

EAST BRIDGE TRAINING (EBT)

HEALTH AND SAFETY & RISK ASSESSMENT POLICY

Policy Reference: EBT-POL-HSRA-010

Version: 1.0

Policy Created: September 2025

Effective Date: 12 September 2025

Review Date: 12 September 2026

Approved By: Director, East Bridge Training (EBT)

1. Purpose

The purpose of this Health and Safety & Risk Assessment Policy is to ensure that East Bridge Training (EBT) provides a safe, healthy, and secure environment for all learners, staff, visitors, and stakeholders.

This policy ensures full compliance with:

- KHDA Vocational Education Standards **A2.1–A2.11** and **B2.9**
- Executive Council Resolution No. 30 of 2021
- Dubai Municipality Health & Safety Regulations
- Dubai Knowledge Park facility requirements
- UAE Federal Law No. 8 of 1980 (Health & Safety at Work)
- Awarding-body quality assurance expectations

EBT is committed to protecting all individuals from harm and ensuring a safe learning environment.

2. Scope

This policy applies to:

Staff

All trainers, assessors, internal verifiers, administrators, management, and contractors.

Learners

Anyone enrolled in a KHDA-approved vocational qualification delivered by EBT.

Visitors

Any person present on the premises for academic or administrative purposes.

Premises & Activities Covered

- EBT's Dubai Knowledge Park training facilities
 - Classrooms, offices, break areas, corridors, stairways
 - Online learning environments
 - In-class workshops, assessments, and practical sessions
 - Off-site events, if applicable
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3. Policy Statement

EBT commits to:

- Maintaining a safe and hazard-free learning environment
- Complying with all KHDA, Dubai Municipality, and UAE regulations
- Conducting regular risk assessments
- Providing regular H&S training and guidance
- Ensuring emergency preparedness (fire safety, evacuation, first aid)
- Investigating incidents promptly and thoroughly
- Maintaining accurate H&S documentation and records
- Ensuring accessibility and safety for people of determination
- Allocating resources for health, safety, and welfare

Health and safety is the responsibility of **all staff and learners**.

4. Health & Safety Responsibilities

4.1 Director

- Holds overall accountability for health and safety compliance
- Ensures policies meet KHDA and Dubai Municipality requirements

- Approves risk assessments and resource allocation
- Ensures corrective actions are implemented

4.2 Health & Safety Officer (HSO)

- Conducts risk assessments
- Ensures emergency procedures are in place
- Coordinates fire drills and first aid arrangements
- Oversees regular inspection of facilities
- Maintains H&S documentation

4.3 Trainers & Assessors

- Ensure safe delivery of learning sessions
- Immediately report hazards or incidents
- Maintain safe classroom environments
- Provide learners with safety guidance

4.4 Administrative Staff

- Ensure facility maintenance issues are logged and resolved
- Maintain accurate visitor and attendance logs
- Ensure emergency information is accessible

4.5 Learners

- Follow safety instructions at all times
- Report hazards or unsafe conditions immediately
- Participate in emergency drills
- Use equipment responsibly

5. Risk Assessment Procedures

To comply with KHDA **A2.1**, **B2.9**, and Dubai Municipality guidelines:

5.1 Hazard Identification

The HSO conducts routine inspections of:

- Classrooms
- IT equipment
- Electrical outlets
- Emergency exits
- Furniture and fixtures
- Common areas

5.2 Risk Evaluation

Risks are evaluated based on:

- Severity
- Likelihood
- Exposure

5.3 Control Measures

EBT implements:

- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE) (when required)

5.4 Documentation

Risk assessment reports are:

- Recorded
- Signed
- Dated
- Stored securely for **5 years**

5.5 Review

Risk assessments are reviewed:

- Annually
 - After incidents
 - When new equipment/procedures are introduced
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6. Emergency Procedures & Evacuation

6.1 Fire Safety

- Fire extinguishers and alarms meet Dubai Civil Defence standards
- Equipment is tested regularly
- Emergency exit routes are clearly marked
- Fire evacuation maps displayed in all rooms

6.2 Fire Drills

- Conducted at least **once per year**
- Led by the HSO with full staff participation

6.3 First Aid

- At least one certified First Aider is present during working hours
- First aid kits are maintained and easily accessible

6.4 Emergency Contact Protocol

- Emergency numbers are posted in visible locations
 - Staff are trained in emergency reporting procedures
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7. Facility Safety & Maintenance

In accordance with KHDA Standards **A2.1–A2.8**:

7.1 Premises Safety

EBT premises comply with:

- Technical, engineering, and planning requirements

- Fire safety & electrical safety standards
- Ventilation, lighting, and hygiene requirements

7.2 Accessibility

EBT ensures:

- Accessible pathways for people of determination
- Support for learners requiring mobility or assistive aids

7.3 IT & Equipment Safety

- All IT equipment is checked regularly
- Damaged equipment is removed immediately
- Software systems follow cybersecurity protocols

7.4 Cleaning & Hygiene

- Premises cleaned daily
 - Sanitisation maintained for high-touch surfaces
 - Toilets maintained to Dubai Municipality standards
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8. Incident Reporting & Investigation

8.1 Reporting

All incidents, including near-misses, must be reported immediately to:

- The Trainer
- Health & Safety Officer
- Administrative Office

8.2 Investigation Process

The HSO:

1. Documents the incident
2. Interviews involved parties
3. Identifies root cause

4. Implements corrective action
5. Reports findings to the Director

8.3 Record Keeping

Incident records are stored for **5 years**.

9. Health & Safety Training

EBT provides:

- Staff induction training
 - Annual refresher training
 - Fire safety and evacuation training
 - First aid awareness
 - Equipment usage guidelines
 - Training on reporting hazards
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10. Learners of Determination

In accordance with KHDA inclusivity principles:

EBT ensures:

- Safe access to all learning areas
 - Reasonable adjustments to enable safe participation
 - Risk assessments for specific needs
 - Additional support as required
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11. Covid-19 or Public Health Precautions

(Activated only if mandated by authorities.)

EBT will follow:

- UAE public health protocols

- Dubai Municipality guidelines
 - KHDA circulars for training institutes
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12. Monitoring & Internal Review

To comply with KHDA **A4** and **B6** standards:

- Health & Safety audits take place semi-annually
 - Findings feed into EBT's Quality Assurance Framework
 - Risks are reviewed during management meetings
 - Actions are documented and monitored
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13. Non-Compliance & Disciplinary Action

Non-compliance may result in:

For Staff

- Written warnings
- Mandatory retraining
- Disciplinary action
- Removal from duties

For Learners

- Verbal/written warnings
 - Suspension from classes
 - Removal from qualification in severe cases
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14. Policy Review

This policy will be reviewed annually or sooner if:

- Regulations change
- New risks are identified

- EBT expands operations
- Major incidents occur

Next review due: **12 September 2026**

Approval

Name: Shivanjan Chakraborty

Title: Director, East Bridge Training

Signature: Shivanjan Chakraborty

Date: 12 September 2025