



Campus Health & Safety Handbook



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Introduction

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

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

RUW CH & S Committee

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

Safety Awareness & Prevention

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

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



Campus Safety

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

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

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

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

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

- Dial **999** /or RUW Security (**Ext 426**), state your name, location and telephone number.
- Give details of the nature of the emergency service required.
- Wait for confirmation from the operator that the message has been understood.
- Follow instructions.
- If appropriate emergency service doesn't arrive after ten minutes, repeat the call.

Classroom and Office Safety

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



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

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

Fire Safety

Fire Emergency Evacuation

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

Please follow the below evacuation instructions;

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

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

Please note:





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

Emergency Evacuation Procedure for Disabled Persons

On hearing the fire alarm:

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

First Aid

First Aid / Care of Casualties

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

Basic First Aid

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

1. Wounds and Bleeding

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

Step 2: Apply dressing.



Step 1 & 2:

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

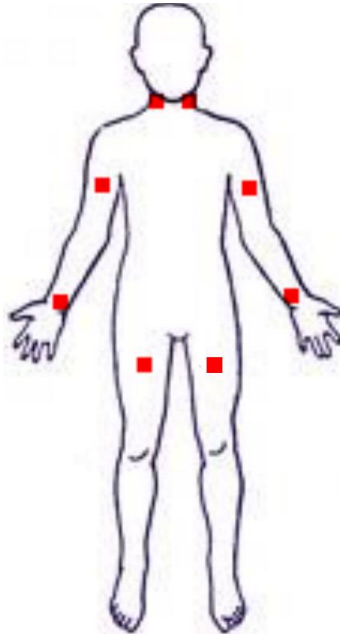
Step 3: If bleeding continues, do not remove the dressing but keep applying further dressing.



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

Step 5: If bleeding still continues, use tourniquet.

Pressure Points



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

2. Nose Bleeds

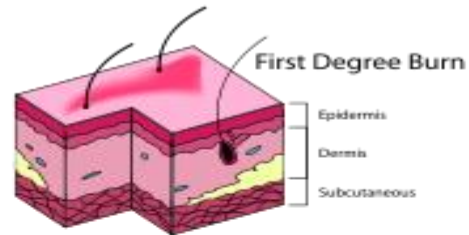
Step 1: Pinch nostrils together.

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



3. Burns

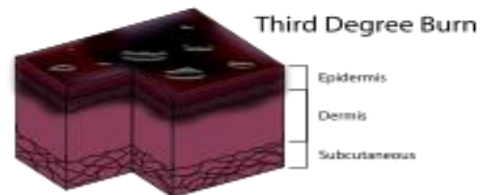
Step 1: 1st degree burn (redness); keep under running water (water should be tepid) and loosely cover. Do not apply any creams.



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



Step 3: 3rd degree burn (charred); loosely cover. Do not apply any creams.



4. Choking

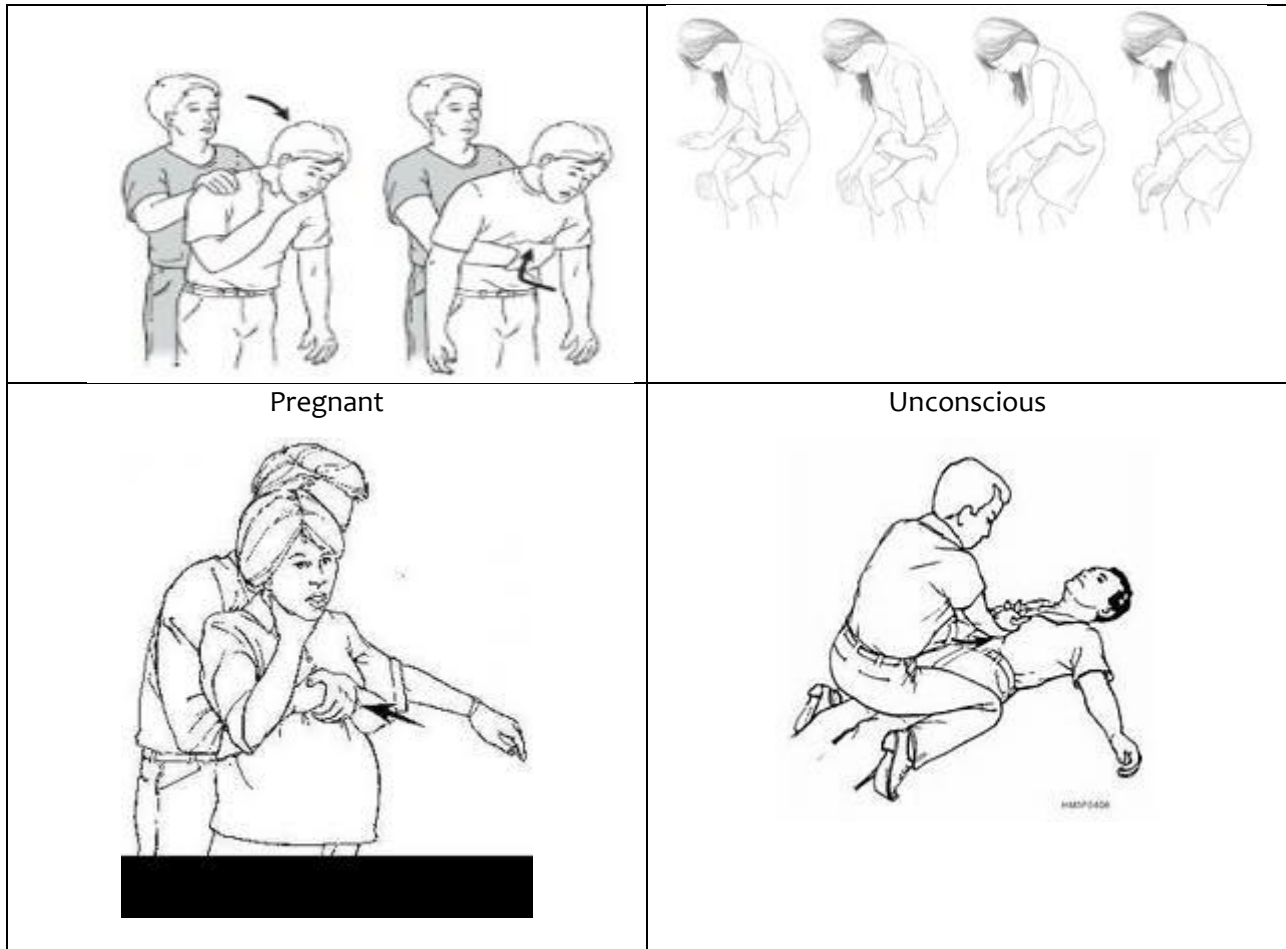
Step 1: Perform Heimlich maneuver. Stand behind the person, wrap your arms around the waist and tilt the person slightly forward.

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

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

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

Adult / Adolescence	Infant
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5. Heart Attack

Step 1: Place victim in 45 degree sitting position.

Step 2: Check pockets for medicine.

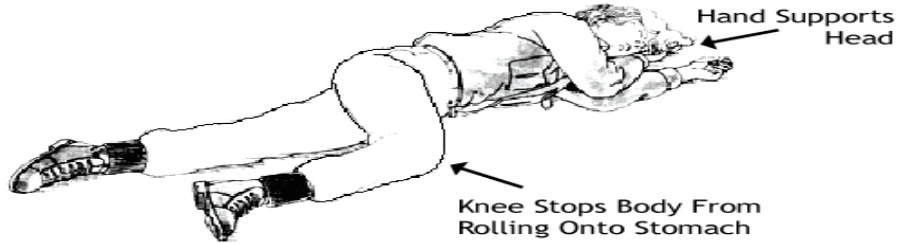


Step 1 (45 degree position);
Make casualty sit with knees bent up



6. Unconsciousness

Step 1: Place victim in recovery position.



Recovery Position

Health & Safety Committee Contacts +

RUW First Aiders

Name	Designation	Contact Number	Location
Ms. Mariam Ameen <i>First Aider</i>	Director of Administration	Office 17764 494 - Mobile 39441255	ADB 151 – Admin Building
Mr. Naif Obaid	Manager, Facilities & Services	Office 17764 401 Mobile 39923227	ADB 147 – Admin Building
Ms. Aya Ismail <i>First Aider</i>	Manager, Student Residence	Office 17764 490 Mobile 39433372	Student Residence
Ms. Intisar Al Kurdi <i>First Aider</i>	Manager, Office of Student Affairs	Office 17764 415 Mobile 36589899	Office of Student Affairs
Ms. Khadija Saeed <i>First Aider</i>	Secretary, College of Art & Design	Office 17764 434 Mobile 39882937	Front Desk Building A College of Art & Design



Mrs Margaret Williams First Aider	Executive Secretary, Academic Vice President	Office 17764 405 Mobile 39847491	Front Desk Building A Office of the VP
Ms Awatif Meraj First Aider	Gym Officer	Office 17764 480 Mobile 36600836	Sports Centre
Mrs Sindhu Binukumar First Aider	Acting Sports Centre Manager	Office 17764 464 Mobile 39242135	Sports Centre
Ms Noor Al Doseri First Aider	Student Affairs Officer	Office 17764 427 Mobile 39882937	Office of the Student Affairs Student Centre
Mrs Sumera Saleem First Aider	Student Activities Officer	Office 17764 455 Mobile 39279555	Office of the Student Affairs Student Centre
Sh Dwa Al Khalifa First Aider	PR Officer	Office 17764 484 Mobile 39419999	PR & Marketing Building C
Mrs Mai Al Aali First Aider	QAAU Officer	Office 17764 441 Mobile 3960101	QAAU Building C
Mrs Hala Al Shaikh First Aider	Secretary, Office of the President	Office 17764 446 Mobile 39900550	Front Desk Building A Office of the President
Mrs Hessa Al Doseri First Aider	Library Assistant	Office 17764 463 Mobile 39633184	Front Desk Library
Ms. Asmaa Fouad First Aider	Secretary, College of Information Technology	Office 17764 413 Mobile 33442353	Front Desk Building A Centre for General Studies



Ms. Shereen Mubarak First Aider	Secretary, College of Law	Office 17764 443 Mobile 33113821	Front Desk Building A College of Law
Ms. Noor Abbas First Aider	Secretary, Administration	Office 17764 493 Mobile 39767619	Front Desk ADB - 151 Admin Building
Ms. Rakiya Al Dossari First Aider	HR Officer	Office 17764 451 Mobile 66331022	ADB – 150 Admin Building
Ms Shams Al Khazraji First Aider	Student Council Member	Mobile 36060363	
Mr Kaid Abdu First Aider	Security Supervisor	Office 17764 462 Mobile 36343732	Gate 3 Security

Summary

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

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

Always remember to think safe and be safe!



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