO GREEN ROLES & RESPONSIBILITIES.....	126
13.1. Roles Faculties team in Go Green campaign	126
13.2. Receptionist / Facilities staff Team	126
13.3. Security Team	127
13.4. Cleaning Team	127
13.5. Health and Safety Team.....	128
13.6. Laboratory Technicians and Supervisors	128
13.7. Administration and IE team	128
Section 14 : GENERAL GUIDELINES FOR IMPLEMENTING, MONITORING, AND CONTROLLING THE "GO GREEN" STRATEGY	129
14.1. Implementation Guidelines	129
14.2. Monitoring Guidelines	130
14.3. Control Guidelines	130
14.4. Communication and Engagement	131
14.5. Evaluation and Reporting	131
Appendix A :	132
Reporting Hierarchy General	132
Appendix B :	134
Reporting Hierarchy Laboratories	134
Appendix C :	135
Risk Rating and Risk Matrix	135
Appendix D :	137
BAC Campus Layout	137
Appendix E :.....	138
Emergency evaluation plan	138
Appendix F :.....	139
Risk Assessment Form	139



Appendix G	140
Accident / Damage Reporting Form	140
Appendix H	141
House Keeping Checklist Form	141
Appendix I	142
Security Checklist Form	142
Appendix J	143
Fire Fighting Checklist Form.....	143
Appendix-k	144
Automation – Timer Switches for Irrigation and Air-conditioning systems	144
Appendix-L	145
First Aid Treatment Form	145
Appendix M	146
Monthly Health and Safety Inspection Record Form.....	146
Appendix N	147
MEP Work Order Request Form	147
Appendix O	148
Planting Trees and Shrubs Around the Campus.....	148
Appendix P	149
Water , Energy and Waste Management Campus	149
Appendix Q	150
Table: Risk activities and its consequences	150

Chapter-A : HEALTH AND SAFETY

Section-1 : Introduction to BAC Health and Safety Missions and Goals

1.1 Purpose

This manual establishes British Applied College's (BAC) commitment to providing a safe and healthy environment and working conditions for its community, including academic staff, support staff, and students. It aims to ensure that the BAC community is informed about health and safety practices and emergency management procedures.

The manual outlines BAC's approach to emergency management, focusing on mitigation/prevention, preparedness, response, and recovery. It has been developed to protect the BAC community during emergencies and to guide faculty, staff, and students in maintaining a safe environment.

1.2. The mission of BAC in an emergency or disaster

- To safeguard the lives and well-being of students, staff, faculty, and visitors.
- To protect college property and critical resources from damage.
- To respond to emergencies swiftly and efficiently to minimize risks.
- To coordinate with local emergency response agencies and community resources to ensure effective crisis management.
- To support recovery efforts to restore normalcy in academic and operational activities.

1.3. The goals of BAC

- To develop and maintain comprehensive emergency response plans, ensuring readiness to handle crises.
- To provide essential services, supplies, and communication tools for emergency management.
- To foster a culture of safety and ensure the continuous supervision of all individuals on campus.
- To restore academic and operational services promptly to minimize disruptions.
- To optimize the use of BAC personnel, facilities, and resources during emergencies to achieve effective crisis management.
- To maintain accurate and detailed documentation of incidents to improve future preparedness and recovery efforts.

This mission and these goals reflect BAC's commitment to creating a secure and resilient academic environment in alignment with UAE safety and crisis management regulations.

1.4. Inhouse Training and Safety Awareness

Training programs will be developed and maintained by British Applied College (BAC) Directors in Collaborations with Safety Officers to ensure that all active members of the Emergency Operations Team (EOT) and support members are equipped with the necessary knowledge and skills to perform their assigned duties effectively. The training will address specific components of BAC's Safety and Crisis Management Plan and include training to prepare staff to handle crises with emotional and mental resilience.

Refresher courses will be conducted at regular intervals for all active and support EOT members, as well as newly recruited staff. These training programs will be reviewed and updated as necessary to incorporate changes in procedures, responsibilities, and lessons learned from drills, exercises, and actual incidents.

In consultation with relevant BAC stakeholders, the Facility Manager or Health and Safety officer / Coordinator will identify and arrange appropriate training solutions. This may involve utilizing internal resources or engaging external professional trainers to ensure adherence to safety policies and required competencies.

a. Students and Staff Induction -Safety awareness

It is BAC's policy that all newly hired staff must attend a "Safety Awareness" program to ensure they acquire essential safety knowledge as soon as possible after joining the institution. The induction program will cover the following key areas:

1. UAE legislative requirements related to health and safety.
2. BAC policies and procedures for safety and crisis management.
3. Incident reporting procedures and emergency protocols.
4. Staff roles, responsibilities, and accountabilities in maintaining safety.
5. Fire safety awareness, including and fire equipment usage.
6. Potential health risks and preventive measures.

All staff, including temporary employees, who are unable to attend the induction immediately will be scheduled for it as soon as practicable.

b. Technical Training-Safety awareness

Specialized training programs will be organized to address the specific technical needs of BAC staff. These training sessions will be identified based on job requirements and delivered to ensure competency in key safety and crisis management areas. The programs may include:

1. Health and Safety Training: Covering hazard identification, risk assessments, and preventive measures.
2. First Aid and CPR: Providing lifesaving skills for emergency medical situations.
3. Fire Warden Training: Equipping designated staff to manage fire-related emergencies effectively.
4. Risk Management Training: Ensuring staff can identify, evaluate, and manage potential risks across campus.
5. Safety Drill : UAE Civil Defense originated a mock drill in BAC campus in every academic year.

These programs aim to uphold the highest standards of safety, ensuring that BAC staff are well-prepared to handle emergencies and maintain a secure environment for students and visitors alike.

Section-2 : Ministry Requirements for Health and Safety and its Quality Assurance

BAC is committed to adhering to the health and safety regulations mandated by the UAE Ministry of Education (MoE) to provide a secure and supportive environment for students, staff, and visitors. The institution integrates these standards into its operations, ensuring compliance with the national framework for quality assurance.

2.1 Health and Safety Framework

The health and safety framework at BAC is guided by the following key principles:

Risk Assessment and Mitigation:

Routine and systematic risk assessments conducted across campus facilities. Implementation of control measures to minimize hazards.

Compliance with UAE Regulations:

Adherence to UAE federal laws, including Fire and Life Safety Code, COSHH standards, and public health regulations. Alignment with MoE quality assurance standards for educational institutions.

Training and Awareness:

Regular safety training sessions for staff, students, and contractors. Awareness campaigns for emergency preparedness and response.

The MoE mandates specific health and safety measures for quality assurance in educational institutions, which BAC implements as follows:

Physical Environment and Infrastructure:

Ensuring classrooms, laboratories, and shared spaces are safe and conducive for learning.

Accessibility features in all buildings, including ramps, elevators, and tactile paving for students of determination.

Monitoring and Reporting:

Regular audits and reporting of health and safety compliance to the Ministry.

Maintaining an incident reporting system for transparency and continuous improvement.

Crisis Management:

Development of crisis management teams trained in disaster recovery and emergency response.

Simulation exercises to test the effectiveness of response strategies.

Section-3 : Roles and Responsibilities for Ensuring Safety

3.1 Reporting Incidents

Incidents can occur anytime and anywhere inside the campus, ranging from minor to severe. The College has established procedures to ensure the safety and well-being of all individuals on campus. Not all incidents cause physical injury, but it's essential to know which ones need reporting.

➤ What Incidents Should Be Reported?

A formal report is required for any event or occurrence at the College that:

- Causes harm or injury to a student, staff member, or visitor (an 'accident').
- Does not directly cause harm or injury but could have at another time ('near misses').
- Causes damage to the College's physical structure, site, or assets.
- Any kinds of threat or hazard.

➤ Who Reports Incidents and How?

Incidents should be reported immediately or as soon as possible using the Incident Report Form. The following parties are responsible for reporting:

1. Anyone who witnessed the event or occurrence.
2. Anyone with direct information from a witness to the incident.

Information should be shared with the engineering and security teams to raise an incident report with accurate details. This helps in devising action plans and mitigation strategies to prevent and control future occurrences.

Emergency contact numbers are posted in every building, located in the corridors and near the main entrance and exit doors of BAC in case to report or inform any emergency situation.



Fig 01: Emergency reporting contact numbers in BAC Corridors

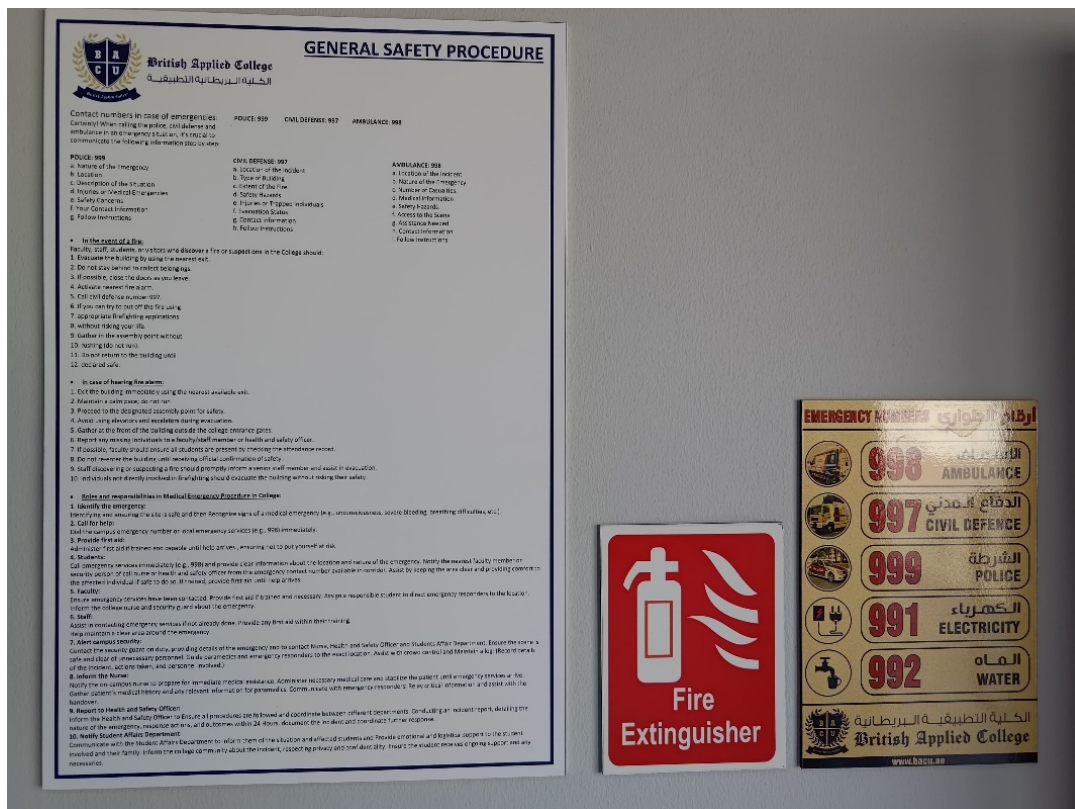
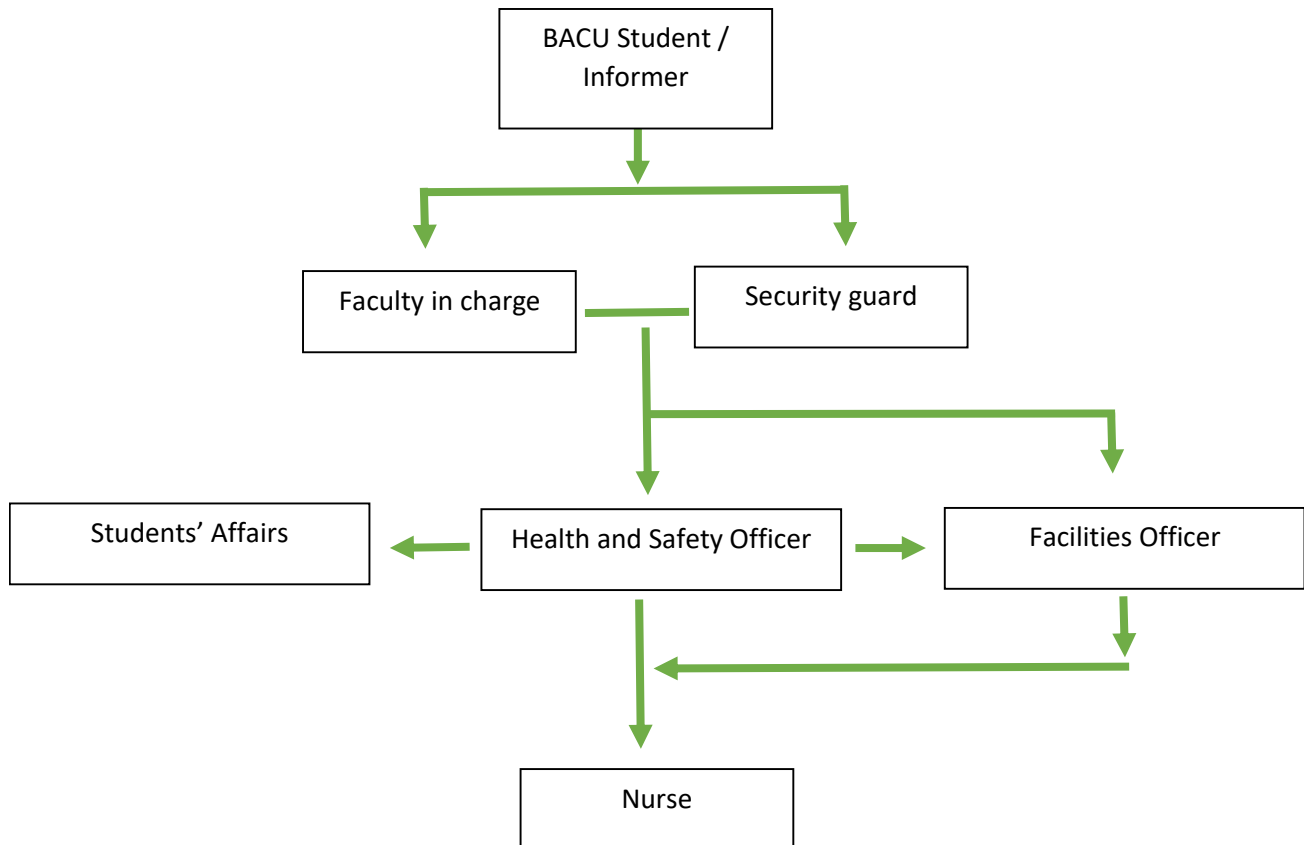


Fig 02: Safety Instructions and Emergency posters in BAC Campus

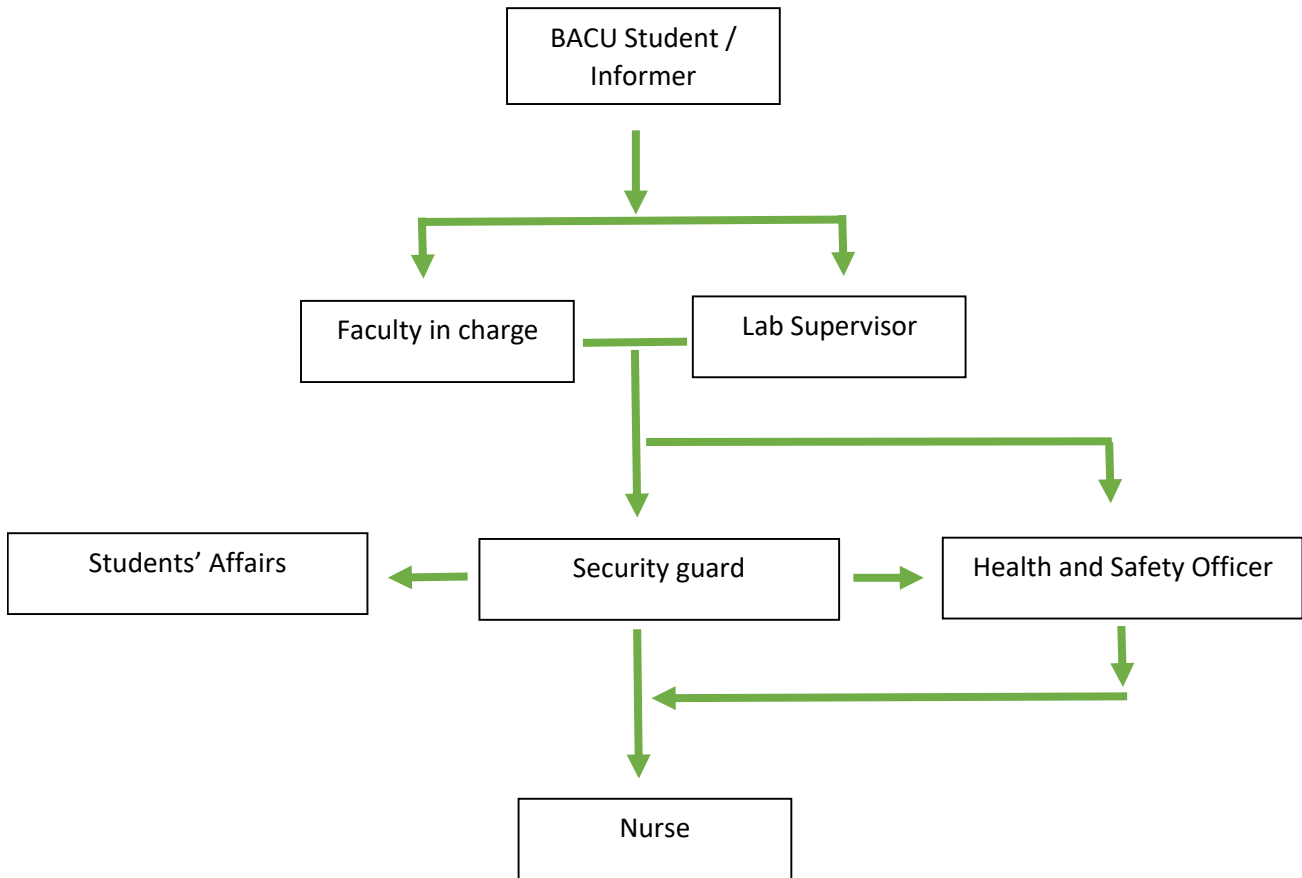
General Incident/ Accident Reporting hierarchy



Note: In any emergency, it is important to inform the relevant person directly. For medical emergencies, contact the Nurse immediately. For all other emergencies, contact the Health and Safety Officer directly, numbers are available on every building corridor.

Additionally, in all cases, including incidents, accidents, property damage, or other emergencies, the Student Affairs Department must be informed.

Laboratory and workshop Incident/ Accident Reporting hierarchy



Note: In any emergency, it is important to inform the relevant person directly. For medical emergencies, contact the Nurse immediately. For all other emergencies, contact the Health and Safety Officer directly, numbers are available on every building corridor.

Additionally, in all cases, including incidents, accidents, property damage, or other emergencies, the Student Affairs Department must be informed.

3.2 Duties and Responsibilities in Case of Transportation Accidents

Students/Passengers

Follow the driver's instructions during and after the accident. Remain calm and move to a safe location if required. Report injuries or observations to emergency responders (call- 999/998) or institutional representatives. Do not interfere with rescue operations or tamper with evidence at the accident site.

Transportation Team/Driver

Stop the vehicle immediately and turn on hazard lights. Ensure the safety of passengers by guiding them to a secure area, away from traffic. Report the accident to the police and the institution's management. Cooperate with authorities by providing accurate details of the incident. Adhere to UAE traffic regulations and avoid tampering with the accident site unless safety demands it.

Students Affairs

Work closely with local police, emergency services, and regulatory bodies during the incident response. Ensure adherence to UAE laws regarding accident reporting and resolution. Provide the necessary documentation and information to authorities. Arrange for alternative transportation for affected passengers. Offer counseling services for students and staff affected by the accident.

Health and Safety Officer

Conduct an initial assessment of the incident to evaluate risks and hazards. Oversee the implementation of emergency procedures, including evacuation or medical aid if required. Ensure compliance with OSHAD and institutional safety policies during the response. Investigate the root cause of the accident and recommend measures to prevent recurrence. Compile a detailed report for institutional records and regulatory compliance.

3.3 Duties and Responsibilities in case of Terrorism, Bomb Threat, Weapons, Firing or Security Threats

Students

Stay alert and report any suspicious activity or items to the faculty, security guard or other authorities. Follow instructions during lockdowns, evacuations, or other emergency procedures. Familiarize themselves with emergency exit routes and safety protocols. Avoid spreading rumors, panicking or misinformation about the threat. Cooperate with faculty, security guards, and emergency personnel during incidents. Do not attempt to confront armed individuals or handle suspicious objects. Follow instructions from faculty, staff, security, or emergency personnel without delay. Avoid panic and remain in designated safe zones until the all-clear is given.

Faculty

Act as leaders during emergencies, guiding students and staff to safety. Follow and enforce the institution's emergency response plan and protocols. Lock classroom doors and windows if instructed to shelter in

place. Maintain calm and reassure students to prevent panic. Take attendance during an evacuation to ensure all students are accounted for. Report any missing or injured students to the appropriate authorities. Report any suspicious activities, individuals, or objects to security personnel immediately. Relay information about missing or injured students to authorities

Security Guard

Identify and assess the threat (e.g., suspicious individuals, unattended items, or activities). Immediately alert higher authorities, such as the Health and Safety Officer, law enforcement (call-999), or emergency response teams. Secure the premises to prevent unauthorized access or evacuation bottlenecks. Implement lockdown or evacuation protocols as instructed. Continuously monitor surveillance systems for unusual activity. Patrol the premises to ensure the safety of all individuals and identify vulnerabilities. Direct students, staff, and faculty to safe zones or designated evacuation areas. Enforce strict adherence to emergency procedures during a threat.

Health and Safety Officer

Develop and maintain a terrorism/security threat response plan in compliance with regulations. Conduct regular risk assessments to identify vulnerabilities in the campus. Organize drills and training sessions for staff, faculty, and students on handling security threats. Serve as the liaison between the institution and local law enforcement or emergency services. Coordinate with the facilities team and security guards to implement safety measures. Oversee the implementation of lockdowns, evacuations, or shelter-in-place protocols. Provide clear communication to all stakeholders during an emergency. Investigate incidents and document findings to improve future responses. Offer post-incident support, including debriefings and counseling.

Student Affairs

Inform students about security threats and the necessary actions to take. Serve as the primary point of contact for student inquiries during emergencies. Provide emotional support and counseling services to affected students. Maintain updated emergency contact information for all students. Work with the Health and Safety Officer and other stakeholders to ensure students' safety during a threat. Assist with evacuation or lockdown procedures, ensuring that students with disabilities or special needs are prioritized.

Nurse

Ensure the availability of fully stocked and easily accessible first aid kits and medical supplies. Conduct first aid and basic life support (BLS) training for staff and students to prepare them for medical emergencies during security threats. Stay updated on advanced first aid and trauma management procedures. Provide first aid to injured individuals during incidents involving terrorism or security threats. Based on the severity of their injuries and prioritize critical care. Coordinate with local medical services, hospitals, and

paramedics to ensure timely evacuation and treatment of the injured. Monitor and provide follow-up care for individuals who sustained injuries or trauma during the incident.

3.4 Duties and Responsibilities During a Stampede

Students and Visitors

Remain calm and adhere to directions provided by security, staff, or emergency personnel. Avoid pushing, running, or creating panic in crowded situations. Alert staff or security if you notice unsafe conditions or overcrowding.

Faculty and Staff

Lead and guide students or attendees to safety in an orderly manner. Encourage calm behavior and assist vulnerable individuals, such as children, elderly, or disabled persons. Follow the institution's stampede management procedures and assist security and health officers. Take attendance of the students. Provide clear and consistent communication to the crowd to avoid panic

Security guards

Monitor crowd behavior and identify signs of panic or overcrowding. Redirect people to alternate exits or safe zones to avoid bottlenecks. Quickly intervene to de-escalate panic and guide people in an orderly manner. Use barriers, hazard warning tape or designated pathways to control the flow of people. Relay critical information to emergency responders, health and safety officers, and management. Notify local authorities and emergency services immediately during a stampede.

Nursing

Provide first aid to injured individuals, focusing on those with breathing difficulties or trauma. Set up triage areas to prioritize medical attention for severely injured individuals. Communicate the severity of injuries to paramedics and hospitals to ensure proper care. Offer reassurance and psychological first aid to those affected.

Health and Safety Officer

Develop and implement crowd management plans for events or emergencies. Conduct regular risk assessments of areas prone to overcrowding. Oversee the evacuation process to ensure it is conducted safely. Coordinate with security and medical personnel to provide immediate assistance. Investigate the incident to determine its cause and recommend measures to prevent future occurrences.

Key Responsibilities

1. Support the development of Health and Safety policies, strategies and programs.
2. Advise and instruct on various safety-related topics.
3. Conduct risk assessment and enforce preventative measures
4. Initiate and organize Health and Safety orientation and periodic training of employees and students addressing safety measures that address safety measures

5. Inspect premises and the work of personnel to identify issues or nonconformity (e.g. not using protective equipment) and test emergency
6. Oversee installations, maintenance, disposal of substances, etc. for Health and Safety
7. Stop any unsafe acts or processes that seem dangerous or unhealthy.
8. Record and investigate incidents to determine causes and handle compensation claims by employees and students.
9. Prepare and display safety warnings, rules, and regulations within the premises, including laboratories, kitchen, washrooms, staircases, lift, and other areas
10. Plan, purchase and ensure enough safety emergency kits and emergency equipment are available.
11. Collect information about the nearby hospitals, clinics, fire stations, and display the details, and develop relationships for emergency services.
12. Arrange training and development for staff and students every year to handle first aid kits and emergency equipment and develop the skill of competence for emergency services.
13. Maintain all forms, formats, and records of Management System in Health, Safety, and Hygiene.
14. Make arrangements for the safe storage, distribution, use, and disposal of any hazardous materials in laboratories, workshops, patient care clinics, or elsewhere.
15. Follow the Management System in Health, Safety, and Hygiene (MSHSH) system procedure and ensure its compliance.

3.5 Faculties and Lab Instructors

- Ensuring Compliance: Implement and enforce all health and safety policies in classrooms and laboratories. Monitor student adherence to safety protocols during activities.
- Training and Awareness: Educate students on safe practices, including proper use of lab equipment and personal protective equipment (PPE). Conduct regular briefings on emergency procedures.
- Incident Reporting: Report any accidents, hazards, or near-misses to the Health and Safety team immediately.
- Maintenance of Safety Standards: Ensure labs are tidy, equipment is functioning correctly, and hazardous materials are safely stored.

3.6 Receptionist / Facilities Staff Team

- First Point of Contact: Act as the primary liaison for visitors and ensure they are briefed on safety measures upon entry.
- Access Control: Maintain visitor logs and monitor access to restricted areas.
- Emergency Support: Communicate emergency procedures to visitors and assist in evacuation during emergencies.
- Reporting: Notify the relevant departments about maintenance issues or potential safety hazards.

3.7 Security Team

- **Campus Surveillance:** Monitor all areas of the campus through patrols and CCTV systems to identify safety risks.
- **Access Management:** Ensure only authorized personnel and students access the campus and its facilities.
- **Emergency Response:** Assist in evacuations, guide individuals to assembly points, and coordinate with emergency services.
- **Incident Documentation:** Record all incidents and provide detailed reports to the Health and Safety team.

3.8 Cleaning Team

- **Maintaining Hygiene:** Ensure all areas, including classrooms, laboratories, and restrooms, are clean and free of hazards.
- **Chemical Safety:** Handle cleaning chemicals according to COSHH (Control of Substances Hazardous to Health) guidelines.
- **Reporting Hazards:** Identify and report any spills, broken equipment, or unsafe conditions immediately.
- **Support During Emergencies:** Assist in clearing pathways and ensuring cleanliness during evacuation processes.

3.9 Health and Safety Team

- **Policy Implementation:** Develop, review, and enforce health and safety policies across the campus.
- **Risk Assessment:** Conduct regular inspections and risk assessments in all areas of the campus.
- **Training and Education:** Organize safety drills, workshops, and training for staff and students.
- **Incident Management:** Investigate accidents, identify root causes, and recommend corrective actions.
- **Regulatory Compliance:** Ensure the institution adheres to UAE health and safety laws and regulations.

Health and Safety Officer role policy:

Key Responsibilities

1. Support the development of Health and Safety policies, strategies and programs.
2. Advise and instruct on various safety-related topics.
3. Conduct risk assessment and enforce preventative measures
4. Initiate and organize Health and Safety orientation and periodic training of employees and students addressing safety measures that address safety measures
5. Inspect premises and the work of personnel to identify issues or nonconformity (e.g. not using protective equipment) and test emergency

6. Oversee installations, maintenance, disposal of substances, etc. for Health and Safety
7. Stop any unsafe acts or processes that seem dangerous or unhealthy.
8. Record and investigate incidents to determine causes and handle compensation claims by employees and students.
9. Prepare and display safety warnings, rules, and regulations within the premises, including laboratories, kitchen, washrooms, staircases, lift, and other areas
10. Plan, purchase and ensure enough safety emergency kits and emergency equipment are available.
11. Collect information about the nearby hospitals, clinics, fire stations, and display the details, and develop relationships for emergency services.
12. Arrange training and development for staff and students every year to handle first aid kits and emergency equipment and develop the skill of competence for emergency services.
13. Maintain all forms, formats, and records of Management System in Health, Safety, and Hygiene.
14. Make arrangements for the safe storage, distribution, use, and disposal of any hazardous materials in laboratories, workshops, patient care clinics, or elsewhere.
15. Follow the Management System in Health, Safety, and Hygiene (MSHS) system procedure and ensure its compliance.

Facility Manager role policy:

1. Ensure the safety, security and maintenance of BACU premises.
2. Ensure fire risk assessment and ensure adequate evacuation procedures are in place including for persons who require assistance during an emergency evacuation and the adequate provision of appropriately trained staff to enact evacuation.
3. Ensure that fire safety equipment are adequately maintained and tested in accordance with statutory requirements.
4. Ensure premises inspections are completed to ensure maintenance and safety issues are monitored and identified for action as appropriate.
5. Provide suitable resources where appropriate.

3.10 Laboratory Technicians and Supervisors

- **Equipment Management:** Maintain and calibrate lab equipment, ensuring it is in safe working condition.
- **Material Safety:** Oversee the storage, use, and disposal of hazardous materials following safety guidelines.
- **Support to Faculty:** Assist instructors during lab sessions to ensure student safety.
- **Emergency Preparedness:** Ensure safety equipment such as eyewash stations and fire extinguishers are functional.

3.11 Administration and IE Team

- Policy Coordination: Work closely with the Health and Safety team to integrate safety policies into operational planning.
- Resource Allocation: Ensure adequate funding and resources for safety initiatives and infrastructure.
- Communication: Disseminate health and safety information through official communication channels, including emails and Moodle.
- Performance Monitoring: Evaluate the effectiveness of safety policies and suggest improvements.

3.12 Board of Trustees

- Strategic Oversight: Provide guidance and approval for the implementation of health and safety policies.
- Resource Approval: Allocate budgets for safety-related initiatives and infrastructure improvements.
- Accountability: Ensure compliance with UAE health and safety regulations at the strategic level.
- Review and Evaluation: Regularly review reports on health and safety performance and recommend strategic improvements.

Section-4 : Planning and Implementation of Safer and Secure Living Environment

4.1 Risk assessment and Risk Matrix.

The British Applied College Umm Al Quwain designed a Risk Factor Overview Matrix by charge profile in order to identify the existing dangers in the institution and perform the respective assessment of the risks. With a view to the adequate completion of the matrix, it is documented and it provides a guide to the actions to be taken to prevent adverse effects on staff and students' health.

The main aim is to minimize the risk to human in the work place by taking suitable prevention or control measures which are reasonably practicable.

1. Risk likelihood is rated between 1-25

- 1-3 is considered extremely unlikely to occur
- 4-6 is considered to have medium possibility :
- 8-12 is considered to more likely to occur
- 15-25 is considered to occur certainly

2. Severity

- Multi-fatality is a disaster resulting in death of many persons.
- Fatality is self-explanatory

- Major injury reportable incident under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) are such as amputation, bones fracture, dislocation, occupations diseases such as asthma, dermatitis, and loss of sight.
- Minor injury is administered by first aid administered. This would include minor cuts, abrasions, bruising, sprains or strains to ligaments, tendons, or muscles.
- Negligible impact refers to an accident where the effect is no real harm to human.
 - 1-3 is Operations, Activities or tasks can be carried out by the current procedures
 - 4-6 is operations, activities or tasks can be maintained along with recommending the provision and implementation of other additional measures or procedures
 - 8-12 is operations activities or tasks can be maintained, however they necessitate providing obligatory additional measures and procedures to control and handle within a specific period of time , while they are continuously monitored until additional measures and procedures are met complete and reevaluated.
 - 15-25 is Operations, activities and task shall not be initiated in the current situation, it must cease immediately until they are reconsidered as well as taking necessary control measures and procedures and carrying on reevaluation for impacts and risks

All agreed actions are categorized as low (GREEN CODE), medium (YELLOW CODE), high (RED CODE) or immediate priority. Low priority is given 6 months to complete while high is given 1 month time period for completing or making satisfactory.

Likelihood (Probability)	Severity (Consequences)				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Very Unlikely (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Probable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

Fig 03: Risk Matrix with Severity and likelihood

Risk Rating	Required Actions
Low (1 – 3)	Operations, activities or tasks can be carried out by the current procedures
Moderate (4 – 6)	Operations, activities or tasks can be maintained along with recommending the provision and implementation of other additional measures or procedures.
High (8 – 12)	Operations, activities or tasks can be maintained; however, they necessitate providing obligatory additional measures and procedures to control and handle within a specific period of time, while they are continuously monitored until additional measures and procedures are met, complete and re-evaluated. Operations, activities or tasks shall immediately cease function, if obligatory additional measures and procedures are not provided or achieved within the specified time agreed to.
Catastrophic (15 – 25)	Operations, activities and tasks shall not be initiated in the current situation. It must cease immediately until they are reconsidered as well as taking necessary control measures and procedures and carrying on re-evaluation for impacts and risks.

Fig 04 : Risk Rating and required actions

3. Risk Assessment

Process of evaluating the risks that arise from dangers, taking into consideration the sufficiency of the existing controls, and to decide if the risks are acceptable or not.

The Health and Safety equipment and protective and other clothing for learners have been planned considering the possible health issues that may occur in the laboratories and workshop where they handle different types of equipment. Emergency equipment is to handle any fire, injury, health issue that has been planned and provided at important locations of need. Accordingly, different set of warnings, and safety rules have been framed for each type of laboratory. The laboratory instructors should ensure that these safety rules are adhered by all those who enter the concerned laboratory. Special type of clothing and protection have been specified as rules. Special type of rules for operation and behavior have also been prepared and should be strictly followed by all.

4.1.1 Emergency kits and Equipment requirements in BAC.

First Aid Kit:

All laboratories and workshops at BAC are equipped with first aid kits to ensure immediate medical assistance in case of minor injuries or accidents. This provision ensures a safe and supportive environment for students and staff.

First Aid Box:

The clinic is equipped with a first aid box to handle any medical emergencies that may occur on campus. It serves as the primary point for medical care and treatment when required.

Burn Kit:

Burn kits are strategically placed in workshops, the thermal laboratory, the energy lab, and the kitchen. These areas are more prone to heat-related incidents, and the burn kits are provided to offer prompt care in case of burns or related injuries.

Oxygen Cylinder:

An oxygen cylinder is planned to be available in the clinic as part of future developments. This will ensure readiness to handle respiratory emergencies or critical situations requiring oxygen support.

Fire Extinguisher - Powder:

Powder-based fire extinguishers are installed in laboratories, kitchens, and corridors to handle fire incidents involving solid, liquid, or gaseous fuels. These extinguishers provide essential fire protection in high-risk areas.

Fire Extinguisher - CO2:

CO2 fire extinguishers are placed in laboratories, corridors, and kitchens. These extinguishers are ideal for electrical fires and help safeguard areas with equipment and appliances.

Emergency Lighting:

Emergency lighting is installed in classrooms, corridors, laboratories, and offices to ensure visibility and safety during power outages or emergencies. This helps facilitate smooth evacuations and reduces risks during unexpected situations.

4.2 First Aid Training and planning

First aid training will be provided for instructors and learners to use first aid kit, and emergency equipment once in a year. A matrix of competence of trained personnel will be made available to all in the campus by displays in laboratories and corridor. The contact details of nearby hospitals, clinics, and fire station in UAQ will also be made available for emergency. This helps to manage emergency situations where the right person is called to attend and save any person victim to accident.

4.3 Health and Safety Officer planning in overall safety

A staff is identified suitably and designated as Health and Safety Officer in the college campus. He is responsible for implementing health and safety policies. The responsibilities include

Key Responsibilities

1. Support the development of Health and Safety policies, strategies and programs.

2. Advise and instruct on various safety-related topics.
3. Conduct risk assessment and enforce preventative measures
4. Initiate and organize Health and Safety orientation and periodic training of employees and students addressing safety measures that address safety measures
5. Inspect premises and the work of personnel to identify issues or nonconformity (e.g. not using protective equipment) and test emergency
6. Oversee installations, maintenance, disposal of substances, etc. for Health and Safety
7. Stop any unsafe acts or processes that seem dangerous or unhealthy.
8. Record and investigate incidents to determine causes and handle compensation claims by employees and students.
9. Prepare and display safety warnings, rules, and regulations within the premises, including laboratories, kitchen, washrooms, staircases, lift, and other areas
10. Plan, purchase and ensure enough safety emergency kits and emergency equipment are available.
11. Collect information about the nearby hospitals, clinics, fire stations, and display the details, and develop relationships for emergency services.
12. Arrange training and development for staff and students every year to handle first aid kits and emergency equipment and develop the skill of competence for emergency services.
13. Maintain all forms, formats, and records of Management System in Health, Safety, and Hygiene.
14. Make arrangements for the safe storage, distribution, use, and disposal of any hazardous materials in laboratories, workshops, patient care clinics, or elsewhere.
15. Follow the Management System in Health, Safety, and Hygiene (MSHS) system procedure and ensure its compliance.

4.4 Planning In case of Fire or disaster Emergencies

Detect the fire: Recognize the signs of a fire (smoke, flames, fire alarm activation).

Activate the fire alarm: If the fire alarm hasn't been activated, manually activate the nearest fire alarm pull station.

Call emergency services: Dial the campus emergency number or local fire department (e.g., 997) immediately.

Evacuation Process: Cease all activities and calmly Use the nearest and safest exit route as indicated by fire evacuation plan available in each classrooms and corridor exit doors.

Assembly at Designated Areas: Proceed to the pre-designated assembly points away from the building. Take headcount and Report any missing persons.

Do Not Re-enter the Building: Remain at the assembly points until security or emergency services give the all-clear to re-enter the building.

Students: Follow instructions: Listen to faculty and staff instructions during evacuation. Move quickly and calmly: Evacuate the building swiftly but do not run. Inform faculty at the assembly point if you notice someone missing or in distress.

Faculty: Guide students: Lead students to the nearest exit in an orderly manner. Take a roll call at the assembly point and report any missing students to security/health and safety officer. Help students who require special assistance.

Staff: Ensure personal safety and assist in the evacuation. Follow the nearest exit route and guide visitors if necessary. Account for colleagues and report any missing persons to security/health and safety officer.

Security Guard: Ensure the safety and security of the evacuation process. Confirm that fire alarms are activated and functioning. Guide people to safe exits and assembly points. Ensure to inform and assist all people are evacuated from the entire building safely (Checking washroom and classroom, office, etc.) Coordinate with emergency services and provide information and assist firefighters upon their arrival. Secure the area to ensure no one re-enters the building until it is declared safe.

Nurse: Provide medical assistance during the evacuation and must be available in the assembly point Offer first aid and medical care to anyone injured during the evacuation. Ensure emergency medical kits are accessible and ready. Communicate with emergency responders: Relay medical information to paramedics and emergency services.

Health and Safety Officer: Oversee the evacuation procedure and ensure compliance with safety regulations. Record details of the evacuation, including any issues or injuries. report any missing persons to the rescue team and civil defense.

Student Affairs Department: Offer support and guidance to students at the assembly points. Communicate with students to keep students informed about the situation and when it is safe to re-enter the building. Offer counseling and support to students affected by the incident and informing the parents or guardians.

General Fire Safety Tips and Responsibilities:

- Do not attempt to extinguish large fires unless trained.
- Stop, drop, and roll if clothing catches fire; never run.
- Check doors for heat before opening in a burning building.
- Prioritize safety, avoid panic, and maintain records of incidents.
- Familiarize with evacuation routes and the sound of the fire alarm.
- Familiarize the emergency evacuation plan available in each rooms and corridors.
- Clearly delineate staff responsibilities during emergencies.
- Staff should know the locations of fire safety equipment and assembly points.

- Fire Safety Mock-Drill The College conducts mock drills biannually to assess emergency preparedness and improve response effectiveness, ensuring the safety of all individuals and property.

4.5 Safety Signage implementation in BAC Campus

To ensure the safety and well-being of everyone on campus, BAC prominently displays safety signage across its premises. These signs provide clear instructions, warnings, and guidance to staff, students, and visitors. Below is a detailed overview of safety signage types on the BAC campus. These signs are critical to maintaining a safe, informed, and prepared campus environment for everyone at BAC.



Fig 05: No Smoking Zone Sign boards inside the BAC Campus



Fig 06: Environmental, health and cyber safety Signage in Computer Labs of BAC

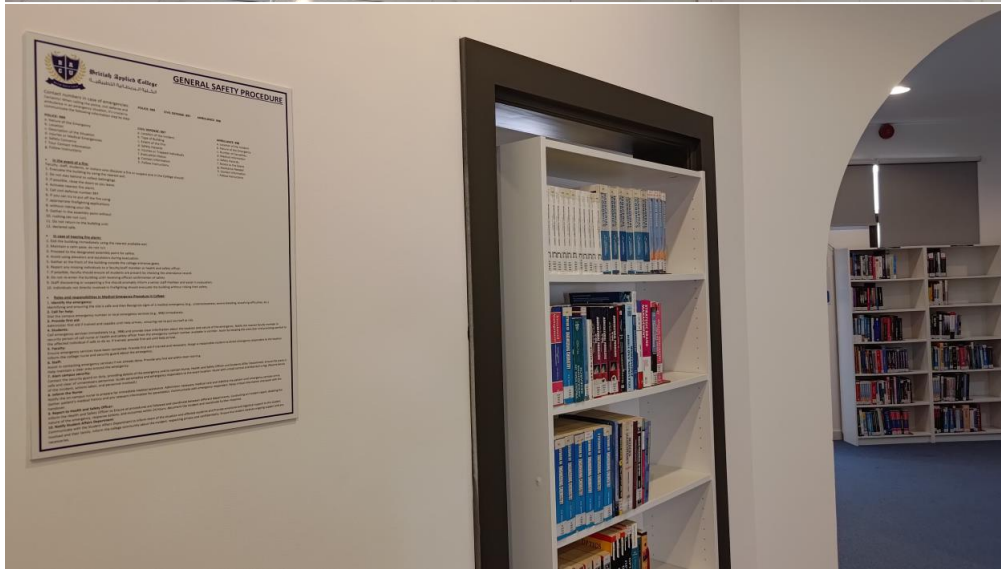


Fig 07 : Safety Guidelines in BAC Library



Fig 08 : Lab Safety Signs use in BAC

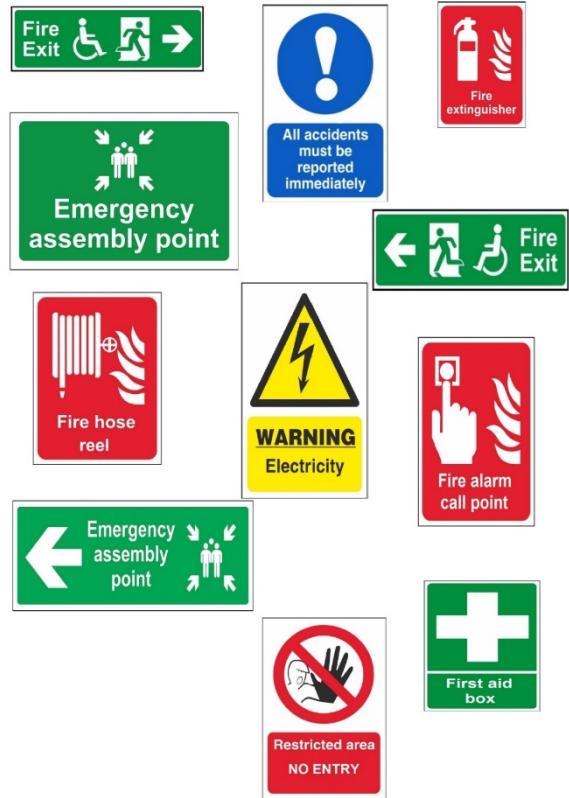


Fig 09 : Emergency safety Signs use in BAC

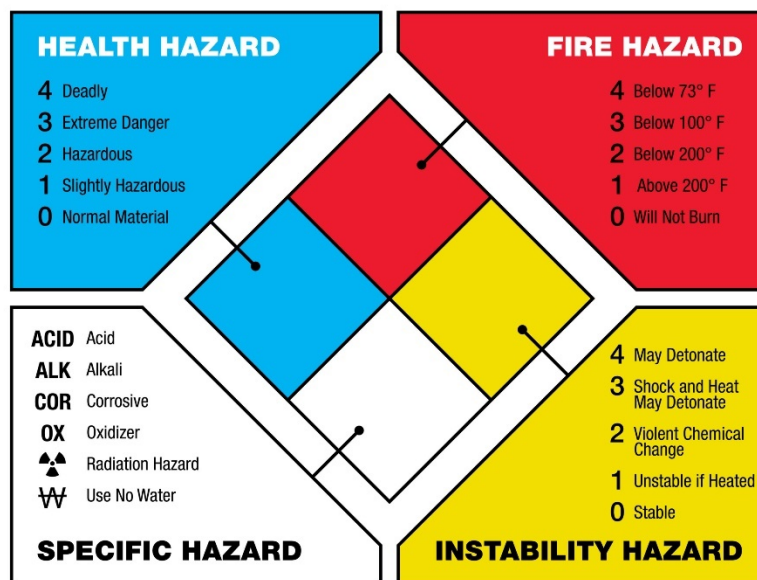
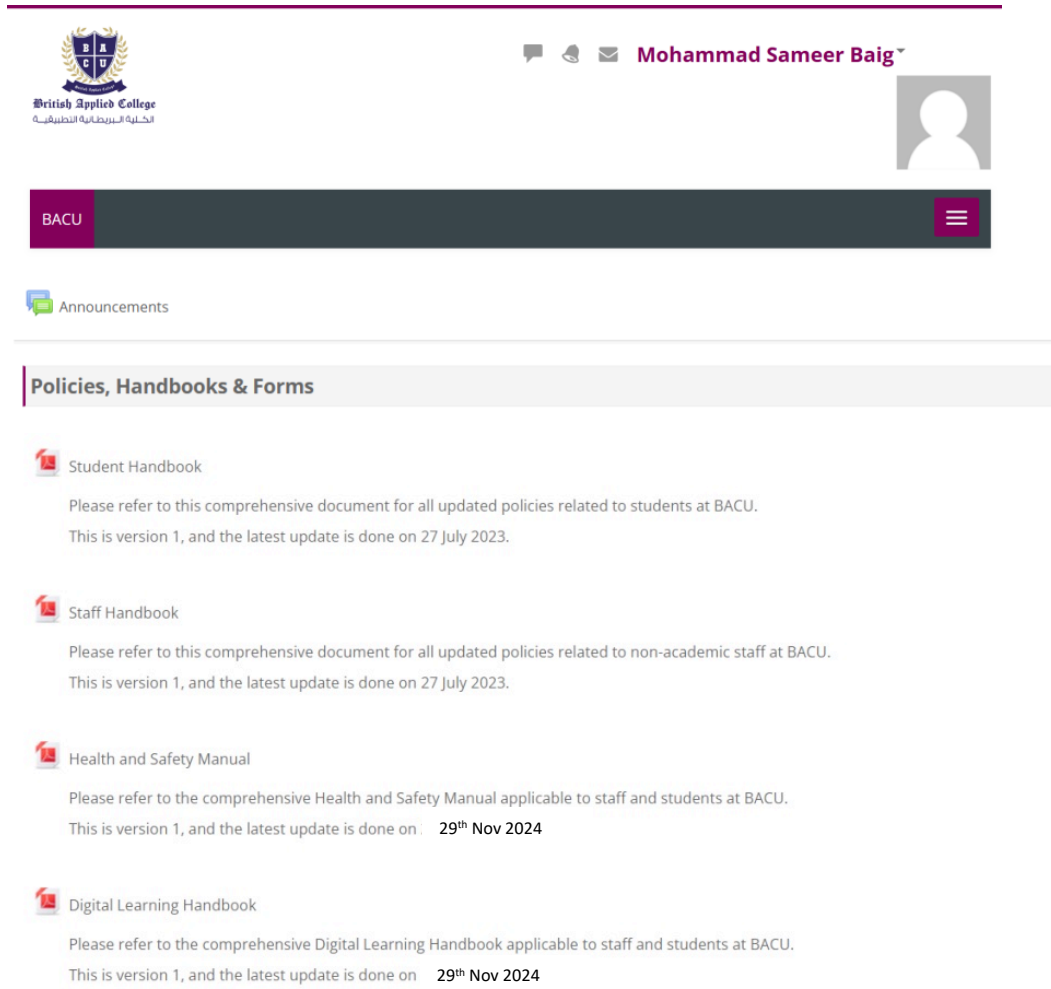


Fig 10 : Color Code

4.6 Safety Manual in Moodle, Library, and Website

To ensure the accessibility of the BAC Safety Manual for all stakeholders, including students, faculty, staff, and visitors, the institution has made the manual available through multiple platforms. These measures promote awareness, preparedness, and compliance with safety standards across the campus. These initiatives ensure that all stakeholders are well-informed about BAC's safety policies, procedures, and emergency protocols, fostering a culture of safety and accountability throughout the campus community.



The screenshot shows the Moodle LMS interface for British Applied College. At the top, there is a navigation bar with the BACU logo, the user name 'Mohammad Sameer Baig', and a profile picture. Below the navigation bar, there is a section titled 'Policies, Handbooks & Forms'. Under this section, there are four items listed:

- Student Handbook**: Please refer to this comprehensive document for all updated policies related to students at BACU. This is version 1, and the latest update is done on 27 July 2023.
- Staff Handbook**: Please refer to this comprehensive document for all updated policies related to non-academic staff at BACU. This is version 1, and the latest update is done on 27 July 2023.
- Health and Safety Manual**: Please refer to the comprehensive Health and Safety Manual applicable to staff and students at BACU. This is version 1, and the latest update is done on: 29th Nov 2024
- Digital Learning Handbook**: Please refer to the comprehensive Digital Learning Handbook applicable to staff and students at BACU. This is version 1, and the latest update is done on: 29th Nov 2024

Fig 11: Health and Safety Manual in BAC Moodle LMS platform

4.7 BAC Medical Facilities and Health Service implementation

4.7.1 Basic First Aid and CPR procedures

➤ Assessment of the Situation

Before providing First Aid, it's crucial to assess the situation. Ensure your safety first, then check the casualty and the surroundings. Identify any potential dangers, the number of casualties, and the nature of the injuries or illness.

➤ Basic Life Support (CPR)



Two hands centered on the chest

Shoulders directly over hands; elbows locked

At least 2 inch
100-120 compression per minute

Fig 12 : Steps to perform CPR

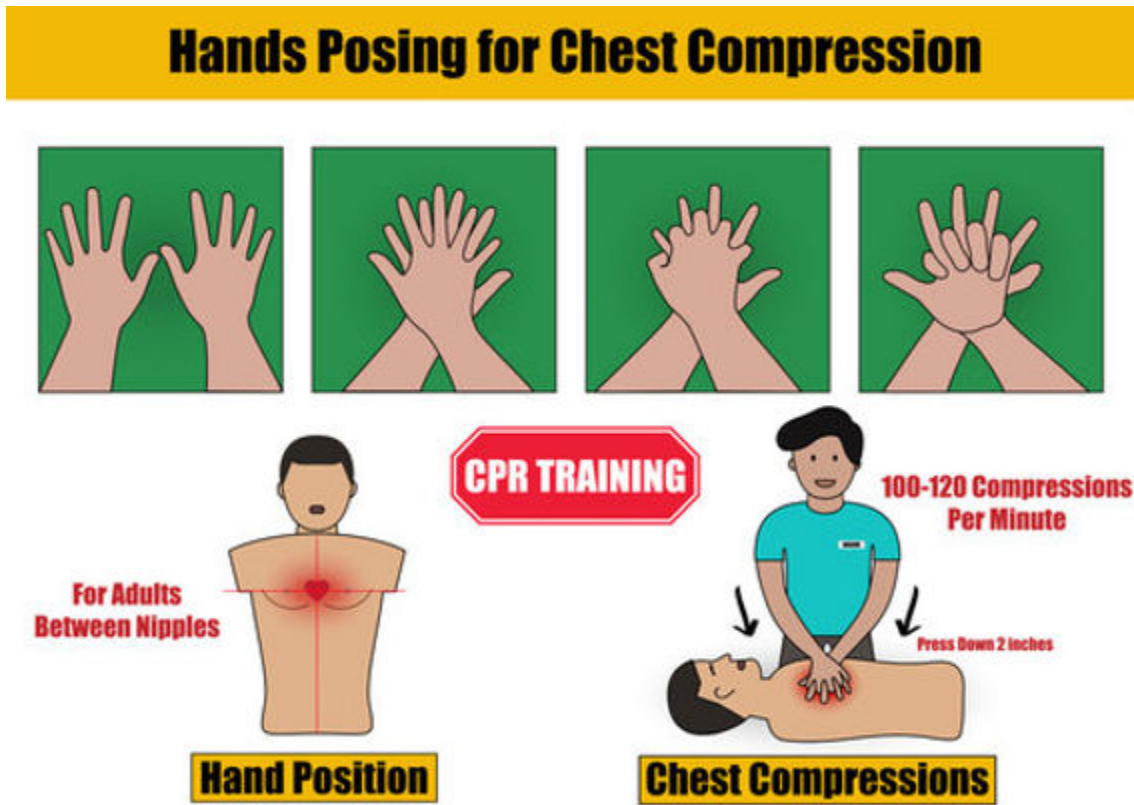


Fig 13: Hand Position and check compression point

Cardiopulmonary resuscitation (CPR) is a life-saving technique used in emergencies when someone’s breathing or heartbeat has stopped.

- Check the scene for safety, form an initial impression and use personal protective equipment (PPE).
- If the person appears unresponsive, check for responsiveness, breathing, life-threatening bleeding or other life-threatening conditions using shout-tap-shout.
- If the person does not respond and is not breathing or only gasping, call 988 and get equipment, or tell someone to do so.

- Kneel beside the person. Place the person on their back on a firm, flat surface.
- Give at least 30 sets of chest compressions:
 - Hand position: Two hands centered on the chest
 - Body position: Shoulders directly over hands; elbows locked
 - Depth: At least 2 inches
 - Rate: 100 to 120 per minute
 - Allow chest to return to normal position after each compression
- Give 2 breaths:
 - Open the airway to a past-neutral position using the head-tilt/chin-lift technique
 - Pinch the nose shut, take a normal breath, and make a complete seal over the person's mouth with your mouth.
 - Ensure each breath lasts about 1 second and makes the chest rise; allow air to exit before giving the next breath
- Continue giving sets of 30 chest compressions and 2 breaths. Use an AED as soon as one is available! Minimize interruptions to chest compressions to less than 10 seconds.

Remember, this is a basic guide and the actual CPR procedures may vary depending on the situation and the casualty's condition. Always get proper CPR training and when in doubt, seek professional medical help. Safety first!

4.8 Safe and Secure Living Environment for Male/Female/People of Determination

BAC is committed to providing a safe, secure, and inclusive environment for all its stakeholders, ensuring that all students, faculty, and staff, including females and people of determination (persons with disabilities), feel supported and protected.

4.8.1 Provisions for People of Determination

Barrier-Free Access: Ramps, elevators, and widened doorways are installed to ensure mobility within all campus facilities and accommodations.

Customized Rooms: Living quarters designed to accommodate wheelchairs, with accessible bathrooms and adjustable fixtures.

Support Services: Dedicated staff trained to assist individuals with disabilities. Emergency evacuation plans tailored to meet the needs of people of determination, including rescue areas where wheel chair is designated or available

Evaluation Services: Emergency evacuation plans (as given below the step by step procedure) are customized to meet the specific needs of individuals with disabilities. These include designated rescue areas equipped with essential supplies and communication devices for individuals awaiting assistance.

All staff and emergency response teams receive regular training on assisting individuals with disabilities during emergencies.

Step-by-Step Emergency Evacuation Procedure for People of Determination

1. Notification and Identification:

- Ensure that emergency alarms are both audible and visual (e.g., flashing lights) to alert individuals with hearing impairments.
- Emergency response teams identify the locations of people of determination using the campus records and emergency checklists.

2. Assigning Support Personnel:

- Each person of determination is assigned a trained staff member or volunteer responder responsible for their evacuation.

3. Mobility Assistance:

- **For Wheelchair Users:** Evacuation chairs or ramps are utilized for safe transit, avoiding stairs unless absolutely necessary.
- **For Individuals with Visual Impairments:** They are guided using verbal instructions and physical support when required.
- **For Individuals with Cognitive or Emotional Disabilities:** Clear and calm instructions are provided to avoid confusion or panic.

4. Use of Designated Rescue Areas:

- In cases where immediate evacuation is not possible (e.g., blocked exits), people of determination are escorted to designated rescue areas equipped with emergency supplies and communication systems.

5. Continuous Communication:

- Support personnel maintain communication with the individual to ensure they remain calm and informed about the evacuation process.
- Updates are relayed to the emergency operations team regarding the individual's status and location.

6. Post-Evacuation Assistance:

- Once safely evacuated, people of determination are directed to accessible assembly points with necessary provisions (e.g., seating, water, and medical assistance).

Facilities and Physical Resources for Special Needs

At BAC, we are committed to creating an inclusive environment where students, staff, and visitors with special needs can thrive. The following arrangements have been made to support students with various physical, sensory, and learning impairments, ensuring equal access to educational resources, activities, and services.

Accessible Campus Design:

- **Ramps and Elevators:** Ramps are installed at all major entry points and throughout the campus to ensure wheelchair access.
- **Wide Doorways:** All campus doors are wide enough to accommodate wheelchairs and mobility aids. Automatic door openers are provided in key areas for ease of access.
- **Accessible Restrooms:** Disability-friendly restrooms are strategically located around the campus, designed to be fully accessible and equipped with necessary facilities.

Parking for special need students

- **Designated Parking Spaces:** Accessible parking spaces are available close to the main entrance and other key areas of the campus for the convenience of students and staff with special needs.

Classroom and Learning Environment

- **Adaptive Furniture:** Classrooms are equipped with adjustable desks and chairs to ensure comfort and accessibility for students with physical disabilities.
- **Assistive Technology:** BAC provides assistive technologies, including screen readers, voice recognition software, and other tools for students with visual, hearing, or learning impairments.
- **Visual Aids:** Large-print materials and presentations are made available for students with visual impairments. Additionally, classroom settings are designed to accommodate students with hearing impairments, with visual cues like large screens and written instructions.
- **Specialized Learning Resources:** BAC provides access to specialized learning materials for students with learning disabilities, including recorded lectures, audiobooks, and digital textbooks that can be customized to individual needs.

4.8.3 Specific Facilities for Female Residents

Dedicated Areas: Exclusive dormitories and study spaces are allocated for female students to ensure privacy and comfort.

Social and Recreational Spaces: Female-only lounges, prayer rooms, and recreational facilities are provided.

Cultural Sensitivity: Policies are in place to respect cultural practices, including dress codes and visitation rules.

Separate Prayer Rooms for female and Males : BAC provides separate prayer rooms for males and females in the campus.

4.9 Activities by Phases of Emergency Management

This manual outlines the actions to be conducted during all four phases of emergency management at British Applied College (BAC). Each phase aims to reduce risks, ensure preparedness, and respond effectively to emergencies in alignment with UAE regulations.

Stage-1 Mitigation/Prevention

BAC integrates mitigation and prevention activities into its emergency management program to reduce risks and potential hazards. These activities aim to eliminate vulnerabilities, reduce the likelihood of emergencies, or lessen the impact of unavoidable hazards. Mitigation strategies include:

- Regular assessment and identification of campus hazards.
- Implementation of safety measures to minimize risks in laboratories, workshops, and residential areas.
- Updating infrastructure to ensure compliance with UAE safety standards, such as fire-proof storages and improved MEP systems.
- Coordination with local authorities to adopt best practices in safety and disaster prevention.

Stage-2 Preparedness

Preparedness ensures that BAC develops the capabilities necessary to respond effectively to emergencies. These activities include:

- Procuring and maintaining emergency equipment, such as fire extinguishers, first aid kits, and emergency alarms.
- Establishing clear emergency response plans and procedures accessible through Moodle, the library, and BAC's website.
- Conducting periodic drills, including fire evacuation exercises, and involving local emergency responders in training sessions.
- Providing orientation and periodic safety training for all staff, students, and visitors.
- Reviewing and updating emergency plans and procedures based on lessons learned from drills, exercises, and actual incidents.
- In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

Stage-3. Response

BAC's emergency response operations aim to address emergencies efficiently to minimize harm to individuals and property. These actions include:

- Activating warning systems and ensuring rapid communication of emergencies to all stakeholders.
- Providing immediate first aid and basic life-saving measures where needed.
- Implementing fire suppression and to protect lives and property.

- Coordinating with local law enforcement and emergency services for effective handling of incidents.
- Offering shelter and mass care services to affected individuals, if required.

Stage-4 Recovery

BAC is committed to a robust recovery process to restore normalcy as quickly as possible after a disaster. Recovery efforts focus on both short-term and long-term solutions, including:

- Restoring critical services such as electricity, water, and internet access.
- Providing temporary relocation of classes to ensure minimal academic disruption.
- Assisting staff, students, and families through disaster mental health services and support.
- Conducting debris removal and repairing damaged facilities to meet operational needs.
- Implementing lessons learned from the emergency to improve future preparedness and response measures.
- These comprehensive activities ensure that BAC provides a safe, resilient, and well-prepared environment for its community, fully aligned with UAE safety and emergency management standards.



➤ Fig 14: UAE Civil Defense Safety Evaluation Drill at BAC

Chapter -B Occupational, Environmental , Health and Safety Procedures

Section-5 : Guidelines governing access to health service

5.1 General introduction

British Applied College (BAC) is committed to maintaining a safe and healthy environment for all its students, staff, and visitors, in line with UAE health and safety regulations. The following policies and procedures ensure that BAC follows best practices in safeguarding the welfare of its campus community.

BAC adopts a Health and Safety (H&S) on-site policy that adheres to UAE laws and regulations, ensuring the safety of all members within the campus environment. The key objectives of this policy include:

- Staff and Learners' Safety: Ensuring that all individuals are safe at all times while on the BAC premises.
- Equipment Maintenance: All equipment must be in working order and pose no threat of injury or health risks to students and staff.
- Emergency and : Staff and learners are fully aware of emergency , and drills are conducted regularly to ensure preparedness.
- Accessibility for Disabled Students: BAC ensures suitable access for students with disabilities, providing ramps and designated areas for ease of movement.
- Special Work Clothing: Appropriate protective clothing is worn and maintained when working in areas like laboratories or operating machinery.
- Work Environment: All areas of work are well-lit, clean, and free from hazardous substances or dirt.
- Fire Safety: All work areas are equipped with fire extinguishers, which are regularly tested and display a valid certificate.
- Accident Reporting and Remedial Action: All accidents are recorded, and corrective measures are taken to prevent recurrence.
- First Aid Kits: BAC maintains and regularly checks first aid kits for both staff and students.
- Hazardous Materials: Chemicals and hazardous materials are stored safely, with proper labeling and safety measures in place.



Fig 15 : Safety Instructions and Emergency posters in BAC Campus

5.3 Personal Safety Concerns Policy

Purpose

The purpose of this policy is to ensure that all students have access to a secure and confidential process for reporting and resolving personal safety concerns. This policy aims to foster a safe and inclusive environment while outlining the steps for investigation, the roles of stakeholders, and the College's responsibilities.

Scope

This policy applies to all enrolled students at BACU and addresses personal safety concerns such as harassment, threats, unsafe conditions, and emergencies that impact a student's well-being.

Policy Statement

Students have the right to report personal safety concerns in a secure and confidential manner. This policy provides a structured process for reporting, investigating, and resolving these concerns effectively while maintaining confidentiality and fairness throughout the procedure.

Procedure

Complaint Submission

A personal safety concern is submitted to the Health and Safety Officer or the Disciplinary and Grievance Committee (DGC) via:

Email: Send a detailed report to the Health & Safety Officer at hs@bacu.ae.

Submit a completed Student Special Request Form, available on the BAC website or in person at the Student Affairs Office.

In-Person: Submit a written complaint at the Student Affairs Office.

The Health & Safety Officer and Student Affairs Office keep the information confidential and communicate only to the concerned Directors (Academic, and Administration & Operations).

The complaint must include a detailed description of the issue and supporting documentation, if applicable.

Role of the Disciplinary and Grievance Committee (DGC)

The DGC is responsible for overseeing the investigation and resolution of complaints, ensuring compliance with institutional policies and promoting fairness and neutrality in resolving disputes.

The committee comprises the DGC Chairperson (who leads the investigation process), faculty or staff members appointed for impartiality, and a student representative for cases involving academic or student concerns.

All decisions are made collectively by the committee based on evidence and policy guidelines. Recommendations are approved by the Executive Dean.

Initial Review

The DGC Chairperson or Health and Safety Officer reviews the concern to determine if it falls within the committee's scope and assesses the complexity and urgency of the matter.

Valid concerns are formally acknowledged within 48 hours, and the investigation process begins.

Assigning Investigators

An investigation team is appointed, which may consist of the Health and Safety Officer, SAO, the DGC Chairperson (if escalated to the DGC), and additional committee members as needed for specialized expertise.

Fact-Finding Process

Evidence is collected by gathering written statements from all involved parties, including the complainant, respondent, and witnesses.

Relevant documents, emails, or institutional policies are reviewed.

Physical or digital evidence related to the concern is obtained.

Confidential interviews are arranged with relevant stakeholders to ensure neutrality, transparency, and respect during the questioning process.

Analysis of Findings

The investigation team evaluates all evidence to validate the concern and identify potential breaches of policies, regulations, or ethical guidelines.

A comprehensive report is prepared, summarizing findings, conclusions, and recommended actions.

Resolution Recommendation

Based on the findings, the DGC or investigation team proposes corrective actions such as policy adjustments, disciplinary actions against individuals involved, or mediation and counseling services for affected parties.

Recommendations are submitted to the DGC Chair for approval of any disciplinary measures.

Communication of Outcome

Both the complainant and respondent are informed of the investigation outcome, including any actions taken, while maintaining strict confidentiality in all communications.

Follow-Up

The Health and Safety Officer and the SAO monitors the implementation of corrective actions.

Follow-up meetings with the complainant ensure the resolution's effectiveness and their continued safety.

Additional resources, such as counseling services, are provided if needed.

Emergency Escalation

If an immediate threat exists, the SAO or Health and Safety Officer or DGC will contact local law enforcement or emergency services.

The Directors, Executive Dean and other relevant authorities will be notified for coordinated action.

Documentation

All findings, actions, and resolutions are securely recorded in the grievance file.

Records are retained for a minimum of five years for institutional learning and compliance.

This integrated policy ensures that personal safety concerns are addressed systematically and effectively, leveraging the roles and responsibilities of the Disciplinary and Grievance Committee (DGC), SAO and the Health and Safety Officer.

5.4 Occupational Health and Safety Policy

Purpose

The purpose of this policy is to ensure health and safety of all its stakeholders within the College premises.

Scope

This policy applies to British Applied College community which includes faculty, staff, students, guests and visitors.

Policy Statement

In accordance with the United Arab Emirates Laws and Regulations regarding health and safety, the College provides safe and healthy environment for the BACU community which includes faculty, staff, students, guests and visitors. The College will comply with all required legislation relating to health and safety. This Policy provides staff and learners guidance regarding their responsibilities to ensure a safe place to learn and work.

Procedures

The BACU ensures that this Health and Safety Policy is implemented on a day-to-day basis and that sufficient resources are made available to achieve this. In accordance to this policy, BACU is committed to:

- Providing a safe and healthy working and learning environment at the college
- Preventing accidents and work-related ill health
- Assessing and controlling risks from academic and non-academic activities
- Ensuring safe working methods and providing safe equipment and tools
- Providing effective information, instruction and training to learners, staff and faculty
- Monitoring and reviewing systems to make sure they are effective
- Promoting a positive health and safety culture through communication and consultation with employees, students and their representatives on health and safety matters
- Ensuring adequate welfare facilities exist at the college
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Reporting any hazardous or unsafe condition identified to concerned person in the office/building
- Investigating any accidents occurred at work and appropriate reports are made for the purpose of minimizing any recurrence

This policy Statement aims to ensure the safety, health, and well-being of students residing in accommodation facilities, in compliance with UAE laws and regulations, including the Abu Dhabi Occupational Safety and Health System Framework (OSHAD), Fire Safety and Umm Al Quwain Civil Defense regulations, and ACTVET standards.

Annual Audits and Reviews

1. Health and Safety Audits: The Health and Safety Officer will conduct comprehensive annual audits of all College facilities to evaluate safety protocols, infrastructure, emergency preparedness, and compliance.

Findings will be documented in an audit report and submitted to the College Management for review and necessary action.

2. Policy Review: The Health and Safety Policy will undergo an annual review to ensure alignment with updated UAE regulations, Ministry of Education standards, and College-specific needs.

Any amendments to the policy will be communicated to all faculty, staff, students, and stakeholders promptly.

Compliance Monitoring

1. Incident Tracking: All incidents, near-misses, and hazards will be logged in an Incident Report Register maintained by the Health and Safety Officer.

Reports will include details such as date, time, location, nature of the incident, and actions taken for resolution.

2. Reporting Mechanism: Staff, students, and visitors are required to promptly report any health and safety concerns or incidents to designated personnel using the Emergency Response contact details provided throughout the College premises.

3. Evaluation of Safety Drills: Regular safety and evacuation drills will be conducted to ensure preparedness. Reports will be compiled to evaluate the efficiency of drills, identifying strengths and areas requiring improvement.

Table 02: Risk activities and its consequences

Sl. no	Risks / Activities	Risks Consequences
1.	Emission of gases, fumes and dust from photocopiers, coatings, furniture, carpets, solvents and chemicals used	Irritation, allergy and fatigue, etc.
2.	Exposure to photocopiers radiations.	Loss of attention and fatigue, etc.
3.	Exposure to heat and dust during vehicle operation and in outdoor workplaces (Open).	Heat stress, exhaustion, convulsions due to heat, sunstroke, irritation, allergy, fatigue and respiratory diseases, etc.
4.	Exposure to the harmful aerial emissions (CO, CO ₂ , NO _x) resulting from cars and buses.	Irritations, allergy, headache, fatigue and respiratory diseases, etc.
5.	Exposure to noise.	Hypoacusis or Loss of Hearing, etc.

6.	Exposure to Biological risks (viruses, Bacteria and fungi) in clinics, canteens, cafeterias, food manufacturing and delivery services, WCs and cleaning services).	Diseases related to hygiene and occupational Health, etc.
7.	Exposure to Chemical cleaning materials.	Irritation, allergy, etc.
8.	Using electric appliances in work.	Electric shocks and fires, etc.
9.	Bad cleaning and tidying.	Fires, slipping, tripping, falling and injuries, etc.
10.	Handover and manual work	Back injuries, etc.
11.	Risk associated with workplace including wrong sitting positions, body positions and places of monitors.	Muscular and skeletal disorders lower back pains, eye problems, poor sight due to exhaustion and eye exhaustion, etc.
12.	Using stationary appliances that include electric equipment and sharp objects.	Wounds, burns, electric shocks, etc.
13.	Walk and work surfaces.	Slipping, tripping, falling and injuries, etc.
14.	Vehicle accidents	Injuries, fracture, wounds, cut etc.

5.5 Contractors Working Inside the Campus

Policy Purpose

This policy outlines the guidelines and procedures for contractors working on campus to ensure compliance with safety regulations, minimize risks, and maintain a safe environment for all students, staff, and visitors.

Scope

The policy applies to all contractors and subcontractors engaged in activities on campus, including maintenance, construction, repair, or any other task that involves high-risk operations or the use of hazardous materials.

Policy Statement

All contractors must adhere to UAE labor and safety regulations, including the use of appropriate Personal Protective Equipment (PPE) at all times. Contractors must inform the Facilities Officer, Health and Safety Officer, and ICT Officer regarding their work scope and obtain permission for any electrical, manual, or high-risk tasks. Work must not commence without formal approval from the relevant departments.

The contracting company is fully responsible for the safety of its workers, materials, and equipment. The college will not be held liable for any accidents, mishaps, loss, or damage to goods or equipment related to contracted

work. Contractors must implement safe working practices and ensure their activities do not endanger others on campus.

Procedure Steps

1. Pre-Work Requirements

➤ Notification and Approvals:

- Contractors must notify the Facilities Officer, Health and Safety Officer, and ICT Officer about the scope, duration, and nature of their work.
- Tasks involving electrical work, manual labor, high-risk activities, or hazardous materials must receive formal approval before commencement.
- Risk Assessments and Method Statements (RAMS) must be submitted for review before starting the work.

➤ Compliance with Regulations:

- All work must comply with UAE Occupational Health and Safety (OHS) standards and Environmental Health and Safety Management Systems (EHSMS).
- Contractors must maintain valid licenses, permits, and insurance coverage as required by relevant regulations.

➤ Site Induction:

- Contractors and their workers must attend a site safety induction session. This session will cover campus-specific safety policies, emergency procedures, and evacuation plans.

2. On-Site Responsibilities

➤ Noise Control:

- Contractors must minimize noise by using low-noise machinery.
- Noisy activities (e.g., drilling, grinding) must be scheduled during non-peak hours or approved by the Facilities Officer.
- Contractors must monitor noise levels to avoid disruption to campus activities or examinations.

➤ Debris Management:

- Contractors must remove debris daily and safely dispose of it in designated containers.
- Barriers, warning signs, or hazard tapes must demarcate areas with debris or dust.
- Pathways, fire exits, and emergency equipment must remain unobstructed at all times.

➤ Site Safety:

- Work areas must be cordoned off with clear signage and safety barriers.
- Safety precautions must be implemented for activities such as working at heights or handling hazardous chemicals.
- Tools and materials must be securely stored to prevent hazards or unauthorized use.

➤ **Personal Protective Equipment (PPE):**

- Contractors must ensure workers wear appropriate PPE, including:
 - Safety helmets
 - High-visibility vests
 - Safety boots
 - Safety gloves, goggles, and respiratory masks as needed.
- Contractors are responsible for ensuring PPE compliance at all times.

➤ **Hazard and Incident Reporting:**

- Any hazardous conditions must be reported immediately to the Health and Safety Officer.
- Accidents, injuries, near misses, or property damage must be reported promptly with an incident report.

➤ **Supervision and Accountability:**

- Contractors must supervise their workers and enforce adherence to campus safety policies.
- The contracting company is fully accountable for the safety of its workers, tools, and equipment.

3. Post-Work Requirements

➤ **Site Restoration:**

- Upon work completion, contractors must restore the site to its original condition or as specified in the agreement.
- All tools, debris, and equipment must be removed from campus premises.

➤ **Final Inspection:**

- A joint inspection with the Facilities Officer or Health and Safety Officer must verify that work was completed safely and satisfactorily.
- Any unresolved safety concerns must be addressed before the site is handed back for regular use.

5.6 Car Parking and Campus Transportation

Policy Purpose

To ensure the safe and efficient use of campus car parking areas and roads, this policy establishes clear guidelines for parking allocation, vehicle operations, and traffic management in compliance with UAE traffic laws and institutional rules.

Scope

This policy applies to all faculty, staff, students, visitors, and service providers who use parking facilities or drive vehicles within the campus premises.

Policy Statement

The policy ensures orderly traffic flow and the effective use of parking facilities while prioritizing the safety and security of all campus users. All individuals must adhere to UAE traffic and parking laws and follow the instructions of campus security guards.

Procedure Steps

1. Parking Allocation

- **Designated Parking Areas:** Faculty and staff must park their vehicles in the designated car parking areas assigned to them.
- **Restrictions for Students and Visitors:** Students and visitors are prohibited from parking in faculty and staff areas to ensure availability for authorized users.

2. College Bus Operations

College buses will operate pick-up and drop-off services for students at the designated front gate area of the campus.

Students must use the bus transportation service responsibly by adhering to safety guidelines and schedules established by the institution.

3. Prohibition of Vehicle Stunts

Car or other vehicle stunts are strictly prohibited within campus premises and adjacent roads.

Violators will face serious disciplinary or legal consequences, including potential suspension or reporting to local authorities.

4. Speed Limit Compliance

Drivers must observe proper speed limits in all campus areas, especially near the front gate and pedestrian crossings.

Speed control measures will be enforced to protect the safety of pedestrians, especially during peak hours.

5. Legal Compliance

All drivers on campus are required to adhere to UAE traffic and parking regulations.

Non-compliance will result in institutional actions and, where applicable, legal measures as per UAE laws.

5.7 Water Tank Disinfection

Policy Purpose

This policy ensures the safe and hygienic maintenance of campus water tanks by adhering to the guidelines of the Ministry of Education (MOE), UAE municipal regulations, and other relevant authorities.

Scope

The policy applies to all water tank cleaning, disinfection, and testing procedures on campus, involving certified service providers, facilities staff, and regulatory inspections.

Policy Statement

To ensure safe potable water supply on campus, water tanks must be cleaned and disinfected at least twice a year or as required by MOE and UAE municipal standards. Cleaning and disinfection must comply with regulations set by the Abu Dhabi Quality and Conformity Council (QCC) and use approved chemicals and certified service providers.

Procedure Steps

1. Cleaning and Disinfection Schedule: Water tanks must be cleaned and disinfected at least twice a year.

Additional cleaning may be conducted after contamination incidents or as recommended by health authorities.

2. Approved Service Providers :Cleaning and disinfection must be performed by certified and UAE-approved service providers (e.g., UAQ Municipality approved).

Only safe and approved chemicals must be used in cleaning and disinfection processes.

3. Compliance with Regulations

All procedures must adhere to MOE requirements, UAE municipal regulations, and QCC guidelines to maintain water quality standards.

4. Record-Keeping

Comprehensive records of cleaning, disinfection, and water quality testing must be maintained.

Records must be available for inspection by regulatory bodies.

5. Testing and Reporting

Post-disinfection water samples must be tested to ensure compliance with UAE potable water standards.

Test results must confirm the absence of harmful bacteria, contaminants, or safety concerns.

Any issues identified during cleaning or testing must be reported immediately to the Facilities Officer.

6. Health and Safety Protocols

All personnel involved in cleaning must wear appropriate Personal Protective Equipment (PPE).

Health and safety protocols must be followed throughout the cleaning and disinfection process.

7. Campus Notifications

Occupants will be notified in advance of cleaning schedules and any temporary water supply disruptions to minimize inconvenience.

5.8 Pest Control Practice

Policy Purpose

This policy ensures effective and safe pest control practices on campus while complying with MOE regulations, UAE municipal laws, and Abu Dhabi Occupational Safety and Health System Framework (OSHAD) requirements.

Scope

The policy applies to all pest control activities conducted on campus, including preventive measures, treatment procedures, and educational initiatives to reduce pest risks.

Policy Statement

All pest control activities will prioritize the health and safety of campus occupants while maintaining compliance with regulatory standards. Licensed service providers will use approved methods and materials to control pests while minimizing environmental impact.

Procedure Steps

1. Regulatory Compliance

Pest control activities must adhere to MOE regulations, UAE municipal laws, and OSHAD requirements.

Only licensed and approved pest control service providers will be engaged for treatments.

2. Scheduling and Frequency

Regular pest control treatments will be conducted at least twice a year.

Additional treatments will be scheduled if infestations are identified during inspections or reported by campus occupants.

3. Approved Methods and Materials

Only approved pesticides and chemicals with minimal risk to human health and the environment will be used.

Non-chemical pest control methods will be prioritized wherever possible to promote sustainability.

4. Campus Notifications

Occupants will be notified in advance about pest control activities, including the date, time, and safety precautions.

Treated areas will be clearly marked and temporarily restricted to prevent accidental exposure.

5. Inspections and Documentation

Regular inspections will be conducted to identify pest activity and evaluate the effectiveness of control measures.

All findings, treatments, and corrective actions will be documented to ensure compliance and facilitate reporting.

6. Preventive Measures

Staff and students will be educated on practices to prevent pest infestations, such as proper food storage, cleanliness, and waste management.

Waste bins will be emptied and cleaned regularly to eliminate breeding grounds for pests.

7. Safe Disposal Practices

Proper disposal methods will be followed for waste and unused materials to avoid attracting pests and maintaining a hygienic environment.

5.9 Food Hygiene in Coffee Shop

Policy Purpose

This policy ensures that all food concessionaires and contractors operating on campus adhere to stringent health and hygiene standards in compliance with UAE municipality regulations, promoting a safe and hygienic dining experience.

Scope

The policy applies to all food concessionaires, contractors, and personnel involved in food preparation, handling, and service in campus food courts, cafeterias, and kitchens.

Policy Statement

All food-related operations on campus must comply with UAE Municipality health and hygiene standards, including regular inspections, proper food handling practices, and maintaining the cleanliness and safety of food areas.

Procedure Steps

1. Compliance and Inspections

All food concessionaires must comply with UAE Municipality and Food Authority regulations.

Quarterly inspections will be conducted to ensure compliance with health, safety, and hygiene standards.

2. Hygiene Practices

Regular Cleaning: Maintain cleanliness and hygiene in all food areas consistently.

Food-Safe Chemicals: Use only food-safe chemicals on surfaces that come into contact with food.

3. Personal Hygiene and Attire

Hygiene Standards: All personnel involved in food handling must practice good personal hygiene.

Appropriate Attire: Food handlers must wear suitable and clean clothing, including headgear and gloves, as required for their work areas.

Health Restrictions: Food handlers who are ill are prohibited from preparing or serving food.

4. Food Safety Measures

Proper Storage: Store food in clean utensils and maintain temperature control to prevent spoilage.

Facility Maintenance: Ensure all food preparation and display facilities are in good condition. Promptly report and address any faults.

Waste Disposal: Implement proper waste disposal arrangements for food waste to avoid contamination.

5. Documentation and Licensing

Food items purchased from external restaurants or companies must have valid licenses and documentation from the municipality and food authority.

These documents must be displayed within the food court or coffee shop premises.

6. Dress Code Compliance

Service team members running the coffee shop must follow the prescribed dress code to maintain professionalism and hygiene standards.

5.10 Traffic Management in Campus Parking Spaces

Policy Purpose

This policy establishes guidelines to ensure the safe and efficient use of parking facilities, traffic management, and the protection of all individuals on campus premises while complying with UAE traffic laws.

Scope

This policy applies to all individuals accessing the campus, including faculty, staff, students, contractors, visitors, and service providers, covering the use of parking facilities and vehicle movement.

Policy Statement

The college enforces strict control of vehicle access, parking, and movement within campus premises to maintain safety, accessibility, and order while accommodating diverse user needs.

Procedure Steps

1. Parking Monitoring and Control

All vehicle parking is monitored and managed at security cabins located at the entrance and exit areas.

Entry and exit logs record vehicle details, time of entry/exit, and the contact information of the vehicle owner.

2. Campus Gate Operations

The campus has three gates:

Two front gates: One as the main entrance and the other as a secondary entrance.

One back gate for additional access.

Vehicles entry is restricted except in specific cases, such as:

Delivery vehicles for college-ordered goods.

Contracting or service provider vehicles.

Emergency vehicles, including ambulances.

3. Parking Zones and Mapping

Parking zones are designated for various user types to ensure order and accessibility:

General Parking: Available for authorized individuals.

Student Drop-Off/Pick-Up Zones: For students' safe and efficient pick-up and drop-off.

Accessible Parking: Reserved for people of determination, located close to campus buildings and compliant with accessibility standards.

Reserved Parking: Allocated for the Dean, Directors, and other specified personnel.

4. Traffic and Safety Rules

Riders must always give pedestrians the right of way.

Dangerous driving, including stunts, is strictly prohibited in campus parking areas.

A speed limit of 20 km/h must be maintained at all times on campus roads and parking areas.

Reserved parking areas are exclusively for college employees. Unauthorized parking in these areas is prohibited.

Drivers must follow UAE traffic laws and ensure safe and cautious driving to protect themselves and others.

5. Accessibility and Safety Compliance

Parking zones for people of determination are designed to meet UAE accessibility standards, ensuring convenient access to campus buildings.

5.11 Emergency Disaster Operations in the BAC College

Policy Purpose

This policy establishes guidelines to ensure the safety and well-being of all campus occupants during weather-related and natural hazard events, minimizing risks and disruptions.

Scope

The policy applies to all students, staff, faculty, visitors, and contractors on campus and covers safety measures for weather conditions such as fog, lightning, thunderstorms, severe wind, sandstorms, rain, floods, high temperatures, and earthquakes.

Policy Statement

The college is committed to implementing proactive measures, preparedness protocols, and response strategies to mitigate risks associated with adverse weather and natural hazards.

Procedure Steps

➤ **FOG :**

Alert notifications will be sent to all campus occupants regarding reduced visibility. Driving on campus roads during foggy conditions must adhere to reduced speed limits and hazard lights should be used. Outdoor activities will be postponed until visibility improves.

➤ Lightning, Thunderstorms, and Thunderbolts

Outdoor activities and classes will be suspended during lightning and thunderstorms. All individuals must remain indoors and avoid open spaces, tall structures, or standing near metal objects. Electrical equipment and appliances should be unplugged to prevent power surges.

➤ Severe Wind and Sandstorms

Notifications will inform individuals to remain indoors and close all windows and doors. Outdoor construction work will be temporarily halted to avoid safety hazards. Protective masks and eyewear should be used if venturing outdoors is necessary.

➤ Rain, Torrents, and Floods

Regular maintenance of drainage systems will be ensured to prevent water accumulation. In case of heavy rains or potential flooding, designated safe zones will be activated. Movement in flooded areas will be restricted, and alternative routes will be communicated.

➤ High Temperature

Guidelines for limiting outdoor activities during peak heat hours will be enforced. Adequate hydration points will be maintained across the campus. Staff and students will be advised to wear appropriate lightweight and breathable clothing.

➤ Tremors and Earthquakes

Evacuation drills and safety measures for earthquake scenarios will be periodically conducted. During tremors, all occupants must take cover under sturdy furniture and avoid windows or heavy objects. After a tremor, the campus buildings will be inspected for structural integrity before resumption of activities.

1. FOG

Fog can significantly impair visibility and create hazardous conditions for both pedestrians and drivers. It is essential to understand how to navigate and respond to foggy conditions to ensure safety. This manual provides guidelines for dealing with fog and responding to its effects effectively.

How to deal with fog and respond to its effects:

Drivers and Pedestrians

- **Maintain Focus:** Avoid distractions and stay alert to the road conditions and other vehicles.
- **Use Fog Lights:** If your vehicle is equipped with fog lights, use them in addition to low beams.
- **Windshield Wipers and Defrosters:** Keep your windshield clear of condensation and moisture.
- **Slow Down:** Reduce speed to accommodate decreased visibility and increased stopping time.
- **Headlights:** Use low beam headlights or fog lights; high beams can reflect off the fog and reduce visibility.
- **Increase Following Distance:** Allow more space between your vehicle and the one in front.
- **Avoid Sudden Stops:** Brake gently to avoid skidding.
- **Use Road Markings:** Follow road markings and stay in your lane



- Visibility Gear: Always wear bright or reflective clothing to increase visibility to drivers.
- Stay on Paths: Use designated walkways and avoid crossing roads where visibility is poor.
- Be Alert: Stay aware of your surroundings and listen for traffic you may not see
- Stay Visible: Use flashlights or wear LED armbands if walking in foggy conditions at night.
- Stick to Safe Areas: Remain on sidewalks or paths away from traffic.
- Avoid Unfamiliar Routes: Stick to known paths where you are aware of potential hazards
- Students Pay Attention to Alerts: Follow instructions from staff or faculty regarding safety during foggy conditions.
- Students, staff and faculty must use clearly marked and familiar routes when moving around the campus.
- Monitor Weather: Keep an eye on weather forecasts and prepare for expected fog conditions
- Notices and alerts will be communicated via email and other means of communication.

2. Lightning, Thunderstorms, and Thunderbolts

Lightning, thunderstorms, and thunderbolts pose significant hazards due to their unpredictability and potential for causing serious injury, structural damage, and power outages. These weather events can result in fires, electrical surges, and physical harm to individuals. It is essential to understand the risks and implement safety measures to protect students, staff, and faculty during such occurrences.

General Safety Guidelines:

- Stay Informed: Regularly check weather forecasts and warnings issued by local authorities.
- Stay indoors during a thunderstorm.
 - Indoor safety:
- Avoid using electrical appliances and landline phones.
- Stay away from windows, doors, and porches.
- Do not touch water or use plumbing, including sinks, baths, and faucets.
 - Outdoor safety:
- If you are caught outside, seek shelter in a building or a hard-topped vehicle.
- Avoid open fields, hilltops, and open water.
- Stay away from tall objects such as trees, poles, and metal structures.
- If no shelter is available, crouch low with minimal contact with the ground, keeping your feet together and covering your ears to minimize hearing damage from thunder.
- If driving, pull over safely and stay inside the vehicle with windows closed.
- Avoid touching metal parts of the vehicle
- In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

Before the Storm

- **Preparation:** Ensure all staff and students are aware of the safety procedures. Conduct regular drills to familiarize everyone with the emergency protocols. Check and maintain emergency supplies, including flashlights, batteries, and first aid kits.
- **Communication:** Designate a communication team to monitor weather conditions and disseminate information. Ensure all communication devices are fully charged and functional.
- In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

During the Storm

- **Immediate Actions:** Move everyone indoors as soon as a thunderstorm warning is issued. Secure all outdoor equipment and ensure that all windows and doors are closed.
- **In the Event of Lightning Strikes:** If a building is struck by lightning, evacuate the area immediately. Call emergency services and report any injuries or fires.
- **Emergency Protocols:** Follow the college's emergency team instructions. Ensure that everyone remains calm and follows the instructions provided by the emergency response team.

After the Storm

- **Assessment:** Conduct a thorough inspection of the campus for any damage or hazards. Check for any injured individuals and provide first aid as needed.
- **Communication:** Inform all staff, students, and parents about the status of the campus and any necessary precautions. Update everyone on the resumption of normal activities once it is safe.
- **Reporting:** Document any incidents, injuries, or damages caused by the storm. Review the response procedures and update them as necessary to improve future safety measures.
- In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

3. Severe Wind and Sand Storm.

Severe wind and sandstorms are natural hazards characterized by high-speed winds and airborne sand particles. These events can cause significant health and safety risks, including respiratory issues, eye injuries, structural damage and even can carry airborne diseases. Being prepared and knowing how to respond is crucial to minimizing their impact. In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

Preparation and Prevention

1. **Stay Informed:** Keep updated on weather forecasts and warnings through reliable sources.
2. **Secure Outdoor Items:** Ensure that outdoor furniture, equipment, and other objects are securely fastened or stored indoors to prevent them from becoming dangerous projectiles.
3. **Close and Seal Windows and Doors:** Make sure all windows and doors are securely closed to prevent wind and sand from entering buildings.
4. **Stay Indoors:** Remain indoors until authorities declare it safe to go outside

During a Severe Wind or Sandstorm

1. Seek Shelter: Move indoors immediately, preferably to a building with sturdy walls and roof. Avoid staying in temporary structures like under the trees etc.
2. Stay Away from Windows: Position yourself in the center of a room and stay away from windows and glass doors to avoid injury from shattered glass.
3. Protect Your Eyes and Respiratory System: Use goggles or protective eye wear, masks or cloths to cover your nose and mouth if you must go outside to protect against inhaling dust and sand.
4. Use Flashlights: In case of a power outage, use flashlights instead of candles to reduce the risk of fire
5. Responding to the Effects
6. Assess Damage Safely: Once the storm has passed, carefully assess any damage. Be mindful of potential hazards such as downed power lines or broken glass.
7. Provide First Aid: Administer first aid to anyone injured, and seek medical assistance if necessary.
8. Report Damages: Notify the appropriate authorities or maintenance personnel of any structural damage to ensure prompt repairs.
9. Clean Up Debris: Safely clear any debris from walkways and entrances to prevent accidents.
10. Communication
11. Emergency Alerts: Pay attention to emergency alerts and instructions from local authorities or the college's safety team.
12. Inform Others: Communicate with fellow students, staff, and faculty to ensure everyone is aware of the situation and any necessary actions.

5. Rain, Torrents and Floods

Rain, torrents, and floods are natural phenomena that can have severe impacts on safety and infrastructure. Heavy rain can lead to rapid water accumulation, causing torrents and flash floods that pose significant hazards. Floods can result in extensive water damage to buildings, roads, and utilities, disrupt daily activities, and pose health risks due to waterborne contaminants. Understanding these hazards and preparing effectively is crucial for mitigating their effects and ensuring the safety of everyone in the affected area.

Precautions Before a Flood:

1. Avoid building in a floodplain, an area especially prone to flooding during heavy rains
2. Evacuation Plan: Familiarize yourself with the evacuation routes and identify areas of higher ground. If you are inside the campus, you can use a ladder to reach the rooftop of any nearby building. If you are outside the campus, seek refuge in a high-rise building.
3. Construct barriers (levees, beams, floodwalls) to stop floodwater from entering your home



4. Ensure that your electrical system components, including service panels, meters, switches, and outlets, are elevated above your local floodplain elevation
5. Consider backup power and also get sufficient battery in your phone to contact in case of emergency.

During a Flood:

1. Do not drink flood water, or use it to wash dishes, brush teeth, or wash/prepare food.
2. Always wash your hands with soap and water if you have been in contact with floodwater.
3. Avoid walking or driving through flooded areas and standing water.
4. Reduce speed and do not overtake other vehicles, and turn on the lights. Maintain a safe distance between vehicles. Use the indicators only for warning, and use front and rear wipers to maintain visibility
5. Park the car off the road in case you have to stop it completely, and call your family to inform them that you are safe.
6. Stay away from electrical equipment and do not use electrical appliances that have been wet until they have been checked for safety

After a Flood:

1. Return to your home only after local authorities have said it is safe to do so
2. Listen to water advisories from local authorities to find out if your water is safe for drinking and bathing.
3. Remember, the key to safety during floods is preparedness and following the advice of local authorities. Stay safe!
4. Have an electrician check your house’s electrical system before turning the power on again

6. High Temperature

High temperatures can pose significant health risks and disrupt daily activities on campus. Prolonged exposure to extreme heat can lead to heat-related illnesses such as heat exhaustion and heat stroke, which can be life-threatening if not addressed promptly. This manual provides guidelines for recognizing hazards associated with high temperatures and outlines effective response strategies to ensure the safety and well-being of students, faculty, and staff.

Symptoms of Heat-Related Illnesses

Table 03 Heat Exhaustion

Heat Exhaustion:	Cause / Range / Heat Stroke:
a) Heavy sweating	a) Hot, red, dry, or damp skin
b) Weakness or fatigue	b) Rapid and strong pulse
c) Dizziness or fainting	c) Confusion or disorientation
d) Nausea or vomiting	d) Loss of consciousness



e) Rapid pulse	e) High body temperature (above 103°F or 39.4°C)
f) Muscle cramps	--

Environmental Indicators

- a) High outdoor temperatures, especially above 90°F (32°C)
- b) High humidity levels, reducing the body's ability to cool down through sweating
- c) Extended periods of direct sunlight exposure
- d) Poor ventilation in indoor areas

Preventive Measures

Personal Safety Tips:

1. Stay Hydrated: Drink plenty of water throughout the day, even if you don't feel thirsty.
2. Wear Appropriate Clothing: Choose lightweight, light-colored, loose-fitting clothing.
3. Use Sun Protection: Apply sunscreen, wear hats, and use umbrellas or shade structures.
4. Take Breaks: Rest in shaded or air-conditioned areas regularly to cool down.
5. Avoid Strenuous Activities: Limit physical exertion during peak heat hours, typically between 10 AM and 4 PM.
6. Call for Help: If the person shows signs of heat stroke or if symptoms worsen, call emergency services immediately.
7. Inform Authorities: Notify campus security or health services about the incident to ensure proper documentation and follow-up.
8. Should follow the instruction conveyed via email, and by any other means of commutation managing activities during high-temperature periods, including guidelines for cancellations and rescheduling.

7. Tremors & Earthquake

Tremors and earthquakes are natural phenomena that can occur without warning, posing significant risks to life, property, and infrastructure. The sudden and often violent shaking can cause severe damage to buildings, disrupt utilities, and endanger the safety of students, faculty, and staff. This manual provides comprehensive guidelines to prepare for, respond to, and recover from tremors and earthquakes, ensuring the safety and well-being of the college community

Signs of an Earthquake

- a) Sudden shaking or trembling of the ground
- b) Objects falling or moving
- c) Loud rumbling or roaring sounds
- d) Cracks appearing in walls or floors



Preparing for an Earthquake

1. Education: Familiarize yourself with the signs of an earthquake. This includes ground shaking, a loud rumble, and swaying objects.
2. Safe Spaces: Identify safe spaces in your surroundings where you can take cover during an earthquake. This could be under sturdy furniture or against an interior wall.

During an Earthquake

1. Drop, Cover, and Hold On: If you are indoors during an earthquake, drop to the ground, take cover under a sturdy piece of furniture, and hold on until the shaking stops.
2. Stay Away from Windows: Glass windows can shatter during an earthquake, posing a risk of injury.
3. Stay Indoors: Do not run outside during the shaking as falling debris could cause injury.
4. If Outside: Move to an open area away from buildings, trees, streetlights, and utility wires.

After an Earthquake

1. Check for Injuries: Check yourself and others for injuries. Provide first aid as necessary and seek medical attention for serious injuries.
2. Inspect Surroundings: Look for hazards such as broken glass, damaged electrical wires etc.
3. Evacuate if Necessary: If the building is damaged, evacuate calmly and quickly. Use stairs instead of elevators.

8. Tsunami

Preparing for a Tsunami

1. Education: Understand the signs of a tsunami, such as a rapid rise or fall in coastal waters.
2. Evacuation Plan: Familiarize yourself with the evacuation routes and identify areas of higher ground. If you are inside the campus, you can use a ladder to reach the rooftop of any nearby building. If you are outside the campus, seek refuge in a high-rise building.
3. Emergency Kit: Prepare an emergency kit with essential items such as water, food, first aid supplies, flashlight, and batteries.

During a Tsunami

1. Evacuate Immediately: If there is a tsunami warning, evacuate immediately. Move to higher ground or inland away from water.
2. Avoid Buildings: Stay away from buildings and trees. Tsunami waves can carry debris that can cause injury.

After a Tsunami

1. Stay Informed: Listen to news updates for information about the tsunami and instructions from local authorities.

2. **Avoid Flood Waters:** Do not go near flood waters. They can hide damaged roads and other hazards.
3. **Check for Injuries:** Check yourself and others for injuries. Provide first aid as necessary and seek medical attention for serious injuries.

5.12 Orientation and Periodic Training for the Campus

At BAC, we recognize the importance of ensuring that all students, staff, and stakeholders are well-prepared to contribute to a safe, inclusive, and supportive campus environment. Orientation and periodic training programs are designed to equip everyone with the knowledge and skills required to handle various situations effectively, while promoting a culture of safety and respect across campus.

➤ **New Student Orientation:**

Objective: To ensure all incoming students are familiar with BAC's safety policies, resources, campus facilities, and the support systems available to them.

Components of the Orientation Program:

- **Campus Safety and Security Overview:** Students are introduced to emergency procedures, evacuation routes, and key safety protocols, including fire safety, medical emergencies, and building-specific evacuation plans.
- **Inclusion and Accessibility:** Special emphasis is placed on the facilities and services available to students with special needs, ensuring they are aware of accessible routes, assistive technology, and the support services available.
- **Student Code of Conduct and Policies:** New students receive comprehensive information on BAC's policies regarding safety, academic integrity, behavior expectations, and guidelines for using campus facilities, including IT resources and laboratories.
- **Health and Wellbeing Resources:** Information on available health and counseling services, including mental health support, is provided to ensure students' emotional and psychological well-being.
- **Security Awareness:** Students are educated on personal safety measures, crime prevention strategies, and how to report incidents to campus security.

➤ **Staff and Faculty Orientation:**

Objective: To ensure new faculty and staff members are well-prepared to work in an environment that prioritizes safety, inclusivity, and compliance with regulatory requirements.

Components of the Orientation Program:

- **Health and Safety Training:** All staff are trained in BAC's health and safety policies, including fire safety procedures, emergency response protocols, first aid, and handling hazardous materials (in laboratories and workshops).

- **Disability Awareness and Inclusion:** Training sessions cover the policies and procedures related to special needs students, ensuring staff understand their responsibilities in providing an inclusive environment.
- **Security and Emergency Protocols:** Staff are provided with detailed training on responding to emergencies, including how to assist students, visitors, and colleagues during evacuations, medical emergencies, or security threats.
- **IT and Data Privacy Training:** Faculty and administrative staff are given a thorough briefing on the responsible use of IT resources, data protection laws, and safeguarding student information.
- **Code of Conduct and Ethics:** Staff are introduced to the institution's ethical guidelines and behavior expectations to maintain a professional and safe learning environment.

➤ **Periodic Training Programs for Students and Staff:**

Objective: To ensure ongoing awareness and compliance with BAC's safety, health, and emergency protocols, while keeping everyone updated on new policies, technologies, and best practices.

Key Elements of Periodic Training:

- **Emergency Drills and Evacuation Exercises:** Regular fire drills and other emergency response exercises are conducted, ensuring all campus members, including students, staff, and visitors, know how to respond in case of an emergency. These drills are scheduled at least twice a year to ensure effectiveness.
- **Health and Safety Refresher Courses:** Staff and faculty are encouraged to attend annual refresher courses on health and safety, focusing on the latest developments in workplace safety, first aid, fire safety, and the handling of hazardous materials.
- **Inclusive Practices and Sensitivity Training:** Periodic workshops are organized to promote awareness of inclusion, diversity, and sensitivity toward students with disabilities or other special needs, reinforcing BAC's commitment to an accessible environment.
- **Mental Health and Wellbeing Training:** As part of BAC's commitment to mental health, periodic training is offered to staff and students on recognizing signs of mental health distress and the procedures for providing support and seeking professional help.
- **Data Security and Cyber Hygiene:** Ongoing workshops ensure that both students and staff are up to date with best practices in cybersecurity, including safe use of online tools, data protection, and how to avoid digital threats.

5.12.1. Training and Updating First-Aid practices

Purpose

The purpose of this policy is to first aid treatment is available within the College premises for injured or ill person when necessary.

Scope

This policy applies to British Applied College community which includes faculty, staff, students, guests and visitors.

Policy Statement

British Applied College is committed to encourage and promote good health and to deal efficiently and effectively with illnesses and emergencies that may arise at the campus. The policy ensures that the College has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid.

Responsibility

Executive Dean : Deans is responsible for ensuring that an appointed persons and adequate equipment are available to provide first aid for faculty, staff, students and visitors at BAC.

Health and Safety Officer

- Ensure first aid arrangements are communicated to staff, pupils and visitors, through induction, briefings and signage.
- Ensure any first aid kits held locally by the department are periodically checked and appropriately stocked.
- Carry out a first aid needs assessment to ascertain the needs of the College.
- Arrange appropriate first aid training.

First-Aider

First Aiders are staff who hold a current first aid certificate issued by an approved Health & Safety training organisation. First-Aider will:

- Provide first aid, as required.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Respond promptly to all requests for assistance.
- Summon further help if necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Report details of any treatment provided to the person completing the College Accident/Incident Recording form.

First Aid Supplies:

Basic First Aid kits are available. They are easily identifiable and must be kept in a clean dry area. They are checked on every quarter to ensure the contents are there and up to date. The kit should contain at least the following:

10 adhesive dressings (plasters) of assorted sizes

- 3 medium sterile dressings
- 1 large sterile dressing
- 3 small sterile dressings
- 1 extra-large sterile eye patch
- 2 triangular bandages
- Safety pins
- Disposable latex gloves
- 2 small plastic bags- for disposable of soiled items
- 1 guidance card and contents list

Training

Training and renewal of first aid qualifications will be coordinated and arranged through Health and Safety Department.

Certified First Aiders on Campus

The following personnel are certified first aiders and available for emergency situations on campus:

- **Inhouse Nurse**
- **Health and Safety Officer**
- **Lab Instructors and Lab Supervisor**

First Aid Kit Availability

- First aid kits are available in every building across the campus to ensure that immediate assistance is provided in the case of an emergency.

5.12.2. Roles and Responsibilities in the Medical Emergency Procedure

1. Identify the Emergency

- Ensure the safety of the site before approaching the casualty.
- Recognize signs of a medical emergency (unconsciousness, severe bleeding, breathing difficulties, etc.).

2. Call for Help

- Dial campus emergency number or local emergency services immediately (e.g., 998 for Ambulance).

3. Provide First Aid

- Administer first aid if trained and capable, until professional help arrives. Ensure safety and avoid putting yourself at risk.

4. For Students

- Call emergency services immediately (e.g., 998) and provide details of the location and nature of the emergency.
- Notify the nearest faculty member or security person.
- Assist by keeping the area clear and providing comfort to the affected individual if safe to do so.
- If trained, provide first aid until help arrives.

5. For Faculty

- Ensure emergency services are contacted.
- Provide first aid if trained and necessary.
- Assign a student to direct emergency responders to the location.
- Inform the campus nurse and security guard about the emergency.

6. For Staff

- Assist in contacting emergency services if not already done.
- Provide first aid within the scope of training.
- Help maintain a clear area around the emergency.

7. Alert Campus Security

- Contact the security guard on duty, providing details of the emergency and to notify the Nurse, Health and Safety Officer, and Student Affairs Department.
- Ensure the scene is secure and clear of unnecessary personnel.
- Guide paramedics and emergency responders to the exact location.
- Maintain a log of the incident, including actions taken and involved personnel.

8. Inform the Nurse

- Notify the on-campus nurse to prepare for immediate medical assistance.
- Administer necessary medical care and stabilize the patient until emergency services arrive.
- Gather the patient's medical history and other relevant details for paramedics.
- Communicate with emergency responders for the handover of information.

9. Report to Health and Safety Officer

- Ensure that all procedures are followed and coordinate with different departments.
- Conduct an incident report detailing the nature of the emergency, response actions, and outcomes within 24 hours.
- Document the incident and coordinate any further response as needed.

10. Notify Student Affairs Department

- Inform the Student Affairs Department about the situation and the affected student(s).
- Provide emotional and logistical support to the student and their family.
- Communicate with the college community about the incident, respecting privacy and confidentiality.
- Ensure the student receives ongoing support.

5.12.3. Arranging Hospital Transportation

As a First Aider, you may be responsible for arranging transportation for an ill or injured person. Depending on the severity, you will need to decide whether an ambulance is required or if a taxi should be arranged. Follow these procedures:

1. Call Emergency Services (Ambulance)

- If the person requires immediate medical attention, dial 998 and request an ambulance.
- Provide the location details, including the building, floor, and room number, or if outdoors, the specific location on campus.
- Provide the number of individuals involved and their conditions.
- Confirm all details with the ambulance service before ending the call.
- Notify Security (internal extension 115 or 067646333) to inform them of the ambulance request and its details.
- Go to the scene to confirm the ambulance's arrival and assist the security officer in guiding them to the location.

2. Arrange Transportation by Car or Taxi

- If a taxi is required to transport a person to the hospital:
 1. Call Security (internal extension 115 or 067646333) to arrange for a personal car or taxi and open the gates for access.
 2. Provide details of the car (number plate, color, type) or the taxi.
 3. If using a personal car, ensure Security coordinates entry and escort to the scene.
 4. For a taxi, ensure that the taxi is ordered and ready for departure.
- **Provide Information:** Ensure the person receiving transport has a business card detailing return procedures to BAC.

5.12.4. Basic First Aid Procedures

1. Assessment of the Situation

- Before administering first aid, assess the safety of the environment and the casualty.
- Check for any hazards and evaluate the number of injuries and the nature of the situation.

2. Basic Life Support (CPR)

CPR is a life-saving technique used if someone's breathing or heartbeat stops.

- **Scene Safety:** Ensure the area is safe and use PPE as necessary.
- **Check the Casualty:** If unresponsive, check for breathing or signs of life-threatening conditions.
- **Call for Help:** Call 998 for emergency medical assistance.
- **Start Chest Compressions:**
 1. Position hands in the center of the chest.
 2. Ensure depth is at least 2 inches, and the compression rate is 100-120 per minute.
 3. Allow full chest recoil after each compression.
- **Provide Rescue Breaths:**

1. Open the airway using the head-tilt, chin-lift method.
2. Pinch the nose and cover the mouth with your own.
3. Ensure each breath lasts about 1 second.
 - Continue CPR until help arrives or an Automated External Defibrillator (AED) is available. Minimize interruptions to compressions.
3. **Handling Common Injuries**
 - **Cuts:** Clean the wound with warm water and soap, apply a clean bandage, and seek medical help if needed.
 - **Burns:** Cool the burn under cold running water for at least 10 minutes. Cover with sterile dressing, avoid popping blisters.
 - **Fractures:** Immobilize the injured area, apply cold compresses, and seek immediate medical attention.
4. **Dealing with Emergencies**
 - **Heart Attack:** Recognize signs such as chest pain or shortness of breath, and call for emergency medical help.
 - **Stroke:** Use the FAST (Face, Arms, Speech, Time) method to identify a stroke. Seek emergency medical help immediately.
 - **Choking:** Perform the Heimlich maneuver (abdominal thrusts or back blows) to clear the airway. If unsuccessful, call for emergency help.

Section-6 : Guidelines governing Environment, Health and Safety

6.1 Workshops and Laboratories Safety Guidelines

Policy Purpose

This policy ensures the safe operation of workshops and laboratories, promoting a secure learning and working environment by adhering to safety practices related to chemical handling, electrical equipment, machinery use, personal protective equipment (PPE), and washbasin usage.

Scope

The policy applies to all students, faculty, staff, and visitors using campus workshops and laboratories. It covers safety protocols for handling chemicals, operating machinery, electrical safety, proper use of PPE, and maintaining hygiene standards with washbasins.

Policy Statement

The college is committed to maintaining high safety standards in workshops and laboratories by providing proper training, equipment, and facilities while ensuring compliance with UAE occupational health and safety regulations.

Procedure Steps

In workshops and laboratories, the following safety procedures are strictly followed to minimize risks:

- **Safety Equipment and Materials:** Hazardous materials are stored in clearly labeled, safe containers. Work surfaces are cleaned regularly to prevent accidents.

- Supervision: Staff and students are always supervised while working with potentially dangerous materials or equipment to ensure proper handling and safety.
- Training: Staff handling hazardous materials are thoroughly trained and equipped with expertise to manage these substances safely.
- Lighting and Work Environment: Workshops are well-lit and maintained to ensure a safe working environment for everyone.



Fig 16 : Personal Protective Equipment guidelines instructions in BAC Workshop

Safety guidelines and Equipment Available in Workshops and Laboratories

1. General Safety guidelines

- Notify the Faculty member in case of accident.
- Inspect all power cables, sockets, and computer components for any signs of damage before use.
- Avoid overloading electrical outlets and ensure proper use of surge protectors.
- Keep all cables neatly organized to prevent tripping hazards.
- Ensure fire extinguishers (e.g., CO2) are available and accessible in case of electrical fires.
- Student Distribution: Ensure students are distributed properly to maintain comfort and safety
- Equipment Identification: All equipment and tools must have an ID and an information tag with safe operation instructions.
- Clear Aisles: Keep labs and aisles clear of obstructions like bags to avoid tripping hazards, especially during emergencies.
- Lab Cleanliness: Maintain clean and tidy labs with daily cleaned trash bins.
- Supervised Experiments: Conduct experiments only under teacher supervision.
- Post-Lesson Cleaning: Clean labs immediately after lessons and before reuse.
- Personal Protective Equipment (PPE): Use necessary PPE based on risk assessments. Avoid touching the face during experiments.

- No Eating or Drinking: Prohibit eating and drinking in labs at all times.
- Prohibited Items: Do not allow head covers, contact lenses, artificial fingernails, or jewelry in labs.
- Hygiene Supplies: Equip labs with soap, paper towels, hand sanitizers, and ensure proper hygiene practices.
- PPE Removal and Handwashing: Remove protective suits and wash hands after removing gloves.
- Emergency Equipment: Ensure labs have accessible emergency body and eye wash stations or use nearby washroom in case of emergency.
- Safety Gear: Equip labs with fire extinguishers and first aid kits.
- First Aid and Evacuation Training: Train staff on first aid and safe .
- Lab Access: Keep labs locked when not supervised by authorized personnel.
- Color coding: Before operating any equipment look the color coding to understand the risk and operate only with the supervision of lab supervisor/faculty.
- Hazard warning tape (yellow and black/ red and white): ensure to not cross this hazard warning tape without the supervision of lab supervisor/faculty due to high risk activity.

2. Electrical safety guidelines

- Circuit Overload: Avoid overloading circuits by plugging too many devices into a single outlet or circuit.
- Work Area Cleanliness: Keep work areas clean and dry to avoid accidental spills that can cause electrical hazards.
- Unplugging Devices: Unplug electrical devices by pulling the plug, not the cord, to avoid damaging the cord.
- Circuit Breakers: Ensure all circuit breakers and electrical panels are accessible and clearly labeled. Do not block access to these panels
- Qualified Personnel: Only qualified and authorized personnel should perform electrical installations, repairs, or maintenance.
- Emergency Procedures: Know the location of the nearest emergency shut-off switch and how to use it. In case of an electrical fire, use a Class C fire extinguisher

3. Chemical Safety guidelines

- MSDS Availability: A copy of safety procedures for hazardous chemicals (MSDS) will be available in the lab and the clinic.
- Chemical Records: Maintain a record of all hazardous chemicals, including quantities and sources.
- Risk Assessment Register: register for chemicals, detailing risks, safe handling, and accident response procedures.
- Warning Labels: Store hazardous chemicals in properly labeled containers.
- Separate Storage: Store chemicals based on their characteristics, away from direct sunlight and flames.
- Water Reactive Chemicals: water-reactive chemicals should be stored away from water.

- Follow Instructions: Adhere to the instructions on Material Safety Data Sheets and labels for use and storage.
- Seal Containers: Ensure that chemical containers are sealed after use.
- Spill Management: Secure, report and clean areas where chemicals have spilled immediately, keeping the area supervised until fully cleaned.
- Chemical Disposal: Dispose of expired and waste chemicals on in designated waste bins using appropriate PPE'S

4. Computer lab safety Guidelines

To ensure the safety of students, staff, and equipment within computer laboratories, the following safety guidelines and measures are to be observed:

- General Safety Guidelines for computer lab
 - Electrical Safety: Inspect all power cables, sockets, and computer components for any signs of damage before use. Avoid overloading electrical outlets and ensure proper use of surge protectors. Keep all cables neatly organized to prevent tripping hazards.
 - Ergonomics and Workspace Safety: Use adjustable chairs and desks to maintain proper posture while working on computers. Ensure monitor screens are positioned at eye level and at an appropriate distance to reduce eye strain. Encourage short breaks every 30-45 minutes to prevent repetitive strain injuries and fatigue.
 - Fire and Electrical Hazards: Prohibit the use of personal electrical equipment without prior approval. Ensure fire extinguishers (e.g., CO2) are available and accessible in case of electrical fires. Turn off all computers and unplug equipment during extended breaks or in case of emergencies.
 - Cleanliness and Maintenance: Keep computer labs clean and dust-free to prevent equipment damage. Prohibit eating or drinking inside the lab to avoid spills that can damage hardware. Report any malfunctioning equipment immediately to the lab technician or instructor.
 - Behavioral Safety: Students must refrain from running, horseplay, or other disruptive behaviors that could cause accidents. Avoid leaving personal belongings on the floor to prevent tripping hazards. Follow all instructions provided by the lab instructor or technician.
 - Cybersecurity and Digital Safety Students must log in using their unique credentials and log out after completing their work. Do not install unauthorized software or download files that could compromise the network. Report suspicious emails, messages, or software issues to the lab supervisor immediately. Ensure safe and appropriate usage of the internet and lab systems as per the College's IT Policy.

5. Electrical and Electronics lab safety Guidelines

The Electrical and Electronics Laboratory involves working with electrical circuits, tools, and equipment that can pose safety risks if not handled properly. The following guidelines ensure the safety of students, staff, and equipment:

- General Safety Guidelines for Electrical and electronics laboratories

- **Pre-Use Inspection:** Inspect all electrical tools, wires, and equipment for visible damage before use. Ensure all connections, power sources, and instruments are in proper working condition.
- **Electrical Safety:** Always handle live circuits and components with extreme caution. Never touch exposed wires, live circuits, or connections with bare hands. Use insulated tools and wear personal protective equipment (PPE) such as rubber gloves and safety shoes when working on electrical components. Keep flammable materials away from electrical devices or live circuits.
- **Work Area Safety:** Keep the workspace clean and organized to prevent tripping hazards or accidents. Avoid placing liquids near electrical components to prevent short circuits or electrical hazards. Ensure proper ventilation in the lab to avoid overheating of equipment.
- **Handling Equipment:** Use only the equipment that has been approved or assigned by the lab supervisor or instructor. Always turn off and unplug equipment before making adjustments, repairs, or modifications. Do not attempt to repair damaged equipment without proper supervision.
- **Safe Use of Power Supply:** Ensure all power supplies are turned off when connecting or disconnecting circuits. Use circuit breakers or fuses to prevent overloads. Avoid bypassing safety features or grounding on equipment.
- **Emergency Procedures**
 1. **Electrical Shock:** Immediately turn off the power source without touching the person affected. Call for medical help immediately and administer first aid if trained to do so.
 2. **Fire:** Use only Class C (CO₂ fire extinguishers) for electrical fires. Evacuate the lab immediately and follow the emergency .
 3. **Short Circuits or Equipment Failure:** Report any short circuits, sparks, or equipment malfunctions to the lab technician or instructor. Do not attempt to use the equipment until it has been checked and repaired.

6. Safety Guidelines for Laboratories with Machineries and Training equipment

Laboratories equipped with heavy machinery, mechanical tools, and training equipment require strict adherence to safety protocols to prevent accidents and injuries. The following guidelines are designed to ensure the safety of students, staff, and equipment in such environments.

➤ General Safety Rules

- **Pre-Use Inspection:** Inspect all machines, tools, and equipment for damage or malfunctions before use. Ensure all safety guards and barriers are properly installed and functional. Report any faulty or malfunctioning equipment to the instructor or lab technician immediately.
- **Work Area Safety:** Keep the work area clean, organized, and free of unnecessary items or obstructions. Maintain clear walkways to avoid tripping hazards. Ensure adequate lighting and ventilation in the laboratory.
- **Machine Operation Safety:** Only trained and authorized individuals are permitted to operate machinery or equipment. Students must follow instructor guidelines for the proper operation of all machines. Use machines only for their intended purpose; never bypass safety features or

overload equipment. Turn off machinery and allow it to come to a complete stop before making adjustments or repairs.

- Protective Measures: Never wear loose clothing, jewelry, or accessories that can get caught in moving parts. Tie back long hair and wear appropriate clothing, including coveralls and non-slip safety shoes. Always use the designated Personal Protective Equipment (PPE) while working with machinery.
- Never wear loose clothing, jewelry, or accessories that can get caught in moving parts.
- Tie back long hair and wear appropriate clothing, including coveralls and non-slip safety shoes.
- Always use the designated Personal Protective Equipment (PPE) while working with machinery.

7. Use of Personal Protective Equipment (PPE) on Campus

➤ Safety Goggles/Glasses:

- Use: Protects eyes from chemical splashes, flying debris, and hazardous fumes.
- Precaution: Always wear when handling chemicals or using machinery that may produce particles.

➤ Lab Coats:

- Use: Shields clothing and skin from chemical spills and contaminants.
- Precaution: Ensure the coat fits properly and is worn at all times in the lab.

➤ Gloves:

- Use: Protects hands from chemicals, heat, and biological hazards.
- Precaution: Use appropriate gloves for the specific task (e.g., nitrile, latex, heat-resistant).

➤ Face Shields:

- Use: Provides full-face protection from chemical splashes or sparks during experiments.
- Precaution: Wear in conjunction with safety goggles for complete protection.

➤ Hearing Protection (Earplugs/Earmuffs):

- Use: Reduces exposure to loud noises in workshops or construction areas.
- Precaution: Always wear when operating or near loud machinery.

➤ Respirators/Masks:

- Use: Protects from inhaling harmful dust, fumes, or chemicals.
- Precaution: Ensure proper fit and use according to the task at hand.

➤ Steel-Toed Boots:

- Use: Protects feet from heavy objects or sharp materials in construction and maintenance areas.
- Precaution: Always wear in areas where falling objects or puncture risks exist.



Fig 17 : PPE requirement Sign board

8. Procedure for Using an Eye Wash Station in laboratories

In case of an emergency where hazardous substances come into contact with the eyes, follow these steps to properly use an eye wash station:

- **Immediate Action:** Stop your activity immediately if your eyes are exposed to chemicals, dust, or any other harmful substances. Quickly move to the nearest eye wash station. Every second counts in minimizing eye damage.
- **Activate the Eye Wash Station:** Push the lever or foot pedal to start the flow of water. The station should begin delivering a gentle stream of water.
- **Hold Eyelids Open:** Keep your eyes wide open using your fingers to ensure the water reaches all parts of the eye. Avoid closing your eyes or blinking excessively, as this can trap harmful substances.
- **Position Your Eyes:** Position your face so that both eyes are in the water stream. Ensure the water is rinsing directly into your eyes, and rotate your eyeballs to allow water to reach all areas of the eye.
- **Flush Eyes for At Least 15 Minutes:** Continue flushing both eyes for a minimum of 15 minutes. This is critical to thoroughly remove the contaminant. If you wear contact lenses, remove them immediately while rinsing.
- **Avoid Rubbing Your Eyes:** Do not rub your eyes during or after using the eye wash, as this can cause further irritation or spread the contaminant.

- **Seek Medical Attention:** After thoroughly flushing your eyes, seek immediate medical attention even if the irritation seems to subside. Explain to the medical professional the nature of the exposure.
- **Report the Incident:** Ensure that the incident is reported to your supervisor, the health and safety officer, or the appropriate department in your organization.



Fig 18: Steps to wash the hands

9. Handling Common Injuries

Physical injuries

- **Cuts:** Clean the wound with warm water and soap, apply a clean bandage, and seek medical help if necessary.
- **Burns:** Cool the burn under cold running water for at least 10 minutes, cover it with a sterile dressing, and don't burst any blisters.
- **Fractures:** Immobilize the injured area, apply a cold pack to limit swelling, and seek immediate medical attention.

Dealing with Emergencies

- **Heart Attack:** Recognize the signs (chest pain, shortness of breath, etc.), call for emergency medical help immediately, and make the person comfortable.
- **Stroke:** Use the FAST (Face, Arms, Speech, Time) method to recognize a stroke. Call for emergency medical help immediately.
- **Choking:** Perform back blows and abdominal thrusts (Heimlich maneuver) to clear the airway. If unsuccessful, call for emergency medical help.

Calling an Ambulance

In the event that an ambulance is required to transport a person to hospital the following procedure must be followed

- Dial 998 and ask for the Ambulance Service.



- State the name of the building where the ambulance is required, together with the floor and room number. If the person requiring treatment is outdoors, state the location on campus.
- State the number of persons involved, and if possible, details of their condition.
- Confirm that the Ambulance Service has all the information it requires before you terminate the call.
- Telephone the Security Control Room (internal extension 115 or 067646333) and inform them that you have called an ambulance, giving details of why it is required and where it is expected to arrive.
- Go to the scene of the incident and confirm that an ambulance has been summoned.
- A Security Officer will normally attend to assist in guiding the ambulance staff to the location of the casualty. However, if they are unable to undertake this, ensure that there is someone at the entrance of the building to guide the Ambulance staff.
- **Arranging any person's car available at the college or Arranging a Taxi**

In the event that a taxi is required to transport a person to hospital the following procedure must be followed.

- Telephone the **Security Control Room** (internal extension 115 or 067646333) and inform them that you are a First Aider and require personal car to enter the campus and arrange the gates to open and guide the car to the location. Provide the detail of the driver's name, phone number and other necessary details and car details (number plate, color, type, etc.).
- Telephone the Security Control Room (internal extension 115 or 067646333) and inform them that you are a First Aider and require a taxi ordering for the transportation of a person to hospital and arrange the gates to open and guide the car to the location.
- Give your name and state the name of the building where the taxi is required. A Security Officer will then arrange a taxi to take the person to hospital.
- Provide the person who is to be conveyed to hospital with a business card that details the procedure for arranging their return journey to the University campus.



Fig 19: Security Control Room at BAC

10 Safety Equipment Available in Workshops and Laboratories

At BAC, the safety of students, faculty, and staff in workshops and laboratories is a top priority. To ensure a safe working environment, we provide a range of safety equipment and safety procedures. This equipment is regularly checked, maintained, and updated to meet regulatory requirements and best practices.

11. Personal Protective Equipment (PPE)

Personal protective equipment is essential for protecting individuals from potential hazards in the workshop and laboratory environments. The following PPE is available for use in workshops and laboratories:

- **Protective Clothing:** Lab coats, coveralls, and aprons are provided for students and staff working with chemicals or in environments where contamination may occur.
- **Safety Goggles/Face Shields:** Essential for eye protection when working with hazardous materials, chemicals, or machinery.
- **Gloves:** Disposable and reusable gloves (e.g., nitrile, rubber) are available for handling chemicals, biological materials, and other hazardous substances.
- **Respirators/Face Masks:** Provided for working with airborne particles or in environments where inhalation of fumes or dust is a risk (e.g., chemical fumes, welding).
- **Hearing Protection:** Earplugs or earmuffs are available for those working in noisy environments, such as machinery or construction workshops.

- **Safety Footwear:** Steel-toe boots and slip-resistant shoes are provided to prevent foot injuries from falling objects or spills.

12 Fire Safety Equipment

Fire safety is a critical concern in all laboratory and workshop areas. The following fire safety equipment is readily available:

- **Fire Extinguishers:** Various types of fire extinguishers (e.g., water, foam, CO₂, powder) are strategically placed throughout workshops and laboratory spaces.
- **Fire Blankets:** Fire blankets are available in laboratory settings for emergency fire suppression, particularly for small fires involving chemicals or equipment.
- **Fire Hose Reels:** Located in larger workshops or areas with higher fire risks, fire hose reels provide a direct source of water for fire-fighting purposes.
- **Emergency Fire Exit Signs:** Clearly marked fire exits and emergency exit routes ensure that everyone can evacuate quickly in case of fire or other emergencies.

13 First Aid and Medical Equipment procedure

In case of injury or medical emergency (refer 4.7 section for more details on First AID), the following first aid and medical equipment is available:

- **First Aid Kits:** Fully stocked first aid kits are located in each workshop and laboratory area, containing bandages, antiseptics, burn dressings, and other essential items for basic medical treatment.
- **Eye Wash Stations:** Installed in laboratories and areas where chemicals or hazardous materials are used, eye wash stations provide immediate relief for eye exposure to harmful substances.
- **Safety Showers:** Available in laboratories for emergency use in case of chemical spills or contact with harmful substances.
- **Burn Kits:** Specialized burn kits are available in workshops and laboratories for treating burns, especially in high-risk areas like laboratories with open flames or hot equipment.
- **Automated External Defibrillators (AEDs):** AEDs are available for emergency use in case of a cardiac arrest, providing immediate support until medical professionals arrive.

6.2 Fire Safety Guidelines

Policy Purpose

This policy aims to mitigate fire risks and safeguard all campus occupants by implementing comprehensive fire safety measures and promoting awareness.

Scope

The policy applies to all students, faculty, staff, visitors, and contractors on campus and covers fire safety equipment, emergency planning, evacuation procedures, training, and drills.

Policy Statement

BAC is committed to maintaining a safe environment by adhering to fire safety standards, training personnel, and preparing for emergencies through proactive measures.

Procedure Steps

1. Fire Extinguishers

Hand-held fire extinguishers are strategically installed across the campus. Designated staff are trained to use fire extinguishers effectively in emergencies. Fire extinguishers are inspected and maintained periodically to ensure readiness.

2. Emergency Evacuation Plans

Comprehensive and clear emergency evacuation plans are established and displayed in accessible areas. Alternative exit routes are included in all evacuation plans to accommodate various scenarios. During evacuations, headcounts must be conducted and verified for faculty, staff, students, and other campus occupants.

3. Competent Personnel

Qualified fire safety officers are appointed to monitor and coordinate safety procedures during drills and emergencies. Fire safety officers oversee the safety of employees, students, and visitors during evacuations.

4. Training and Awareness

Regular fire safety training sessions are provided for employees and students. Fire evacuation instructions are prominently displayed across campus facilities, ensuring easy access to safety information.

5. Regular Drills

Fire drills are conducted at least once a year to familiarize all campus personnel with evacuation procedures. Feedback from fire drills is used to identify areas for improvement in fire safety measures and response.

6. Monitoring and Updates

Fire safety protocols are regularly reviewed and updated to comply with UAE safety regulations and industry standards. Records of fire drills, training sessions, and equipment inspections are maintained for compliance and accountability.

6.3 First Aid Policy Guidelines

BAC maintains a fully equipped first aid system to provide immediate medical assistance in case of an injury or emergency. The following arrangements are in place:

- **On-site Nurse and First Aid Room:** BAC employs a nurse who oversees a fully equipped first aid room available for staff and students in need of medical attention.

- Visible First Aid Information: Details of the first aid facilities, including the location of first aid kits and trained personnel, are displayed in visible areas across the campus.
- First Aid Materials: First aid supplies are regularly replenished to ensure that materials are always available and not past their expiration date.
- Medical Requirements Notification: Staff and students with special medical requirements must notify HR (staff) or Student Support Services (students) upon joining BAC. The HR Officer or Student Support Services will communicate the individual's medical needs to the Health and Safety Officer to ensure appropriate support is in place.



Fig 20 : First Aid Kit in Every BAC Laboratories

Purpose

The purpose of this policy is to first aid treatment is available within the College premises for injured or ill person when necessary.

Scope

This policy applies to British Applied College community which includes faculty, staff, students, guests and visitors.

Policy Statement

British Applied College is committed to encourage and promote good health and to deal efficiently and effectively with illnesses and emergencies that may arise at the campus. The policy ensures that the

College has adequate and appropriate equipment, facilities and procedures to provide appropriate First Aid.

Responsibility

Executive Dean : Deans is responsible for ensuring that an appointed persons and adequate equipment are available to provide first aid for faculty, staff, students and visitors at BAC.

Health and Safety Officer

- Ensure first aid arrangements are communicated to staff, pupils and visitors, through induction, briefings and signage.
- Ensure any first aid kits held locally by the department are periodically checked and appropriately stocked.
- Carry out a first aid needs assessment to ascertain the needs of the College.
- Arrange appropriate first aid training.

First-Aider

First Aiders are staff who hold a current first aid certificate issued by an approved Health & Safety training organisation. First-Aider will:

- Provide first aid, as required.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Respond promptly to all requests for assistance.
- Summon further help if necessary.
- Look after the casualty until recovery has taken place or further medical assistance has arrived.
- Report details of any treatment provided to the person completing the College Accident/Incident Recording form.

First Aid Supplies:

Basic First Aid kits are available. They are easily identifiable and must be kept in a clean dry area. They are checked on every quarter to ensure the contents are there and up to date. The kit should contain at least the following:

10 adhesive dressings (plasters) of assorted sizes

- 3 medium sterile dressings
- 1 large sterile dressing
- 3 small sterile dressings

- 1 extra-large sterile eye patch
- 2 triangular bandages
- Safety pins
- Disposable latex gloves
- 2 small plastic bags- for disposable of soiled items
- 1 guidance card and contents list

Training

Training and renewal of first aid qualifications will be coordinated and arranged through Health and Safety Department.

Certified First Aiders on Campus

The following personnel are certified first aiders and available for emergency situations on campus:

- Inhouse Nurse
- Health and Safety Officer
- Lab Instructors and Lab Supervisor

First Aid Kit Availability

- First aid kits are available in every building across the campus to ensure that immediate assistance is provided in the case of an emergency.

6.3.1 Roles and Responsibilities in the Medical Emergency Procedure

11. Identify the Emergency

- Ensure the safety of the site before approaching the casualty.
- Recognize signs of a medical emergency (unconsciousness, severe bleeding, breathing difficulties, etc.).

12. Call for Help

- Dial campus emergency number or local emergency services immediately (e.g., 998 for Ambulance).

13. Provide First Aid

- Administer first aid if trained and capable, until professional help arrives. Ensure safety and avoid putting yourself at risk.

14. For Students

- Call emergency services immediately (e.g., 998) and provide details of the location and nature of the emergency.
- Notify the nearest faculty member or security person.
- Assist by keeping the area clear and providing comfort to the affected individual if safe to do so.

- If trained, provide first aid until help arrives.

15. For Faculty

- Ensure emergency services are contacted.
- Provide first aid if trained and necessary.
- Assign a student to direct emergency responders to the location.
- Inform the campus nurse and security guard about the emergency.

16. For Staff

- Assist in contacting emergency services if not already done.
- Provide first aid within the scope of training.
- Help maintain a clear area around the emergency.

17. Alert Campus Security

- Contact the security guard on duty, providing details of the emergency and to notify the Nurse, Health and Safety Officer, and Student Affairs Department.
- Ensure the scene is secure and clear of unnecessary personnel.
- Guide paramedics and emergency responders to the exact location.
- Maintain a log of the incident, including actions taken and involved personnel.

18. Inform the Nurse

- Notify the on-campus nurse to prepare for immediate medical assistance.
- Administer necessary medical care and stabilize the patient until emergency services arrive.
- Gather the patient's medical history and other relevant details for paramedics.
- Communicate with emergency responders for the handover of information.

19. Report to Health and Safety Officer

- Ensure that all procedures are followed and coordinate with different departments.
- Conduct an incident report detailing the nature of the emergency, response actions, and outcomes within 24 hours.
- Document the incident and coordinate any further response as needed.

20. Notify Student Affairs Department

- Inform the Student Affairs Department about the situation and the affected student(s).
- Provide emotional and logistical support to the student and their family.
- Communicate with the college community about the incident, respecting privacy and confidentiality.
- Ensure the student receives ongoing support.

6.3.2. Arranging Hospital Transportation

As a First Aider, you may be responsible for arranging transportation for an ill or injured person. Depending on the severity, you will need to decide whether an ambulance is required or if a taxi should be arranged. Follow these procedures:

3. Call Emergency Services (Ambulance)

- If the person requires immediate medical attention, dial 998 and request an ambulance.

- Provide the location details, including the building, floor, and room number, or if outdoors, the specific location on campus.
- Provide the number of individuals involved and their conditions.
- Confirm all details with the ambulance service before ending the call.
- Notify Security (internal extension 115 or 067646333) to inform them of the ambulance request and its details.
- Go to the scene to confirm the ambulance's arrival and assist the security officer in guiding them to the location.

4. **Arrange Transportation by Car or Taxi**

- If a taxi is required to transport a person to the hospital:
 1. Call Security (internal extension 115 or 067646333) to arrange for a personal car or taxi and open the gates for access.
 2. Provide details of the car (number plate, color, type) or the taxi.
 3. If using a personal car, ensure Security coordinates entry and escort to the scene.
 4. For a taxi, ensure that the taxi is ordered and ready for departure.
- **Provide Information:** Ensure the person receiving transport has a business card detailing return procedures to BAC.

6.3.3. *Basic First Aid Procedures*

5. **Assessment of the Situation**

- Before administering first aid, assess the safety of the environment and the casualty.
- Check for any hazards and evaluate the number of injuries and the nature of the situation.

6. **Basic Life Support (CPR)**

CPR is a life-saving technique used if someone's breathing or heartbeat stops.

- **Scene Safety:** Ensure the area is safe and use PPE as necessary.
- **Check the Casualty:** If unresponsive, check for breathing or signs of life-threatening conditions.
- **Call for Help:** Call 998 for emergency medical assistance.
- **Start Chest Compressions:**
 1. Position hands in the center of the chest.
 2. Ensure depth is at least 2 inches, and the compression rate is 100-120 per minute.
 3. Allow full chest recoil after each compression.
- **Provide Rescue Breaths:**
 1. Open the airway using the head-tilt, chin-lift method.
 2. Pinch the nose and cover the mouth with your own.
 3. Ensure each breath lasts about 1 second.
- Continue CPR until help arrives or an Automated External Defibrillator (AED) is available. Minimize interruptions to compressions.

7. **Handling Common Injuries**

- **Cuts:** Clean the wound with warm water and soap, apply a clean bandage, and seek medical help if needed.
- **Burns:** Cool the burn under cold running water for at least 10 minutes. Cover with sterile dressing, avoid popping blisters.
- **Fractures:** Immobilize the injured area, apply cold compresses, and seek immediate medical attention.

8. Dealing with Emergencies

- **Heart Attack:** Recognize signs such as chest pain or shortness of breath, and call for emergency medical help.
- **Stroke:** Use the FAST (Face, Arms, Speech, Time) method to identify a stroke. Seek emergency medical help immediately.
- **Choking:** Perform the Heimlich maneuver (abdominal thrusts or back blows) to clear the airway. If unsuccessful, call for emergency help.

6.4 Hazardous Material Handling Guidelines

Policy Purpose

This policy aims to ensure the safe and effective management of hazardous material incidents within the campus, prioritizing the safety of all students, staff, and visitors by implementing immediate response procedures in case of exposure or release of hazardous materials.

Scope

The procedure applies to all laboratories, classrooms, and areas where hazardous materials are handled, stored, or used. It outlines the steps for evacuating individuals and securing areas in the event of a hazardous material release, either inside or outside campus buildings.

Policy Statement

In the event of a hazardous material release, BAC prioritizes swift, coordinated actions to ensure the safety and security of all occupants. Procedures are in place for immediate evacuation, isolation, and containment to minimize exposure and prevent harm.

Procedure Steps

1. Immediate Evacuation

Action: In case of a hazardous material release inside a building or laboratory, immediate evacuation of all staff, students, and personnel is required.

Objective: Move everyone to a designated safe area away from the release site to minimize exposure and risk.

2. Sealing Doors and Windows

Action: After evacuating individuals, all doors and windows in the affected area should be sealed to contain the hazardous material and prevent its spread.

Objective: Ensure that no hazardous substances escape or enter the safe areas where people have been evacuated.

3. Closing Ventilation Systems

Action: All ventilation systems must be shut off in the affected area to avoid the circulation of hazardous materials through the building.

Objective: Prevent the spread of hazardous air or fumes that could endanger individuals in other parts of the building.

4. Isolation of Affected Area

Action: If the release occurs outside the building or laboratory, ensure that students and staff inside the building are isolated.

Objective: Lock all doors and windows and seal any possible openings to create a safe and contained environment until further action is taken.

5. Notification and Response Coordination

Action: Immediately notify the Health and Safety Officer, Facilities Officer, and Emergency Response Team.

Objective: Coordinate with emergency services for the safe handling, cleanup, and neutralization of the hazardous material.

6. Monitoring and Follow-Up

Action: Constantly monitor the environment for potential risks after the isolation and evacuation process.

Objective: Ensure that all safety measures are in place and that the area remains secure until professional responders arrive.

7. Decontamination and Clearance

Action: Following the containment of the hazardous material, professional decontamination teams should handle the cleanup process.

Objective: Ensure that the area is fully decontaminated and safe before re-entry by students, staff, and faculty.

The handling of hazardous materials in workshops, laboratories, and other facilities is of critical importance to ensure the safety of students, staff, and the environment. To ensure compliance with health, safety, and environmental regulations, BAC follows strict procedures for the storage, distribution, use, and disposal of hazardous materials. This includes chemicals, biological agents, radioactive materials, and any other potentially dangerous substances.

6.4.1. Storage of Hazardous Materials

Safe storage is the first step in managing hazardous materials. BAC adheres to international best practices and local regulatory requirements to ensure that materials are stored securely.

- **Chemical Storage Cabinets:** Chemicals are stored in purpose-built cabinets that are specifically designed for the safe containment of hazardous substances. These cabinets are clearly labeled with appropriate hazard symbols and are well-ventilated to reduce the risk of chemical reactions.
- **Flammable Materials:** Flammable materials are stored in fire-rated cabinets or rooms that are isolated from other substances to minimize the risk of fires. These storage areas are equipped with fire extinguishers and smoke detectors.
- **Corrosive and Reactive Materials:** Corrosive and reactive chemicals are stored in separate, clearly labeled containers to avoid accidental mixing with incompatible substances. Storage areas are equipped with secondary containment, such as trays or basins, to contain any leaks or spills.
- **Biological Hazardous Materials:** For biological substances (e.g., infectious agents), BAC uses biohazard containment units, such as bio-safety cabinets or refrigerators, that meet the necessary containment levels (e.g., BSL-1, BSL-2, etc.).
- **Radioactive Materials:** Any radioactive substances are stored according to regulations in designated, secure areas with proper shielding and monitoring equipment.
- **Temperature-sensitive Materials:** Substances requiring specific temperature conditions (e.g., refrigerated chemicals) are stored in controlled-temperature refrigerators or freezers.

6.4.2. Distribution of Hazardous Materials

The distribution of hazardous materials within BAC is handled carefully to ensure that they are transported safely and are only provided to authorized personnel.

- **Labeling and Documentation:** All hazardous materials are labeled with appropriate hazard symbols and include Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) that provide detailed information on handling, storage, and emergency procedures.
- **Authorized Personnel:** Only trained and qualified personnel are authorized to handle, distribute, or transport hazardous materials within the campus. Faculty members, lab technicians, and staff involved in hazardous material management undergo regular training in safe handling and emergency response.
- **Transporting Hazardous Materials:** When hazardous materials need to be moved from one location to another within the campus, they are transported in secure, labeled containers, and appropriate safety measures are followed (e.g., carrying spills containment kits, wearing PPE).

6.4.3. Use of Hazardous Materials

The use of hazardous materials is strictly controlled to prevent exposure, contamination, and accidents.

- **Risk Assessment:** Before using any hazardous material, a thorough risk assessment is carried out to evaluate potential risks and determine the necessary control measures. This assessment is reviewed regularly to ensure its relevance and effectiveness.

- **Personal Protective Equipment (PPE):** All individuals using hazardous materials are required to wear the appropriate PPE, which may include gloves, goggles, face shields, lab coats, respirators, and hearing protection. PPE requirements are specified in the MSDS for each material.
- **Ventilation:** In laboratories and workshops where hazardous materials are used, local exhaust ventilation systems (e.g., fume hoods, biosafety cabinets) are in place to ensure that airborne contaminants, such as fumes, dust, or vapors, are safely vented outside.
- **Supervision:** Hazardous material use in labs and workshops is conducted under the supervision of qualified personnel who ensure that all safety protocols are followed and that proper procedures are in place for handling materials.

6.4.4. Disposal of Hazardous Materials

Safe disposal of hazardous materials is essential to prevent environmental contamination and ensure compliance with regulatory standards.

- **Waste Segregation:** Hazardous waste is segregated by type (e.g., chemical, biological, radioactive, etc.) and stored in clearly labeled containers to prevent mixing incompatible materials. Waste containers are designed to prevent leaks or spills and are stored in dedicated hazardous waste storage areas.
- **Chemical Waste Disposal:** Chemical waste is disposed of in accordance with local environmental regulations and international standards. Chemicals are either neutralized, detoxified, or sent to licensed hazardous waste disposal companies for proper disposal.
- **Biological Waste Disposal:** Biological materials, including contaminated cultures, specimens, and gloves, are disposed of in biohazard waste bags, which are then treated by autoclaving or incineration to eliminate any risk of contamination.
- **Radioactive Waste Disposal:** Radioactive materials are handled and disposed of by trained personnel in compliance with national nuclear regulatory bodies. Waste is kept in sealed containers and is either stored temporarily for decay or disposed of at licensed facilities.
- **Electronic Waste (E-Waste):** E-waste, such as old computers and laboratory equipment, is handled through recycling programs. Any equipment containing hazardous materials, like batteries or mercury, is disposed of in accordance with specific environmental guidelines.
- **Incineration or Landfill Disposal:** As a last resort for non-recyclable hazardous waste, BAC works with certified waste management companies that have the capability to incinerate or safely landfill hazardous materials, ensuring that they do not pose a risk to the environment.

6.4.5. Emergency Response and Spill Management

BAC is prepared for emergencies that may arise from the use, storage, or transportation of hazardous materials. The following procedures are in place:

- **Spill Kits:** Chemical spill kits are available in all areas where hazardous materials are used or stored. These kits contain absorbent materials, neutralizing agents, and personal protective equipment (PPE) for handling spills.
- **Emergency Contacts:** Emergency contact numbers (e.g., local emergency services, campus health and safety team) are posted in visible locations near hazardous materials storage and usage areas.
- **Spill Response Procedures:** In the event of a spill or leak, staff are trained to follow predefined response procedures, which include evacuation (if necessary), containment of the spill, and proper cleanup using the appropriate spill kit. The Health and Safety Officer and the Environment, Health, and Safety (EHS) team are notified immediately.
- **Chemical Exposure:** In case of exposure to hazardous chemicals, emergency eyewash stations and safety showers are available. Personnel are trained on how to respond to chemical exposures and how to use safety equipment effectively.

6.5 Fire Emergency Evacuation Procedure in College

Purpose

This policy is designed to reduce the risk of fire hazards within BAC premises and ensure the safety of all faculty, staff, students, and visitors. It outlines safety procedures, emergency actions, and evacuation protocols to follow in the event of a fire or suspected fire.

Scope

This policy applies to all areas on campus, with special emphasis on locations with controlled flames, combustible materials, and electrical equipment such as laboratories, kitchens, and pantries.

Statement

Fire safety is a key concern for BAC. In order to protect all individuals on campus, staff, faculty, students, and visitors must adhere to fire safety protocols and emergency procedures in all situations that involve fire risks.

Procedure Steps

1. Fire Safety Precautions in High-Risk Areas

Action: In areas with controlled flames, combustible materials, and electrical equipment (e.g., laboratories, kitchens, and pantries), staff must: Exercise the utmost care when handling equipment and materials. Strictly adhere to fire safety protocols. Familiarize themselves with the locations of fire extinguishers and other safety equipment, ensuring they are trained to use them effectively. Regularly check emergency doors to ensure they remain unlocked for immediate evacuation if needed.

2. Priority for Vulnerable Individuals

Action: In the event of a fire emergency, faculty and staff must prioritize the evacuation and rescue of people of determination (individuals with disabilities), pregnant women, and elderly individuals.

Objective: Ensure that these individuals receive immediate assistance and safe evacuation from the building.

3. Head Count and Evacuation Procedures

Action: During every emergency evacuation, a head count of faculty, staff, students, and all other stakeholders on campus should be conducted and cross-checked for safety.

Objective: Verify that all individuals have evacuated the premises and are safe.

4. Actions Upon Discovery of Fire

Action: Faculty, staff, students, or visitors who discover a fire or suspect one on campus should immediately:

Alert: Notify emergency services and the campus emergency response team.

Activate Fire Alarm: Trigger the nearest fire alarm system to alert the entire campus.

Follow Evacuation Protocols: Evacuate the area calmly, using the designated emergency exits. Avoid using elevators.

Assist Others: Help those who may need assistance, particularly vulnerable individuals, in evacuating safely.

5. Fire Safety Training and Awareness

Action: Ensure that all staff and faculty are provided with regular fire safety training and are familiar with emergency evacuation routes and procedures.

Objective: Equip staff and faculty with the necessary knowledge to respond effectively during a fire emergency.

6. Post-Incident Review

Action: After a fire incident, conduct a debriefing session to review the evacuation and response procedures.

Objective: Identify areas of improvement and update protocols as necessary to enhance future fire safety and preparedness.

Fire is an ever-present risk, including within our College premises. To mitigate this risk, guidelines have been established for faculty, staff, students, and visitors.

Areas with controlled flames, combustible materials, and electrical equipment, such as laboratories and kitchens/pantries, pose the greatest risk of fire. In these areas, staff must:

- Exercise the utmost care when handling equipment and materials.
 - Strictly adhere to fire safety protocols.
 - Familiarize themselves with the locations of fire extinguishers and other safety equipment, provided they are trained to use them.
 - Regularly check emergency doors to ensure they are unlocked.
 - Always give priority for people of determination, pregnant women and aged people to evacuate and rescue in case of emergency
 - In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.
- **In the event of a fire:**

Faculty, staff, students, or visitors who discover a fire or suspect one in the College should:

- Evacuate the building by using the nearest exit.

- Do not stay behind to collect belongings.
 - If possible, close the doors as you leave.
 - Activate nearest fire alarm.
 - Call civil defense number 997.
 - If you can try to put off the fire using
 - appropriate firefighting applications
 - without risking your life.
 - Gather in the assembly point without
 - rushing (do not run).
 - Do not return to the building until
 - declared safe.
- **In case of hearing fire alarm:**
 - Exit the building immediately using the nearest available exit.
 - Maintain a calm pace; do not run.
 - Proceed to the designated assembly point for safety.
 - Avoid using elevators and escalators during evacuation.
 - Gather at the front of the building outside the college entrance gates.
 - Report any missing individuals to a faculty/staff member or health and safety officer.
 - If possible, faculty should ensure all students are present by checking the attendance record.
 - Do not re-enter the building until receiving official confirmation of safety.
 - Staff discovering or suspecting a fire should promptly inform a senior staff member and assist in evacuation.
 - Individuals not directly involved in firefighting should evacuate the building without risking their safety.
 - In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.
 - **When the fire alarm sounds:**

Responding to a Fire Alarm: Staff and Students

- Staff and students will calmly line up and exit the room, led by academic staff who will guide them along predetermined exit routes. Windows and doors should be closed but left unlocked, and lights turned off.
- Administrative/support staff will ensure all students have evacuated their respective areas, including specialized labs, computer labs, and social areas. They will also secure the area, turn off lights, close doors, check for any remaining students, and carry a first aid kit and mobile phone.
- Academic staff will conduct a headcount of their students upon reaching the assembly point, reporting any missing students to senior staff immediately.
- Everyone will await the all-clear signal before returning to the building in an orderly manner.



Fig 21: Safety Evaluation plan of BAC

6.6 Basic First Aid Guidelines

Purpose

The purpose of this policy is to provide guidelines for the basic first aid and CPR procedures to be followed in emergency situations on campus, ensuring that staff, faculty, and students are equipped to provide initial care in case of a medical emergency.

Scope

This procedure applies to all campus personnel who may be required to assist in an emergency situation, including faculty, staff, and designated first aid responders.

Statement

In the event of a medical emergency, prompt action is crucial to save lives. This policy outlines the steps for assessing the situation and performing CPR. All staff and faculty should be aware of the basic first aid procedures, with specific focus on CPR, to ensure a safe campus environment.

Cardiopulmonary resuscitation (CPR) is a life-saving technique used in emergencies when someone's breathing or heartbeat has stopped.

- Check the scene for safety, form an initial impression and use personal protective equipment (PPE).
- If the person appears unresponsive, check for responsiveness, breathing, life-threatening bleeding or other life-threatening conditions using shout-tap-shout.
- If the person does not respond and is not breathing or only gasping, call 988 and get equipment, or tell someone to do so.
- Kneel beside the person. Place the person on their back on a firm, flat surface.
- Give at least 30 sets of chest compressions:
 - Hand position: Two hands centered on the chest
 - Body position: Shoulders directly over hands; elbows locked
 - Depth: At least 2 inches
 - Rate: 100 to 120 per minute
 - Allow chest to return to normal position after each compression
- Give 2 breaths:
 - Open the airway to a past-neutral position using the head-tilt/chin-lift technique
 - Pinch the nose shut, take a normal breath, and make a complete seal over the person's mouth with your mouth.
 - Ensure each breath lasts about 1 second and makes the chest rise; allow air to exit before giving the next breath
- Continue giving sets of 30 chest compressions and 2 breaths. Use an AED as soon as one is available! Minimize interruptions to chest compressions to less than 10 seconds.

Remember, this is a basic guide and the actual CPR procedures may vary depending on the situation and the casualty's condition. Always get proper CPR training and when in doubt, seek professional medical help. Safety first!

6.7. Chemical Safety Equipment

Handling chemicals in a safe manner is paramount in the laboratory environment. The following chemical safety equipment is provided:

- **Chemical Spill Kits:** Specially designed spill kits for chemical spills, including absorbents, neutralizing agents, and containment materials.
- **Fume Hoods:** Ventilated enclosures to remove hazardous fumes or vapors generated during chemical experiments or processes.
- **Chemical Storage Cabinets:** Properly labeled and ventilated storage areas for storing chemicals safely and minimizing the risk of chemical reactions or exposure.
- **Gas Detection Monitors:** Used in areas where there may be a risk of toxic gas leakage, such as laboratories with gas cylinders or chemicals that release gases.

6.8 Electrical Safety Equipment

Electrical safety is critical in workshops and laboratories where electrical equipment is used. The following equipment helps ensure safety:

- **Circuit Breakers and Fuses:** Electrical circuits are equipped with circuit breakers and fuses to prevent overloads and reduce the risk of electrical fires.
- **Insulated Tools:** Tools and equipment with insulated handles are available to prevent electrical shocks when working with live circuits.
- **Lockout/Tagout Kits:** These kits are used to ensure that electrical systems or machinery are de-energized and cannot be accidentally started during maintenance or repair.

6.9 Emergency Communication Equipment

In case of an emergency, clear and immediate communication is essential. The following equipment supports this need:

- **Emergency Phones and Call Systems:** Located in key areas, emergency phones and call systems allow staff and students to quickly contact emergency services or the campus security team.
- **Public Address System (PA):** The campus is equipped with a PA system to broadcast emergency notifications and evacuation instructions across the campus.

- **Alarm Systems:** Visual and audible alarms, including fire alarms, gas detection alarms, and general emergency alarms, are in place to alert occupants of the workshop or laboratory to potential hazards.

6.10. Hazardous Material Handling Equipment

Certain workshops and laboratories involve hazardous materials. To ensure their safe handling, the following equipment is provided:

- **Containment Systems:** Special containment units (e.g., trays, sinks) for working with hazardous liquids or materials to prevent spills and exposure.
- **Laboratory Gloves and Tongs:** For handling hot objects, corrosive materials, or biohazardous substances safely.
- **Ventilation Systems:** Laboratory spaces are equipped with proper ventilation systems to remove harmful fumes and maintain safe air quality.

6.11 Environmental Safety Equipment

To ensure a safe and environmentally responsible workshop and laboratory space, BAC provides the following equipment:

- **Waste Disposal Bins:** Clearly labeled bins for the disposal of hazardous and non-hazardous waste, ensuring compliance with environmental regulations.
- **Recycling Stations:** Separate collection points for recyclable materials to promote sustainability on campus.
- **Air Purifiers:** Installed in areas where pollutants or particulate matter may be present, such as certain laboratories or workshops, to ensure a safe working environment.

6.12. Emergency Evacuation Equipment

and equipment are crucial to ensure safety during emergencies. The following equipment supports evacuation efforts:

- **Evacuation Chairs:** Available for use in evacuating individuals with mobility impairments from higher floors in case of emergency.
- **Exit Routes and Maps:** Clearly marked and accessible exit routes, along with emergency evacuation maps posted throughout the workshop and laboratory areas.

6.13 Control Measures:

The Health and Safety Officer will propose to the management and implement appropriate control measures to reduce the risks associated with identified hazards. These measures may include:

- Providing suitable and sufficient training and information to employees, students, and visitors.

- Ensuring that all equipment and machinery is safe to use and properly maintained.
- Providing suitable and sufficient personal protective equipment where required.
- Ensuring that all premises are safe and properly maintained.
- Providing adequate welfare facilities.
- Ensuring that there is an effective system of reporting and investigating accidents, incidents, and near-misses.

Section-7: Guidelines governing male, female and people of determination

7.1 Safety, Inclusive Environment and Well-Being Guidelines

Purpose

The purpose of this policy is to ensure BAC provides a safe, secure, and inclusive environment for all stakeholders, focusing on the well-being of students, faculty, and staff, particularly females and people of determination (persons with disabilities). The college strives to promote mental and emotional well-being through supportive services, accessible facilities, and an inclusive campus design.

Scope

This policy applies to all BAC stakeholders, including students, faculty, and staff. It encompasses facilities, mental and emotional well-being support, and campus accessibility to ensure that everyone, regardless of gender or ability, has an equal opportunity to thrive in an inclusive and supportive environment.

Statement

BAC is dedicated to providing a campus that supports the well-being and safety of all individuals. This includes the implementation of specific measures for female residents and people of determination, ensuring mental and emotional well-being, and creating an accessible learning environment. The college will continuously assess its facilities and services to foster an inclusive community.

Procedure Steps

1. Mental and Emotional Well-Being

Action: BAC ensures mental and emotional support services are available for all students, faculty, and staff.

Support Services: Establish counseling services, mental health resources, and awareness programs to promote well-being.

Training: Provide regular training for faculty and staff to recognize and address mental health challenges.

Access to Support: Create accessible systems to report concerns or seek assistance confidentially.

2. Facilities for Female Residents

Action: BAC offers gender-inclusive facilities to ensure that female residents feel supported and comfortable on campus.

Dedicated Spaces: Establish safe and secure spaces for female students and staff, including designated restrooms, changing areas, and lounges.

Security and Privacy: Implement measures to protect privacy and safety, including security personnel, CCTV surveillance, and access control.

3. Accessible Campus Design

Action: The campus is designed to be fully accessible for people of determination, ensuring they can navigate campus spaces independently and safely.

Accessible Pathways: Ensure all pathways are wide, clear, and free from obstructions for easy mobility.

Ramp Access: Install ramps at entrances, stairways, and other critical access points to facilitate entry for individuals with mobility challenges.

Elevators and Lifts: Ensure that all buildings with multiple levels are equipped with elevators or lifts that are easy to use for people with disabilities.

4. Parking for Special Needs Students

Action: Designate and maintain accessible parking spaces for students with disabilities.

Location: Ensure these spaces are located near building entrances and are clearly marked.

Regulation: Ensure that only authorized vehicles park in these spaces, enforcing the policy to maintain availability for those who need it.

5. Classroom and Learning Environment

Action: BAC ensures all classrooms and learning spaces are accessible and inclusive for everyone.

Accessible Seating: Provide seating arrangements that accommodate students with physical disabilities, ensuring space for wheelchairs and assistive devices.

Adaptive Learning Tools: Implement accessible technology and resources, such as screen readers, audio materials, and flexible learning formats, to support students with various learning needs.

Inclusive Curriculum: Ensure that the curriculum and teaching practices promote inclusion and address the needs of diverse learners, including those with disabilities.

7.1.1 Mental and Emotional Well-Being

1. Counseling and Mental Health Support Services

- **On-Campus Counseling Services:** Professional, confidential counseling services are available to support students dealing with academic stress, personal challenges, anxiety, or other mental health concerns. Counselors are trained to provide individualized care while respecting student privacy.
- **Scheduled Counseling Appointments:** Students can schedule private one-on-one sessions with qualified mental health professionals. Emergency appointments are also available for students in acute distress.

- External Referrals: For specialized care, students may be referred to licensed external mental health professionals or clinics when necessary.

2. Awareness and Education Campaigns

- Workshops and Seminars: Regular mental health awareness workshops are conducted to educate students and staff about stress management, mindfulness practices, time management, and coping strategies.
- Destigmatizing Mental Health: Awareness campaigns, including guest lectures and events, are held to encourage open conversations about mental health challenges and destigmatize seeking help.
- Digital and Print Resources: Educational resources such as brochures, posters, and online materials are made available to provide students with tools to understand and manage their emotional well-being.

3. Designated Student Affairs Team

- Dedicated Mental Health Support Team: A specialized Student Affairs team is responsible for ensuring students' mental and emotional well-being, offering structured programs and monitoring mental health concerns.
- Crisis Intervention Protocol: A clearly defined protocol ensures that immediate support is provided to students facing critical mental health challenges, including risk assessments and intervention plans.

4. Peer Support and Adjustment Programs

- Buddy System for New Students: New students are paired with peers (buddies) to help them adjust to campus life, reducing feelings of isolation and fostering a sense of belonging.
- Peer Mentoring Groups: Trained student mentors act as supportive figures, offering advice and sharing their experiences to assist peers facing academic and emotional challenges.
- Student-Led Wellness Clubs: Clubs focusing on mental well-being, recreational activities, and stress-relief programs are encouraged to build a sense of community and support.

5. Inclusive Measures

To ensure that mental, emotional, and recreational well-being support extends to every individual, the following measures are implemented:

Accessibility for Persons of Determination: All counseling services, recreational activities, and wellness programs are made accessible for students with physical, sensory, or learning disabilities. A dedicated support team assists Persons of Determination with adjustments during events, counseling sessions, or recreational programs to meet their specific needs.

Cultural and Gender Sensitivity: Culturally sensitive counseling and emotional support services are provided to cater to students from diverse backgrounds. Separate recreational facilities and wellness programs are available for female learners to ensure comfort and participation.

Language Support: Emotional and mental health resources are made available in multiple languages to address the diverse linguistic needs of students.

Feedback Mechanisms: Regular surveys and feedback channels are established to evaluate the effectiveness of mental health and recreational programs, allowing for continuous improvement based on student needs.

7.1.2 Specific Facilities for Female Residents

Dedicated Areas: Exclusive dormitories and study spaces are allocated for female students to ensure privacy and comfort.

Social and Recreational Spaces: Female-only lounges, prayer rooms, and recreational facilities are provided.

Cultural Sensitivity: Policies are in place to respect cultural practices, including dress codes and visitation rules.

Separate Prayer Rooms for female and Males : BAC provides separate prayer rooms for males and females in the campus.

7.2 Special Consideration for Persons of Determination

Purpose

The purpose of this policy is to ensure that persons with determination (persons with disabilities) are provided with a safe, accessible, and supportive environment, particularly during emergency situations. This includes providing necessary facilities, designated assistance, and a clear procedure for quick and safe evacuation to minimize any potential risk or inconvenience.

Scope

This policy applies to all students, staff, and visitors at BAC who are identified as persons with determination. It ensures that these individuals have appropriate access to all campus facilities, as well as a comprehensive evacuation plan in case of emergencies.

Statement

BAC is committed to ensuring that persons with determination are treated with respect and care. The college provides ramps, elevators, and other accessible features to facilitate free movement across campus, including during emergency evacuations. Specific measures are in place to ensure their safety and well-being, and designated individuals will assist them in emergencies to ensure a smooth evacuation.

- During emergencies, the following step-by-step guide will be followed to ensure their safety:
Step-by-Step Guide for Assisting Persons of Determination

- Identification and Assignment of Support Staff: Designated support staff members will be assigned to assist Persons of Determination during the evacuation process.
- Immediate Communication: Support staff must immediately communicate with Persons of Determination to inform them of the emergency and the need to evacuate. Clear and calm instructions will be provided.
- Assistive Mobility Devices: For wheelchair users: Assist the person to access the ramps or designated safe exit routes suitable for wheelchairs. For individuals using crutches, canes, or walkers: Provide physical support as needed to guide them safely towards exits.
- Utilize Ramps and Accessible Routes : Avoid crowded stairways and narrow exits to prevent stampede risks.
- Isolation from Crowds : Support staff must ensure that Persons of Determination are protected from any potential stampede by guiding them away from crowded areas or congested exits.
- Emergency Carrying Protocols (if needed) :If ramps or accessible routes are unavailable, designated staff may carefully carry wheelchair users or provide alternative mobility assistance while ensuring safety and dignity.
- Quick Evacuation and Safe Relocation: Once evacuated, Persons of Determination will be guided to safe assembly points and provided necessary assistance or medical attention as required.
- Post-Evacuation Verification: Support staff must confirm that all Persons of Determination under their care have been successfully evacuated and are accounted for at the assembly point.

7.3 Female Learners and Staff in an Emergency

Purpose

The purpose of this policy is to ensure that female learners and staff are given priority and adequate support during emergency evacuations, considering their physical and emotional ability to handle such situations. Special measures are implemented to facilitate their safe and efficient evacuation, ensuring minimal risk during emergencies.

Scope

This policy applies to all female learners and staff at BAC. It provides specific guidelines on the support and consideration given to females during emergency situations to ensure their safety and well-being.

Policy Statement

In emergency situations, special consideration is given to female learners and staff, taking into account their physical and emotional needs. Measures such as footwear adjustment and additional guidance will be provided to ensure that they can evacuate quickly and safely.

Procedure Steps

- Footwear Adjustment

Instructions to Remove Footwear: Female learners and staff will be instructed to remove restrictive footwear such as high-heeled shoes or loose sandals during the evacuation process.

This adjustment will allow them to move more freely and swiftly, ensuring their safety during evacuation.

- Priority and Consideration in Evacuation

Evacuation Priority: Female learners and staff will be given priority in the evacuation process, considering their physical ability to handle the situation.

Special attention will be paid to ensure that they are guided quickly and efficiently to safety, with a focus on avoiding crowding or congestion.

- Guidance and Support

Clear Instructions: During an emergency, clear and concise verbal instructions will be given to female learners and staff to guide them through the evacuation process.

Staff members will be stationed at strategic points to offer support, assistance, and reassurance.

- Emotional Support During Emergencies

Emotional Assistance: In recognition of the emotional challenges that some females may face during an emergency, additional emotional support will be provided as needed.

Trained personnel will offer comfort and guidance to help female learners and staff remain calm and focused during the evacuation.

- Safe and Efficient Evacuation Routes

Designated Evacuation Routes: Routes for female learners and staff will be designed to avoid overcrowded or difficult areas, ensuring a smooth and swift evacuation process.

If necessary, designated personnel will assist in guiding female learners and staff to the nearest exits and safe areas.

- Post-Evacuation Assistance

Reassurance and Check-ins: Once safely evacuated, female learners and staff will be directed to safe zones, where further emotional and physical support will be provided. Staff members will remain available to ensure their well-being until the emergency is fully resolved.

- Since the average physical ability of females is often less than that of males, priority and consideration is given more to female learners and staff in cases of emergency evacuation. The emotional ability to handle emergencies is also somewhat lower in females when compared to that of males. Females will be instructed to remove their high-heel shoes or sandals to ensure that they are able to walk or run quickly and safely.
- Specific Measures for Female Learners and Staff:

- **Footwear Adjustment:** Female learners and staff will be instructed to remove restrictive footwear, such as high-heel shoes or loose sandals, to allow for quick and safe movement during the evacuation process.
- **Guidance and Support:** Female staff and students will be provided with clear verbal instructions and support from the emergency operations team to ensure they remain calm and can follow the designated evacuation routes safely.
- **Avoiding Congestion:** Emergency response teams will monitor crowded areas to ensure female learners and staff are not caught in a stampede or bottlenecks during evacuation.
- **Assistance:** Additional support will be given to female learners or staff carrying children, personal items, or facing mobility challenges.

7.4 Student Housing and Accommodation

7.4.1 Service Guidelines for Student Accommodation

Purpose

The purpose of this policy is to ensure laundry services provided to students are clean, safe, efficient, and meet health and hygiene standards. (Applicable only if housing provided by BAC in future)

Scope

This policy applies to all student accommodation facilities for male, female, and People of Determination in compliance with UAE health and safety regulations.

Service Details

- **Facilities Provided:**
 - Designated laundry rooms equipped with washing machines, dryers, and ironing facilities for student use.
 - Separate and exclusive laundry areas for male and female residents to ensure privacy and cultural considerations.
 - Special assistance for People of Determination, such as accessible machines, assistance from staff, or tailored laundry services.
- **Operating Hours:**
 - Laundry rooms will operate daily from 7:00 AM to 10:00 PM.
- **Laundry Rules:**
 - Students must use machines responsibly and adhere to the operational guidelines displayed in the laundry rooms.
 - Use only approved detergents and cleaning materials to ensure machine longevity and safety.
 - Clothes must be removed from machines promptly to maintain availability for others.
 - Misuse of machines or tampering with equipment is strictly prohibited.

Hygiene and Maintenance

- Machines and equipment will be sanitized weekly by trained staff to ensure compliance with hygiene standards.

- Regular inspections will be conducted to ensure machines are functioning properly.
- Students are required to report malfunctioning machines or cleanliness issues immediately to the facilities team.

5. Monitoring and Support

- Staff will regularly monitor laundry usage to prevent misuse and ensure fair access to all residents.
- Support staff will provide additional laundry assistance to People of Determination, where needed.

7.4.2 Hygiene Standards

To ensure a clean and healthy living environment, the following hygiene standards are maintained in student housing facilities:

General Housekeeping: Professional cleaning services are employed to clean common areas, including lounges, corridors, restrooms, and kitchens, on a daily basis. Student rooms are cleaned weekly or as per the scheduled maintenance program.

Catering Hygiene: Food preparation areas adhere to the highest food safety standards in compliance with UAE Food Code regulations. Kitchen staff are trained in hygiene practices, including personal protective equipment (PPE) use and proper handwashing techniques. All utensils, cutlery, and cooking equipment undergo daily sanitization using approved disinfectants.

Laundry Facilities: Laundry equipment (washing machines and dryers) is cleaned and disinfected regularly to ensure hygiene. Students are provided with guidelines for using laundry facilities responsibly, including washing their personal items at appropriate temperatures to maintain cleanliness.

Waste Management: Garbage is collected daily, and waste bins are disinfected regularly. Recycling protocols are encouraged to promote environmental sustainability.

7.4.3 Periodic Inspections

To maintain high-quality housing standards, periodic inspections are carried out by the Health and Safety Team and Residential Management:

Room and Facility Inspections: Regular inspections of individual rooms and common areas are conducted to identify and resolve cleanliness issues, damages, or maintenance needs. Students are encouraged to report maintenance issues promptly through the housing support portal.

Catering Inspections: Food preparation and dining areas undergo periodic health and safety inspections to ensure compliance with hygiene standards. Unscheduled inspections may be conducted to monitor the quality and safety of food services.

Laundry and Hygiene Audits: Laundry facilities and equipment are inspected for proper functioning, safety, and hygiene adherence. Reports are generated to identify areas needing improvement.

Health and Safety Compliance Checks: Regular inspections of fire safety systems, emergency exits, and ventilation systems are performed to ensure compliance with UAE regulations. Safety teams ensure proper signage and functioning of emergency response equipment.

7.4.4 Quality Control Processes

BAC implements stringent quality control measures to ensure housing facilities and associated services meet high standards of safety, comfort, and hygiene.

Performance Monitoring: Monthly performance reviews of catering, laundry, and cleaning services are conducted to ensure service providers meet predefined quality benchmarks. Feedback from students is actively sought to improve service quality and address concerns promptly.

Health and Safety Standards Compliance: Housing facilities comply with UAE Ministry of Health guidelines and Environmental Health and Safety (EHS) protocols. Contractors and service providers are audited for compliance with BAC's health and hygiene requirements.

7.4.5 Health Services

To ensure a safe and healthy environment for students, staff, and visitors, the following measures are implemented:

- **Medical Facilities:**
 - a. A fully equipped clinic with a dedicated nurse is available on campus for emergency medical care.
 - b. Regular medical check-ups for students are scheduled to ensure well-being and prevent health issues.
 - c. Contact details for nearby hospitals, clinics, and emergency services are displayed prominently across the campus.
- **Hygiene Standards:**
 - a. All medical equipment and first aid supplies are sanitized weekly and replenished regularly.
 - b. Sterile procedures are strictly followed in all medical treatments.
- **Emergency Response:**
 - a. A trained medical team ensures immediate response to injuries, illnesses, or accidents.
 - b. CPR and first-aid training programs are conducted annually for staff and students.

7.4.6 Laundry Facilities

The laundry services provided in BAC accommodations ensure cleanliness, safety, and efficiency for all residents.

- **Facilities Provided:**
 - a. Separate laundry rooms are provided for male and female residents, operational daily from 7:00 AM to 10:00 PM.
 - b. Laundry rooms are equipped with washing machines, dryers, ironing stations, and accessible machines for People of Determination.
- **Hygiene Standards:**
 - a. Laundry machines are cleaned and sanitized weekly to maintain hygiene standards.

b. Approved detergents are recommended for use to prevent machine damage and ensure cleanliness.

➤ Periodic Inspections:

- a. The facilities team conducts weekly inspections of machines and laundry rooms.
- b. Malfunctioning machines are repaired or replaced immediately.

➤ Usage Guidelines:

- a. Students must remove laundry promptly after each cycle to maintain availability.
- b. Misuse or damage of equipment will lead to disciplinary action.

7.4.7 Catering Facilities

Catering services on campus are designed to meet high hygiene and safety standards, ensuring nutritious and safe meals for all students.

➤ Hygiene and Food Safety:

- a. All food handlers undergo mandatory health and hygiene training annually.
- b. Strict compliance with the UAE Food Code ensures the safe preparation, storage, and serving of food.
- c. Kitchens and dining areas are sanitized daily using approved disinfectants.

➤ Periodic Inspections:

- a. The catering facilities undergo weekly audits for hygiene, food quality, and equipment maintenance.
- b. Unscheduled checks ensure compliance with food safety regulations.

➤ Quality Control Processes:

- a. Food quality is monitored through regular student feedback and random taste testing.
- b. Suppliers are audited to ensure fresh and safe ingredients.

➤ Dietary Considerations:

- a. Special dietary options are available for students with specific health, religious, or cultural needs.
- b. Proper labeling of allergens is strictly enforced in dining facilities.

Management: Ensure compliance with UAE health and safety laws. Provide adequate resources for maintenance, safety inspections, and training. Monitor and improve safety measures periodically.

Facilities in charge: Conduct routine inspections of facilities for hazards. Maintain cleanliness and ensure timely repairs of faulty equipment. Provide clear communication on safety rules and emergency procedures.

Students: Must follow the accommodation's health and safety guidelines. Report hazards, accidents, or unsafe conditions immediately. Participate in fire drills and other safety training sessions.

Reporting: Any incident, accident, damage, maintenance issue, medical emergency, or any other urgent situation must be reported immediately to the building accommodation security guard, facilities officer, Health and Safety Officer, or Student Affairs office.

Hygiene Standards for Health Services, Laundry, and Catering

➤ **Health Services:**

- Regular disinfection of all medical equipment and surfaces within the clinic.
- Proper disposal of biomedical waste in compliance with UAE health regulations.
- Availability of personal protective equipment (PPE) for clinic staff and patients.
- Regular replenishment of first aid kits with sterile and high-quality supplies.

➤ **Laundry Services:**

- Weekly deep cleaning of washing machines and dryers to maintain hygiene.
- Use of eco-friendly detergents that meet UAE health standards.
- Ensuring clothes are dried at proper temperatures to eliminate bacteria and allergens.
- Availability of separate washing cycles for individuals requiring allergen-free processes.

➤ **Catering Services:**

- Daily cleaning of kitchen surfaces, utensils, and storage areas.
- Staff must wear gloves, hairnets, and masks while handling food.
- Periodic health checks for kitchen staff to ensure they are free from contagious illnesses.
- Proper labeling and storage of perishable items, adhering to "first-in, first-out" inventory practices.

7.5 Emergency Evaluation Guidelines for male/female/people of determination

Purpose

The purpose of this policy is to establish clear and effective emergency evacuation procedures for all students, staff, and stakeholders at BAC. This ensures that all individuals, including females and students with disabilities, can evacuate safely in the event of an emergency.

Scope

This policy applies to all faculty, staff, students, and visitors at BAC. It provides guidelines on emergency evacuation procedures, ensuring that all individuals are accounted for and evacuated efficiently and safely.

Statement

BAC is committed to maintaining a safe campus environment for all its stakeholders. This includes the clear communication of emergency evacuation procedures, regular fire drills, and special considerations for female and disabled students to ensure their needs are met during an evacuation.

Procedure Steps

- **Clear Exit Routes**

Exit Signage: Emergency exit routes and assembly points are clearly marked with bilingual signs in English and Arabic, ensuring accessibility for all individuals on campus.

These signs are prominently displayed in all buildings and outdoor areas to provide easy guidance during an emergency.

➤ **Regular Fire Drills**

Fire Drill Frequency: Fire drills are conducted at least twice per academic year to ensure preparedness and assess the effectiveness of the evacuation plan.

Feedback from these drills will be used to improve and refine the procedures.

➤ **Assembly Points**

Designated Safe Areas: BAC has identified specific assembly points where students, faculty, and staff will gather in the event of an evacuation. These points are located in safe, accessible areas away from the building to ensure everyone's safety.

The assembly points are communicated clearly to all campus occupants to ensure smooth and orderly evacuation.

➤ **Consideration for Female and Disabled Students**

Female Students:

Dedicated Social Rooms: Female students are provided with dedicated social rooms that offer privacy and areas for independent study or social functions.

Cultural Sensitivity: Special working overalls are provided for female students, allowing them to adhere to cultural dress codes while ensuring safety in workshops or laboratories.

Disabled Students:

Wheelchair Accessibility: BAC ensures that all campus areas, including classrooms, offices, and dining areas, are wheelchair accessible.

Ramps and Elevators: Ramps are strategically placed across campus to ensure smooth movement for students with mobility impairments. Elevators are available for easy access to all floors in buildings.

➤ **Headcount During Emergency Evacuations**

Accountability:

A headcount of all faculty, staff, students, and other stakeholders present on campus will be conducted during every emergency evacuation to ensure everyone has safely evacuated the premises.

Faculty and staff are responsible for helping ensure that all individuals are accounted for and safely evacuated.

BAC has clearly defined emergency evacuation processes, and staff members are trained to explain these procedures to students at the beginning of each academic year. Key points include:

- Clear Exit Routes: Emergency evacuation signs, in both English and Arabic, are displayed throughout the campus, showing exit routes and assembly points.
- Regular Fire Drills: Fire drills are conducted at least twice per year to test the effectiveness of and make necessary improvements.
- Assembly Points: Designated safe areas are provided for students and staff to assemble in case of an emergency evacuation.
- Consideration for Female and Disabled Students
- BAC takes specific measures to ensure that the needs of female and disabled students are met:
- Female Students: Dedicated social rooms are provided, offering privacy and areas for independent study or social functions. Special working overalls are provided to female students, allowing them to work safely while adhering to cultural dress codes.
- Disabled Students: Wheelchair access is available throughout the campus, including classrooms, offices, and dining areas. Ramps are installed to ensure smooth movement for students with disabilities.
- In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

In the event of any emergency, the safety of students, staff, and visitors is the top priority. Various emergency response measures have been established to address specific scenarios and ensure the well-being of everyone within the College premises. In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.

- **Evaluation** : In cases where conditions outside the College premises are safer than inside the building (e.g., fire, structural instability, or other internal threats), a full evacuation will be conducted.
 - The emergency operations team will coordinate the evacuation to ensure all staff, students, and visitors leave the building safely without causing panic or stampedes.
 - Clear and concise instructions will be given to use the nearest emergency exits and designated evacuation routes.
 - Assembly points will be designated outside the building to account for all individuals. Roll calls will be performed to confirm everyone has evacuated safely.
 - Students and staff will be advised not to re-enter the building until clearance is provided by emergency response teams or safety personnel.
- Reverse Evacuation - If conditions outside the College premises are deemed unsafe (e.g., civil unrest, natural disasters, or external threats), all staff and students will be directed back inside the building.
 - The emergency operations team will guide individuals to move quickly and calmly to designated safe areas inside the building.
 - Doors and windows will be secured to prevent any external threat from entering the premises.

- Once everyone is inside, attendance will be taken to ensure no one is left outside. Staff and students will remain indoors until the situation is resolved and declared safe by authorities.
- Lockdown – In the event of an internal or external threat that poses immediate danger to the College community (e.g., intruders, security breaches, or violent incidents), a lockdown will be initiated.
 - All exterior doors, classroom doors, and laboratory doors will be closed and locked immediately to isolate staff and students from the threat.
 - Individuals will be instructed to remain **silent and out of sight**, away from doors and windows, to avoid drawing attention.
 - Lights will be turned off where possible to maintain a low profile.
 - Communication will be maintained through official channels until the threat is neutralized or the situation is deemed safe for movement.
- Shelter-in-Place – During severe weather conditions or external hazards where staying inside is safer than leaving the building, a shelter-in-place procedure will be followed.
 - Staff and students will be directed to remain inside designated safe zones within the College premises, such as hallways, interior rooms, or designated shelters.
 - Windows and doors will be secured to prevent external elements like wind, debris, or toxic air from entering.
 - Essential supplies, such as water, food, and first aid kits, will be made available.
 - Communication will be maintained to keep all individuals updated on the situation and further instructions.
- Hazardous Material Release: In case of an accidental release of hazardous materials, such as chemical spills, gas leaks, or toxic fumes, appropriate measures will be taken based on the severity of the incident.
 - The emergency operations team will assess the situation and determine whether an **evacuation** or **shelter-in-place** is required.
 - If evacuation is necessary, individuals will be directed to leave the building using routes that avoid contaminated areas.
 - If shelter-in-place is chosen, staff and students will be guided to areas where ventilation can be controlled, such as rooms with sealed windows and doors.
 - Special instructions will be provided, such as covering noses and mouths with cloth or using emergency breathing masks if available.
 - Professional hazardous material response teams will be called immediately to contain and neutralize the release.

- **Flooding:** In case of flooding, it is ensured that all electrical equipment is switched off, especially for equipment on the floor. Important equipment and records are placed on table tops or shelves at a safe height. Evacuation of all staff and students is ensured for safety. In the worst case, the staff and students will be relocated to first or higher floors in the building safely ensuring enough resources are available for survival.
 - **Internal Flooding:** Staff and students will be directed to move away from flooded areas. Electrical equipment will be switched off, particularly those on the floor or near water sources, to prevent electrical hazards.
 - Important documents, equipment, and other assets will be relocated to **higher shelves or tables** to prevent damage.
 - If water levels continue to rise, staff and students will be evacuated to higher floors of the building to ensure safety.
 - **External Flooding:** If floodwaters outside prevent evacuation, a shelter-in-place protocol will be followed. Sufficient resources, such as food, water, and first aid supplies, will be distributed to sustain everyone during the emergency.
 - The emergency operations team will monitor the situation closely and coordinate with external authorities to arrange rescue efforts if required.

7.5.1. Reverse Evacuation Procedure

Purpose:

The reverse evacuation procedure is designed to safeguard the individuals inside a building in the event of an external emergency or threat. It ensures that if a situation outside the building is deemed dangerous, individuals will be guided back into the building to shelter in a secure area.

1. Alert System and Notification

- **Alerting Staff and Students:** Upon receiving notification from the emergency response team or authorities (such as police, fire department, or security personnel) that a dangerous situation exists outside the building (e.g., hazardous material release, nearby violence, etc.), a reverse evacuation will be immediately initiated.
- **Announcement:** A clear and audible announcement will be made across all public address (PA) systems and via emergency communication channels to instruct staff and students to reverse evacuate into the building. Example Announcement: "Attention, all personnel, please move back into the building immediately. This is a reverse evacuation. Follow the guidance of staff members for your safety."

2. Evacuation Process

- **Guided Entry:** Trained emergency staff or security personnel will assist individuals as they return to the building. All entrances will be monitored to ensure that individuals are directed to the appropriate interior shelter areas (e.g., halls, classrooms, offices).

- **Calm and Orderly Evacuation:** People must enter calmly, without running or panicking. Staff members will ensure no one is left outside. Special attention will be given to individuals with special needs, such as those in wheelchairs, using mobility aids, or requiring assistance in any form.

3. Designated Shelters and Safe Areas Inside the Building

- **Shelter-in-Place Locations:** Inside the building, designated safe areas (e.g., internal hallways, classrooms, labs, or offices away from windows or doors) should be identified for individuals to take shelter. These areas are selected based on their distance from the exterior of the building and their capacity to offer shelter until it is safe to evacuate or until the situation is resolved.
- **Securing Safe Spaces:** Once everyone has moved back into the building, staff will secure all doors and windows to limit access to the outside. Interior doors will be closed to protect against external dangers.

4. Ensuring Safety of Vulnerable Individuals

- **Assistance for Persons of Determination:** Special support will be provided to people with disabilities, including wheelchair users or those needing assistance. Designated support staff or buddies will assist them in the reverse evacuation process and escort them to secure areas within the building.
- **Vulnerable Groups:** Particular attention should be given to female learners, children, elderly individuals, or anyone else who may need additional support during the reverse evacuation.

5. Communication and Monitoring

- **Continuous Updates:** Once everyone is inside the building, emergency services will provide continuous updates regarding the status of the outside threat and when it will be safe to resume normal activities.
- **Communication with Authorities:** The situation will be monitored closely by the campus emergency team in constant communication with local authorities (e.g., police, fire department, etc.). Instructions and updates will be communicated to staff, students, and visitors.
- **Safety Confirmation:** Regular checks will be made to ensure all individuals are accounted for inside the building and to confirm that no one has been left outside.

6. Post-Evacuation

- **Further Instructions or Evacuation:** Once the reverse evacuation is complete and the situation outside has been deemed safe, instructions will be given regarding whether people can leave the building, or if an evacuation is still necessary. If the external threat is neutralized, normal activities will resume. If the threat remains, additional safety measures or relocation procedures may be initiated.
- **Debriefing:** After the situation is resolved, a debriefing will be conducted to assess the response to the reverse evacuation, gather feedback, and improve future emergency procedures.
- **In every emergency evacuation, head count of faculty, staff, students, and other stakeholders who are in the campus should be counted and cross-checked for safety.**

7.5.2 Emergency Evacuation for Individuals with Disabilities

In emergencies, it is critical to have a clear, step-by-step guide to ensure the safe and efficient evacuation of individuals with disabilities. The following procedures outline the necessary steps to assist people of determination during an evacuation:

Step 1: Pre-Emergency Preparation

1. Identify Individuals with Disabilities:

- Maintain an updated list of students, staff, and visitors with disabilities in each building.
- Share this information confidentially with emergency personnel and designated staff.
- **Responsibility:** Facility Management team and Safety Team

2. Assign Assistance Roles:

- Designate trained staff or volunteers as evacuation assistants for each person of determination.
- Conduct regular training on evacuation techniques, equipment use, and communication strategies.
- **Responsibility:** HR Department and Campus Safety Team

3. Plan Accessible Escape Routes:

- Identify and map out accessible routes, including ramps, elevators (if functional), or stairlifts.
- Ensure evacuation chairs or sleds are available at key locations.
- **Responsibility:** Facility Management team and Safety Team

4. Conduct Drills:

- Regularly include individuals with disabilities in evacuation drills to familiarize them with procedures.
- Adapt drills to simulate various emergency scenarios.
- **Responsibility:** Campus Safety Team and Academic team

Step 2: Immediate Actions During an Emergency

1. Notification and Assessment:

- Alert individuals with disabilities through visual alarms, auditory alarms, or personal communication.
- Evaluate the individual's specific needs (e.g., mobility, sensory, or cognitive assistance).
- **Responsibility:** Security team and Assigned Assistants

2. Provide Clear Instructions:

- Use simple, clear language to explain the situation and the evacuation process.
- For individuals with hearing impairments, use visual signals or write instructions if necessary.
- **Responsibility:** Assigned Assistants and Campus Safety Team

3. Activate Assistance Protocols:

- Assigned assistants should immediately locate their assigned individuals.
- Provide reassurance and stay calm to avoid panic.
- **Responsibility:** Assigned Assistants and Facilities team

Step 3: by Disability Type

1. Mobility Impairments (e.g., wheelchair users):

- Use evacuation chairs or sleds for descending stairs.
 - Assist individuals to safe zones if elevator use is restricted.
 - **Responsibility:** Assigned Assistants and Facilities team
- 2. Visual Impairments:**
- Offer verbal guidance while allowing the individual to hold your elbow for direction.
 - Clearly describe obstacles and the environment as you move.
 - **Responsibility:** Assigned Assistants and Facilities team
- 3. Hearing Impairments:**
- Use hand signals or written instructions to communicate evacuation steps.
 - Ensure the individual understands the escape route and next actions.
 - **Responsibility:** Assigned Assistants and Facilities team
- 4. Cognitive or Emotional Disabilities:**
- Provide clear, step-by-step instructions and repeat as necessary.
 - Assign a calm and patient assistant to guide the individual.
 - **Responsibility:** Assigned Assistants and Facilities team

Step 4: Movement to Safe Zones

- 1. Utilize Designated Rescue Areas:**
- Escort individuals to pre-determined safe zones if immediate evacuation is not feasible.
 - Ensure the safe zone is equipped with communication devices to contact emergency personnel.
 - **Responsibility:** Assigned Assistants and Security team
- 2. Prioritize Safety Over Speed:**
- Move at a safe pace to prevent accidents or injury.
 - Avoid overcrowding areas where people of determination are being assisted.
 - **Responsibility:** Academic team, Safety team and Administration team

Step 5: Post-Evacuation Follow-Up

- 1. Verify Complete Evacuation:**
- Conduct a headcount to ensure all individuals with disabilities are safely evacuated or in rescue areas. Or count the number of head before and after the evacuation.
 - **Responsibility:** Campus Safety Team and Security team
- 2. Provide Medical Assistance if Required:**
- Notify medical personnel of any injuries or health concerns during evacuation.
 - **Responsibility:** On-Site Medical Staff (Nurse)
- 3. Review and Improve:**
- After the incident, gather feedback from individuals with disabilities and their assistants to identify areas for improvement.
 - Update the evacuation plan and conduct additional training if needed.
 - **Responsibility:** Campus Safety Team and Facilities team

7.6 Guidelines for Visitors for Ensuring Safety and Compliance on Campus.

The college is committed to ensuring the safety and security of all visitors while maintaining a conducive environment for learning and work. Visitors are required to: Follow all campus rules, regulations, and safety protocols. Register at the designated reception area upon arrival and wear visitor identification at all times. Be accompanied by an authorized staff member during their visit. Refrain from accessing restricted areas without prior approval. The college reserves the right to deny access or remove visitors who fail to comply with these guidelines. Visitors must be informed regarding emergency exit and assembly points

Visitors/Members of the Public

To ensure the health and safety of visitors and members of the public while on campus, BAC has implemented the following policy:

- **Accompanied Visits:** All visitors to the BAC campus must be accompanied by a staff member throughout their visit to ensure their safety.
- **Public Area Safety:** Work in public areas, whether conducted by BAC employees or contractors, will be carried out in a manner that ensures no risk to the health and safety of members of the public.

Safe Equipment Installation: Any equipment installed in public areas will be regularly inspected and maintained to ensure it is safe and poses no threat to visitors

Chapter-C: RESOURCES AND ENVIRONMENT

Section-8: Building Facilities in BAC

BAC's campus is designed with a focus on safety, accessibility, and efficiency to meet the diverse needs of students, staff, and visitors. The campus is composed of Blocks A to I, with each block serving specific functions to ensure seamless operation and an inclusive environment.

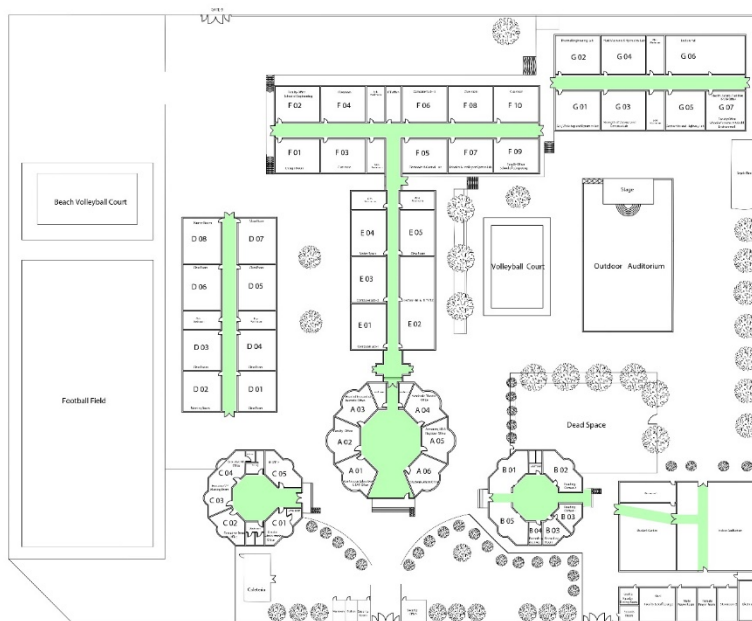


Fig 22 : BAC Building plan layout

Section-9: Workshops and Laboratories

BAC provides a wide range of workshops and laboratories to support hands-on learning, research, and innovation. These facilities are equipped with state-of-the-art equipment, adhering to strict safety standards and operational guidelines to ensure a safe and effective learning environment for students, staff, and visitors.

Safety Features and Protocols in Workshops and Laboratories

1. General Safety

- Mandatory induction and periodic training for all users.
- Displayed safety instructions and operating manuals.
- Emergency exits and fire extinguishers readily accessible.

2. Personal Protective Equipment (PPE)

- Availability of gloves, goggles, helmets, and lab coats.
- Strict enforcement of PPE usage during operations.

3. Hazardous Material Management

- Separate storage areas for flammable and reactive materials.
- Regular inspections and updates to Material Safety Data Sheets (MSDS).

4. Emergency Equipment

- Eyewash stations and safety showers in labs handling chemicals.
- First aid kits and emergency stop systems for equipment.

5. Environmental Controls

- Ventilation systems in labs handling fumes or dust.
- Noise control measures in workshops like machine shops and welding labs.

6. Regular Maintenance and Inspections

- Scheduled maintenance for all equipment to ensure operational safety.
- Documentation of inspection reports and maintenance logs.

9.1 Introduction

BAC provides a wide range of workshops and laboratories to support hands-on learning, research, and innovation. These facilities are equipped with state-of-the-art equipment, adhering to strict safety standards and operational guidelines to ensure a safe and effective learning environment for students, staff, and visitors.

Safety Features and Protocols in Workshops and Laboratories

7. General Safety

- Mandatory induction and periodic training for all users.
- Displayed safety instructions and operating manuals.
- Emergency exits and fire extinguishers readily accessible.

8. Personal Protective Equipment (PPE)

- Availability of gloves, goggles, helmets, and lab coats.
- Strict enforcement of PPE usage during operations.

9. Hazardous Material Management

- Separate storage areas for flammable and reactive materials.
- Regular inspections and updates to Material Safety Data Sheets (MSDS).

10. Emergency Equipment

- Eyewash stations and safety showers in labs handling chemicals.
- First aid kits and emergency stop systems for equipment.

11. Environmental Controls

- Ventilation systems in labs handling fumes or dust.
- Noise control measures in workshops like machine shops and welding labs.

12. Regular Maintenance and Inspections

- Scheduled maintenance for all equipment to ensure operational safety.
- Documentation of inspection reports and maintenance logs.

Below is an overview of the laboratories available at BAC:

9.1.1 Machine Shop

A fully equipped workshop providing students the opportunity to work on manufacturing processes such as turning, milling, drilling, and grinding. The machine shop emphasizes safety, precision, and skill development in handling mechanical tools. Students get the training in various aspects including :

- Skills Development: Mastery of manufacturing techniques such as turning, milling, drilling, and grinding.
- Safety Awareness: Understanding of machine safety protocols, proper tool handling, and emergency procedures.
- Precision Engineering: Techniques for achieving high precision in machining processes.

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

Figure 23 : Machine shop facility at BAC

9.1.2 Strength of Materials Lab

This lab allows students to analyze and test material properties like tensile strength, elasticity, and hardness. The experiments focus on understanding material behavior under various loads and stresses. v Students get the training in various aspects including :

- Material Testing: Analyze mechanical properties like tensile strength, elasticity, and fracture toughness.
- Load Behavior: Understanding how materials react under various loads and stresses.
- Failure Analysis: Identifying material failure points and their causes

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

Figure 24 : Strength of materials facility at BAC

9.1.3 Soil Mechanics Lab

Dedicated to geotechnical studies, this lab enables students to evaluate soil properties such as permeability, shear strength, and compaction. It supports practical learning in civil engineering applications.

9.1.4 Geotechnical Lab

Complementing the Soil Mechanics Lab, this facility focuses on advanced testing of soil and rock behavior for construction and infrastructure projects, including triaxial testing and consolidation tests. Students get the training in various aspects including :

- Soil Evaluation: Learn to assess soil properties such as permeability, shear strength, and compaction.
- Foundation Design: Practical understanding of soil behavior for construction applications.
- Safety Protocols: Ensuring safe handling of equipment and samples during experiments.

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

Figure 25 : Geotech facility at BAC

9.1.5 Fluid Machinery and Hydraulics Lab

This lab is designed to demonstrate the principles of fluid mechanics and hydraulic machinery. Students can work with pumps, turbines, and flow measurement devices to understand fluid dynamics in engineering systems. Students get the training in various aspects including :

- Fluid Dynamics: Understanding fluid flow properties and their applications in engineering.
- Machinery Testing: Hands-on experience with pumps, turbines, and flow measurement devices.
- Risk Mitigation: Identifying potential hazards in hydraulic systems and implementing control measures.

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

Figure 26: Fluid Machineries testing facility at BAC

9.1.6 Applied Thermodynamics Lab

Equipped with heat exchangers, boilers, and air-conditioning systems, this lab provides practical exposure to thermodynamic principles and energy systems in mechanical engineering. Students get the training in various aspects including :

- Energy Systems: Study of heat transfer, energy conversion, and thermodynamic cycles.
- Efficiency Analysis: Evaluating the efficiency of thermodynamic systems.
- Safety Measures: Adhering to safety standards when working with high-temperature and pressurized systems.

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

Figure 27 : Applied thermodynamics facility at BAC

9.1.7 Additive Manufacturing Lab (3D Printing)

This cutting-edge facility introduces students to modern manufacturing techniques using 3D printers. The lab focuses on rapid prototyping and innovative design solutions. Students get the training in various aspects including :

- Innovative Design: Creating complex geometries using 3D modeling software.
- Material Usage: Learning about different materials used in 3D printing, including hazardous ones like resins.
- Safety Precautions: Handling equipment safely and understanding proper ventilation requirements.

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

7.1.8 Nondestructive Testing (NDT) Lab

The NDT Lab trains students in evaluating material integrity using methods like ultrasonic testing, radiography, and magnetic particle inspection, ensuring quality control without damaging components. Students get the training in various aspects including :

- Inspection Techniques: Training in methods like visual inspections, rebound hammer test, ultrasonic, magnetic particle testing and Dye penetration test.
- Safety Protocols: Managing exposure risks when using radiographic equipment.
- Quality Assurance: Identifying defects without damaging materials.

Students will also develop an understanding of:

- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

9.1.9 Robotics and Control Systems Lab

This lab provides students with the opportunity to work on cutting-edge robotic systems and control mechanisms. The facility is equipped with robotic arms, sensors, actuators, and control boards to help students develop skills in automation, kinematics, and dynamic control systems. Students get the training in various aspects including :

- Automation Skills: Programming and controlling robotic systems.
- Sensor Integration: Learning about sensors and actuators in robotic applications.
- Safety in Automation: Implementing fail-safes and ensuring safe operation of robots and machinery.

Students will also develop an understanding of:



- Proper use of Personal Protective Equipment (PPE) such as gloves, goggles, and aprons.
- Emergency protocols, including handling chemical spills, fire, and equipment malfunctions.
- Hazard identification and risk assessment to ensure a safe working environment.

Section-10: IT and BAC Networking

The Information Technology (IT) and networking systems at BAC are designed to provide a robust, secure, and user-friendly environment to support academic, administrative, and research activities. These systems ensure seamless connectivity, efficient data management, and secure operations across the campus.

10.1 Policy Statement

Access to BAC and its computing resources is a privilege granted on a presumption that every member of the BAC will exercise it responsibly. Because it is impossible to anticipate all the ways in which individuals can damage, interrupt, or misuse BAC computing facilities, this policy focuses on a few simple rules. These rules describe actions that users should avoid and the principles behind them. Each rule is followed by a list of examples of actions that would violate the rule

10.2 Procedures

The ICTO will monitor and educate BAC users on proper usage of all computing resources, software and ICT infrastructure. If the ICTO observes someone engaging in activities that would seriously compromise the security or integrity of a system or network, e.g., unauthorized access, intrusions, break-ins, service or access denials, injecting viruses and Trojan horses, the ICTO may take immediate action to stop the threat or minimize the damage. This may include termination of processes, scanning for rogue programs, disconnection from a network, protecting and gathering evidences for an impending investigation, or temporary suspension of an account. Account suspensions must be reported immediately to the Executive Dean and later to the concerned person involved.

10.3 Student Lab Usage and Software Support

- A valid College ID card is needed for using the library computer lab and ICT facilities at BAC
- Library users must submit their valid College ID card to library staff while using computers
- Computers will be allowed for use on a first-come, first-served basis
- Computer and internet use is limited to 60 minutes for the individual sessions when others are waiting
- Reservations can be made in advance for individual or group sessions – this may be done through an email request to the Library and ICTO. This will also be done on a first come first serve basis
- Unethical and illegal use of ICT resources, internet content etc., are strictly forbidden
- A penalty will be enforced for damaging any library equipment – in accordance to the damage evaluation made by the ICTO.

- Student personal laptop and mobile phones are their own responsibility and ICTO will not take responsibility of their equipment –both inside and outside college premises.
- If any active student need support from ICTO for installing a college provided software, they may wither bring a storage device and collect the software for self-installation or seek the help of ICTO for installation.
- Installation requests needs to be notified in advance and approved by the ICTO on a specific time. If the ICTO finds any technical issue with the operating system that cannot be fixed immediatly, and the installation cannot proceed any further, the student will do the needful to get it fixed before proceeding with the installation.
- BAC currently have active educational licenses for Antivirus, AutoCAD, Revit(limited), Lumion (lab install only), 3D StudioMax, Ansys, and free office 365 online. These licenses are allotted to all the students, faculty and staff members with a general guide on how to install the same.
- The college reserves the right to revoke any issued licenses after the active enrolment of the student is completed at BAC.
- The library computer lab will be monitored under CCTV surveillance.
- Students may approach ICTO directly or email (itsupport@acuq.ae) to report any
- issues with hardware and listed software
- that are pre-installed in the library
- computers. These will be attended by the Student IT Trainee and will be escalated to the ICT Manager, if it cannot be resolved by the trainee.

10.4 Employee ICT Equipment and Software Support

- All BAC employees will receive a computer from the ICTO to perform their official functions after signing an equipment checkout form. The same are to be returned undamaged to the ICTO upon termination of their employment.
- The computers will be preinstalled with MS-Office, Windows 10, Cisco WebEx, Microsoft Teams, 7Zip by default. The college has licenses for Educational versions of AutoCAD, Revit, Lumion, 3D StudioMax, Ansys, and free office 365 web versions (licenses are allotted to all the students, faculty and staff members).
- Certain users may be given permission to install software on case to case basis, but no unlicensed / pirated software are to be installed in the BAC property. This will be considered as a serious violation of licensing terms by the ICTO.
- For installing any approved software, the employees may request to the ICTO for installation support. Personal licenses will not be approved as ICTO cannot take responsibility on verifying the ownership of such licenses.
- Standard Antivirus software will be installed on each computer

- Printing will be preinstalled along with separate user codes for each employee computer. Color printing will be enabled for Head of Schools and for pre-approved employees.

10.5 Data Protection and Release Policy

Purpose

The purpose of this policy is to provide guidelines on the process of storing and processing Personal Data and Records of students, staff and faculty, both in manual and electronic form in line with General Data Protection Regulations (GDPR).

Scope

This policy applies to faculty, staff and students. This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Policy Statement

The British Applied College aims to ensure that all personal data collected about faculty, staff, students, visitors, and other individuals is collected, stored and processed in accordance with the Data Protection Law 2020 and the requirements of GDPR.

Procedures

The College strictly adheres to all legal provisions regulating the collection, processing and retention of any personal data and records. The College employs technical and organizational security measures to protect student, faculty, staff and visitors' data from manipulation, damage, and destruction as well as unauthorized third-party access. The College ensures to take back-up of the database regularly.

Definitions:

Personal data: Any information relating to an identified, or identifiable, individual.

This may include the individual's:

- Name (including initials)
- Identification number
- Location data
- Online identifier, such as a username

Roles and responsibilities

- *Executive Dean:* The Executive Dean is responsible for ensuring that the College complies with all relevant data protection obligations. He acts as the representative of the data controller on a day-to-day basis
- *ICT Support Officer:* The ICT Support Officer is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guidelines where applicable.
- *All Faculty and Staff:* Faculty and Staff are responsible for:

Collecting, storing and processing any personal data in accordance with this policy

Informing the Academy of any changes to their personal data, such as a change of address

Contacting the ICT Support Officer in the case any question about the data or if there has been a data breach

Data Retention:

- Data will be retained securely for no longer than is necessary for the purpose or purposes. As a rule, the information will be kept for the duration of the individual's time with the College. Thereafter, the College will comply with regulatory body guidelines on the storage of Personal Data and records relating to a learner, faculty and staff.

Section-11: Fire-Proof Storages

Fire-proof storage solutions are a critical component of BAC's commitment to ensuring the safety and security of important documents, hazardous materials, and valuable resources. This section outlines the facilities, guidelines, and best practices for the use and management of fire-proof storages on campus.

11.1 Purpose of Fire-Proof Storages

1. Protection Against Fire:

Fire-proof storages are designed to safeguard materials from fire-related damage, ensuring the preservation of sensitive and critical assets.

2. Secure Storage:

Prevent unauthorized access and environmental degradation of important items.

3. Compliance with Safety Standards:

Meet regulatory requirements for the storage of sensitive or hazardous items.

Chapter-D – Go Green Campaign

Section 12: GREEN BUILDING IMPLEMENTATIONS IN BAC

12.1. Introduction

The "Go Green" campaign is British Applied College initiative to implement sustainable practices in energy, water, and waste management. This campaign is designed to conserve resources, reduce environmental impact, and promote a culture of responsibility across campus. This manual outlines procedural guidelines for monitoring and training for effective implementation, supported by coordinated efforts with all the BAC team, external partners and Municipality cooperation to reduce the usage of unnecessary resources including water, electricity or any other consumables items to make our BAC a sustainable environment.



Fig 28: Color coded waste bin at BAC-Block B



Fig 29: Timer Switch for Irrigation landscaping at BAC-Boundary wall

The BAC "Go Green" campaign is a comprehensive approach to sustainability on campus. With the active involvement of all internal BAC team and support from external partnerships, BAC aims to create a model for environmental responsibility and ensure the proper usage of the resources.

12.2. Water Consumption Management

The objective of BAC's water conservation program is to reduce water consumption across campus through the use of automated systems, efficient practices, and continuous monitoring. Timer-controlled watering systems have been installed to regulate landscaping irrigation, releasing water only at optimal times to prevent waste. This automated system will minimize unnecessary water use while supporting healthy plant maintenance. The Facilities team will monitor and adjust the schedules seasonally, taking into account weather conditions to further conserve water.

To address potential water wastage, a leak management protocol has been established. Routine checks will be conducted weekly by Facilities staff to inspect pipes, taps, and other water fixtures throughout

campus. Any leaks or malfunctions discovered will be reported immediately through the BAC maintenance portal, ensuring prompt repair to avoid prolonged water loss. In future planning, the feasibility of greywater reuse systems will be assessed for tasks like irrigation or restroom flushing, further reducing the campus's dependency on fresh water.

To enhance awareness among students, faculties and staff, the Facilities team will lead workshops covering essential water-saving practices, focusing on efficient water use in labs, kitchens, and common areas. By educating students, faculty, and staff on the impact of mindful water usage, BAC aims to create a campus culture that values and practices water conservation at all levels. The combined approach of automation, routine maintenance, and active participation will help BAC achieve meaningful reductions in water usage.

Below is the Go-Green implementation to reduce the water consumption.

- Timer switches for automated water release for the campus landscaping irrigation system



Fig 30 : Timer Switch for Irrigation landscaping at BAC-Block D

12.3. Energy Consumption Management

The energy conservation program at BAC is designed to reduce electricity consumption through automated shutdown protocols, efficient lighting systems, and promoting energy-conscious behaviors across campus. In collaboration with the IT department, the Facilities team has initiated the automatic shutdown of campus Wi-Fi controllers, computer labs, and air conditioning units at designated times. By setting these systems to power down after campus hours, BAC will avoid unnecessary energy expenditure while maintaining comfort and connectivity during operational hours. The IT team will verify the functionality of these automated systems daily to ensure seamless operation and effective energy savings.

Outdoor lighting on campus has been fitted with timer switches that control lights automatically, turning them on at dusk and off at dawn. This setup eliminates unnecessary usage, allowing BAC to maintain well-lit outdoor areas only when needed. These energy-efficient measures will be supplemented with a gradual campus-wide replacement of traditional lighting with LED bulbs, which are both long-lasting and consume less electricity.

Monthly energy usage reports will be generated to track progress and identify any areas needing improvement. This continuous assessment will allow the Facilities team to make data-driven adjustments, optimizing BAC's energy-saving efforts over time. As part of the campaign's awareness initiatives, workshops will be offered to the campus community on practical energy-saving tips. These sessions will encourage individual responsibility, with a focus on simple habits like switching off lights, reducing heating or cooling use, and unplugging devices when not in use. Together, these practices will create a culture of conservation and significantly reduce BAC's electricity consumption.

List of Go-Green implementation to reduce the energy consumption:

- Outdoor lights are controlled by timer switches (auto on/off) during night time to conserve electricity.
- Automatic shutdown of computers in the computer labs and Air conditioners across the campus after specific time everyday.
- Timer switches for automated water release for the campus landscaping
- As a part of this, automatic shutdown of wireless internet controllers throughout the campus has been initiated.



Fig 31 : BAC Automation in lights control timer switches

12.4. Waste Control Management

BAC's waste management program aims to minimize waste generation, promote recycling, and encourage the responsible disposal of materials. To facilitate proper waste segregation, categorized bins for plastics, general waste, and paper have been strategically placed throughout campus. The municipality's waste collection team will regularly collect and sort the contents for recycling or disposal, while BAC's Facilities team will ensure proper labeling and placement of bins to promote correct usage.

In collaboration with UAQ Municipality, BAC will strengthen its recycling practices to reduce landfill contributions and foster a sustainable approach to waste. The campus is also coordinating with local industry contacts to establish specific recycling streams for materials that require specialized processing. This partnership allows BAC to recycle a broader range of items efficiently and to reduce its environmental footprint.

Additionally, a plastic reduction initiative is underway, focusing on minimizing single-use plastics through campus-wide education and promotion of reusable alternatives. Training sessions will be held to teach staff, students, and faculty about recycling and plastic waste reduction practices, such as choosing reusable containers, properly sorting recyclables, and identifying ways to repurpose materials. The waste management program combines accessible infrastructure, municipal and industrial partnerships, and continuous education to ensure that all campus members actively contribute to a cleaner, more sustainable environment.

BAC has placed categorized waste bins (plastic, general, paper) around the campus. The municipal waste collection team collects the waste, separates it as needed, and processes it for recycling or other disposal methods.



Fig 32: Color coded waste bin at BAC-Block A



Fig 33: Color coded waste bin at Student Outdoor Lounge and Cafeteria

Below is the Go-Green implementation to reduce the waste management :

- Effective plastic reduction, recycling and reuse plan is being prepared for campus wide circulation and training. We are also coordinating with UAQ Municipality for effective recycling.

The BAC "Go Green" campaign represents a dedicated effort to build a sustainable campus environment through strategic water and energy conservation, waste management, and community involvement. By following the guidelines and practices outlined, BAC is committed to reducing its environmental impact, conserving natural resources, and fostering a culture of sustainability for future generations. This campaign is a collective responsibility, with all members of the BAC community playing an essential role in creating a greener, more sustainable future.

Section 13: GO GREEN ROLES & RESPONSIBILITIES

To ensure the successful implementation of BAC's "Go Green" campaign, each group of departments and teams has a defined role with specific responsibilities. This structure ensures that every area of the campaign including energy conservation, water management, waste reduction, and more., is effectively monitored and managed. Below is an outline of the roles and responsibilities for each team.

Each team will receive tailored training sessions that align with their specific responsibilities. Facilities will coordinate regular updates and provide resource monitoring tools, including checklists, reporting portals, and maintenance logs. Every team's input will contribute to an ongoing evaluation process, with insights shared during monthly campaign meetings to enhance and refine BAC's "Go Green" strategy.

13.1. Roles Faculties team in Go Green campaign

Role: Faculties act as role models, promoting conservation practices and overseeing student participation in the campaign. Faculties will train the students in accordance with the energy and water conservation and its importance to have the proper students discipline in the campus.

Responsibilities:

- Awareness & Education: Incorporate sustainable practices into lectures and workshops, highlighting the importance of conservation.
- Resource Monitoring: Monitor classrooms and labs for energy and water usage; ensure that lights, air conditioning, and electronic devices are turned off when not in use.
- Waste Management: Ensure proper waste disposal and encourage students to recycle and minimize waste.
- Student Engagement: Involve students in "Go Green" initiatives, such as conservation competitions, sustainability projects, and volunteer opportunities.

13.2. Receptionist / Facilities staff Team

Role: Receptionists serve as information hubs for the campaign, promoting awareness and monitoring lobby or entrance areas.

Responsibilities:

- Awareness Promotion: Display campaign materials like posters and flyers in reception areas to increase awareness among campus visitors.
- Energy Monitoring: Monitor lobby lighting and heating/cooling systems, turning them off when the area is unoccupied.
- Visitor Engagement: Encourage visitors to follow sustainable practices while on campus, including proper waste disposal and reducing water usage.

13.3. Security Team

Role: The security team oversees the campus facilities to ensure resources are used efficiently and monitors compliance with energy conservation guidelines to ensure unnecessary wastage of electricity if class / room is not accompanied with students of staff.

Responsibilities:

- Facility Patrols: Conduct regular patrols to check that lights, computers, and other devices are turned off in unoccupied areas.
- Access Control: Ensure controlled access to areas with high energy usage (like labs) to prevent unauthorized overuse of resources.
- Incident Reporting: Report any resource misuse, such as water leaks, unauthorized appliance use, or lighting left on after hours, to the Facilities team for immediate action.
- After-Hours Compliance: Enforce after-hours energy-saving measures, such as automatic shutdown of computers and air conditioning.

13.4. Cleaning Team

Role: The cleaning team ensures that waste is properly sorted and collected and supports recycling efforts across campus.

Responsibilities:

- Waste Segregation: Ensure that waste is properly sorted according to type (plastic, general, paper) and placed in the correct bins.
- Recycling Support: Monitor recycling bins for contamination and educate students and staff on proper disposal practices as needed.

- **Resource Conservation:** Use eco-friendly and minimal cleaning supplies and conserve water by using efficient cleaning methods.
- **Reporting:** Report any observed water leaks, waste mismanagement, or overuse of resources in campus areas to the Facilities team.

13.5. Health and Safety Team

Role: The safety team ensures that all "Go Green" procedures are safely implemented, and any adjustments to energy and water systems comply with safety standards alongside with overall occupational health and safety.

Responsibilities:

- **Safety Compliance:** Ensure that all installations (such as timer switches for lighting and automated water systems) are safely implemented and regularly inspected.
- **Training Support:** Provide safety training on energy-saving devices, automated systems, and waste management to reduce risks associated with improper use.
- **Hazard Identification:** Identify and report potential hazards related to water or electrical usage, such as faulty wiring or leaks.
- **Incident Management:** In the event of a malfunction or safety incident, coordinate with the Facilities and Security teams for prompt resolution.

13.6. Laboratory Technicians and Supervisors

Role: Lab technicians are responsible for maintaining sustainable practices in laboratories, ensuring efficient resource usage, and minimizing waste.

Responsibilities:

- **Energy Monitoring:** Oversee the energy usage of lab equipment, turning off devices when not in use, and ensuring that computers and lights are powered down at the end of the day.
- **Water Usage Control:** Monitor water usage in lab areas and encourage conservation practices, such as limiting water flow and using efficient washing techniques.
- **Waste Disposal:** Properly dispose of lab-specific waste according to BAC's waste management guidelines and ensure hazardous materials are disposed of safely.
- **Chemical Recycling:** When possible, recycle lab chemicals and materials in collaboration with the Facilities team and waste partners.
- **Reporting:** Report any instances of excessive resource use or equipment malfunction that could impact the campaign's sustainability goals.

13.7. Administration and IE team

Role: Administration and IE staff members play a crucial role in organizing, communicating, and supporting the overall implementation of the "Go Green" campaign. They facilitate smooth operation by coordinating resources, scheduling, and ensuring that sustainability practices are upheld across administrative functions.

Responsibilities:

- Campaign Coordination: Serve as the central point of contact for all "Go Green" initiatives, coordinating activities between departments, Facilities, and external partners such as UAQ Municipality.
- Resource Management: Monitor and control the purchase and use of office supplies, prioritizing sustainable and recyclable materials, and reducing single-use items (e.g., paper, plastic cups, etc.).
- Energy Conservation in Offices: Encourage energy-saving practices in administrative areas, such as turning off computers, lights, and office equipment when not in use, and ensuring that heating/cooling systems are used efficiently.
- Paper Reduction Efforts: Implement and promote digital workflows to reduce paper usage, such as digital documentation, online forms, and e-signatures. Encourage double-sided printing when printing is necessary.
- Internal Communication: Regularly update faculty, staff, and students on the campaign's progress, upcoming events, and achievements. Use bulletin boards, email newsletters, and digital displays to promote "Go Green" practices.
- Event Planning Support: Coordinate and provide logistical support for campaign events like workshops, training sessions, and awareness campaigns, ensuring these events follow sustainable practices (e.g., minimal paper handouts, use of reusable materials).
- Sustainability Reporting: Maintain records of administrative resource usage, such as energy and paper consumption, and provide monthly reports to the Facilities team for data analysis and progress tracking.
- Feedback Collection: Gather feedback from staff, students, and faculty on the campaign's initiatives and communicate improvement suggestions to the Facilities team for possible adjustments.

Section 14 : GENERAL GUIDELINES FOR IMPLEMENTING, MONITORING, AND CONTROLLING THE "GO GREEN" STRATEGY

14.1. Implementation Guidelines

- Establish a "Go Green" teams: Form a dedicated teams comprising representatives from Facilities, Administration, faculty, and each stakeholder team (reception, security, cleaning, safety, and lab technicians) to oversee the implementation.

- Define Clear Objectives and KPIs: Set specific, measurable goals for each focus area (e.g., target reductions in energy usage, water consumption, and waste generation). Key Performance Indicators (KPIs) might include monthly energy usage reports, waste recycling rates, and water-saving metrics.
- Create Action Plans for Each Department: Outline detailed action plans tailored to the roles of each department, such as equipment shut-down schedules for IT, waste sorting protocols for cleaning staff, and water conservation tasks for lab technicians.
- Allocate Resources: Ensure the availability of necessary resources such as timer switches, recycling bins, energy-efficient lighting, and informational materials.
- Training and Awareness: Conduct training sessions for each department on their responsibilities, sustainability practices, and the importance of conservation efforts. Use educational materials (posters, flyers, and digital displays) to keep staff, students, and visitors informed.
- Set Up a Reporting System: Implement a centralized reporting platform for staff to document observations related to resource overuse, leaks, energy misuse, and areas requiring maintenance.
- Engagement Activities: Plan regular "Go Green" engagement activities, like sustainability workshops, competitions, or a "Green Day" to reinforce the campus-wide commitment to conservation.

14.2. Monitoring Guidelines

- Regular Audits and Inspections: Conduct bi-weekly or monthly audits of each area (water usage, energy consumption, waste management) to verify compliance with the "Go Green" guidelines. Facilities staff should check timers, lighting systems, HVAC, and recycling stations as part of these audits.
- Usage Tracking: Use digital meters or logs to track energy, water, and waste metrics. Set up a dashboard or reporting system that aggregates data from different departments for easy tracking and review.
- Feedback Collection: Collect feedback from faculty, staff, and students regularly to identify areas for improvement. This may include suggestions for new practices, reporting issues, or sharing success stories.
- Regular Reporting to the Committee: Each department should submit monthly reports detailing their compliance, observations, and metrics. The committee should meet monthly to review progress and address any challenges reported by teams.
- Periodic Surveys: Conduct periodic surveys with staff and students to gauge awareness levels, attitudes toward sustainability, and any obstacles they face in following "Go Green" practices.

14.3. Control Guidelines

- Review Performance Against KPIs: Quarterly reviews should be conducted to assess performance against set KPIs. Identify gaps, if any, and adjust strategies to meet goals more effectively.

- **Continuous Improvement Process:** Implement a continuous improvement process where feedback and audit findings lead to actionable changes in guidelines, training, or resource allocation. Document and communicate changes across teams.
- **Regular Training Refreshers:** Provide refresher training sessions every six months to reinforce guidelines and remind teams of their roles, especially if any new technologies, systems, or best practices are introduced.
- **Incentives for Compliance and Innovation:** Recognize departments and individuals who consistently follow "Go Green" practices or bring innovative ideas for improvement. Introduce awards or certificates to encourage further engagement and commitment.
- **Incident Response:** Set a protocol for responding to incidents of non-compliance, resource misuse, or equipment failures. This protocol should outline corrective actions, reporting procedures, and follow-ups for resolving issues swiftly.
- **Publicize Results and Milestones:** Share monthly or quarterly updates on achievements and improvements with the campus community, highlighting successes (e.g., "10% reduction in water use this quarter") to encourage ongoing participation.

14.4. Communication and Engagement

- **Regular Updates and Campaign Announcements:** Use digital signage, emails, and campus bulletins to keep everyone updated on the campaign's progress, upcoming events, and success stories.
- **Green Champions:** Appoint "Green Champions" or environmental ambassadors within each department to lead by example, provide support, and encourage others to follow sustainable practices.
- **Engage Students and Faculty in Projects:** Involve students and faculty in projects related to environmental sustainability. This can include research projects, case studies, or student-led awareness events.
- **Feedback Mechanism:** Establish a feedback channel (such as an email, suggestion box, or online form) where community members can suggest improvements or report issues.

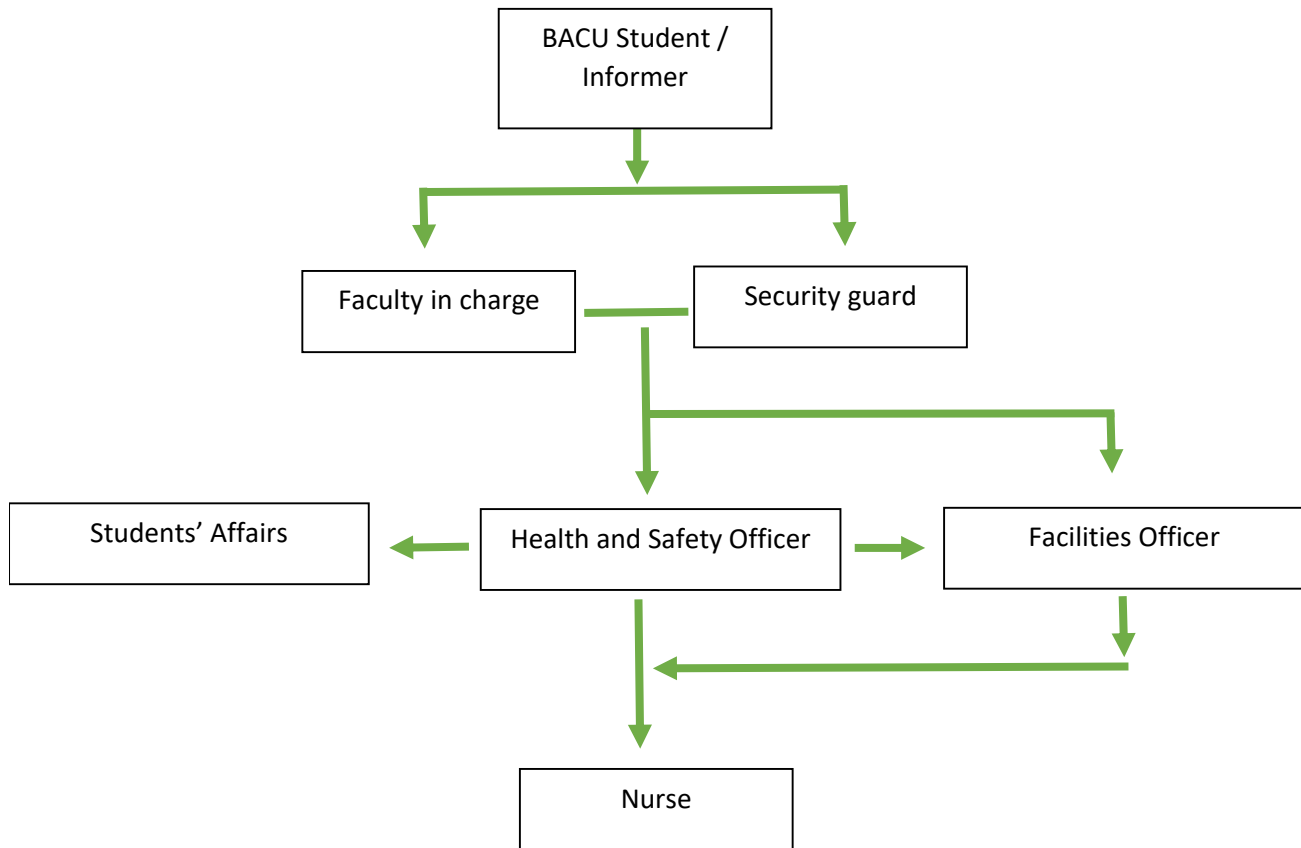
14.5. Evaluation and Reporting

- **Annual Evaluation:** Conduct an annual evaluation of the "Go Green" campaign's impact on resource usage and waste reduction. This evaluation should include data analysis, stakeholder feedback, and comparison with baseline metrics.
- **Identify Successes and Areas for Improvement:** Highlight successful practices and identify areas requiring improvement or further support.
- **Report to Leadership:** Submit a comprehensive report to BAC's leadership detailing campaign achievements, ROI (return on investment), and recommendations for future initiatives. Include any proposed updates to KPIs, resources, or guidelines.
- **Update Strategic Goals:** Based on the annual report and evaluation, update strategic goals and KPIs to reflect progress and set new targets for the upcoming year.



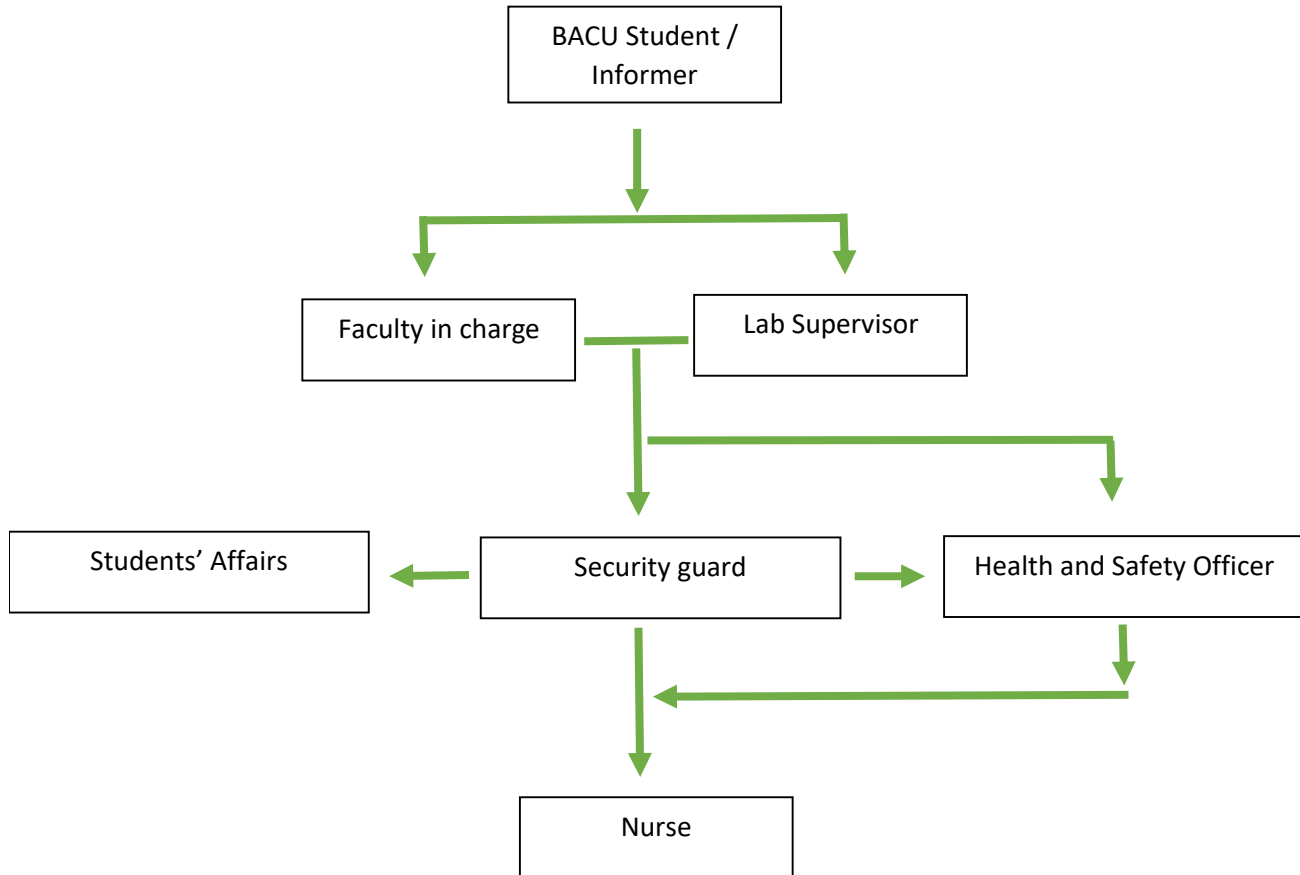
Appendix A : Reporting Hierarchy General

General Incident/ Accident Reporting hierarchy



Appendix B : Reporting Hierarchy Laboratories

Laboratory and workshop Incident/ Accident Reporting hierarchy



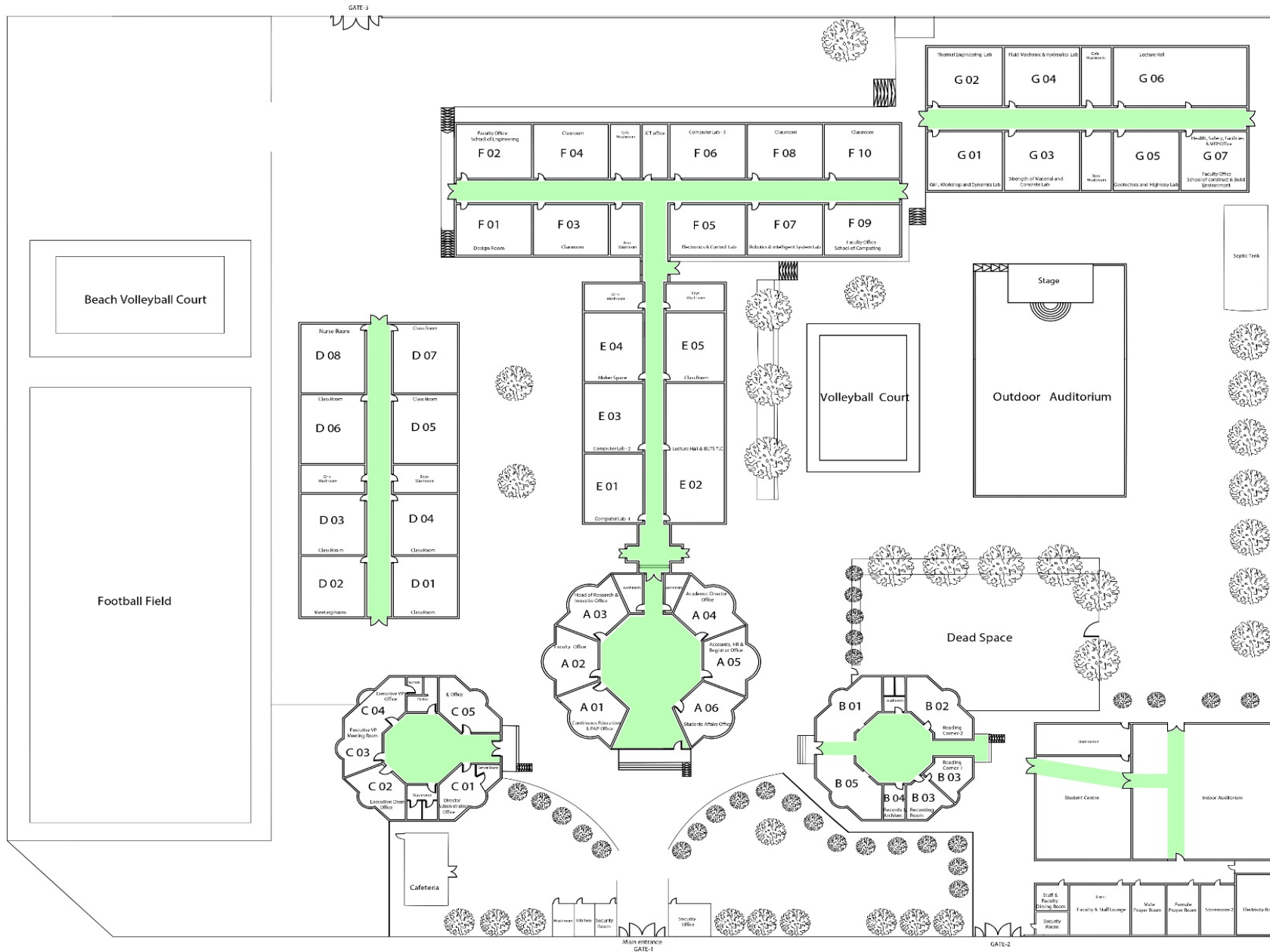
Appendix C : Risk Rating and Risk Matrix

Risk Rating	Required Actions
Low (1 – 3)	Operations, activities or tasks can be carried out by the current procedures
Moderate (4 – 6)	Operations, activities or tasks can be maintained along with recommending the provision and implementation of other additional measures or procedures.
High (8 – 12)	Operations, activities or tasks can be maintained; however, they necessitate providing obligatory additional measures and procedures to control and handle within a specific period of time, while they are continuously monitored until additional measures and procedures are met, complete and re-evaluated. Operations, activities or tasks shall immediately cease function, if obligatory additional measures and procedures are not provided or achieved within the specified time agreed to.
Catastrophic (15 – 25)	Operations, activities and tasks shall not be initiated in the current situation. It must cease immediately until they are reconsidered as well as taking necessary control measures and procedures and carrying on re-evaluation for impacts and risks.

Likelihood (Probability)	Severity (Consequences)				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Very Unlikely (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Probable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Frequent (5)	5	10	15	20	25

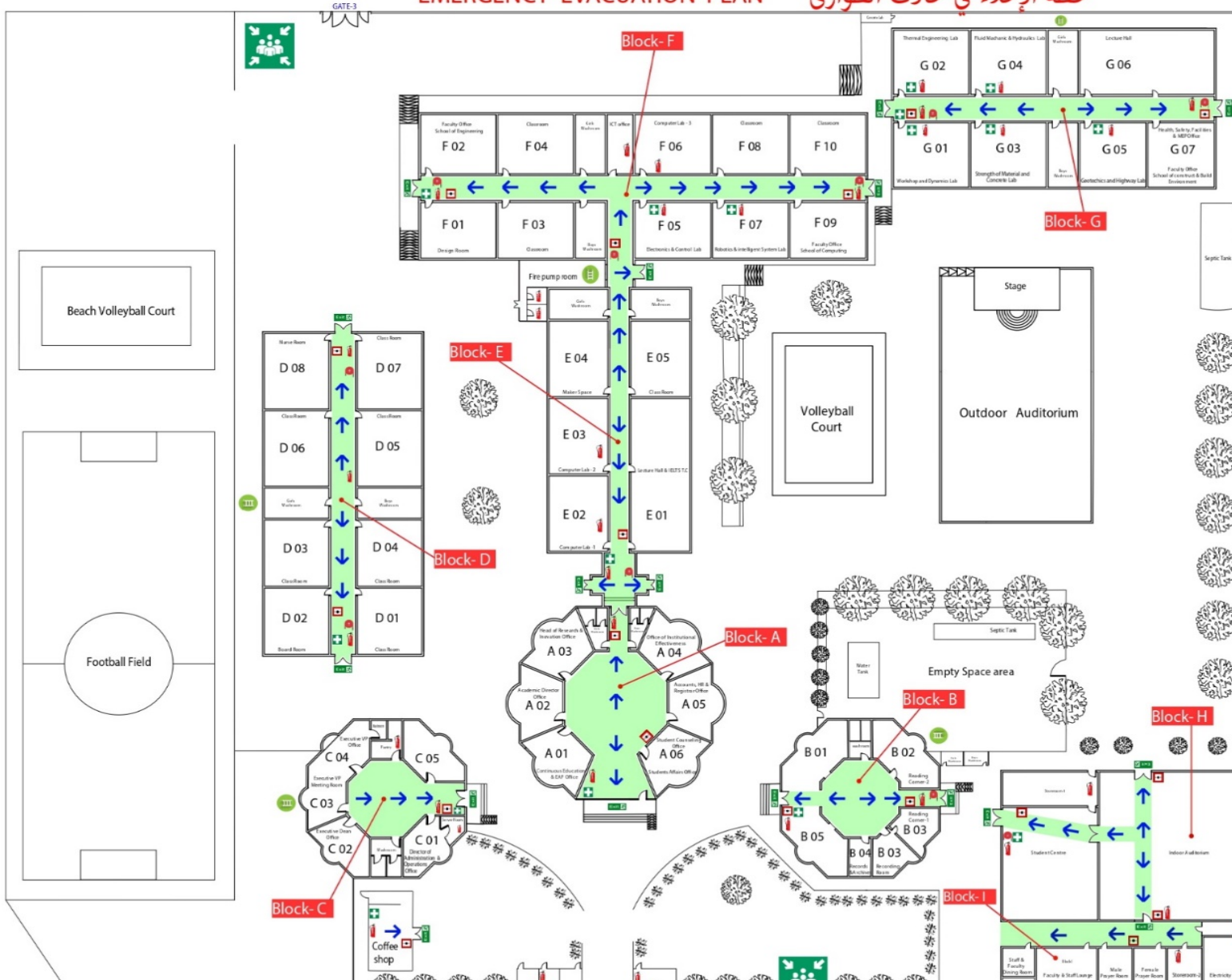


Appendix D : BAC Campus Layout



Appendix E : Emergency evaluation plan

EMERGENCY EVACUATION PLAN خطة الإخلاء في حالات الطوارئ



British Applied College
الكلية البريطانية التطبيقية

You are here أنت هنا	First Aid الإسعافات الأولية
Exit مخرج	Fire alarm إنذار الحريق
Escape route طريق الهروب	Emergency assembly point نقطة التجمع في حالات الطوارئ
Escape direction إتجاه المخرج	Fire hose reel بكرة خرطوم الحريق
Fire extinguisher طفاية الحريق	Ladder to rooftop سلم إلى السطح
Wheelchair Ramp منحدر للكراسي المتحركة	

IN CASE OF FIRE في حالة الحريق

- * Evacuate the building by using the nearest exit.
- * Do not stay behind to collect belongings.
- * If possible close the doors as you leave.
- * Activate nearest fire alarm.
- * Call civil defence number 997.
- * If you can try to put off the fire using appropriate fire fighting applications without risking your life.
- * Gather in the assembly point without rushing (do not run).
- * Do not return to the building until declared safe.

* إخلاء المبنى باستخدام أقرب مخرج

* لا تبقى لجمع متعلقاتك

* إذا أمكن، أغلق الأبواب عند مغادرتك

* تفعيل إنذار حريق

* اتصل على رقم الدفاع المدني 997

* إذا استطعت، حاول إطفاء الحريق باستخدام وسائل مكافحة الحريق المناسبة دون المخاطرة بحياتك

* التوجه إلى نقطة التجمع دون التسرع (لا تركض)

* لا تعد إلى المبنى إلا إذا صدر ما يفيد بأن الوضع آمن

EMERGENCY NUMBERS أرقام الطوارئ

Civil defense الدفاع المدني 997

Appendix F : Risk Assessment Form

RISK ASSESSMENT – WORKSHOP & DYNAMICS LAB

Location/Area:	Block- G (G01) Workshop & Dynamics lab	People at risk (Including those in vicinity):	Students, faculty, staff, and visitors
Responsible person:	Health and safety officer	Property at risk (Including those in vicinity):	Lab machinery and equipment's

Severity (S) = Catastrophic (Death, Permanent Disability): 5; Major (Serious body injury): 4; Moderate (Casualty treatment): 3; Minor: First Aid Only/no lost time:2; Insignificant (too small/ unimportant worth to be considered): 1

Likelihood (L) = Frequently/Almost Certain :5; Often :4; Likely: 3; Possible: 2; Rare: 1

Risk Level (RL) = Extreme score (SC) is from 15 to 25, High (Score (SC) is from 8 to 12, Medium (Score (SC) is from 4 to 6, Low (Score (SC) is from 1 to 3.

SL.NO	ACTIVITY	HAZARD	RISK/CONSEQUENCE	EXISTING CONTROLS OR CONTROLS GENERALLY PRACTICED IN THE CAMPUS	RISK RATING				ADDITIONAL CONTROLS	RESIDUAL RISK RATING			
					L	S	L	R		L	S	L	R
							S	L				S	L
1.	Milling & drilling machine	Rotation of drill bit and chuck, Electrocutation. The equipment. Particles from the cutting material can get scattered.	Physical Injuries /hand injury/ eye injury, entanglement Fractures/cuts and wounds, Electrocutation, burn and fire hazard. Property Damages. Minor injury/ major injury.	Good housekeeping practices through the act Adopting activity. First Aid Box is available. Maintenance is done periodically. Movement inside part of the machine are been covered. Safety posters are displayed inside lab.	4	4	16	E	Chuck and drill bit should have case. Room should have ventilation system. Hazards & risks involved should be conveyed to the workforce by the supervisory staff through TBT, Risk assessment briefing prior to start the work. Should have floor carpet to avoid floor damage, grip and to avoid slips. Ensure the control measures are adequate & appropriate PPE to be worn throughout the activity like Safety Shoe/ full covered shoes, suitable Hand Gloves.	2	2	4	M
2.	Portable welding machine	Electrical arc and fumes arrived due to welding	Physical Injuries, electrocutation, burns, wounds, inhalation of fumes, suffocation Property Damages. Minor/major injury.	Good housekeeping practices through the act Adopting activity. First Aid Box is available. Maintenance is done periodically. A warning tape has been used for not entering the danger zone. Safety posters are displayed inside lab.	4	5	20	E	Any flammable should be removed, barricade stand should be placed. The room should have proper ventilation system. All hazards & risks involved in the task should be conveyed to the workforce by the supervisory staff through TBT, Risk assessment briefing prior to start work. Ensure the control measures are adequate.	2	2	4	M



Appendix G

Accident / Damage Reporting Form

INCIDENT, ACCIDENT & DAMAGE INVESTIGATION REPORT	
INSTITUTION NAME: British Applied College	BUILDING/WORK AREA AFFECTED:
DATE OF INCIDENT:	TIME:
WITNESSES (optional): Anonymous Student	
Describe the potential incident/hazard/concern and possible outcome (be detailed):	
Risk Level:	
Site inspection – Why was an unsafe act committed, or why was the unsafe condition present? 1.	
Recommendations/steps to take to prevent property damage: 1.	
PERSON CARRYING OUT INSPECTION: Mohammad Sameer Baig	DATE REPORTED:
Signature of Health and Safety Office	Signature of Director of Administration & Operations



Appendix H

House Keeping Checklist Form

Form No.: 7a



HOUSEKEEPING CHECKLIST:

DATE:

S/N	CLASS ROOMS	M	T	W	T	F	S	REMARKS
1.	EMPTY WASTE BINS							
2.	SWEEP & MOP FLOOR							
3.	CLEAN DESKS & TABLES							
4.	CLEAN SWITCH BOARDS							
5.	ARRANGE CHAIRS & TABLES							
6.	CLEAN WALLS CURTAINS							
7.	ARRANGE BOOKS & OTHER ACCESSORIES							
8.	ERASE WHITE BOARDS							
9.	CLEAN WINDOWS/DOORS							
S/N	WASH ROOMS	M	T	W	T	F	S	REMARKS
1.	STOCK UP HAND WASH & TISSUES							
2.	CLEAN MIRRORS & WASHBASINS							
3.	CLEAN ALL BATHROOM APPLIANCES & FIXTURES.							
4.	EMPTY WASTE BINS							
5.	MOP FLOOR							
6.	CLEAN MIRROR/DOORS							
S/N	LABS	M	T	W	T	F	S	REMARKS
1.	EMPTY WASTE BINS							
2.	SWEEP & MOP FLOOR							
3.	CLEAN WALLS, DESKS & TABLES							

Version 2, December 2022.



Appendix I

Security Checklist Form

Form No.: 7b



BACU SECURITY CHECKLIST:

DATE:

S/N	CLASS ROOMS	M	T	W	T	F	S	REMARKS
1.	OPEN THE DOORS IN MORNING							
2.	SWITCH OFF LIGHTS, AC & OTHER ELECTRONIC DEVICES WHEN NOT IN USE							
3.	ENSURE EVERYONE IS LEFT THE ROOMS AFTER WORKING HOURS							
4.	LOCK THE DOORS/WINDOWS AT NIGHT							
S/N	WASH ROOMS	M	T	W	T	F	S	REMARKS
1.	ALL BATHROOM APPLIANCES & FIXTURES ARE OFF AFTER USE							
2.	ENSURE EVERYONE LEFT THE ROOMS							
3.	OFF LIGHTS & EXHAUST FANS							
S/N	LABS	M	T	W	T	F	S	REMARKS
1.	OPEN THE DOORS IN MORNING							
2.	SWITCH OFF LIGHTS, AC & OTHER ELECTRONIC DEVICES, EQUIPMENT & MACHINES WHEN NOT IN USE							
3.	ENSURE EVERYONE LEFT THE ROOMS							
4.	LOCK THE DOORS AT NIGHT							

Version 2, December 2022.



Appendix J

Fire Fighting Checklist Form

Form No.: 7c



FIREFIGHTING AND FIRE ALARM MAINTENANCE CHECKLIST RECORD

MONTHLY CHECKLIST RECORD

DATE:



SL.NO	TASKS	YES	NO	N/A	COMMENTS
ESCAPE ROUTS					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
FIRE WARNING SYSTEMS					
24					
25					
26					
27					



REMARKS:

Health and Safety Officer

Director of Administration and
Operations

Appendix-k

Automation – Timer Switches for Irrigation and Air-conditioning systems



Fig: Timer Switches and boards in BAC Campus



Appendix-L

First Aid Treatment Form

Form No.: 7d



FIRST AID TREATMENT AND ACCIDENT RECORD

DETAILS OF THE INJURED PERSON

DATE:

NAME:		
DESIGNATION:	AGE:	GENDER:
DEPARTMENT:		

DETAILS OF THE INCIDENT

DATE:	TIME:
-------	-------

WHERE DID THE INCIDENT HAPPENED AND WHO REPORTED THE INCIDENT:

- HOW DID THE INCIDENT HAPPENED? AND WHAT FURTHER STEPS WERE TAKEN:

SEVERITY OF THE INJURY:

WHAT HEALTH ISSUES/INJURY DOES THE PERSON SUFFERED:

<input type="checkbox"/> Amputation	<input type="checkbox"/> Burn - Heat	<input type="checkbox"/> Electric shock	<input type="checkbox"/> Puncture
<input type="checkbox"/> Break/Fracture	<input type="checkbox"/> Concussion/Headache	<input type="checkbox"/> Foreign body	<input type="checkbox"/> Scald
<input type="checkbox"/> Bruises	<input type="checkbox"/> Crush	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Splinters & Blisters
<input type="checkbox"/> Burn – Chemical	<input type="checkbox"/> Cuts (laceration)	<input type="checkbox"/> Multiple injury	<input type="checkbox"/> Sprain
<input type="checkbox"/> Strain	<input type="checkbox"/> Other _____		

PERSON WHO CARRIED THE FIRST AID:

SIGNATURE OF HEALTH AND SAFETY OFFICER

SIGNATURE OF DIRECTOR OF ADMINISTRATION AND OPERATIONS



Appendix M

Monthly Health and Safety Inspection Record Form

Form No.: 7h



British Applied College
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MONTHLY HEALTH & SAFETY INSPECTION REPORT

PERSON WHO PREPARED THE REPORT:	POSITION:
DATE:	



SL.NO	OBSERVATIONS	RECOMMENDATIONS
1.		
2.		
3.		
4.		
5.		
6.		

Health & Safety Officer

Director of Administration and Operations

Version 3 December 2020



Appendix N MEP Work Order Request Form

Form No.: 9b



MEP WORK ORDER REQUEST FORM



DATE OF REQUEST:	LOCATION OF WORK:
REQUESTER'S NAME:	
ASSIGNED PERSON'S NAME:	
WORK STARTING DATE:	
WORK COMPLETION DATE:	



SCOPE OF THE WORK:

Name and signature of the person
who requested for the work

Name and signature of
Department Director

Director of Administration and Operations

Appendix O

Planting Trees and Shrubs Around the Campus



New shrubs pots and Trees in BAC Boundary walls

Appendix P

Water , Energy and Waste Management Campus



Color coded waste bin at BAC-Block B



Timer Switch for Irrigation landscaping at BAC-Boundary wall

Appendix Q

Table: Risk activities and its consequences

Sl. no	Risks / Activities	Risks Consequences
1.	Emission of gases, fumes and dust from photocopiers, coatings, furniture, carpets, solvents and chemicals used	Irritation, allergy and fatigue, etc.
2.	Exposure to photocopiers radiations.	Loss of attention and fatigue, etc.
3.	Exposure to heat and dust during vehicle operation and in outdoor workplaces (Open).	Heat stress, exhaustion, convulsions due to heat, sunstroke, irritation, allergy, fatigue and respiratory diseases, etc.
4.	Exposure to the harmful aerial emissions (CO, CO ₂ , NO _x) resulting from cars and buses.	Irritations, allergy, headache, fatigue and respiratory diseases, etc.
5.	Exposure to noise.	Hypoacusis or Loss of Hearing, etc.
6.	Exposure to Biological risks (viruses, Bacteria and fungi) in clinics, canteens, cafeterias, food manufacturing and delivery services, WCs and cleaning services).	Diseases related to hygiene and occupational Health, etc.
7.	Exposure to Chemical cleaning materials.	Irritation, allergy, etc.
8.	Using electric appliances in work.	Electric shocks and fires, etc.
9.	Bad cleaning and tidying.	Fires, slipping, tripping, falling and injuries, etc.
10.	Handover and manual work	Back injuries, etc.
11.	Risk associated with workplace including wrong sitting positions, body positions and places of monitors.	Muscular and skeletal disorders lower back pains, eye problems, poor sight due to exhaustion and eye exhaustion, etc.
12.	Using stationary appliances that include electric equipment and sharp objects.	Wounds, burns, electric shocks, etc.
13.	Walk and work surfaces.	Slipping, tripping, falling and injuries, etc.
14.	Vehicle accidents	Injuries, fracture, wounds, cut etc.