

HEALTH & SAFETY POLICY

SBS Swiss Business School, RAK Campus

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1. Introduction

This policy has been developed to ensure a safe and healthy environment for students, faculty, staff, and visitors at SBS Swiss Business School, RAK Campus. It provides a framework for the operation and governance of health and safety procedures, ensuring quality standards are maintained across all aspects of the campus.

2. Purpose

The purpose of this policy is to prevent accidents, injuries, and health hazards within the campus premises and during campus-sanctioned activities. It aims to ensure a safe, healthy environment by fostering a culture of safety and accountability.

3. Scope of Application

This policy applies to all students, staff, faculty, and visitors within the premises of SBS Swiss Business School, RAK Campus, as well as during any campus-sanctioned activities off-campus. It outlines the responsibilities, processes, and expectations for all stakeholders.

4. Policy Statement

- SBS Swiss Business School, RAK Campus's premises are certified by relevant authorities such as GRA and Civil Defence and certifications are kept valid at all times.
- Emergency exits and designated assembly points are clearly marked, and all staff and students are made aware of them.
- Drugs or alcohol are not permitted on campus.
- SBS Swiss Business School, RAK Campus provides facilities for all enrolled Students of Determination (SOD), ensuring accessibility and safety accommodations in compliance with UAE laws.
- Smoking, vaping, and the use of electronic smoking devices are prohibited inside all campus buildings.

- Designated smoking areas are at least 7.5 meters (approximately 25 feet) from building entrances, exits, and windows.
- Contact information for evacuation coordinators is displayed in visible areas to guide staff and students during emergencies.

5. Safety Requirement

- Adequate firefighting and safety equipment, including fire extinguishers, gas detectors, emergency glass breakers, and alarm systems, are installed and maintained across the campus.
- Emergency exits and designated assembly points are clearly marked and communicated to all staff and students.
- Emergency contact numbers, including Police (999), Civil Defence (997), Ambulance Services (998), and the Health & Safety Officer, are prominently displayed across the campus.
- Evacuation coordinators' contact details are prominently displayed to guide students and staff during emergencies.

6. Responsibilities

6.1 Management

- Ensure that health and safety procedures are implemented and maintained with frequent checkups.
- Conduct regular risk assessments and inspections of all facilities.
- Provide appropriate resources for training, equipment, and facilities that promote health and safety.

6.2 Staff and Faculty

- Comply with health and safety policies and procedures.
- Take reasonable care of their own health and safety and that of others.
- Report any hazards, incidents, or near-misses to the management.
- Ensure students understand and adhere to safety procedures.

6.3 Students

- Follow all health and safety rules and instructions at all times.

- Report unsafe conditions or accidents to the student support officer immediately.
- Act responsibly to avoid endangering themselves or others.

6.4 Visitors

- Adhere to health and safety rules and instructions when on the institution's premises.
- Ensure that their activities do not pose risks to others in the institution.

7. Health and Safety Procedures

7.1 Risk Assessment

- Quarterly assessments to identify potential hazards within classrooms, labs, recreational areas, and other parts of the premises.
- Control measures are implemented to mitigate any identified risks.

7.2 Fire Safety

- Maintain fire detection and suppression systems across the campus.
- Conduct regular fire drills to ensure all occupants are aware of emergency evacuation routes and procedures.
- Ensure fire exits are clearly marked and unobstructed.

7.3 First Aid

- Accessible first aid kits are placed in designated locations throughout the institution
- Ensure that trained first aid personnel are available during operating hours.
- Keep emergency contact numbers prominently displayed.

7.4 Accident Reporting and Investigation

- Maintain a log of all accidents, incidents, and near-misses.
- Accidents are promptly investigated to identify their causes and to implement measures to prevent recurrence
- Safety procedures are regularly reviewed and updated based on investigation findings.

8. Monitoring and Review

- This policy is reviewed by the health and safety committee of SBS Swiss Business School, RAK Campus annually, or whenever necessary, in response to changes in regulations or the evolving needs of the institution.

- Health and safety audits are conducted regularly to ensure ongoing compliance and to identify areas for improvement.

9. Conclusion

Ensuring the health and safety of all individuals at SBS Swiss Business School, RAK Campus is a collective responsibility that involves active participation from management, staff, students, and visitors. This policy provides a comprehensive framework to maintain a safe and healthy environment, with regular reviews and ongoing monitoring to address emerging challenges and comply with relevant regulations.

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