

## The University of Manchester – Dubai Health and Safety Guide

The University of Manchester – Dubai is committed to providing a safe, healthy, and supportive environment for all students, staff, visitors, and partners. Health, safety, and wellbeing of our community are fundamental to ensuring a positive and productive learning experience.

This guide outlines the key health and safety information, procedures, and responsibilities that all members of the University community should be aware of when attending workshops, events, meetings, or visiting UoM – Dubai facilities.

Upon arrival at any UoM – Dubai workshop location, event, or office, all students, staff, and visitors should take a few moments to familiarise themselves with the relevant health and safety arrangements, including emergency procedures, evacuation routes, assembly points, first aid facilities, and other safety measures specific to the venue.

The guidance below provides important information on the health and safety procedures that apply during all UoM – Dubai activities, workshops, and events.

### Fire Evacuation

In the event of a fire or emergency, you may hear a continuous alarm or siren, and/or receive instructions from venue staff or UoM – Dubai representatives.



If the fire alarm sounds:

- Evacuate immediately
- Leave the building using the nearest available exit
- Do not use lifts
- Do not stop to collect personal belongings
- Do not wait for others — proceed immediately to the assembly point
- Follow the instructions from UoM – Dubai staff, fire marshals, or venue personnel



Fires can develop rapidly; therefore, it is essential to act promptly and always remain calm.

Once at the designated assembly point:

- Remain with your assigned group
- Follow all instructions from UoM – Dubai staff or Assembly Point Controllers
- Do not leave the assembly area nor re-enter the building, even if the alarm stops sounding, until you are formally advised that it is safe to do so by the Fire Marshal or Assembly Point Controller

A safety briefing, including evacuation procedures, routes and assembly point location, will be provided at the start of each workshop or event.



### Emergency Assistance & First Aid

UoM – Dubai is committed to ensuring that prompt support and assistance is available in the event of an incident, accident, or emergency.

If you require assistance:

- Alert a member of UoM – Dubai staff immediately

- Contact the designated UoM – Dubai emergency contact (provided during your workshop briefing)  
Administration Support: + 971 52 318 1941  
Student Services Support: +971 52 220 5719
- Where necessary, contact UAE emergency services mentioned below:
 

<b>Police</b>	<b>999</b>
<b>Ambulance</b>	<b>998</b>
<b>Dubai Civil Defence</b>	<b>997</b>

At all approved teaching venues:

- First aid facilities are available on-site
- UoM – Dubai staff will coordinate with the venue and emergency services to ensure appropriate support is provided

### Accident & Incident Reporting

All accidents, injuries, or incidents, no matter how minor, must be reported to UoM – Dubai staff as soon as possible.

### Emergency Alerts & National Guidance (MOI / UAE Authorities)

In the event of a national emergency or security situation, the UAE authorities may issue official mobile alerts through the Ministry of Interior (MOI) and other government communication channels.

Students, staff and visitors must:

- Ensure their mobile phones are enabled to receive UAE emergency alerts (Public Warning System)
- Follow all official instructions issued by UAE authorities immediately
- All students, staff, and visitors must rely solely on official communications issued by the local authorities. The use of unofficial sources or social media for information is strictly discouraged. Furthermore, photographing, recording, or sharing any information related to the incident on social media or other public platforms is strictly prohibited.

## Personal Emergency Evacuation

If you have a disability, medical condition, or specific requirement that may affect your ability to evacuate safely during an emergency, a Personal Emergency Evacuation Plan can be arranged to support you.

You are encouraged to:

- Inform UoM – Dubai staff in advance of any specific support needs
- Liaise with the Student Services Team prior to visiting UoM – Dubai facilities or attending workshops and events

## Safe Zones & Shelter Guidance

If instructed to **shelter-in-place**, you must:

- Proceed immediately to the designated safe area within the venue (e.g. internal rooms, corridors)
- Stay away from windows, glass, external walls, and open areas
- Remain calm and follow instructions from UoM – Dubai staff and or venue personnel
- Remain in place until official clearance is provided by relative authorities.
- Safe zone will have medical emergency first aid kit.

## Hazard Reporting

If you identify any hazards or unsafe conditions, you must report them immediately to:

- A UoM – Dubai staff member, or
- The venue management team (where applicable)

Hazards may include (but are not limited to):

- Slips, trips, or obstacles
- Damaged equipment or facilities
- Fire safety concerns
- Any situation that may pose a risk to health and safety

Your cooperation helps ensure a safe environment for all students, staff, and visitors.

## Security & Safety Awareness

UoM – Dubai maintains appropriate security measures, including CCTV coverage, office and on-site security personnel in all approved venue providers, all of which are in-line with UAE regulations.

All students and visitors must:

- Always follow instructions provided by UoM – Dubai staff and venue personnel
- Cooperate fully with any security or safety procedures
- Keep your personal belongings always secure

Report any suspicious activity immediately to UoM - Dubai staff or Venue Security Personnel



## Housekeeping

Maintaining good housekeeping is essential to prevent **slips, trips, and falls**, and to reduce potential fire hazards.

When visiting UoM – Dubai or during workshops and events:

- Certain venues do not allow F&B inside the classroom
- Do not leave bags or personal belongings in corridors, stairwells, lifts, or doorways
- Keep all walkways and all exits clear
- If you notice or cause a spill, report it immediately to a UoM – Dubai staff member or venue staff

If you have any safety concerns that you cannot resolve yourself, please report them to a UoM – Dubai staff member or the venue management team.

## Waste Disposal

To maintain a safe and clean environment:

- Dispose of all waste in the appropriate bins or recycling receptacles
- Do not leave litter in teaching areas or common spaces
- Follow any venue-specific waste and recycling guidelines

Your cooperation helps ensure a safe, clean, and professional learning environment for all.

## Smoking Policy

UoM – Dubai operates in line with UAE regulations and venue policies.

- Smoking is strictly prohibited inside all UoM - Dubai premises and all teaching venues (workshops, events) including near building entrances
- This policy applies to all forms of smoking, including electronic cigarettes and vaping devices

## Lost & Found

If you lose or find any personal belongings during a workshop or event:

- Report it immediately to a UoM – Dubai staff member, or
- Contact the venue reception or management team

Students are advised to keep personal belongings always secure, as UoM – Dubai cannot be held responsible for unattended items.

## United Arab Emirates Emergency Contact Numbers

In case of an emergency, please contact

**Police:** 999 | **Ambulance:** 998

**Dubai Civil Defence:** 997

## UoM – Dubai Emergency Contact details

UoM – Dubai Office Reception  
**+971 4 446 8664**

UoM – Dubai Student and Academic Support Team  
**+971 52 220 5719**  
Support.me@manchester.ac.uk

UoM – Dubai Administration Support Team  
**+971 52 318 1941**  
selvaganesh.narayanan@manchester.ac.uk  
admin.me@manchester.ac.uk  
people.me@manchester.ac.uk

*This guide may be reviewed, adapted, and tailored as necessary to meet the specific needs of staff, students, and visitors, ensuring its relevance and effectiveness prior to distribution.*

