



# Campus Health & Safety Handbook



Contents

Introduction .....3

RUW CH & S Committee .....3

Safety Awareness & Prevention .....3

    Campus Safety ..... 4

    Classroom and Office Safety..... 4

    Fire Safety .....5

    First Aid ..... 6

        1. Wounds and Bleeding..... 6

        2. Nose Bleeds.....7

        3. Burns..... 8

        4. Choking..... 8

        5. Heart Attack..... 9

        6. Unconsciousness .....10

Health & Safety Committee Contacts + .....10

RUW First Aiders .....10

Emergency Management ..... 13

Summary .....14

References .....14



## **Introduction**

Campus health and safety is one of top priority to the Royal University for Woman (RUW). In its efforts to ensure a safe and healthy environment, RUW has established a Campus Health & Safety Committee (CH&S) comprising of various ranking members across the University. The committee put in place the RUW Campus Health & Safety Policy. The policy can be found on the Document Management System (DMS). Apart from the policy, the CH&S Committee ensures certain health and safety practices are implemented and regularly monitored.

The purpose of this handbook is to provide essential information to the RUW population on health and safety issues that may arise on campus. The safety policies, handbook and practices have all been initiated in accordance with the Higher Education Council and the National Quality Assurance Authority for Education and Training (NAQQAET) Institutional Review Handbook Regulations.

## **RUW CH & S Committee**

The CH & S Committee manages the training of its members and RUW fire wardens. It also hosts several awareness campaigns with regards to various emergency situations.

## **Safety Awareness & Prevention**

In the event of hazards or emergencies, RUW has put in place clear steps to ensure staff, student and visitor safety. However, it is up to each individual to make note of the safety procedures and the nearest fire exits. RUW also has security stationed around campus for assistance as well as trained fire wardens, first aiders and a nurse.

All accidents / incidents must be reported to a CH&S Committee member and the Administration Director or Manager. Incidents will be logged in a report book kept by the Administration department.



## Campus Safety

When it comes to safety measures on campus, individuals are asked to be mindful of circumstances that could lead to injury, such as wet floors, pot holes, loose bricks, downed light or electricity poles, construction areas, etc.

It is necessary for individuals to ensure that they avoid, as far as possible, manual handling operations (such as heavy lifting, removals, etc.) that may cause injury. If these tasks cannot be avoided, it is then necessary that each task is **risk assessed**.

Staff, students, visitors are asked to adhere to the campus speed limits and road signs / directions.

**Please contact the RUW's Maintenance staff for assistance (EXT 475). If you reside in the Student Residence, please contact the Residence Manager or Assistant / Attendant.**

In the event of fire or any other serious accident or incident requiring the attendance of the civil defense or ambulance service:

- Dial **999** /or RUW Security (**Ext 462**), state your name, location and telephone number.
- Give details of the nature of the emergency service required.
- Wait for confirmation from the operator that the message has been understood.
- Follow instructions.
- If appropriate emergency service doesn't arrive after ten minutes, repeat the call.

## Classroom and Office Safety

RUW staff, instructors and students are asked to report any potential hazards found in the classrooms, offices or work stations. Hazards can range from loose or cracked tiles to a faulty wall socket. Flooring must be level with no loose cables to prevent trips or falls. Offices or classroom furniture must be in good condition and securely fastened.



When it comes to electronic devices such as laptops, desk tops, projectors, phone chargers, heaters, etc, electrical circuits must not be overloaded. Plugs must be correctly fused for the power rating of the appliance. Amateur electrical repairs on electrical equipment must never be attempted and the removal of service panels from such equipment must only be undertaken by trained personnel.

**Please contact RUW’s ICT Department for assistance (EXT 400).**

## Fire Safety

### Fire Emergency Evacuation

RUW has clearly marked fire exits in every location for easy evacuation in the event of a fire. There are also fire action notices and location maps posted around campus. It is up to every individual to note their nearest fire exit. On hearing the fire alarm you must leave the premises immediately and proceed to the designated assembly point. Please listen to the instructions of the fire wardens as they are there to help you.

Please follow the below evacuation instructions;

1. **Call 999** and press the **fire alarm** if not already done so.
2. **Remain calm!**
3. **Do not use the elevator(s).**
4. Make your way to the **nearest fire exit** in an orderly manner. (If you are **handicapped or injured**, assistance will be offered from the fire warden(s) /or security guard(s).
5. **Do not carry any items.**
6. **In cases of smoke, crawl below the smoke level.**
7. Head to the **nearest fire assembly point** unless otherwise specified during fire drills.
8. **If you are an instructor**, make sure to carry a hard copy **attendance sheet**.
9. **Move your students** out in a calm manner to the nearest fire assembly point, unless otherwise specified during fire drills.
10. **Retake attendance** of your students at the fire assembly point.

**Do not return to the building until the “all clear” is given.**

**Please note:**





- Fire exit routes must be kept clear of obstructions.
- Never tamper with the Fire Alarm System (or other alarm systems). It is a serious offence and will lead to disciplinary action.

### **Emergency Evacuation Procedure for Disabled Persons**

On hearing the fire alarm:

- If on the ground floor, evacuate the building.
- If elsewhere in the building: Unless directed otherwise stay where you are (Security will assist you).

## **First Aid**

### **First Aid / Care of Casualties**

If you are not a qualified First Aider, send for the nearest First Aider/ Nurse, who will take charge of the situation. If no qualified First Aider / Nurse is available, ensure that an ambulance is called.

### **Basic First Aid**

In the event of the absence or late arrival of the First Aider, Nurse or ambulance, please take note of some of the following common injury cases which might occur on campus and their first aid applications;

#### **1. Wounds and Bleeding**

**Step 1:** Apply pressure to wound using palm of your hand and elevate above the heart level. If the casualty is bleeding from below their waist, lay the person down and elevate their legs on a chair.

**Step 2:** Apply dressing.



**Step 1 & 2:**

*Bleeding limbs are elevated above heart level to lessen the blood flow to the bleeding area(s).*

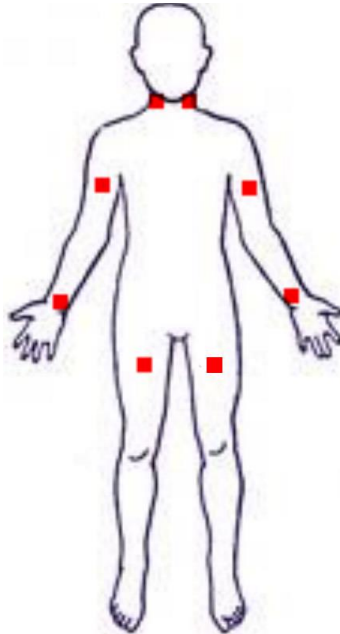
**Step 3:** If bleeding continues, do not remove the dressing but keep applying further dressing.



**Step 4:** If bleeding still continues, apply pressure to pressure points.

**Step 5:** If bleeding still continues, use tourniquet.

*Pressure Points*



**Step 6:** In cases of objects entering the body (foreign bodies), do not attempt to remove the object. Instead try and minimize the amount of movement to reduce further injury and try and control the bleeding.

**2. Nose Bleeds**

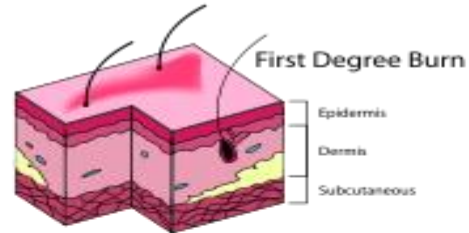
**Step 1:** Pinch nostrils together.

**Step 2:** Tilt head forward to avoid back flow of blood.

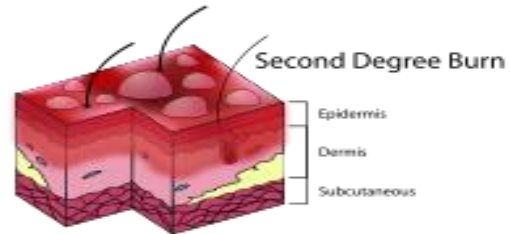


### 3. Burns

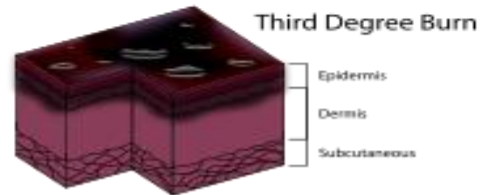
**Step 1: 1<sup>st</sup> degree burn (redness);** keep under running water (water should be tepid) and loosely cover. Do not apply any creams.



**Step 2: 2<sup>nd</sup> degree burn (blisters);** submerge in sink or bucket of water and loosely cover. Do not apply any creams.



**Step 3: 3<sup>rd</sup> degree burn (charred);** loosely cover. Do not apply any creams.



### 4. Choking

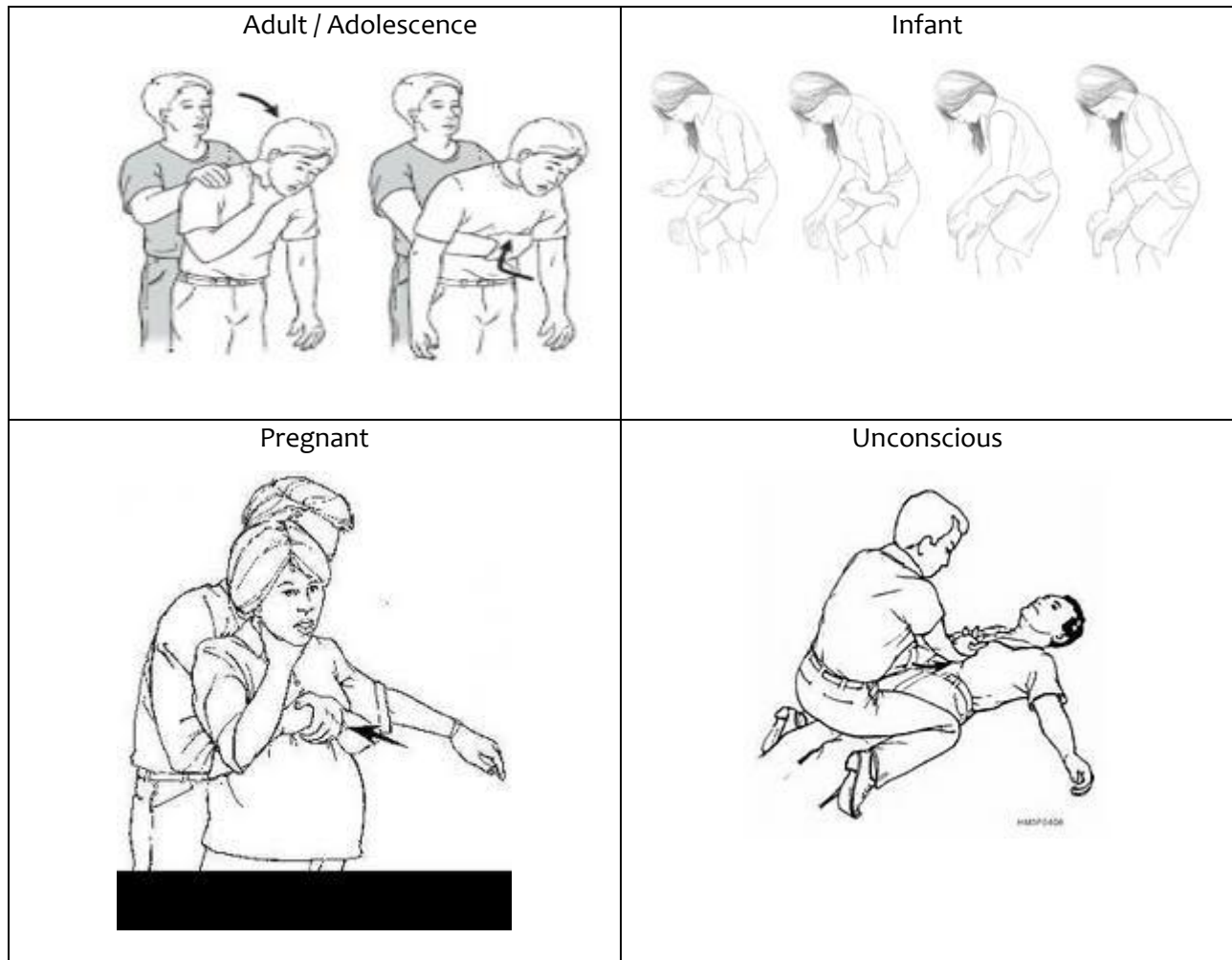
**Step 1:** Perform Heimlich maneuver. Stand behind the person, wrap your arms around the waist and tilt the person slightly forward.

**Step 2:** Make a fist with one hand and place it slightly above the navel.

**Step 3:** Grasp your fist with the other hand and press forcefully into the abdomen with quick, upward thrusts, using force as if you were attempting to lift the person up.

**Step 4:** See images on the next page for how to perform Heimlich maneuver on pregnant woman and infants.





### 5. Heart Attack

**Step 1:** Place victim in 45 degree sitting position.

**Step 2:** Check pockets for medicine.



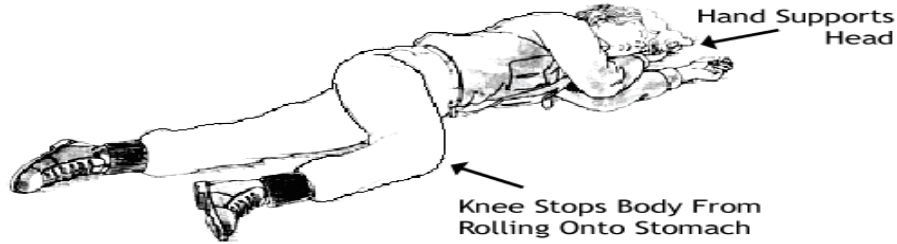
**Step 1 (45 degree position);**  
**Make casualty sit with knees bent up**





6. Unconsciousness

Step 1: Place victim in recovery position.



Recovery Position

**Health & Safety Committee Contacts +**

**RUW First Aiders**

Name	Designation	Contact Number	Location
Mr. Naif Obaid	Manager, Facilities & Services	Office 17764 401 Mobile 39923227	ADB 147 – Admin Building
Ms. Khadija Saeed <i>First Aider</i>	Secretary, College of Art & Design	Office 17764 434 Mobile 39882937	Front Desk Building A College of Art & Design
Ms Awatif Meraj <i>First Aider</i>	Gym Officer	Office 17764 480 Mobile 36600836	Sports Centre
Ms Noor Al Doseri <i>First Aider</i>	Student Affairs Officer	Office 17764 427 Mobile 39882937	Office of the Student Affairs Student Centre
Mrs Sumera Saleem <i>First Aider</i>	Student Activities Officer	Office 17764 455 Mobile 39279555	Office of the Student Affairs Student Centre



Mrs Hala Al Shaikh <b>First Aider</b>	Secretary, Office of the President	Office 17764 446 Mobile 39900550	Front Desk Building A Office of the President
Mrs Hessa Al Doseri <b>First Aider</b>	Library Assistant	Office 17764 463 Mobile 39633184	Front Desk Library
Ms. Noor Abbas <b>First Aider</b>	Administrative officer, Administration	Office 17764 493 Mobile 39767619	Front Desk ADB - 151 Admin Building
Ms Sawsan AlShaikh First Aider	College Secretary	Office 17764269	WVU Reception
Mr John First Aider	Security	Office 17764462	Gate 3 Security



**Emergency Management** is the organization and management of the resources and responsibilities for dealing with all humanitarian aspects of emergencies (preparedness, response, mitigation, and recovery). The aim is to reduce the harmful effects of all hazards, including disasters...

**An Emergency is the state in which normal procedures are interrupted, and immediate measures (management) need to be taken to prevent it from becoming a disaster, which is even harder to recover from.**

## Emergency planning ideals

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Emergency planning is a discipline of urban planning and design; it aims to prevent emergencies from occurring, and failing that, initiates an efficient action plan to mitigate the results and effects of any emergencies. As time goes on, and more data becomes available (usually through the study of emergencies as they occur), a plan should evolve. The development of emergency plans is a cyclical process, common to many risk managements disciplines such as business continuity and security risk management:

- Recognition or identification of risks
- Ranking or evaluation of risks
- Responding to significant risks
- Tolerating
- Treating
- Transferring
- Terminating
- Resourcing controls and planning
- Reaction planning
- Reporting and monitoring risk performance
- Reviewing the risk management framework

In order to avoid or reduce significant losses to a business, emergency managers should work to identify and anticipate potential risks. In the event that an emergency occurs, managers should already have a plan prepared to mitigate the effects of that emergency and ensure business continuity of critical operations after the incident. It is essential for an organization to include procedures for determining whether an emergency situation has occurred and at what point an emergency management plan should be activated. An emergency plan must be regularly maintained, in a structured and methodical manner, to ensure it is up-to-date in the event of an emergency. Emergency managers generally follow a common process to anticipate, assess, prevent, prepare, respond and recover from an incident.



## **Summary**

RUW considers its staff and students its most prized assets, hence the CH&S Committee along with other concerned staff members are always working diligently to ensure a safe and healthy campus and working environment.

Apart from the information accessible in this handbook, you are all encouraged to visit the countless available health and safety websites.

Always remember to think safe and be safe!



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