

<b>Fakeeh College for Medical Sciences</b>	<b>Policy Number: INR-40</b>	
<b>Policy Title: Student Safety Policy</b>	<input type="checkbox"/> <b>New</b>	<input checked="" type="checkbox"/> <b>Revised</b>
	<b>Version-1 was Approved on: 14-3-2020</b>	
<b>Applicable to: (FCMS)</b>	<b>Version-2 is Approved on: 14-3-2024</b>	
	<b>To be Reviewed on: 14-3-2029</b>	

**1. Statement of the Purpose:**

- 1.1** To ensure the health, safety, and well-being of students, staff, employees, and visitors of FCMS with the highest governance in place.
- 1.2** To manage the health, safety, and welfare of all stakeholders in all academic and clinical settings through safeguarding the FCMS environment and ensuring it is conducive to learning and growth in compliance with relevant health and safety legislation.

**2. Definitions:**

- 2.1 Affidavit:** A legally binding statement executed before a notary public or other authorized individual, comprising a factual account provided by the concerned party regarding its obligations relating to the use, monitoring, and reporting of any bad effects associated with donations and/or sponsorships. The statement must indicate that the donations or sponsorships are not designated for sale or commercial utilization.
- 2.2 Donation:** is an act of generosity in which an individual voluntarily relinquishes a thing or right for the benefit of another, who consents to receive it. It shall encompass all subsidies, grants, donations, and bequests, whether monetary or in kind, received by FCMS.
- 2.3 Grant:** a financial allocation provided by a government or other entities for a certain objective.
- 2.4 Gift:** A training or a privilege relinquished gratuitously, or any act of generosity in favor of FCMS.

**2.5 Sponsorship:** a type of monetary contribution, asset, service, or any other advantage provided with the anticipation of acknowledgment or association with FCMS.

**3. Policy:**

**3.1 GENERAL SAFETY GUIDELINES**

**3.1.1 Personal Protective Equipment (PPE):**

3.1.1.1 FCMS ensures that students wear appropriate PPE as required by their courses and sessions. This includes lab coats, gloves, masks, goggles, and other necessary protective gear.

3.1.1.2 PPE should be worn correctly and in proper condition. Any damaged or inadequate PPE should be reported immediately.

**3.1.2 Emergency Procedures:**

3.1.2.1 FCMS publicizes and encourages students and staff to familiarize themselves with emergency evacuation routes and assembly points.

3.1.2.2 Following a fire alarm, the evacuation procedures should be followed promptly and calmly.

3.1.2.3 Any emergencies, accidents, or hazardous situations should be reported to the designated authorities immediately.

**3.1.3 Risk Assessment:**

3.1.3.1 FCMS provides adequate resources to ensure that proper provision can be made for health and safety, and includes prime consideration of health & safety in all forward planning.

3.1.3.2 FCMS carries out risk assessments, which will be periodically reviewed.

3.1.3.3 FCMS ensures that systems of work will be implemented to minimize risk to health.

3.1.3.4 FCMS ensures that arrangements for the use, handling, storage, disposal, and transport of articles and substances at work involve minimal risk to health.

**3.1.4 Equipment and Facility Safety:**

- 3.1.4.1 FCMS provides and maintains safe plant, equipment, and systems of work.
- 3.1.4.2 FCMS stresses the importance of handling all equipment and facilities with caution and in accordance with the provided instructions.
- 3.1.4.3 Any malfunctioning equipment or safety hazards should be reported to the appropriate personnel.
- 3.1.4.4 Attempting to repair or modify equipment without proper authorization and training is not permitted.

**3.1.5 Occupational Health:**

- 3.1.5.1 FCMS ensures compliance with statutory requirements concerning health Surveillance.
- 3.1.5.2 FCMS provides the needed vaccination and immunization required due to work activities.
- 3.1.5.3 Return to work, including phased return and rehabilitation, is advised based on assessment of each case.
- 3.1.5.4 Guiding implementation of appropriate workplace adjustments specific to the health needs of the employee is ensured at FCMS.
- 3.1.5.5 FCMS manages advising on health issues affecting attendance or performance at work.

**3.1.6 Chemical Safety:**

- 3.1.6.1 All FCMS stakeholders must follow proper procedures for handling, storing, and disposing of chemicals.
- 3.1.6.2 The use of chemical substances must only be allowed for their intended purposes and in the specified quantities.
- 3.1.6.3 All FCMS stakeholders must wear appropriate protective gear when handling chemicals.
- 3.1.6.4 FCMS ensures adequate ventilation in all workspaces.

**3.1.7 Infection Control:**

3.1.7.1 FCMS is committed to adhering to established protocols for infection control and prevention.

3.1.7.2 All FCMS students and staff are encouraged to practice good hand hygiene, including frequent handwashing with soap and water or using hand sanitizer.

3.1.7.3 FCMS students and staff must follow guidelines for the proper handling and disposal of infectious materials.

### **3.1.8 Dealing with Disabilities:**

3.1.8.1 All disabled individuals using FCMS's buildings, who disclose a relevant disability, must be provided with a Personal Emergency Evacuation Plan (PEEP) to ensure they are aware of the evacuation procedures in the event of a fire alarm.

3.1.8.2 All FCMS disabled staff or students are strongly encouraged to liaise with their program/department in advance of their employment commencing, or their academic course starting, to ensure that a PEEP is formulated for emergency evacuation.

### **3.1.9 Digital and Cyber Safety:**

3.1.9.1 FCMS is committed to protecting students' and staff's data and privacy.

3.1.9.2 The college conducts regular training for awareness of cybersecurity.

3.1.9.3 FCMS ensures safe use of LMS and digital platforms as well as the prevention of cyberbullying.

## **3.2 BEHAVIOURAL EXPECTATIONS:**

### **3.2.1 Respect for Others:**

3.2.1.1 All FCMS stakeholders must treat all individuals with respect and dignity, regardless of differences.

3.2.1.2 All FCMS stakeholders must avoid behavior that may jeopardize the safety or well-being of others.

3.2.1.3 FCMS applies anti-bullying and anti-harassment enforcement.

### **3.2.2 Professionalism:**

3.2.2.1 All FCMS students and staff must professionally conduct themselves at all times, both on and off campus.

3.2.2.2 Following ethical standards and maintaining patient confidentiality are applied to all staff and students.

**3.2.3 Communication:**

3.2.3.1 FCMS encourages open and effective communication with peers, instructors, and staff regarding safety concerns or incidents.

3.2.3.2 Reporting any incidents of harassment, discrimination, or misconduct to the appropriate authorities is encouraged and facilitated at FCMS.

**3.3 COMPLIANCE AND ENFORCEMENT:**

**3.3.1 Training and Education:**

3.3.1.1 All FCMS students receive training on safety protocols and procedures during orientation and throughout their academic program.

3.3.1.2 Additional training based on specific activities or requirements may be provided as needed.

**3.3.2 Compliance:**

3.3.2.1 Failure to comply with safety policies and procedures may result in disciplinary action, including but not limited to warnings, probation, or dismissal from the program.

**3.3.3 Continuous Improvement:**

3.3.3.1 FCMS is committed to regularly reviewing and updating its safety policies and procedures to ensure effectiveness and compliance with regulatory standards.

**4. Procedure:**

Procedure steps	Responsibility
4.1 Hazard Identification & Risk Assessment	RMC Director of Program HOD Staff QAU

<p><b>4.1.1</b> Through establishing the context, FCMS will be able to identify its risk management scope and set the risk management criteria.</p> <p><b>4.1.2</b> An annual risk identification exercise undertaken by FCMS management in collaboration with all stakeholders to create a comprehensive list of risks based on actions that might improve, inhibit, accelerate or postpone the achievement of strategic or operational objectives.</p> <p><b>4.1.3</b> Each department/Unit should identify risks, their sources, causes, and potential consequences.</p> <p><b>4.2</b> FCMS considers the causes and sources of risk, identifies and evaluates existing controls, weighs the positive and negative consequences of the risk (impact), and the probability that those consequences can happen (likelihood).</p> <p><b>4.2.1</b> During this analysis, the Quality and Accreditation Unit (QAU) will analyze the effectiveness of existing procedures to manage risk.</p> <p><b>4.2.2</b> Risk assessment, evaluation, and treatment are done.</p>	<p>Risk owner</p>
---	-------------------

<p><b>4.2.3</b> Risks can be recognized at any point during the year and should be included to the risk register as soon as they are discovered.</p> <p><b>4.2.4</b> All identified risks are listed in the risk register, together with their scores for likelihood of occurrence and severity of impact, initial plans for mitigating extreme risk, and subsequent results.</p> <p><b>4.2.5</b> Risk monitoring and review is an important and ongoing part of the risk management process, and it is done to:</p> <ul style="list-style-type: none"> <li>• Recognize any changes in the internal or external environment.</li> <li>• Identify new risks.</li> <li>• Evaluate the efficacy of various treatment strategies.</li> <li>• Determine whether a risk has changed and needs to be escalated, or whether it is no longer valid and may be archived.</li> </ul> <p><b>4.2.6</b> A new treatment strategy should be sought if the treatment is not reducing the risk.</p>	
<p><b>4.3 Incident Reporting:</b></p> <p><b>4.3.1</b> Any incident occurring in the skills labs during college hours must be reported immediately to the lab supervisor.</p> <p><b>4.3.2</b> An incident report form must be filled out and submitted to QAU.</p>	<p>Safety and security unit Students Staff</p>

**4.3.3** A faculty member will assess the student/staff and administer first aid as needed.

**4.3.4** Hotline number 72222 shall be called and to assist in transporting an injured/ill student to a hospital.

**4.3.5** Lab supervisor will follow up with the student within 3 working days.

**4.3.6** A copy of the incident report and a written follow up report will be kept in the student's file.

**4.3.6.1 Needle stick Injury**

4.3.6.1.1 In the event of a “Clean” needle stick

4.3.6.1.2 The individual must inform the lab instructor or lab supervisor immediately.

4.3.6.1.3 First aid protocol must be applied and an incident report must be filed.

**4.3.6.2 In the event of a “Contaminated” needle stick**

4.3.6.2.1 The site should be immediately washed with soap and water.

4.3.6.2.2 The incident should be reported.

4.3.6.2.3 The exposure should be assessed (type of fluid, type of needle, amount of blood on the needle, etc).

4.3.6.2.4 Contact the DSFH-IC director in DSFH for proper action to be taken.

4.3.6.2.5 Follow up the status of the injured person.

**4.3.6.3 Cleaning of laboratory and equipment**

<p>4.3.6.3.1 The lab supervisor will be responsible for the disinfection and maintenance of equipment, and monitoring of the lab operation.</p> <p>4.3.6.3.2 Students and instructors are responsible for the cleanliness of the lab during and after use.</p> <p>4.3.6.3.3 Floors, counters and furniture will be cleaned by lab cleaner at the end of each day and more frequently if needed.</p> <p>4.3.6.3.4 Equipment located in the skills lab will be cleaned after each skills lab section and more often as necessary with the appropriate cleaning agent.</p> <p>4.3.6.3.5 Linen on beds will be changed when soiled or after extensive use.</p> <p>4.3.6.3.6 Bedspreads may be used more than once during return demonstration of bathing.</p> <p>4.3.6.3.7 Soiled linen should be kept in the green plastic bag.</p> <p>4.3.6.3.8 Soiled linen will be cleaned in the DSFH laundry and stored in a clean, closed cabinet.</p>	
<p><b>4.4 Emergency Response</b></p> <p><b>4.4.1</b> The Security Representative shall report to all Emergency calls, respond and take necessary action(s) in collaboration with DSFH Security</p>	<p>DAF Staff Students Security representative</p>




<p>Manager, and distribute Security Guards at important locations.</p> <p><b>4.4.2</b> Prepare, review, examine and maintain records regarding security operations. Record all Security activities in the Logbook and report to the Safety and Facility Management Committee.</p> <p><b>4.4.3</b> Conduct rounds to detect unauthorized entry of persons.</p> <p><b>4.4.4</b> Protects FCMS, students, staff, visitor and contractor property from risks.</p> <p><b>4.4.5</b> The Staff shall report immediately any emergency cases if Mr. Strong is needed by dialing emergency code 72222, observe and practice all security procedures, and report immediately all in secure conditions, hazards to the Director of Administration and Finance (DAF), and the Safety and Security Unit Manager.</p>	
<p><b>4.5 Incident Investigation, Root Cause Analysis, and corrective actions:</b></p> <p><b>4.5.1</b> Classify incident severity, and initiate investigation within 48 hours. Collect statements, evidence, and system data for the investigation and analysis. Perform Root Cause Analysis (RCA), and identify system failures (not just human error).</p> <p><b>4.6</b> Document findings and define corrective action.</p> <p><b>4.7</b> Define preventive measures for the emergency or incident, assign responsibility for those measures, and set timeline.</p>	<p>Risk management Committee Quality and Accreditation Unit</p>

4.8 Monitor implementation and verify effectiveness

5. Forms/attachments: NA

6. References:

7. Approval:

	Name	Job title	Signature	Date
Reviewed by	Dr. Wesam Abduljabbar	Vice Dean for Development and Quality Management		10-3-2024
Reviewed by	Dr. Enas Gouda	Director-Quality and Accreditation Unit		10-3-2024
Approved by	Prof. MSM Ardawi	FCMS Dean		14-3-2024