HEALTH AND SAFETY MANUAL

Consolidated Edition

Incorporating the University Emergency Response and Campus Safe Zone Guidelines and the Electro-Mechanical Laboratory Safety Manual



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BUiD Health and Safety Manual, September 2024 (base document)	Restructured and renumbered throughout; appendix checklists rebuilt as controlled forms (Appendices C to J)
University Emergency Response and Campus Safe Zone Guidelines for Students and Staff, April 2026	Chapters 3, 6, 7, 8, 10 and 11; Quick Reference; Safe Zone floor plans
Electro-Mechanical Lab Safety Manual (Bashar Aldbaiat)	Chapter 14 (Engineering Laboratory Safety); Appendix G (laboratory checklist)

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Consolidated	Sept 2026	Manual redesigned; Emergency Response and Safe Zone Guidelines and Electro-Mechanical Lab Safety Manual incorporated; forms standardised

Approvals

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Emergency Quick Reference

Keep this page accessible. Full procedures are set out in Chapters 6 to 11.

FIRE

1. Shout "Fire" and warn others.
2. Break the glass at the nearest Manual Call Point.
3. Call BUiD Security **04-2791 469** or DIAC Emergency **04-3601 777**; for a large fire call **997**.
4. Evacuate by the stairs. **Never use lifts.**
5. Go to your assembly point. Do not re-enter until authorised.

MEDICAL

1. Life-threatening (heart attack, serious bleeding): call **998** first.
2. Then call the First Aid Team / Security **04-2791 469** and direct responders to the casualty.
3. Do not move the casualty. Give first aid only if trained.
4. Minor injury: call the EHS Officer **04-2791 416** or Security and wait for the First Aider.

EMERGENCY ALERT

1. Stop all activity immediately.
2. Move by the stairs to the nearest **Safe Zone**.
3. Sit low, away from windows and glass, and stay silent.
4. Follow only official University instructions.
5. Stay until the official all-clear is given.

Designated Safe Zones

Block and floor	Safe Zone
Block 10, 1st Floor	Student Lounge
Block 11, 1st Floor	Auditorium
Block 11, 2nd Floor	Classroom SF116

Key Numbers

Service	Number	Service	Number
Fire and Civil Defence	997	EHS Officer	04-2791 416
Ambulance	998	BUiD Security	04-2791 469
Police	999	DIAC Campus Security	04-3601 777

1. About BUiD

1.1 The University

The British University in Dubai (BUiD) was established as a not-for-profit entity by Law No. 5 of 2003 by His Highness the late Sheikh Maktoum bin Rashid bin Saeed Al Maktoum, Ruler of Dubai.

The University grew out of collaboration between British and Dubai academic, government and commercial organisations. Its founders are the Al Maktoum Foundation, Dubai Development and Investment Authority (now Dubai Holding), Rolls-Royce, the British Chamber of Commerce Dubai and Emirates NBD.

The University is governed by a Council formed every three years by His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, under the chancellorship of His Highness Sheikh Ahmed bin Saeed Al Maktoum.

BUiD benefits from academic support through its alliance with Russell Group universities in the UK, including the University of Edinburgh, the University of Glasgow and the University of Manchester. It works with leading organisations and institutions, including its major contributing partner the Knowledge Fund Establishment, Atkins, the UAE Ministry of Education, and government and associated bodies across the UAE public and private sectors.

BUiD offers full-time and part-time research-based Doctorate and PhD programmes, Masters and MBA programmes and Postgraduate Diplomas in education, business, law, engineering, finance, construction and IT. It also offers undergraduate programmes in computer science, AI, engineering, finance, business and law. The University is located in Dubai International Academic City (DIAC), part of Dubai's Education Free Zone community.

1.2 Licensure and Accreditation

BUiD is licensed by the UAE Ministry of Education – Higher Education Affairs to award degrees, and all degree-granting programmes are accredited through the Commission for Academic Accreditation. The University is also licensed by the Knowledge and Human Development Authority (KHDA), Dubai Government. BUiD qualifications are recognised internationally by UK ENIC, and the University has achieved global quality accreditation through the Quality Assurance Agency for Higher Education (QAA).

1.3 Vision and Mission

Vision

To be recognised as Dubai's premier resource and focus for the reflective pursuit, inclusive accessibility, effective transfer, and liberal application of scientific, academic and professional knowledge.

Mission

BUiD is a non-profit organisation with a mission to provide world-class scholarship, education and research that make a distinctive British contribution to supporting the aspirations of the Dubai Government to become a hub for education and research in the region.

1.4 Goals

1. Make a distinctive British contribution to the higher education system in the UAE through a high-quality, research-led university.
2. Develop leading-edge research capabilities in key disciplines.
3. Offer the highest internationally competitive level of research-informed education in key modern disciplines.
4. Interact with regional industry and play a leading role in stimulating a knowledge-based economy in Dubai and the Emirates.
5. Provide opportunities for study and research leading to degrees in arts and sciences.
6. Apply the systems of study and research used in distinguished British universities to enhance the standard of university education in the UAE.
7. Qualify and educate nationals who are scientifically and practically trained in all fields of knowledge through advanced educational and training programmes.
8. Serve the various sectors of society, especially the commercial and industrial sectors, by providing consultation, technical services and research in science, technology and other disciplines offered by BUiD.
9. Consolidate educational, scientific and cultural links with distinguished British universities and institutions, and with other internationally distinguished universities.

2. Purpose, Scope and Definitions

2.1 Purpose

BUiD is committed to providing a healthy, safe and secure environment for the campus community that meets the legal requirements of the UAE, the Emirate of Dubai and DIAC. Protecting the health and safety of employees, students, visitors and the environment is of primary concern, and BUiD actively identifies and prevents hazards before injuries and illnesses occur.

This manual contains the University's policies and procedures for Health, Safety and Environment (HSE). It also guides community members on the appropriate response to an emergency that may threaten the physical safety of students, faculty, staff, the public or University resources.

2.2 Scope

This manual covers:

- Emergency procedures that may be activated during a community or regional crisis or natural calamity, to safeguard BUiD personnel, the campus and business operations.
- Emergency procedures for identified health and safety risks, including premises information, communication, training, individual roles and responsibilities, and emergency contacts.
- Occupational health and safety requirements that control risks to health and safety.
- Safety processes for classrooms, laboratories, the auditorium, administrative and student administration areas, executive offices, common rooms, storerooms, IT rooms, student lounges, faculty offices and other campus facilities.
- Legal requirements concerning hazardous chemicals, fire prevention, occupational health and safety, accessibility for people of determination, and the environment.

2.3 Applicability

This manual applies to faculty (full-time, visiting and part-time), staff (full-time, part-time and contractual), students, all visitors to the campus, and all contractors and service providers.

2.4 Regulatory Framework

Authority	Relevance to this manual
UAE Ministry of Education (MoE)	Licensing and the Health and Safety Management framework that BUiD's facilities are designed to meet
Knowledge and Human Development Authority (KHDA)	Licensing; advice and requirements applied to the selection of Safe Zones
Dubai Civil Defence (DCD)	Fire and life-safety standards; approval of fire and safety maintenance agencies and trainers
Dubai Municipality (DM)	Health, safety and hygiene standards; licensing of security guards, pest control and first aid trainers
Dubai International Academic City (DIAC)	Campus-wide safety regulations, fire mock drills, facilities contractors and campus security
UAE Ministry of Interior and Dubai Police	Emergency guidance for Shelter-in-Place and Evacuation decisions; police response

2.5 Definitions

Term	Meaning
Alert	An official University or authority notification of heightened risk, requiring activities to remain indoors and instructions to be followed
All-clear	The official announcement that the threat has ended and normal activity may resume
Assembly point	A designated area where occupants gather after evacuating, so that an accountability check can be made
EHS Officer	The University's Health and Safety Officer. This role is held by the Head of Operations (HoO)
Emergency Response Team (ERT)	The appointed team that manages and responds to emergencies on campus (Section 6.4)
Evacuation	Leaving the building by the stairs to an assembly point or Safe Zone, used for fire, smoke, gas leak or a suspicious object
Health and Safety Committee (HSC)	The committee that advises the Vice-Chancellor on health and safety (Chapter 5)
Near miss	An unplanned event that did not cause injury or damage but could have
PPE	Personal protective equipment
Safe Zone	A designated indoor area for each floor with no windows, away from open spaces and with protective covered walls, used for sheltering
Shelter-in-Place	Remaining indoors and moving to a Safe Zone, used for a local incident with no direct impact or a risk of projectiles or falling debris

3. Health and Safety Policy

3.1 Policy Statement

> **BUiD Health and Safety Policy**
>
> BUiD's health and safety policy is based on the firm belief that accidents resulting in personal injury or damage to property or the environment can be prevented. No aspect of University business or management is more important than safety.
>
> BUiD will provide and maintain a safe and healthy environment and will implement operating procedures to ensure everyone's safety.

All students and staff are responsible for their individual safety performance and for protecting the environment. Each Dean and Head of Department also fosters a sense of safety and environmental awareness, and every job must include safety and environmental protection measures. It is everyone's obligation to follow safety standards and to work in a way that does not injure themselves or others or damage the environment. These objectives can only be achieved through continuous, shared effort.

3.2 Core Safety Principles

The following principles apply to all safety-related actions and decisions across the University.

Principle	Requirement
Safety First	Protection of life is the highest priority. Personal safety always takes precedence over property or belongings.
Indoor Safety Protocol	During alerts or heightened risk, all activities remain indoors. Access to open areas, courtyards and locations near glass or windows is strictly restricted.
Designated Safe Zones	All buildings have identified Safe Zones. Students and staff are responsible for knowing the Safe Zone nearest to their regular location.
Verified Communication	Only instructions issued through official University channels or by the relevant authorities are followed. Unverified information is ignored.

3.3 Management Responsibility

The Head of Operations (HoO) monitors all aspects of health and safety on campus, prepares the safety plan and reviews it periodically. The Health and Safety Committee (HSC) ensures the health and safety of faculty, staff, students, visitors and contractors in line with University protocols and regulatory requirements.

4. Roles and Responsibilities

Health and safety are a shared responsibility. The table below sets out the principal responsibilities by role.

Role	Responsibilities
Vice-Chancellor	• Holds overall accountability to Council for health and safety, and fosters a culture in which health, safety, welfare and wellbeing are integral to University activity. • Appointed the Health and Safety Committee to advise on health and safety and to act where standards are not met or policy is not implemented. • Ensures an effective health, safety and environmental programme and safe systems of work, with the necessary resources allocated. • Attends at least one meeting of the Committee each year and reinforces a positive safety culture during campus visits. • Owns the University Emergency Response Team and the execution of the Emergency Response procedure; acts as spokesperson and coordinates media briefings where necessary.
Registrar and Chief Administrative Officer	• Accountable to the Vice-Chancellor for implementing this policy in all areas of University activity, supported by the HSC. • Ensures effective implementation of the University EHS programme and reviews safety inspection reports. • Reviews the University safety programme with each Head of Department or Dean of Faculty annually. • Reinforces a positive safety culture during visits to work areas. Holds the Vice-Chancellor's emergency responsibilities if the Vice-Chancellor is unavailable.
Head of Operations / EHS Officer	• Main point of contact for health and safety at BUiD; develops, implements and maintains health and safety regulations in line with UAE, Dubai and DIAC requirements. • Ensures compliance with Dubai Civil Defence (DCD) and Dubai Municipality (DM) standards, and acts as the University liaison with the Ministry of Education, KHDA, DM, DIAC and other regulators. • Keeps those responsible for compliance informed of regulatory changes, and provides the technical resources needed to protect students and staff. • Assesses and prevents health and safety risks, coordinates training, and maintains EHS records. • Ensures incidents, near misses and accidents are documented and investigated and that improvements are implemented. • Ensures safety inspections and fire drills are carried out, and fire alarms are correctly reported. • Reviews, monitors and inspects all periodic maintenance agreements with suppliers and vendors for completeness, accuracy and currency. • Reports regularly to the Registrar and the Vice-Chancellor and reports any unsafe condition to the Vice-Chancellor. • Is responsible for the upkeep and maintenance of University assets, assisted by the Building Assistants and security guards.
Deans and Heads of Department	• Foster safety and environmental awareness in their areas and ensure every job includes safety and environmental protection measures. • Investigate and report incidents, injuries and near misses in their area (Chapter 15).
Security Guards	• Licensed by DM and Dubai Police; responsible for campus security 24 hours a day, 7 days a week.

Role	Responsibilities
	• First responders to emergencies: assess the situation, provide first aid and contact emergency services. • Patrol and monitor classrooms, offices, lounges, common rooms, server rooms, labs, the auditorium, the lobby and other areas for danger or health hazards. • Control access to prevent unauthorised entry; manage crowds, keep exits and emergency routes clear, and maintain scene security. • Document and report incidents, near misses, accidents, suspicious activity and hazards to the Head of Operations. • Conduct regular safety checks for faulty lighting, air conditioning, leakage, faulty equipment, blocked exits and fire equipment needing maintenance. • Stay in constant contact with DIAC security and campus personnel, and assist or escort students, staff and visitors who feel unsafe.
Building Assistants	• Report to the Head of Operations. • Maintain the general upkeep and cleanliness of campus facilities and ensure compliance with DCD and DM standards. • Monitor the security system and security issues through the outsourced security personnel. • Ensure regular preventive maintenance of University assets, including classroom, laboratory and library equipment. • Carry out the start-of-term safety inspection (Chapter 5).
Academic staff, lab technicians and administrative staff	• Be familiar with the applicable emergency protocols and direct students to assembly areas. • Bring class attendance sheets, supervise students during evacuation and account for every student at the assembly point. • Lab supervisors have additional responsibilities (Section 14.11).
All students and staff	• Take responsibility for the safety of their own actions, for themselves and for others. • Attend all training and information sessions, follow health and safety procedures and wear assigned or required PPE. • Report hazardous conditions, incidents, near misses and accidents to the EHS Officer, a security guard or another appropriate person. • Take part in developing safe procedures and in protecting the environment, through safety committees or other feedback.
Contractors, suppliers and vendors	• Become familiar with the campus emergency procedures and comply with this manual while on campus. • Maintenance contractors must work to the fire and safety maintenance contract and DCD guidelines.
Hosts of visitors	• The person hosting a visitor is responsible for the visitor's safety. A visitor staying less than one day and not performing laboratory work is accompanied at all times; longer-stay or laboratory visitors read this manual.

5. Safety Management Arrangements

5.1 Health and Safety Committee

The Health and Safety Committee (HSC) reviews and approves activities that involve safety and health regulations and guidelines. It is composed of academic and administrative staff and other experts as required. Its composition and terms of reference are set out in Section 1C.11 of the University Policies and Procedures Manual.

The HSC reviews and recommends long-range and annual planning and budgeting for routine, preventive, planned and deferred maintenance of all property, and processes that integrate the principles of sustainability into University operations. The Chair of the HSC leads the Emergency Response Team (Section 6.5).

5.2 Maintenance of University Assets

The Head of Operations is responsible for the upkeep and maintenance of all assets (Appendix B describes the physical infrastructure). Assisted by the Building Assistants and security guards, the Head of Operations ensures timely maintenance, scheduled repair and replacement. Preventive maintenance is carried out without disrupting University operations and includes electrical, office equipment, mechanical and civil works (tiles, walls and ceilings).

5.3 Safety Equipment and Systems

BUiD's safety systems include fire extinguishers, fire blankets, smoke detectors, sprinklers, FM200 systems and fire prevention systems. They are inspected regularly by agencies authorised by DCD and DM. The Head of Operations, with the DIAC-authorised contractor and the maintenance team, ensures that fire and safety equipment is maintained under the fire safety maintenance contract, and the Health and Safety Officer keeps the inspection records.

The Health and Safety Officer ensures that fire extinguishers, fire blankets and evacuation plans are clearly visible and easily accessible. The fire marshal and security at each block know where fire and safety equipment is located and are trained to use it in an emergency.

5.4 Security Services

BUiD engages a security agency registered with DM and Dubai Police that provides 24-hour security on campus. Security guards are first responders to any emergency and establish and maintain crowd control, scene security and law and order. Their duties are listed in Chapter 4.

5.5 Awareness Training

Health and safety awareness programmes are scheduled regularly for staff and students:

- DIAC conducts fire mock drill training for all BUiD staff and students.
- The Health and Safety Office conducts health and safety training for staff and students at the beginning of every term.
- First aid training is provided to selected staff by trainers authorised by DM and DCD.
- The Student Services Office periodically runs programmes and campaigns on health risks, including alcohol and substance abuse and stress management.

5.6 Safety Inspections

Inspections reduce accidents and injuries by eliminating hazards and by ensuring compliance with UAE, Dubai and DIAC safety regulations.

Inspection	Carried out by	Frequency	Form
Campus health and safety inspection	Building Assistants	Beginning of each term	HSE-GI-01 (Appendix C)
Maintenance inspection	Building Assistants	Beginning of each term	HSE-MC-01 (Appendix D)
Head of Operations inspection of all facilities	Head of Operations	Quarterly	HSE-HO-01 (Appendix I)
EHS Officer inspection	EHS Officer	Periodic	HSE-EO-01 (Appendix J)
Classroom, library and laboratory checklists	Building Assistants / Lab supervisors	Periodic	HSE-CR-01, HSE-LR-01, HSE-LB-01 (Appendices E to G)

The Head of Operations' quarterly inspection supervises the Building Assistants' inspections and confirms that actions recommended after previous inspections have been completed.

5.7 Managing Deficiencies

- Unsafe conditions found during inspections are recorded in the Maintenance Log Register.
- Deficiencies are reported to the Head of Operations and the maintenance support team.
- Any unsafe condition found by the Head of Operations is reported to the Vice-Chancellor.

6. Emergency Management Framework

6.1 Approach

The University's emergency arrangements focus on preparedness, prevention and response. All occupants must know the designated Safe Zones, evacuation routes and emergency protocols so that, in an incident, they can move calmly and in an orderly way, either by sheltering in place or by evacuating, depending on the nature of the threat.

The framework relies on following official communication, avoiding panic and maintaining discipline at all times. Trained teams, including the Emergency Response Team (ERT) and the Evacuation Team, manage incidents and support occupants.

Be prepared

- Know all exit locations, including secondary exits, for the safest and quickest way out of the building.
- Know the emergency assembly areas and the building layouts. Evacuation maps are displayed throughout the campus.

During an emergency

- Inform the security guard on duty at **04-2791 469**. Emergency contact information is in Chapter 11 and on the back cover.

6.2 Emergency Control Measures

The University implements the control measure that suits the situation, based on risk assessment and in line with UAE Ministry of Interior guidance. Both measures require calm, orderly and compliant behaviour from every student and staff member.

SHELTER-IN-PLACE	EVACUATION
Used when there is a local incident with no direct impact, or a risk of projectiles or falling debris.	Used when there is a fire, smoke, gas leak, or a suspicious object on or near the premises.
• Stay indoors and move away from windows. • Move to the Safe Zone, away from windows and glass. • Sit low and remain quiet. • Wait for official instructions.	• Evacuate immediately using the staircases only; do not use lifts. • Leave belongings behind; do not pick up bags or phones. • Proceed to the designated assembly points or Safe Zones. • Remain there until instructed otherwise.

6.3 The First Three Minutes

In line with recognised emergency-management principles, the first three minutes after an incident are critical to establishing control and minimising risk. During this period authorised staff lead a structured response.

Minute	Stage	What happens
One	Situation assessment and response determination	Designated University staff assess the situation immediately and decide the control measure, activating either Shelter-in-Place or Evacuation, in line with UAE Ministry of Interior guidance.
Two	Controlled movement and implementation	Students and staff follow the pre-defined procedures calmly and in an orderly way, keeping to designated routes and Safe Zone instructions.
Three	Accountability and status confirmation	On arrival at the Safe Zone or assembly point a formal accountability check is made. Any unaccounted individuals, injuries or concerns are reported immediately through the emergency command structure for escalation and support.

6.4 Emergency Response Team

The ERT manages and responds to emergencies on campus to protect the safety, security and wellbeing of students, staff and visitors, and works to create a safe and secure environment through preparedness and an organised approach.

Objective	Description
Emergency preparedness	Develop and implement emergency response plans and ensure all team members are trained for fire, medical incidents, natural disasters and security threats.
Immediate response	Respond swiftly and in an organised way, following pre-established protocols, to minimise harm, prevent panic and reduce property damage.
Evacuation management	Ensure the safe and orderly evacuation of all occupants to designated assembly points, in coordination with fire marshals and security personnel.
Communication and coordination	Communicate clearly with internal departments (security, health and safety, facilities management) and with external fire, police and medical services.
First aid and support	Provide first aid and immediate assistance until professional medical help arrives.
Risk mitigation	Assess potential hazards and take preventive action to reduce risks to life, health and property.
Post-emergency recovery	Assist recovery by coordinating necessary repairs, debriefing and reviewing the incident to improve future response.

ERT members and contacts

Name	Role	ERT function	Phone	Office
Prof Abdullah Alshamsi	Vice-Chancellor	Overall ownership of the University ERT	04 2791 411	Block 11, 1st Floor, Executive Office
Hassan Modiraparambil	Head of Operations and Health and Safety Officer	Lead ERT member	050 578 7376	Block 11, 1st Floor, Admin office
Honeymabelle Genith	Office Assistant, First Aider	ERT member	04 2791 601	Block 11, 1st Floor, Reception
Maria Pinto	Head of Institutional Effectiveness	ERT member	04 2791 426	Block 11, 1st Floor, Admin area
Bashar Aldbaiat	Electro-Mechanical Engineering Lab and Research Engineer	ERT member	04 2791 414	Engineering Lab office, 1st Floor, Block 10
Muhammed Shiraz Khan	Security Guard, First Aider	ERT member	04 2791 469	Foyer, 1st Floor, Blocks 10 and 11
Bharat Bahadur Sunar	Security Guard, First Aider	ERT member	04 2791 469	Foyer, 1st Floor, Blocks 10 and 11

6.5 Life Safety Personnel: Roles and Responsibilities

Designation	Personnel	Roles and responsibilities
Initial Responder	Security Guard	• Inform the internal First Aid Team for medical intervention. • Contact external emergency numbers for serious incidents (Ambulance: 998).
First Aid / Medical Response Team	First Aid certified personnel; Security Guard	• Provide immediate medical support until emergency responders arrive. • The EHS Officer is a first responder to an emergency event and reports emergency events immediately to the Head of HR and the Vice-Chancellor. • Ensure all medical equipment is in place and ready for use.
Emergency Response Team	Head of Operations; Security Guard; trained first aider	• Reach the emergency spot and take charge of the situation. • Set the priorities that drive the overall emergency response and guide site and tactical responders. • Perform the initial assessment and instruct the First Aid Team. • Activate the campus emergency plan if needed (lockdown, evacuation, shelter-in-place). • Arrange evacuation or lockdown of students, faculty, staff and visitors according to the type of emergency, and decide on evacuation based on the assessment, informing the ERT so that evacuation is completed. • Liaise with relevant authorities throughout and coordinate resources, rescue, head count, first aid, hospitalisation and evacuation. • Ensure staff have the relevant training.
Emergency Response Team Lead	Chair of the HSC	• Ensure the Emergency Response procedures are reviewed at regular intervals and communicated to stakeholders. • Ensure required emergency exercises are conducted in line with policy.

Designation	Personnel	Roles and responsibilities
		• Ensure an ERT is appointed on campus and that roles and responsibilities are clearly communicated. • Coordinate emergencies on campus and establish correct reporting and communication with stakeholders. • Report to Management and handle public information and liaison with the authorities.
Overall Health and Safety	Vice-Chancellor	• Overall ownership of the Emergency Response procedure. • Designated spokesperson; coordinates media briefings and news releases. • Immediate management of the incident, liaising with campus personnel, the ERT and emergency services. • The Registrar or Dean holds these responsibilities if the Vice-Chancellor is unavailable.
All academic, laboratory and administrative staff	All	• Bring the class attendance sheets. • Supervise students during evacuation. • Leave the building and report to the assembly point.
Contractors, suppliers and vendors	Staff of contractors	• Familiarise themselves with the campus emergency procedures.

6.6 Individual Responsibilities in an Emergency

Staff assess emergency situations and the action required, read and know the applicable emergency protocols, direct students to the assembly areas and account for every student.

Students read and know the applicable emergency protocols and evacuate to the assembly areas in an orderly way when directed by emergency personnel or when an alarm sounds.

7. Alert Procedures for Students and Staff

This chapter sets out the behaviour and preparedness expected of all students and staff so that the response to an emergency is safe, calm and coordinated. Immediate compliance with instructions, composure, and avoiding actions that cause panic or spread misinformation are essential. During an alert, activities stop immediately, instructions are followed without delay and movement is calm, orderly and attentive.

7.1 Before Arriving on Campus

- Check official University communications before travelling to campus.
- Do not travel to campus if an alert is active.
- Avoid gathering near entrances, open areas or surrounding areas during alerts.
- Keep your registered phone number switched on and reachable at all times while on campus.

7.2 Conduct on Campus

- Follow all instructions from University staff immediately.
- Remain calm; running or pushing is strictly prohibited.
- Report suspicious items or activities immediately.
- Do not record, photograph or share incident-related information.

7.3 Safety Awareness

- Know your nearest Safe Zone (Chapter 8).
- Be familiar with at least two evacuation routes.
- Understand emergency signage and procedures.

7.4 Response to an Emergency Alert

1. Stop all activities immediately.
2. Remain calm and attentive.
3. Leave belongings behind if instructed to move.
4. Follow directions to evacuate or move to a Safe Zone.
5. Maintain silence so that instructions can be heard clearly.

7.5 Four-Phase Operational Framework

The University operates a four-phase framework at all times, whether or not an alert has been issued. It ensures preparedness, clarity of roles and consistency of response. All students and staff must understand and follow the procedure for each phase.

Phase	No alert	Alert active
1. Before arrival	Attend campus as normal.	Remain in a safe indoor location.
2. Arrival	• Enter the campus immediately. • Avoid gathering in open or external areas.	• No waiting outside the University. • Enter the campus immediately.

Phase	No alert	Alert active
3. While inside the campus	• Campus activities continue as directed. • Breaks must remain indoors. • Avoid windows and open areas.	• All activities stop immediately. • Move to the nearest Safe Zone. • Sit low and calm, away from windows and glass.
4. Departure from the campus	• Leave campus promptly after activities. • Do not gather outside buildings.	• Remain in a safe indoor location. • Students are not allowed outside the building.

Emergency alerts: key rules

- Only instructions from official University channels or the relevant authorities are followed. Unverified information is ignored.
- Access to open areas, courtyards and locations near glass or windows is strictly restricted.
- Breaches of these rules, including causing panic, may lead to disciplinary action.

8. Campus Safe Zones

8.1 Designation and Selection

Safe Zones are designated for each floor in the event of an emergency alert. They were selected in line with KHDA advice and requirements, including the absence of windows, orientation away from open spaces and the presence of protective covered walls. They are the approved primary Safe Zones for emergency sheltering and are designed to give enhanced protection from external hazards, including debris and environmental or aerial risks.

Use only the designated Safe Zone

Use of any alternative location is strictly prohibited unless explicit authorisation is issued by University management or the relevant emergency authorities.

8.2 Safe Zone Register

Block and floor	Designated Safe Zone	Plan
Block 10, 1st Floor	Student Lounge	Section 8.4
Block 11, 1st Floor	Auditorium	Section 8.5
Block 11, 2nd Floor	Classroom SF116	Section 8.6

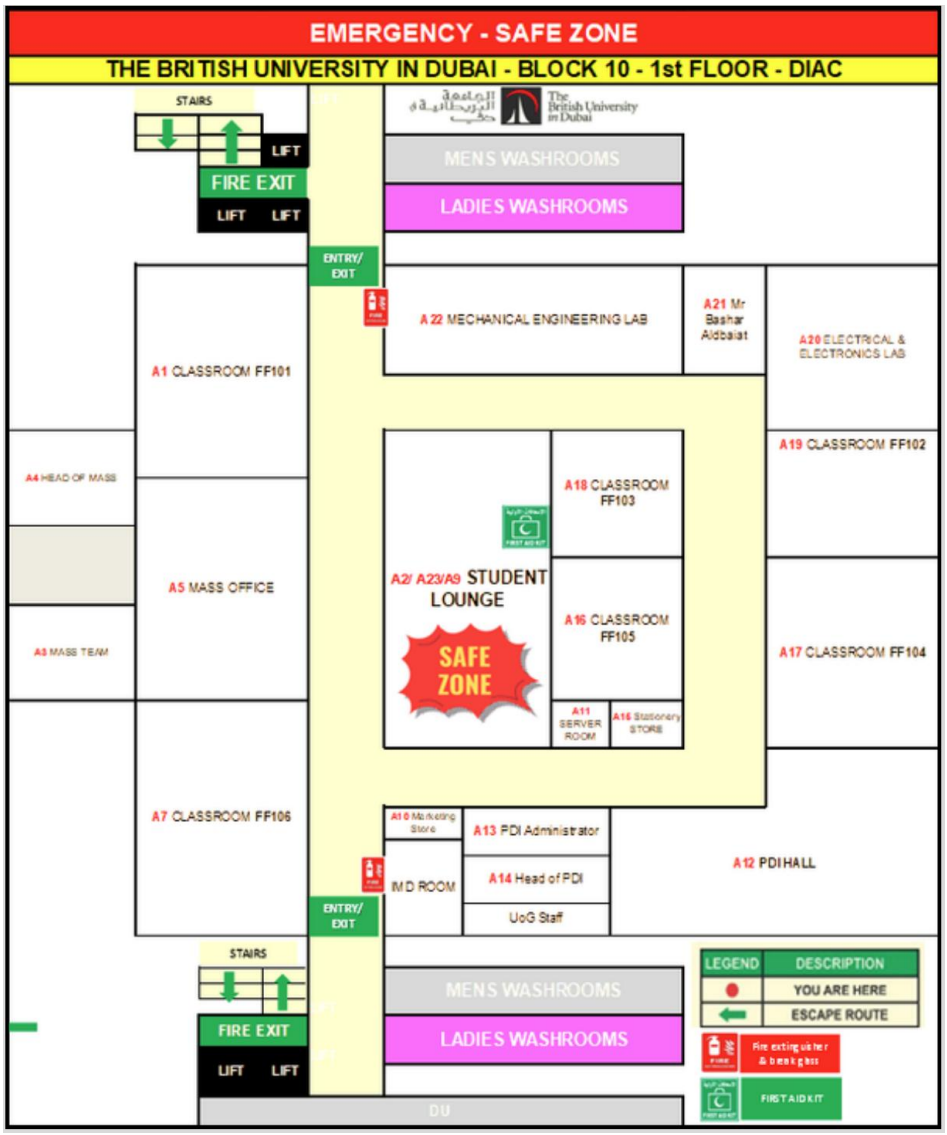
8.3 Using a Safe Zone

Safe Zones protect occupants during emergencies. Everyone moves to them immediately by the stairs, follows staff and emergency marshals, and remains calm and silent once inside.

Stage	Requirements
Access	• Move immediately to the designated Safe Zone for your floor by the staircases. • Do not use lifts under any circumstances. • Follow staff and emergency marshals.
Behaviour inside	• Move fully inside; do not remain near entrances. • Avoid walls, ramps, vehicles and exposed areas. • Sit or stay low and remain calm. • Maintain silence. • Stay until the official all-clear is announced.
Prohibited actions	• Using lifts. • Gathering in open or external areas. • Leaving without authorisation. • Recording or sharing information. • Ignoring instructions or causing panic. • Prohibited actions are subject to disciplinary action.

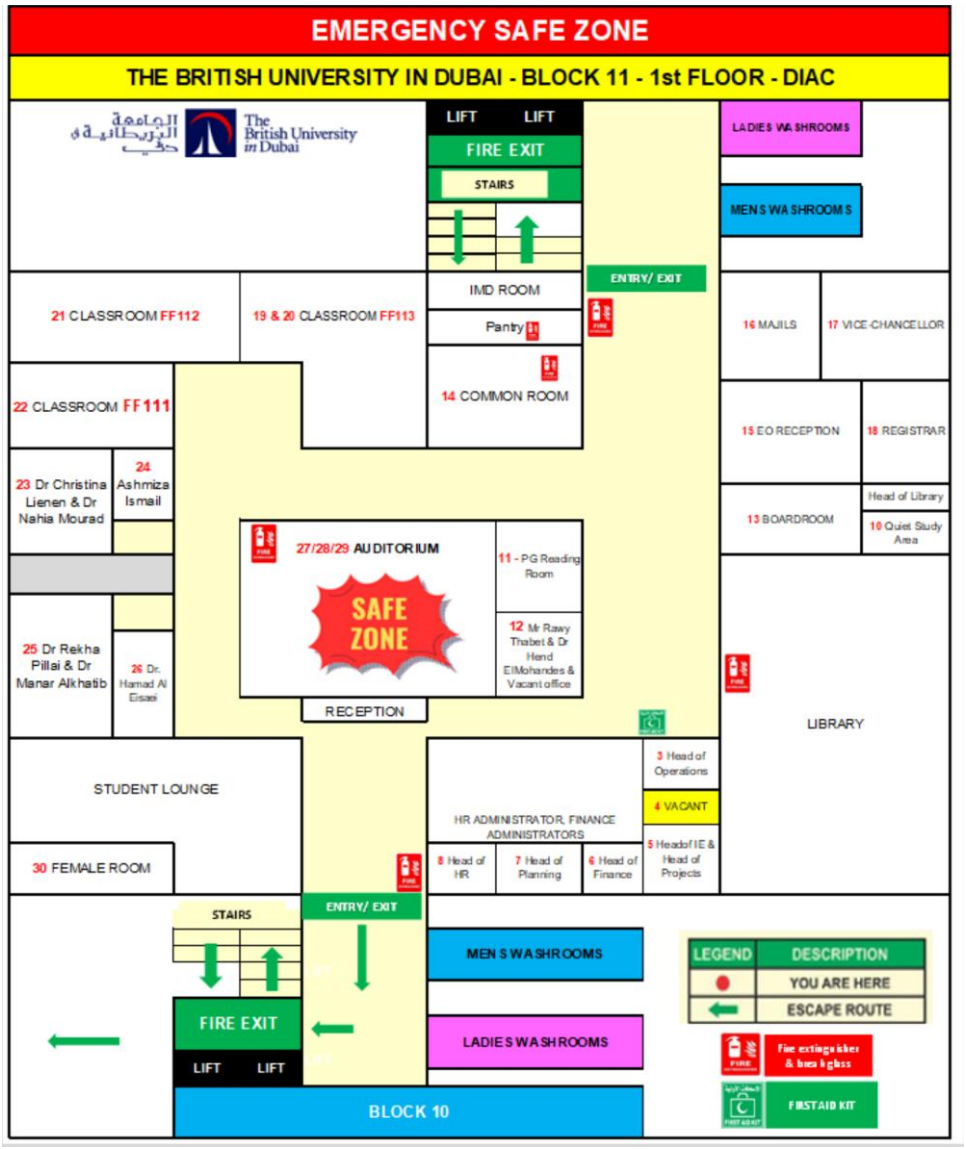
Stage	Requirements
All-clear procedure	• Remain in place until official clearance is issued. • Exit in a controlled and supervised manner. • Follow further instructions for resumption of activity or dismissal.

8.4 Block 10, 1st Floor: Student Lounge



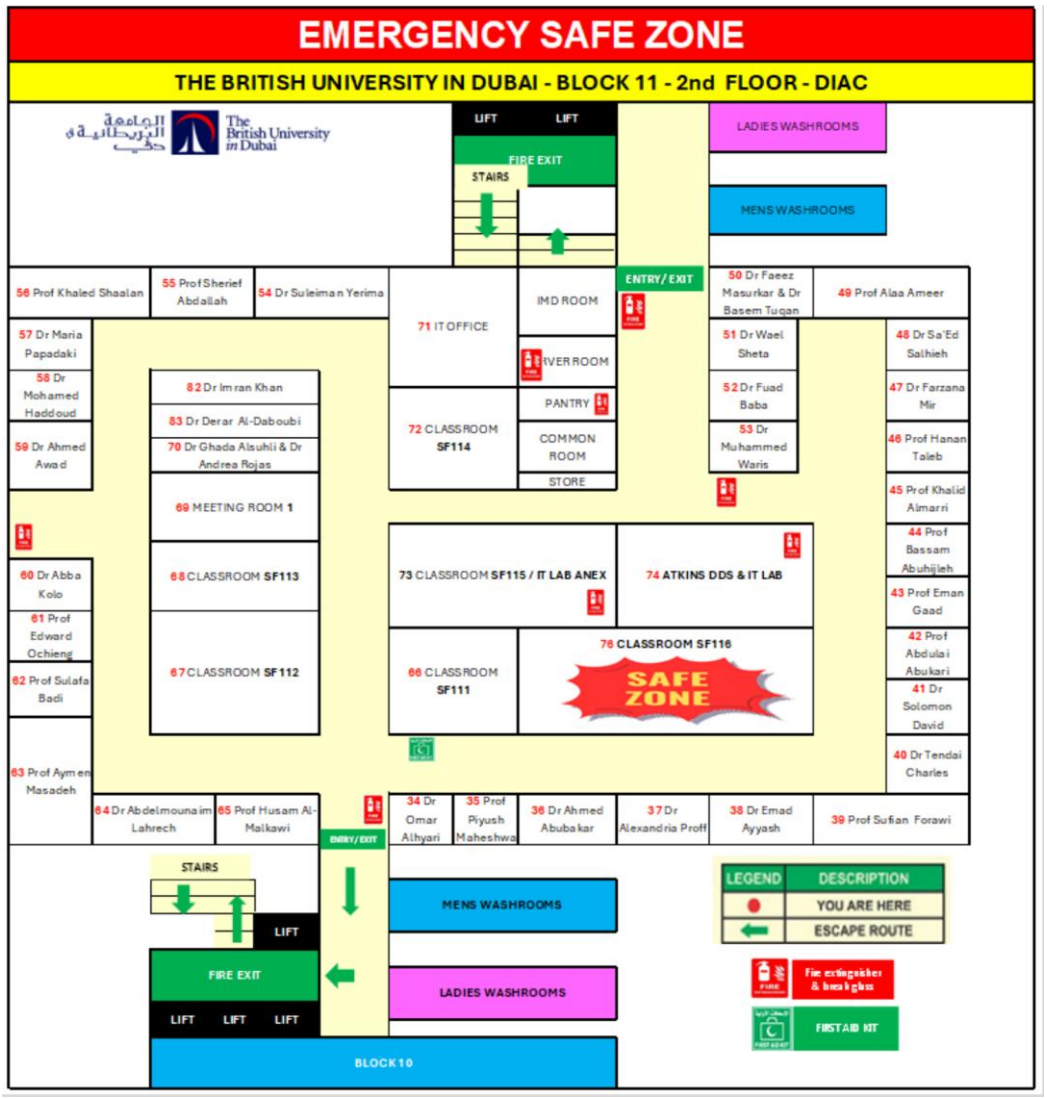
Emergency Safe Zone plan, Block 10, 1st Floor. Safe Zone: Student Lounge.

8.5 Block 11, 1st Floor: Auditorium



Emergency Safe Zone plan, Block 11, 1st Floor. Safe Zone: Auditorium.

8.6 Block 11, 2nd Floor: Classroom SF116



Emergency Safe Zone plan, Block 11, 2nd Floor. Safe Zone: Classroom SF116.

9. Evacuation and Fire Safety

9.1 Building Evacuation

Building evacuation is required in a natural disaster (such as flood or storm) or other catastrophe (fire, chemical spill, explosion, bomb threat or hostile intruder). Evacuation plans are fixed in prominent places in all BUiD buildings.

1. Evacuation starts when an alarm sounds or on notification by emergency personnel. If necessary, or if directed by a designated emergency official, activate the building alarm.
2. When the alarm sounds or you are told to leave, walk quickly to the nearest marked exit and ask others to do the same.
3. Use the nearest stairway. **Do not use lifts.** Emergency personnel may use a lift after reviewing the circumstances.
4. Notify others. Be aware of people of determination and pregnant women who may need assistance.
5. Close doors behind you when leaving an empty area, to slow the spread of fire, smoke and water.
6. Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
7. Once outside, move well away from the building entrances and exits so that others can leave.
8. Assemble in your designated assembly area and do not return to the building until advised by emergency personnel. Non-BUiD participants who are disruptive may be asked to leave.

Staff direct students to the assembly area and account for every student; an accountability check is made on arrival (Section 6.3).

9.2 Fire Prevention

Many fires are caused by carelessness, electrical equipment near volatile materials, tampering with electrical equipment or improper disposal of smoking materials. Some substances ignite spontaneously, including dust, oily rags and waste. Good housekeeping prevents many fires and stops them spreading.

The Health and Safety Officer inspects and reports concerns such as:

- Obstructed or damaged fire extinguishers, emergency exits or emergency lighting.
- Accumulation of rags, trash or other combustible materials.
- Improperly stored combustible materials, such as paint.

9.3 Fire Suppression Equipment

BUiD maintains fire suppression systems including fire extinguishers, fire hose reels and water pumps, positioned strategically around the campus (Appendix B lists extinguishers and break-glass points). No one may use a fire extinguisher unless trained to do so.

DIAC maintains the annual maintenance contract (AMC) for fire and safety equipment with a DCD-approved agency. It covers three-monthly maintenance, replacement and warranty of fire suppression equipment, and the contracts are renewed on time so that BUiD's fire and safety procedures follow DCD guidelines. Equipment is also checked during the inspections in Chapter 5.

9.4 Fire Emergency Procedure

The following applies in accordance with DIAC and DCD policies and procedures.

If you discover a fire

- Shout “Fire” immediately to warn others nearby.
- Break the glass or pull the lever of the Manual Call Point to sound the alarm.
- Call BUiD Security on **04-2791 469** or DIAC Emergency on **04-3601 777**, giving the details and precise location of the fire.
- For a large fire that does not appear controllable, activate the building fire alarm and call **997**.

While evacuating

- Assist anyone in immediate danger only if you can do so without endangering yourself.
- Leave by a safe exit. Do not use lifts.
- Confine the fire by closing doors and windows on the way out, if safe to do so. Do not lock doors.
- Alert others as you leave. When the evacuation alarm sounds, always assume an emergency exists.
- Move to a clear area at least 150 m (500 ft) from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles.
- Do not return to an evacuated building unless an authorised campus official tells you to.
- Never silence the fire alarm panel. Use caution when entering a fire scene and feel doors for heat before opening them.
- Know the location of fire extinguishers, fire exits and pull boxes in your building.

If you cannot exit the building

- Smoke is the greatest danger. Stay near the floor, where the air is less toxic, and below the smoke.
- Open a window if possible and cover your nose and mouth with a wet cloth.
- If a door is hot, do not open it; seek an alternative escape route.

9.5 Fire Mock Drills

- Fire drills are held twice a year under the guidance of the DIAC EHS Officer, in accordance with DIAC and DCD policies.
- Drills are run through fire and safety training providers and involve all employees and students.
- DCD also conducts fire drills in coordination with DIAC and BUiD.
- BUiD assembly points are marked for the drills.

9.6 Smoking Policy

- BUiD provides an environment free from exposure to tobacco smoke, to protect and promote the health, safety and welfare of staff, students and the public.
- Smoking or the use of tobacco products is permitted only in designated smoking areas.
- “No Smoking” signs are displayed and visible throughout the campus.
- Anyone found smoking outside a designated area is subject to disciplinary action.

10. Medical Emergencies, First Aid and Health Services

10.1 Reporting a Medical Emergency

All medical emergencies are reported immediately to the First Aid Team / Medical Response Team. Contact the BUiD Security Guard or DIAC Security on 04-2791 469, or DIAC Emergency on 04-3601 777.

10.2 Life-Threatening and Non-Life-Threatening Cases

Life-threatening emergency (for example a heart attack or serious bleeding)

- Call **998** first.
- Then call the First Aid Team / Medical Response Team (EHS Officer or first-aid-certified personnel or security guard) to assist and to direct emergency responders to the correct location.
- Give your name, the nature and severity of the problem and the campus location of the casualty. Answer all the operator's questions and let the operator end the call first.
- Do not move the casualty. Ask others to help secure the scene. Only people certified in CPR or first aid should assist until help arrives.
- Look for emergency medical identification and keep the casualty as comfortable as possible.

Non-life-threatening problem (for example a small cut needing first aid)

- Call the First Aid Team / Medical Response Team (EHS Officer or first-aid-certified personnel or security guard) and wait for them to arrive.
- The EHS Officer sends someone to the scene and decides what other resources are needed.

10.3 Psychological Crisis

BUiD provides a designated qualified counsellor for personal counselling to anyone experiencing mental or psychological difficulty. Managing a psychological crisis involves immediate intervention, support and ongoing care:

- **Recognise the signs:** extreme anxiety, panic attacks, depression, suicidal thoughts or erratic behaviour.
- **Stay calm and keep everyone safe:** ensure the safety of the individual and those around them, and avoid escalating the situation.
- **Engage with empathy:** listen without judgement and reassure the person that help is available.
- **Contact emergency services** if the situation is life-threatening or beyond your ability to manage.
- If a person demonstrates or reports a risk of self-destructive or suicidal behaviour, contact the BUiD Security Guard or DIAC Security immediately on **04-2791 469** or DIAC Emergency on **04-3601 777**. The staff member, EHS Officer or security guard present takes immediate preventive measures, and an appointment with a psychologist is arranged.

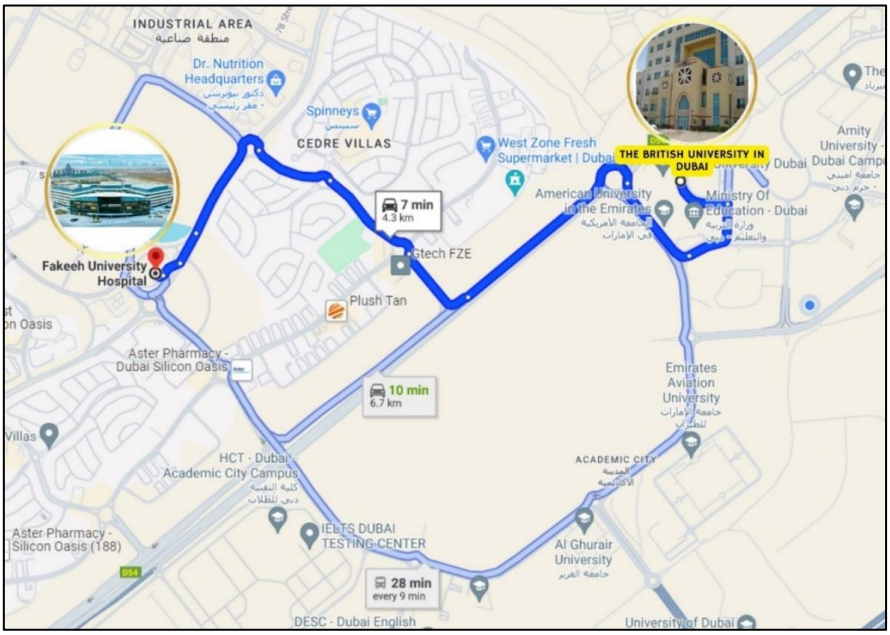
10.4 First Aid Facilities

First aid boxes are available on all floors and all occupants must know where they are. First aid is for basic, immediate medical assistance only and is preferably given by trained personnel. Serious cases are reported immediately to the emergency services. BUiD Operations ensures that each kit contains hand sanitiser, elastic bandage, cotton balls, an instant cold bag, disposable gloves, rubbing alcohol, gauze pads, adhesive bandages, medical tape, a thermometer, tweezers and scissors.

No.	Location	Immediate contact	Contact no.
1	Admin area, 1st Floor, Block 11	Security Guard	04-2791 469
2	Student Lounge, 1st Floor, Block 10	Security Guard	04-2791 469
3	Engineering Lab, 1st Floor, Block 10	Mr Bashar Aldbaiat	04-2791 414
4	Near Meeting Room 1, 2nd Floor, Block 11	Security Guard	04-2791 469

10.5 Health Services

All staff and students on a BUiD residence visa are provided with health insurance benefits. BUiD is close to a range of medical facilities within DIAC, including Aster Clinic, Healthhub, Symbiosis Medical Centre and Fakeeh University Hospital.



Route from BUiD to the nearest hospital, Fakeeh University Hospital.

10.6 Public Health Measures

BUiD follows public health protocols issued by the UAE Ministry of Education and the Dubai Health Authority (DHA), including the COVID-19 safety protocols that applied when this manual was first issued.

11. Emergency Contacts and Notification

11.1 Emergency Contact Information

Service	Contact
Fire and Civil Defence	997
Ambulance	998
Police	999
Electricity failure	911
Water failure	922
Nearest hospital	Fakeeh University Hospital
Nearest police station	Al Rashidiya Police Station
EHS Officer	04-2791 416
BUiD Security	04-2791 469
DIAC Campus Security	04-3601 777
Student Services	To be added

The Emergency Response Team contact list is in Section 6.4.

11.2 Making an Emergency Call

- Give your name, describe the nature and severity of the problem and state the campus location (block, floor and room).
- Answer all the questions the operator asks and let the operator end the call first.
- Stay at a safe location where you can be reached, and send someone to guide responders if possible.

11.3 Official Communication

- Follow only instructions issued through official University channels or by the relevant authorities. Ignore unverified information.
- Do not record, photograph or share incident-related information.
- The Vice-Chancellor, as designated spokesperson, coordinates media briefings and news releases.
- The EHS Officer reports emergency events immediately to the Head of HR and the Vice-Chancellor.

12. Environmental Health and Hygiene

12.1 Pest Control

- Pest control measures are taken frequently to prevent pests and eradicate any that occur.
- The Operations Department controls and schedules the activity with a government-approved, licensed pest control company.
- All campus staff are notified by email in advance of pest control activity in their area.
- Treatment takes place at weekends or after office hours so that academic and student life are not disturbed.
- Safety gear and precautionary guidelines must be strictly followed.
- After treatment, the facilities office gives clearance to use or access the treated areas.

12.2 Water Tank Cleaning

- Water tanks are cleaned twice a year by the DIAC facilities contractor, IDAMA.
- Water tank facilities are maintained to the quality standards approved and authorised by Dubai Municipality.

12.3 Food Hygiene and Safety in Pantries and Common Rooms

Area	Requirements
Personal hygiene	• Wash hands thoroughly with soap and water before handling food, after using the restroom and after touching any surface or object that could be contaminated. • Wear disposable gloves when handling ready-to-eat food and change them regularly. • Do not touch the face, hair or other parts of the body while handling food.
Food storage	• Store food in airtight containers labelled with dates. • Keep cold food at or below 4°C and hot food at or above 60°C. • Keep food storage areas clean and free of spills and crumbs.
Cleaning	• Clean and sanitise countertops, cutting boards and other surfaces before and after food preparation. • Wash dishes, utensils and equipment in hot, soapy water and sanitise them. • Clean and sanitise all appliances (refrigerator, microwave, kettle, sandwich maker) after each use, paying attention to handles and buttons.
Waste and pests	• Dispose of food waste promptly in designated covered bins and empty bins regularly to avoid overflow and odour. • Keep doors, windows and other openings sealed to prevent pests entering. • Inspect regularly for signs of pests and act immediately if any are found.
Appliances and electrical safety	• Check all appliances regularly for damage to cords, plugs and outlets and confirm they work properly. • Place appliances on stable, heat-resistant surfaces away from water. • Do not overload electrical outlets; use appliances within their power ratings.

13. Classrooms, Library and Offices

BUiD's classrooms, library and staff offices are designed to meet high standards of safety and comfort in line with the UAE Ministry of Education Health and Safety Management framework. Fire and safety equipment is checked during the periodic inspections in Chapter 5 using the forms in Appendices C to G.

13.1 Environmental Standards

Parameter	Classrooms	Library
Space per student	At least 1.5 m^2	—
Illumination	500 lux	500 lux
Noise level	35 dB	40 dB
Relative humidity	30% to 60%	30% to 60%
Temperature	22.5°C to 25.5°C	22.5°C to 25.5°C
Carbon monoxide (CO)	Below 9 ppm (about 10 mg/m^3)	Below 9 ppm (about 10 mg/m^3)
Carbon dioxide (CO_2)	Below 800 ppm (about 1,440 mg/m^3)	Below 800 ppm (about 1,440 mg/m^3)

13.2 Classrooms

- Allow at least 1.5 m^2 of space for each student.
- Provide furniture sized and designed to suit the classroom activity.
- Limit window openings to 10 to 20 cm.
- Keep at least 1.5 m between the whiteboard or screen and the first row of students, and no more than 7 m between the whiteboard or screen and the seating.
- Seat students with poor sight in the front row.
- Keep educational aids to no more than 20% of the wall area.
- Keep classrooms free of carpets and of hanging material on the lights.
- Keep furniture, floor and whiteboard clean and tidy, and provide a clean trash bin with trash bags.
- Display emergency contact details, and the escape route and assembly point, in each classroom.

13.3 Library

- Distribute students in a proper and comfortable manner, with furniture sized and designed for student needs; chairs and furniture are comfortable and ergonomic.
- Keep libraries, computer labs, rows and aisles clear of obstructions such as bags, to avoid trips and falls in normal use and especially during emergencies and evacuations.
- Keep the area clean and tidy, with a trash bin and bags emptied daily.
- Provide enough easily accessed emergency exits fitted with illuminated "Exit / Emergency Door" signs.
- Fix cabinets and shelves securely so that they do not endanger students, and store books and tools on shelves so that they cannot fall.
- Distribute electrical cables across different sockets to reduce load, and keep them in good condition under periodic testing and maintenance.

13.4 Staff Offices

- Security guards at reception are qualified and approved by the competent authorities, and organise entrances, exits and security duties.
- An adequate surveillance system (internal and external cameras) and attendance, identification and sign-in systems monitor the entry of staff, students, visitors and contractors.
- Provide at least 4 m^2 per person at each office workstation.
- Use only designated sockets for office appliances and avoid overloading.
- Secure paper cutters when not in use and lock their safety guards.
- Do not store chemicals or other flammable materials in offices, and do not use water boilers or toasters in offices.
- Keep the office clean, tidy and clear of waste or obstructions every day, particularly for emergencies and evacuations.
- Install lockers securely and do not exceed their capacity. Keep doors and drawers closed, open only one drawer at a time, and do not stack heavy objects on lockers.

Workstation ergonomics

- **Seats** are comfortable and adjustable in back inclination, armrest height and seat height, with back support, so that the feet rest on the floor or a footrest.
- **Monitors** are placed away from the user with the centre of the screen below the line of sight, inclined by 15 to 25 degrees, with display settings adjusted for a clear image.
- **Keyboards** are placed where they do not strain the arms or hands; use a lined hand support so that typing does not bend the wrists.
- Use a headset or speaker when using the phone for long periods.

14. Engineering Laboratory Safety

This chapter incorporates the Electro-Mechanical Lab Safety Manual and the laboratory requirements of the 2024 manual. It applies to all BUiD engineering laboratories, and to everyone who works in them. Fire and safety equipment in the labs is inspected using the laboratory checklist (Form HSE-LB-01, Appendix G).

14.1 Purpose, Scope and Responsibilities

Electro-Mechanical Engineering faculty and staff conduct experiments in laboratories and provide educational opportunities to many undergraduate students. People who work in labs are exposed to potential hazards, so this chapter sets out the health and safety policies and procedures for safe practice in all engineering labs. Everyone who works in an engineering lab must read and understand this chapter, including the laboratory safety and emergency procedures, before the first laboratory session.

It covers general safety practices, equipment-specific guidelines and emergency procedures. All personnel must follow its guidelines. The lab supervisor enforces the safety measures, provides training and ensures compliance.

> **Safety Officer**
> Contact number **04-2791 416** | Email **hassan@buid.ac.ae**

14.2 General Laboratory Rules

BUiD is committed to providing a safe environment for learning, teaching and research. Students and others working in laboratories must take responsibility for following safe practices and ask for help when unsure how to proceed safely.

Access and supervision

- Do not enter a laboratory without authorisation. If no person is in charge, wait and try to contact your normal lab supervisor, or the University Safety Officer if the supervisor is 5 minutes or more late.
- Register your attendance and listen to the instructions of the person in charge.
- Conduct experiments only under the supervision of the Lab Engineer or a faculty member.
- Do not leave the lab open without authorised officials present.

Dress and personal protection

- Wear appropriate clothing: closed-toe shoes and long trousers. Open-toed shoes, sandals, shorts and shirts with dangling sleeves are not allowed. Tie back long hair.
- Remove jewellery that may get caught in machines or equipment. Headcovers, contact lenses, artificial fingernails and jewellery are not allowed in the scientific labs.
- Use PPE appropriate to the nature and risk assessment of the work, such as goggles or safety eyewear, aprons, gloves, earplugs and safety glasses. Bring your own if instructed or permitted, otherwise obtain it from your instructor or the Safety Office, and replace damaged safety wear promptly.

Conduct and hygiene

- Do not eat, drink, smoke or apply cosmetics in the laboratory. Avoid horseplay. Keep hands away from the face and do not touch the eyes, nose or mouth.
- Treat heat sources with caution and use electrical and mechanical equipment and all power sources with care and attention, only when authorised or instructed.

- Read and follow labelled information. Do not remove information labels from equipment and tell your instructor if one is missing.
- Labs are equipped with tubs, liquid soap, paper towels and hand sanitisers. Take off protective suits before leaving the lab and wash hands after removing gloves.
- Clean the lab when the lesson ends and before it is reused. Return all equipment and materials to the proper stations before leaving.

Equipment identification

- All equipment and tools carry an ID and an information tag showing the instructions for safe operation.

14.3 Housekeeping and Storage

- Do not use stairways or hallways for storage, and never block access to exits, fire extinguishers, emergency equipment or electrical panels.
- Keep labs and aisles between desks clear of obstructions such as bags, to avoid trips and falls and to keep evacuation routes clear.
- Maintain a clear area 1 m in diameter around all fire sprinkler heads, and at least 45 cm (18 in) of vertical clearance below them (for example over shelves).
- Keep the work area clear of all materials except those needed for the work. Keep extra books and bags away from equipment that needs ventilation, to prevent overheating.
- Clean up the work area once experiments are completed and before leaving. Provide a trash bin with bags, emptied daily.
- Close drawers and doors after use so that they are not bump or trip hazards.
- Store large, heavy or breakable items on lower and middle shelves, use step stools for high shelves, do not overcrowd storage, and lift heavy objects with care.
- Remove empty boxes and packing materials from the lab.

14.4 Fire and Emergency Procedures in the Lab

- On hearing the fire alarm, evacuate. It could be a drill or a real fire, and in either case you must leave the building.
- Stay calm and think rationally. Determine the type of emergency and the level of danger.
- Dial the emergency number (**999** police, **997** fire, **998** medical) and give clear, concise information. If safe, alert others nearby and use the alarms or other means available.
- Follow the designated evacuation routes and exit points. Do not use lifts; use the stairs only.
- In any accident, alert your instructor, or the Safety Office if the instructor is unavailable, and follow the directions of the instructor or the senior University staff member at the scene.

Emergency equipment in labs

- Provide easily accessible body and eye emergency wash stations and showers, examined and maintained periodically, and train lab users in their use.
- Provide emergency safety equipment such as fire extinguishers and first aid kits.
- Train workers in first aid and in the systems and procedures for safe evacuation.

14.5 Mechanical Equipment Safety

Machine operation and inspection

- Only trained and authorised personnel operate machinery, following the equipment operating procedures in the user manual and the verbal instructions of the lab supervisor.
- Inspect machinery regularly to identify and fix problems. Tag defective equipment and report it to the supervisor.

Lockout procedures

- Follow lockout procedures during equipment maintenance.
- Never remove locks or tags without proper authorisation.

Tools

- Use the right tool for the job.
- Inspect tools before use and replace damaged or worn tools.

Welding and cutting equipment

- Inspect welding and cutting equipment before use and always wear the lab-supplied gear.
- Provide proper ventilation in welding areas.
- Wear appropriate protective clothing, including welding helmets and gloves.
- Keep flammable materials away from welding and cutting operations.

14.6 Electrical Safety

Wiring, panels and switches

- Ensure all electrical wiring and connections comply with the relevant safety standards, and inspect and replace damaged cords regularly.
- Label control panels and switches properly. Train personnel in the location and operation of emergency shut-off switches.
- Know where the circuit breaker panels are in the lab and keep access to all electrical panels unobstructed.
- Secure electrical cords. All power supplies must be earthed.

General electrical rules

- Outlets, plugs, wiring and connections are always a potential danger of electric shock or fire.
- Do not use an outlet or switch if its protective cover is ajar, cracked or missing. Do not overload outlets and report faulty equipment immediately.
- All electrical apparatus must be properly earthed. Never remove the earth pin of a 3-pin plug.
- Do not run wires over moving or rotating equipment or on the floor, or string them across walkways from bench to bench. Do not use electric wires as supports and never pull on live wires.
- Ensure wires are dry before plugging into circuits. Use only dry hands and stand on a dry surface when using electrical equipment or plugging in a cord.
- Remove cords from the receptacle by gripping the plug, not the cord. Carry portable equipment by the handle or base.
- If equipment emits smoke or a burning smell, shut off the power immediately and take it out of service for repair.

Hazardous electrical equipment

High-voltage equipment

- Obtain permission before operating any hazardous equipment, and never modify, attach or change it.
- Discharge all capacitors, using a grounded cable with an insulating handle, before touching hazardous leads or the inside of any equipment, even after it is turned off. Capacitors can hold charge for many hours.
- When adjusting hazardous equipment, or a laser powered by a hazardous supply, **use only one hand** and keep the other in a pocket or behind your back, so that current cannot pass up one arm, through the chest and down the other.
- Connect to the power source as the last step. Turn off and unplug equipment, rather than relying on interlocks that can fail, before removing a protective cover to replace a part, adjust or troubleshoot.

14.7 Personal Protective Equipment

- Identify and provide the appropriate PPE for specific tasks and hazards, and train personnel in its correct use, maintenance and limitations.
- Inspect PPE regularly and replace damaged or worn PPE immediately.
- Use safety glasses, goggles or face shields as required. Eye protection must give adequate coverage and fit securely.

14.8 Laboratory Equipment and Instrumentation

- Calibrate and maintain laboratory equipment according to the manufacturer's guidelines, with a schedule for routine maintenance tasks.
- Carry out corrective maintenance as the manufacturer directs, and keep records of previous maintenance.
- Provide hands-on training for personnel using specialised machinery.

14.9 Transport and Handling of Materials

- Establish safe procedures for transporting materials within the lab.
- Use appropriate equipment, such as carts or dollies, for heavy or bulky items.

14.10 Safety Rules for Students

Mechanical

- Never put hands or other body parts near any cutting head, blade, drill, pinch point or other moving, rotating or cutting device. Remove hand tools, accessories and foreign objects from the work area before starting any equipment.
- Never interrupt, distract or walk directly behind a person operating a machine.
- Never use a machine unless a lab staff member has trained you and you know how to use it safely, including how to stop it in an emergency. If something goes wrong, do not panic.
- Do not use fingers or hands to remove chips from moving or stationary machines; use a brush and dispose of chips properly.
- Closed-toe shoes and long trousers are mandatory in labs and workshops. Some labs also require earplugs and safety glasses.

Electrical

- Voltages above **50 V RMS ac or 50 V dc** are always dangerous. Take extra precautions as voltage levels increase.
- Never change circuits or mechanical layout without first isolating the circuit by switching off and removing connections to supplies.
- A faculty member checks circuit connections and layout before equipment is made live, unless advised otherwise.
- Know the correct handling procedures for batteries, cells, capacitors, inductors and other high-energy storage devices.
- Report faulty equipment immediately and do not use it until it has been inspected and declared safe.
- Handle electronic and electrical components with care and return them after use.
- Be as careful about the safety of others as for yourself. Think before you act, be tidy and systematic and keep your workspace clean.

14.11 Responsibilities of the Lab Supervisor

- The Principal Investigator or Laboratory Supervisor has overall responsibility for safety in the lab.
- All lab users (employees, students and visitors, paid or unpaid, including computer areas) receive a safety orientation when assigned to a lab. The supervisor explains lab expectations, hazards, safety requirements and resources, and the emergency procedures for the materials, equipment and processes in the lab.
- The supervisor trains staff and visitors in the use of all lab equipment and processes and ensures they work safely, follow standard operating procedures and use the required PPE.
- The supervisor inspects the lab, ensures deficiencies are corrected and informs all lab users of required corrective actions.
- The supervisor or a designate escorts all visitors, because of the hazards and to protect the security of research, equipment and supplies, and does not knowingly allow in anyone who has not completed the mandatory training or who has no appointment.
- The person hosting a visitor is responsible for the visitor's safety. A visitor present for one day or less who does no lab work is accompanied at all times; a visitor staying longer, or working in a lab, reads this chapter.

14.12 Training and Records

- Provide comprehensive training for all personnel on entering the lab and ensure they know the lab-specific safety procedures.
- Hold regular training to reinforce safe practices and update personnel on procedures, equipment and the latest safety regulations and standards.
- Keep detailed training records for each person, and record safety incidents, near misses and corrective actions.

14.13 Incident Reporting in the Lab

- Report any accident, injury or near miss immediately to the supervisor or the designated safety officer, using the standard incident form (Form HSE-IR-01, Appendix H).
- Investigate all incidents promptly to find the root cause, implement corrective actions, and tell all relevant personnel about changes to procedures or equipment.
- A critical injury to anyone at a workplace, whether a student, visitor or employee, may trigger immediate reporting and evidence-preservation obligations (Chapter 15).

14.14 Laboratory Safety Manual Approvals

	Name	Title	Signature
Submitted by	Bashar Aldbaiat	Electro-Mechanical Lab and Research Engineer	
Endorsed by	Dr Basim Touqan	Assistant Professor	
Approved by	Prof Alaa Ameer	Head of Engineering Department	

15. Incident and Injury Reporting and Investigation

The safety of students and staff is a priority. Reporting injuries and property damage lets the University take corrective action, prevent future incidents and improve the safety programme. The investigation form is Form HSE-IR-01 (Appendix H).

15.1 Who Reports

- Students and staff report any incident that results in injury, illness, chemical exposure or property damage to their module tutor, a University security guard or any University staff member as soon as possible.
- Near misses ("close calls") are reported in the same way.

15.2 Investigation Process

The Dean, Head of Department, Lab Engineer, or anyone assigned by the Vice-Chancellor or Registrar investigates and reports incidents involving injury or property loss in their area, including near misses. The investigator completes the Incident and Injury Investigation Report, which also acts as an investigation guide, and sends a copy to the Health and Safety Officer.

Step	Action
1. Report	The incident or near miss is reported at once to a tutor, security guard or staff member and recorded.
2. Review	Review the location and interview everyone involved in or who saw the incident.
3. Find causes	Identify the immediate and root causes. Emphasis is on underlying causes rather than blame.
4. Define actions	Identify all actions that will prevent a recurrence (engineering control, training, programme or policy change).
5. Close out	Implement and document the corrective actions. The investigation is not complete until all preventive actions are identified.

Submit the completed report to

Email: **hassan@buid.ac.ae**

Office: Head of Operations Office, 1st Floor, Block 11, The British University in Dubai

15.3 Critical Injuries

A critical injury at a workplace, whether suffered by a student, visitor or employee, may give rise to immediate reporting and evidence-preservation obligations. These obligations are triggered when any person, not only a worker, is critically injured. Report such cases to the EHS Officer immediately and do not disturb the scene unless necessary to protect life.

Appendix A: Form Register

All inspection forms in this manual share the same layout and numbering (HSE-XX-01) and end with a Notes section and an HSE Manager review line. Forms issued separately form part of the same suite.

Form no.	Title	Where found	Used by
HSE-GI-01	Health and Safety Inspection Checklist	Appendix C	Building Assistants
HSE-MC-01	Maintenance Checklist	Appendix D	Building Assistants
HSE-CR-01	Classroom Safety Inspection Checklist	Appendix E	Building Assistants
HSE-LR-01	Library Safety Inspection Checklist	Appendix F	Building Assistants; Library
HSE-LB-01	Laboratory Safety Inspection Checklist	Appendix G	Lab supervisors
HSE-IR-01	Incident Investigation Form	Appendix H	Investigators
HSE-HO-01	Head of Operations Inspection Report	Appendix I	Head of Operations
HSE-EO-01	EHS Officer Inspection Report	Appendix J	EHS Officer
HSE-EL-01	Emergency Lights Inspection Checklist	Issued separately	Operations
HSE-FE-01	Fire Extinguisher Inspection Checklist	Issued separately	Operations
HSE-ES-01	Exit Signage Inspection Checklist	Issued separately	Operations

Appendix B: Physical Infrastructure

General information about the BUiD campus.

Campus size	55,941.41 sq ft
Number of blocks	2 (Block 10 and Block 11)
Number of floors	3

B.1 Classroom Size and Capacity

Totals are calculated from the rooms listed. The 2024 manual stated totals of 638 and 1,058 seats and 1,792 m², and also listed the COVID-19 reduced-capacity figures, which are no longer shown.

Block	Floor	Room	Length (m)	Width (m)	Seats with tables	Seats without tables	Area (m²)
10	1	Classroom FF101	15.65	9.17	60	100	144
10	1	Classroom FF102	9.62	7.77	30	50	75
10	1	Classroom FF103	7.65	7.89	25	40	60
10	1	Classroom FF104	11.47	10.50	50	80	120
10	1	Classroom FF105	7.59	7.20	25	40	55
10	1	Classroom FF106	15.59	9.17	60	100	143
10	1	PDI Hall	14.93	9.54	60	120	142
10	1	Engineering Science Lab	12.84	9.51	25	25	122
10	1	Electrical Engineering Lab	9.62	7.77	20	40	75
11	1	Classroom FF111	7.81	5.58	20	40	44
11	1	Classroom FF112	9.41	6.22	25	50	59
11	1	Classroom FF113	11.00	7.50	50	80	83
11	1	Auditorium	14.35	11.65	60	120	167
11	2	Classroom SF111	6.60	6.60	20	30	44
11	2	Classroom SF112	9.30	4.90	20	30	46
11	2	Classroom SF113	5.73	4.90	10	15	28
11	2	Classroom SF114	9.25	4.90	20	30	45
11	2	Classroom SF115 / IT Lab (16 computers)	9.19	7.50	25	35	69
11	2	Classroom SF116	17.00	12.00	60	100	204
11	2	Atkins DDS and IT Lab	9.19	7.50	33	33	69
Total (rooms listed)					**698**	**1158**	**1794**

B.2 HSE Equipment

Equipment	Block	Floor	Location	Number
Fire extinguishers	11	1	Common room	2
	11	1	Pantry	1
	11	1	Library	2
	11	1	Entrance, west	2
	11	1	Entrance, east	2
	11	1	Auditorium	2
Block 11, 1st Floor sub-total				**11**
	10	1	Entrance, west	2
	10	1	Entrance, east	2
	10	1	Stationery room	1
	10	1	MDF room	2
	10	1	Science lab	2
Block 10, 1st Floor sub-total				**9**
	11	2	Common room	2
	11	2	Pantry	1
	11	2	Engineering corridor	2
	11	2	Entrance, west	2
	11	2	Entrance, east	2
	11	2	Business corridor	2
Block 11, 2nd Floor sub-total				**11**
Total fire extinguishers				**31**
Break-glass points	11	1	Common room	1
	11	1	Entrance, west	1
	11	1	Entrance, east	1
Block 11, 1st Floor sub-total				**3**
	10	1	Entrance, west	1
	10	1	Entrance, east	1
	10	1	Near room 15	1
	10	1	Near rooms 17/18	1
Block 10, 1st Floor sub-total				**4**
	11	2	Near common room	1

Equipment	Block	Floor	Location	Number
	11	2	Entrance, west	1
	11	2	Entrance, east	1
	11	2	Classroom 11	1
Block 11, 2nd Floor sub-total				**4**
Total break-glass points				**11**

B.3 Campus Infrastructure Summary

Category	Spaces	Location	Overall capacity
Student areas	Student lounge (Block 10 and Block 11, 20 each); Female room (10)	Blocks 10 and 11, 1st Floor	50
Academic staff offices	40 offices: 5 on Block 11 1st Floor, 35 on Block 11 2nd Floor	Block 11	48
Administrative staff	Admin area (10) and 18 offices, including Library office, Student and Faculty Administration, PDEC and IT Office	Blocks 10 and 11	43
Executive offices	Reception, Registrar and Vice-Chancellor (included in the administrative staff total)	Block 11, 1st Floor	incl. above
Communal areas	Common rooms (10 each, Blocks 10 and 11) and Auditorium (120)	Blocks 10 and 11	140
IT and technology	Atkins IT Lab (17 computers), SF115 (16 computers), 3D printer room, server rooms in Blocks 10 and 11	Blocks 10 and 11	n/a
Library	Students (35) and Library staff (5)	Block 11, 1st Floor	40
Meeting rooms	Executive board room (12), Majlis (15), Meeting Room 1 (8)	Block 11	35
Storerooms	Marketing store, SA store, Stationery store, Library store, Pantry store	Blocks 10 and 11	n/a
Teaching rooms	Engineering Science Lab, Electrical Engineering Lab, 15 classrooms and PDI Hall	Blocks 10 and 11	760

Appendix C: Health and Safety Inspection Checklist (HSE-GI-01)

Form no.	**HSE-GI-01**	**Edition**	HSE-MAN-02, Sept 2026
Location / Block		**Date**	
Inspector		**Time**	

S = Satisfactory | RA = Requires Action | N/A = Not applicable. Mark one box for each item and describe every RA in the Comments column.

No.	Inspection item	S	RA	N/A	Comments
1. Campus exterior					
1.1	Is the address sign or number easily visible from the street?				
1.2	Are garbage containers emptied on a regular basis?				
1.3	Is waste stored in appropriate waste or recycling storage areas?				
1.4	Is the property kept clear of litter, combustibles, hazardous materials, old batteries, etc.?				
1.5	If present, is the security system working properly? Are procedures on how to use it posted?				
1.6	If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available?				
2. Parking lot					
2.1	Are appropriate signs posted (for example no parking in fire routes)?				
2.2	Are the parking areas free from trip hazards (for example potholes and cracks)?				
2.3	Is the lighting adequate in the area and walkways at night?				
2.4	Is the parking lot kept free of debris?				
3. Stairs					
3.1	Are stairs, stairwells and landings kept clear and unobstructed?				
3.2	Are stairways adequately lit?				
3.3	Are stairs, treads, handrails and any guards secure and in good condition?				
3.4	Do treads and landings have non-skid surfaces in good condition?				
4. Exits and fire safety					
4.1	Are all emergency exits, exit doors, landings and steps from the building well marked, unblocked and in good condition?				

No.	Inspection item	S	RA	N/A	Comments
4.2	Are exit doors, landings and steps well lit? Are the lights over the exit doors working and in good repair?				
4.3	Can the building be easily accessed by the fire department? Are fire lanes accessible and posted?				
4.4	Are the fire department hose connections kept clear and accessible, and do they have caps?				
4.5	Is the electrical service entrance area clear?				
4.6	Are all electrical wires out of reach of the public?				
5. Loading areas					
5.1	If required, are pedestrian walkways clearly marked?				
5.2	Are vehicles or loads secured against unintentional movement?				
5.3	Is the area kept free of obstructions and debris?				
5.4	Are any lifting devices, racking systems, etc. in good condition?				
5.5	If required, are machine guards in place?				
5.6	Does it appear that material handling and manual material handling procedures are being followed?				
6. Fire pumps and fire systems					
6.1	Are fire extinguishers serviced properly?				
6.2	Are smoke detectors and manual call points working properly?				
6.3	Is there any leakage or damage to the fire sprinklers?				
6.4	Is the fire alarm panel working properly?				
6.5	Is the pump room temperature within the normal range?				
7. Evacuation					
7.1	Are the evacuation plan and exits clearly displayed on all floors?				
7.2	Are exit doors free from internal and external obstruction?				
7.3	Are evacuation notices displayed next to alarm call points and key locations?				
8. Lighting					
8.1	Are all exterior lights and power receptacles working properly?				
8.2	Are the sign and flag lights working properly?				
8.3	Is internal lighting adequate?				

No.	Inspection item	S	RA	N/A	Comments
9. Temperature and ventilation					
9.1	Is a reasonable room temperature maintained?				
9.2	Is the natural and artificial ventilation adequate?				
10. Electrical					
10.1	Is access to the electrical system restricted to authorised persons?				
10.2	Is a warning sign displayed?				
10.3	Are materials in the electrical cupboard stored in a safe manner?				
10.4	Are portable electrical appliances tested periodically by a competent person?				
11. First aid provision					
11.1	Are the names of first aiders displayed or known?				
11.2	Are first aid certificates valid?				
11.3	Are first aid boxes adequately stocked?				
12. Welfare and sanitary facilities					
12.1	Are there suitable toilet facilities for men, women and people of determination?				
12.2	Are suitable washing facilities available?				
12.3	Are the facilities adequately inspected, cleaned, ventilated and lit?				
12.4	Are sanitisers placed in the washrooms?				

Notes

Completed by (inspector)	Signature	Date
HSE Manager review	**Signature**	**Date**

Appendix D: Maintenance Checklist (HSE-MC-01)

Form no.	**HSE-MC-01**	**Edition**	HSE-MAN-01, November 2026
Location / Block		**Date**	
Inspector		**Time**	

S = Satisfactory | RA = Requires Action | N/A = Not applicable. Mark one box for each item and describe every RA in the Comments column.

No.	Inspection item	S	RA	N/A	Comments
1. Bulletin boards and signs					
1.1	Are they clean and readable?				
1.2	Do items interfere with people walking by?				
2. Floors					
2.1	Is there loose material, debris or worn carpeting?				
2.2	Are the floors slippery, oily or wet?				
3. Stairways and aisles					
3.1	Are they clear and unblocked?				
3.2	Are stairways well lit?				
3.3	Are handrails and handholds in place?				
3.4	Are the aisles marked and visible?				
4. Equipment					
4.1	Are guards, screens and sound-dampening devices in place and effective?				
4.2	Is the furniture in good repair and safe to use? Look for chairs in poor repair, sharp edges on desks and cabinets, poor ergonomics (keyboard elevation, chair adjustment, desk height) and crowding.				
4.3	Are ladders well maintained and safe to use?				
5. Emergency equipment					
5.1	Is all fire control equipment regularly tested and certified?				
5.2	Is fire control equipment appropriate for the type of fire it must control?				
5.3	Is emergency lighting in place and regularly tested?				
6. Building					
6.1	Do buildings conform to standards for use, occupancy, building services and plumbing facilities?				

No.	Inspection item	S	RA	N/A	Comments
6.2	Are the following structures safe: swinging doors, floor and wall openings, ladders, stairways and ramps, guardrails?				
6.3	Are materials stored safely?				
7. Air handling system					
7.1	Does the air exchange rate meet standard requirements?				
7.2	Is the system free of sources of contamination (for example asbestos, microorganisms, dust, fumes)?				
7.3	Is humidity within the recommended range?				
8. Hazardous products					
8.1	Are there any hazardous products (for example products regulated by Dubai Municipality)?				
8.2	If yes, are the products properly labelled?				
8.3	If yes, is there a corresponding safety data sheet (SDS) for each product?				
8.4	If yes, are workers trained to work with or near these products safely?				
9. Sanitation					
9.1	Are washrooms and food preparation areas clean?				
9.2	Are toilets, potable water and lunchrooms provided adequately?				
9.3	Are measures in place to prevent the spread of disease?				
10. Security					
10.1	Do entry and exit procedures provide security at night?				
10.2	Are emergency procedures (evacuation, fire, bomb threat, hostile person) in place?				
11. Lighting					
11.1	Are any bulbs missing?				
11.2	Are any areas dark?				
12. Material storage					
12.1	Are materials neatly and safely piled?				
12.2	Are there stepladders or stools to reach materials on higher shelves?				
12.3	Are storage shelves overloaded or beyond their rated capacity?				
12.4	Are large and heavy objects stored on lower shelves?				

No.	Inspection item	S	RA	N/A	Comments
12.5	Are passageways clear of obstructions?				
13. General					
13.1	Are extension cords used extensively?				
13.2	Are electrical or telephone cords exposed where people may become entangled?				
13.3	Is electrical wiring properly installed?				
13.4	Are machines properly guarded?				
13.5	Does any equipment have sharp metal projections?				
13.6	Are wall and ceiling fixtures fastened securely?				
13.7	Are paper and waste properly disposed of?				
13.8	Are desk and file drawers kept closed when not in use?				
13.9	Are office accessories stored appropriately?				
13.10	Are materials stacked on desks or cabinets?				
13.11	Are file cabinet drawers overloaded?				
13.12	Are file cabinets loaded with the heaviest items in the bottom drawers?				
13.13	Are shelves securely fastened to the wall when necessary?				
13.14	Are filing stools or wastebaskets placed where they might be tripping hazards?				
14. Exits and fire safety					
14.1	Are all emergency exits, exit doors, landings and steps from the building well marked, unblocked and in good condition?				
14.2	Are exit doors, landings and steps well lit? Are the lights over the exit doors working and in good repair?				
14.3	Can the building be easily accessed by the fire department? Are fire lanes accessible and posted?				
14.4	Are the fire department hose connections kept clear and accessible, and do they have caps?				
14.5	Is the electrical service entrance area clear?				
14.6	Are all electrical wires out of reach of the public?				

Notes		
Completed by (inspector)	**Signature**	**Date**
HSE Manager review	**Signature**	**Date**

Appendix E: Classroom Safety Inspection Checklist (HSE-CR-01)

Form no.	**HSE-CR-01**	**Edition**	HSE-MAN-01, November 2026
Classroom / Block		**Date**	
Inspector		**Time**	

S = Satisfactory | RA = Requires Action | N/A = Not applicable. Mark one box for each item and describe every RA in the Comments column.

No.	Inspection item	S	RA	N/A	Comments
1. Movement around the classroom (slips and trips)					
1.1	Is the internal flooring in good condition?				
1.2	Are there any changes in floor level or type of flooring that need to be highlighted?				
1.3	Are gangways between desks kept clear?				
1.4	Are trailing electrical leads and cables prevented wherever possible?				
1.5	Is lighting bright enough to allow safe access and exit?				
1.6	Are procedures in place to deal with spillages?				
1.7	For stand-alone classrooms: are access steps or ramps properly maintained?				
1.8	For stand-alone classrooms: are access stairs or ramps provided with handrails?				
2. Furniture and fixtures					
2.1	Are permanent fixtures in good condition and securely fastened (for example cupboards, display boards, shelving)?				
2.2	Is furniture in good repair and suitable for the size of the user?				
2.3	Is portable equipment stable (for example a TV on a suitable trolley)?				
2.4	Where window restrictors are fitted to upper-floor windows, are they in good working order?				
3. Manual handling					
3.1	Have trolleys or other aids been provided for moving heavy objects (for example computers)?				
4. Computers and similar equipment					
4.1	Where computers are used, has a workstation assessment been completed?				
4.2	Have students and staff been advised on good practice when using computers?				

No.	Inspection item	S	RA	N/A	Comments
5. Electrical equipment and services					
5.1	Are fixed electrical switches and plug sockets in good repair?				
5.2	Are all plugs and cables in good repair?				
5.3	Is the projector in good repair?				
5.4	Has any damaged electrical equipment been taken out of service or replaced?				
6. Fire and emergency information					
6.1	If there are fire exit doors in the classroom, are they unobstructed?				
6.2	If there are fire exit doors in the classroom, are they kept unlocked?				
6.3	If there are fire exit doors in the classroom, are they easy to open from the inside?				
6.4	Is fire-fighting equipment in place in the classroom?				
6.5	Is fire signage clearly visible and not covered by anything (for example hanging displays)?				
6.6	Are fire evacuation procedures clearly displayed?				
6.7	Are emergency contact details, the escape route and the assembly point displayed?†				
7. Ventilation and heating					
7.1	Does the room have natural ventilation?				
7.2	Can a reasonable room temperature be maintained while the classroom is in use?				
8. Noise and indoor environment					
8.1	Is the noise level within the allowed limit (35 dB)?				
8.2	Is carbon monoxide (CO) below 9 ppm?				
8.3	Is carbon dioxide (CO_2) below 800 ppm?				
8.4	Is relative humidity between 30% and 60%?				
8.5	Is the temperature between 22.5°C and 25.5°C?				
8.6	Is illumination at least 500 lux?†				
9. Cabinets and shelves					
9.1	Are bookshelves stable and secured?				
9.2	Are bookshelves free from overloading?				

† Item added to align this form with the standards in Chapters 13 and 14.

Notes		
Completed by (inspector)	**Signature**	**Date**
HSE Manager review	**Signature**	**Date**

Appendix F: Library Safety Inspection Checklist (HSE-LR-01)

Form no.	**HSE-LR-01**	**Edition**	HSE-MAN-01, November 2026
Library area / Block		**Date**	
Inspector		**Time**	

S = Satisfactory | RA = Requires Action | N/A = Not applicable. Mark one box for each item and describe every RA in the Comments column.

No.	Inspection item	S	RA	N/A	Comments
1. Movement around the library (slips and trips)					
1.1	Is the internal flooring in good condition?				
1.2	Are there any changes in floor level or type of flooring that need to be highlighted?				
1.3	Are gangways between desks kept clear?				
1.4	Are trailing electrical leads and cables prevented wherever possible?				
1.5	Is lighting bright enough to allow safe access and exit?				
1.6	Are procedures in place to deal with spillages (for example water, or blood from cuts)?				
1.7	For stand-alone areas: are access steps or ramps properly maintained?				
1.8	For stand-alone areas: are access stairs or ramps provided with handrails?				
2. Furniture and fixtures					
2.1	Are permanent fixtures in good condition and securely fastened (for example cupboards, display boards, shelving)?				
2.2	Is furniture in good repair and suitable for the size of the user?				
2.3	Is portable equipment stable (for example a TV on a suitable trolley)?				
2.4	Where window restrictors are fitted to upper-floor windows, are they in good working order?				
3. Manual handling					
3.1	Have trolleys or other aids been provided for moving heavy objects (for example computers)?				
4. Computers and similar equipment					
4.1	Where computers are used, has a workstation assessment been completed?				

No.	Inspection item	S	RA	N/A	Comments
4.2	Have students and staff been advised on good practice when using computers?				
5. Electrical equipment and services					
5.1	Are fixed electrical switches and plug sockets in good repair?				
5.2	Are all plugs and cables in good repair?				
5.3	Is the projector in good repair?				
5.4	Has any damaged electrical equipment been taken out of service or replaced?				
6. Fire and emergency information					
6.1	If there are fire exit doors in the library, are they unobstructed?				
6.2	If there are fire exit doors in the library, are they kept unlocked?				
6.3	If there are fire exit doors in the library, are they easy to open from the inside?				
6.4	Is fire-fighting equipment in place in the library?				
6.5	Is fire signage clearly visible and not covered by anything (for example hanging displays)?				
6.6	Are fire evacuation procedures clearly displayed?				
6.7	Are emergency contact details, the escape route and the assembly point displayed?†				
7. Ventilation and heating					
7.1	Does the room have natural ventilation?				
7.2	Can a reasonable room temperature be maintained while the library is in use?				
8. Noise and indoor environment					
8.1	Is the noise level within the allowed limit (40 dB)?				
8.2	Is carbon monoxide (CO) below 9 ppm?				
8.3	Is carbon dioxide (CO_2) below 800 ppm?				
8.4	Is relative humidity between 30% and 60%?				
8.5	Is the temperature between 22.5°C and 25.5°C?				
8.6	Is illumination at least 500 lux?†				
9. Cabinets and shelves					
9.1	Are bookshelves stable and secured?				
9.2	Are bookshelves free from overloading?				

† Item added to align this form with the standards in Chapters 13 and 14.

Notes		
Completed by (inspector)	**Signature**	**Date**
HSE Manager review	**Signature**	**Date**

Appendix G: Laboratory Safety Inspection Checklist (HSE-LB-01)

Form no.	**HSE-LB-01**	**Edition**	HSE-MAN-01, November 2026
Laboratory / Block		**Date**	
Inspector		**Time**	

S = Satisfactory | RA = Requires Action | N/A = Not applicable. Mark one box for each item and describe every RA in the Comments column.

No.	Inspection item	S	RA	N/A	Comments
1. General					
1.1	Has the risk associated with shop activities been assessed and adequately controlled?				
1.2	Are all exits unobstructed?				
1.3	Are floors clear, dry and free of slip hazards?				
1.4	Is the area free of tripping hazards (open drawers, doors, hoses, wires or equipment)?				
1.5	Are safety data sheets accessible (in print or electronic form) and current within 3 years?				
1.6	Are bench tops and fume hoods reasonably organised, free of clutter and clean?				
1.7	Are cabinets, furniture and equipment taller than 4 feet (1.2 m) braced or anchored?				
2. Fire safety					
2.1	Are emergency telephone numbers posted where they can be readily found?				
2.2	Are portable fire extinguishers fully charged, and do their tags confirm annual inspection?				
2.3	Are fire extinguishers and pull alarms unobstructed?				
2.4	Is a minimum of 18 in (45 cm) vertical clearance maintained below fire sprinkler heads (for example over shelves)?				
3. Electrical safety					
3.1	Are electrical outlets free from overloading?				
3.2	Do extension cords have a grounding conductor and an intact ground pin?				
3.3	Are all electrical service cords free of frayed or deteriorated insulation?				
3.4	Are portable electrical tools and equipment grounded or of the double-insulated type?				

No.	Inspection item	S	RA	N/A	Comments
3.5	Are the non-current-carrying metal parts of electrically operated machines grounded?				
3.6	Are electrical panels unobstructed?				
3.7	Are all disconnecting switches and circuit breakers labelled to show their use or the equipment served?				
3.8	In wet or damp locations, are electrical tools and equipment suitable, or otherwise protected (for example by ground fault circuit interrupters)?				
4. Personal safety					
4.1	Is the first aid kit accessible and properly stocked?				
4.2	Are suitable washing facilities available?				
4.3	Are the facilities adequately inspected, cleaned, ventilated and lit?				
4.4	Are sanitisers placed in the washrooms?				
5. Furniture and fixtures					
5.1	Are permanent fixtures in good condition and securely fastened (for example cupboards, display boards, shelving)?				
5.2	Is furniture in good repair and suitable for the size of the user?				
6. Laboratory-specific requirements (Chapter 14)					
6.1	Are body and eye emergency wash stations accessible and tested?†				
6.2	Is the required PPE available and in good condition?†				
6.3	Are machines guarded, defective equipment tagged, and lockout tags used during maintenance?†				
6.4	Does all equipment carry an ID and a safe-operation information tag?†				
6.5	Are attendance and training records up to date?†				

† Item added to align this form with the standards in Chapters 13 and 14.

Notes		
Completed by (inspector)	**Signature**	**Date**
HSE Manager review	**Signature**	**Date**

Appendix H: Incident Investigation Form (HSE-IR-01)

Form no.	HSE-IR-01	Edition	HSE-MAN-01, November 2026
Report reference		Date of report	

Type of investigation	☐ Injury ☐ Near miss ☐ Property damage

Submit the completed report to

Email: hassan@buid.ac.ae | Head of Operations Office, 1st Floor, Block 11, The British University in Dubai

Investigator details

Name	
Designation	
Number of years in the job	
Any potential conflict of interest	
Date of investigation	
Period of investigation	
Reason for the investigation	

The incident

Date, time and location of incident†	
Person(s) involved†	

Detailed narrative of how the incident occurred

Description of pictures taken	

Body part injured and type of injury (be specific)	
Weather conditions at the time	
Visibility and lighting (for example poor, work lights)	
Type and condition of floor surface (for example concrete, wet)	
PPE required for the job	
Was PPE being used?	
Was there any damage to property or equipment?	

Witnesses

Name	Contact no.

Causes

Immediate causes	
Root causes	

Corrective actions

Engineering control	
Training	
Programme or policy change	
Action that should have been taken to prevent recurrence	
Corrective actions completed?	

If no, explain	

Corrective actions completed? Write YES or NO. † Field added to capture the basic facts of the incident.

Investigated by	Signature	Date
Reviewed by (HSE Manager)	**Signature**	**Date**

Appendix I: Head of Operations Inspection Report (HSE-HO-01)

Form no.	**HSE-HO-01**	**Edition**	HSE-MAN-01, November 2026
Block no.		**Head of Operations name**	
Date of inspection		**Previous inspection date**	

Comments from the Health and Safety Officer

Findings and actions

No.	Area / finding	Action required	Responsible	Due date	Status
1					
2					
3					
4					
5					
6					
7					

Quarterly inspection of all facilities for EHS operations and maintenance issues. Confirm that actions from the previous inspection have been completed.

Completed by (inspector)	Signature	Date
HSE Manager review	**Signature**	**Date**

Appendix J: EHS Officer Inspection Report (HSE-EO-01)

Form no.	**HSE-EO-01**	**Edition**	HSE-MAN-01, November 2026
Last EHS Officer inspection date		**EHS Officer name**	
Date of this inspection		**Block**	

Area inspected	Result (S / RA)	Inspection comments
External areas and access areas		
Vehicles on site		
Evacuation		
Building issues		
Fire system		
Lighting		
Temperature and ventilation		
Electrical		
First aid and medical provision		
Welfare and sanitary provisions		
Facilities management		

Any other comments

Overall comments

EHS Officer action plan

Completed by (inspector)	Signature	Date
HSE Manager review	**Signature**	**Date**