



Avicenna International College

AIC Rules and Protocols

R-116

“AIC Health and Safety Policy”

Purpose of Health and Safety Policy

Avicenna International College is greatly aware of health and safety issues. AIC values and considers the health and safety of all its members, students, faculty and anyone who is affected by its activities. For us, health and safety is the first priority at classrooms, laboratories, restaurant and any other location of the campus. When a group of AIC students and employees and other partners are on a task outside the AIC campus, the health and safety issues are equally important and kept under close supervision.

All members of Avicenna International College endorse and fully accept this Policy on Health and Safety. All students and employees of AIC acknowledge their accountability and responsibilities for the full implementation of this policy. By registering at AIC as a student or signing an employee contract, you have acknowledged your full understanding and agreement with this Policy and your full commitment to implement the provisions in this Policy. If a student or an employee does not comply with the articles of this Policy and as a result causes harm to himself/herself or other people, AIC will not be held responsible and all the legal responsibilities will lie with the person(s) in jeopardy.

Responsibilities for Health and Safety at AIC

Avicenna International College is our second home. It is the collective responsibility of all of us to protect all of us and implement the rules and regulations of Health and Safety in place. The rules, conditions, and provisions in this Policy apply to all students, employees, teachers and faculty and anyone who may come in contact with AIC in any form of business. All concerned members of the AIC community understand, agree and apply the articles of this Policy. Specific responsibilities of any employee of AIC has been clarified in this Policy.

Responsibilities of AIC

AIC is responsible for:

- Taking all reasonably necessary steps to provide a safe and healthy environment for all the students, employees and anyone who enters the AIC campus,
- Identifying the possible risks to health and safety at the AIC campus and find the best way to prevent or resolve them,
- Providing safe entry and exit to the property especially during emergency exit situation,
- Providing safe classrooms, laboratory, restaurant and other work locations for students and staff,
- Providing adequate information, training, instructions, and supervision to students and employees to help them to contribute to their own and others' health and safety.
- Providing support and encouragement for employees and students to enhance their positive attitude towards health and safety at AIC and at the society at large,
- Providing a health and safety induction and appropriate safety training including:
 - a. *Laboratory Safe Practice*
 - b. *Fire Safety*
 - c. *The use of Personal Protective Equipment (PPE)*
 - d. *Control of substances hazardous to health (COSHH)*
- Providing the chance for all students and employees to raise their health and safety issues and discuss it with the Principal,
- Providing instructions and appropriate measures to reduce the risks of infections at the times of any pandemic or epidemic crisis,
- The Board of Directors and the President will be responsible to monitor the implementation of this Policy and they assign the

Principal as the responsible person to supervise the correct implementation of the Health and Safety Policy at AIC.

Responsibilities of All Students and Employees

- All students and employees at AIC must immediately report any accident involving personal injury, health, and safety to the Principal, Director or President of AIC.
- All students and employees of AIC must train themselves in first aid and be familiar with the first aid facilities at AIC. Such facilities should be handled by trained people. In case of an accident, the Principal should be informed and a trained first aider will be called to the scene or the Emergency responders will be called (104 for ambulance and 105 for fire brigade).
- The Principal is the first responsible person for the response to an accident at the AIC campus and records the accident and the proper response given to it.
- If a national endemic or pandemic alert is issued, all students and employees must comply fully with the instructions given by the AIC with respect to the steps to be taken to reduce the risks of infection. Any questions in this respect must be addressed to the President of AIC.
- All students and employees must be familiar with the "AIC Fire Evacuation Plan" and read these plans which are situated on every level of the campus.
- All students and employees of AIC must participate in the yearly fire evacuation drills at the campus.
- All students and employees must be aware of the location of the fire extinguishers and learn the ways to leave the premises.
- All students and employees must make sure that the fire exits and notices are seen at all times and they are obstructed.

- All students and employees must be aware of the fire alarm locations and sound them immediately in case they see any fire. They should also report to the reception of the location of the fire.
- Students and employees must engage in tackling the fire ONLY if they feel they are competent to do so.
- In case of fire, everyone should remain calm and evacuate the building and remain outside until permission is issued to reenter the building.
- AIC High School students must be present in every class based on their weekly class schedule and every other extra class/program that is in the official program of AIC. Any AIC High School student who has to exit the building due to an official reason (e.g. doctor's appointment, immigration office) must notify their Class master (Head teacher) prior, in case that they cannot reach their Class master in the school one of the Vice-Headmasters or Headmaster. In case the student cannot reach any of the above, they must notify the Student Center or one of their teachers.
- AIC High School students 16 years of age or above may exit the building during breaks (including lunch break) or when they have no classes in the middle of the day only if their parent/guardian has provided a written permission to the Class master, Headmaster and Student Center.
- ALL AIC High School students may only exit the building during breaks (including lunch break) if they sign an exit/reentry register sheet found at the reception. Failure to do so will be cause for disciplinary action.

Non-compliance with Health and Safety Rules

Any breach of the rules and regulations of this "Health and Safety Policy" or failure to comply with this Policy will be taken very seriously and may result

in disciplinary action against the offender up to and including immediate dismissal from AIC followed by any possible legal actions.