

Policies and Procedure Manual

Health, Safety and Security

Version 1.0

PRIVATE & CONFIDENTIAL

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1. Purpose

The purpose of this document is to define and clarify the procedures and guidelines related to Vital Bahrain's Health, Safety and Security activities.

2. Scope

This policy establishes the lines of responsibility for Vital Bahrain's Health, Safety and Security activities. Key areas covered include:

- Health and Safety Policy,
- Policy Statement,
- General Responsibilities,
- Responsibilities of Role holders,
- Strategic Responsibilities,
- Advice and Assistance,
- Specialist Safety Roles,
- Health and Safety Management System,
- Vatel Bahrain Health and Safety Plan, and
- Risk Assessment.

3. Key Objectives

This policy is intended to:

- Clearly define Vatel Bahrain's commitment to providing a safe and healthy work and learning environment for all staff, students, and visitors.
- Establish core principles that guide decision-making regarding health, safety, and security practices.
- Communicate Vatel Bahrain's expectations for health, safety, and security compliance from all members of the Vatel Bahrain community.
- Emphasize the importance of individual responsibility in maintaining a safe environment.
- Outline the shared responsibility of all Vatel Bahrain members to contribute to a safe and healthy environment.
- Specify actions expected from staff, students, and visitors regarding health and safety protocols.
- Clearly define the specific health, safety, and security obligations of different roles within Vatel Bahrain (e.g., management, faculty, staff, students).

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- Ensure each role holder understands their part in maintaining a safe environment.
- Set long-term goals for continuous improvement in health, safety, and security at the Vatel Bahrain.
- Align these goals with Vatel Bahrain's overall strategic objectives.
- Specify resources available to staff, students, and visitors to obtain information and guidance on health, safety, and security matters.
- Identify specific roles or departments responsible for providing such support.
- Outline the roles and responsibilities of dedicated health and safety personnel within the Vatel Bahrain.
- Ensure qualified individuals manage crucial aspects of health and safety protocols.
- Establish a structured framework for managing health and safety risks at the Vatel Bahrain.
- Define processes for risk assessment, incident reporting, corrective actions, and continual improvement.
- Develop a comprehensive plan outlining specific actions and procedures for maintaining a safe environment.
- Address potential hazards and emergencies, outlining preventative and response measures.
- Emphasize the importance of proactive risk identification and assessment throughout Vatel Bahrain operations.
- Establish a process for identifying potential hazards, evaluating their significance, and implementing control measures.

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4. Periodic Revision

The attached policy is subject to an annual review conducted by the process owners. Any modifications or updates resulting from this review will be presented to the Board of Directors for approval.

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5. Process Activity Tree

Activity	Frequency
Review and revise Policy Statement	Annually
Follow safety protocols	Ongoing
Report safety hazards	As identified
Support safety programs	As implemented
Wear PPE (when necessary)	As required for specific activities
Review Policy	Annually
Update Policy (if needed)	As needed
Create Health and Safety Plan	Upon establishment
Allocate resources for safety initiatives	As needed based on risk assessment
Establish incident investigation procedure	Upon establishment
Investigate accidents/incidents	Upon occurrence
Maintain incident logs	Ongoing
Set up performance monitoring program	Upon establishment
Identify staff/students using hazardous materials	As needed
Obtain Safety Data Sheets (SDS)	For identified hazardous materials
Provide easy access to SDS	Ongoing
Develop safety training programs	Annually
Deliver training sessions	As required
Keep training records	Ongoing
Appoint safety representatives	Upon establishment
Launch communication campaigns	Regularly
Track campaign effectiveness	As campaigns are implemented
Assess need for safety roles	As needed
Consult with stakeholders	As needed
Recruit qualified candidates	As needed
Verify qualifications/certifications	Ongoing
Provide ongoing training	As needed
Conduct risk assessments	Ongoing
Document risk assessment findings	Ongoing
Develop safe work procedures	For high-risk activities
Investigate incidents	Upon occurrence
Maintain incident records	Ongoing
Provide health and safety training	As required
Implement communication and awareness strategies	Regularly
Conduct HSMS management reviews	Periodically

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Activity	Frequency
Develop UHSP	Upon establishment
Define specific safety objectives	Within UHSP development
Develop action plans and strategies	Within UHSP development for each objective
Monitor and evaluate performance	Regularly
Update UHSP	Regularly
Identify activity/area for risk assessment (lectures, housekeeping, catering).	Department Head
Convene discussion group with relevant personnel.	Department Head
Brainstorm and identify all potential hazards.	Department Heads
Document identified hazards by type (physical, chemical, etc.).	Department Head
Evaluate likelihood of occurrence for each hazard.	Department Head
Evaluate potential severity of consequences for each hazard.	Department Head
Assign risk rating (likelihood x severity) using a risk matrix (with Facilities Management if needed).	Department Head
Document risk ratings for each hazard.	Department Head
Identify appropriate control measures based on risk ratings (reduce likelihood/severity).	Department Head

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6. Policy Statement

The Vatel Bahrain Health and Safety Policy Statement serves as a clear and concise declaration of Vatel Bahrain's unwavering commitment to providing a safe and healthy environment for its entire community. This statement outlines the core principles that guide the Vatel Bahrain's approach to health and safety. Key elements of a strong Policy Statement may include:

- **Commitment to Safety:**
A clear and unequivocal statement that prioritizes the safety and well-being of all staff, students, visitors, and contractors.
- **Focus on Prevention:**
The statement should emphasize Vatel Bahrain's proactive approach to preventing work-related injuries and illnesses.
- **Integration with Vatel Bahrain Activities:**
The statement should highlight the importance of integrating health and safety considerations into all Vatel Bahrain activities, fostering a safety-conscious culture.
- **Compliance with Regulations:**
The statement may acknowledge Vatel Bahrain's commitment to adhering to all applicable health and safety regulations and best practices.

Policy Statement for Vatel Bahrain is as follows:

“The Vatel Bahrain is dedicated to providing a safe and healthy work and learning environment for all staff, students, visitors, and contractors. We are committed to preventing work-related injuries and illnesses by actively integrating health and safety considerations into all Vatel Bahrain activities. We strive to comply with all applicable Bahraini health and safety regulations and best practices.”

7. Health and Safety Policy

The Vatel Bahrain Health and Safety Policy establishes a comprehensive framework to prioritize the safety and well-being of everyone within the Vatel Bahrain community.

This policy outlines the guiding principles, roles, and responsibilities for creating a safe and healthy environment for staff, students, visitors, and contractors.

Key elements of the Health and Safety Policy include:

- **Shared Responsibility:**
 - Everyone at the Vatel Bahrain shares the responsibility for maintaining a safe environment.
 - This includes following established procedures, reporting hazards, cooperating with safety initiatives, and using required personal protective equipment (PPE).
 - Health and safety considerations will be integrated into all institution activities, including non-academic events and services. Event organizers will collaborate with the Health and Safety Committee to conduct risk assessments and implement necessary safety measures. This ensures a holistic approach to creating a secure and inclusive environment across all facets of Vatel Bahrain operations.

- **Departmental Responsibility:**
 - Each department plays a crucial role in implementing health and safety within their specific area.
 - This involves conducting regular risk assessments to identify and mitigate potential hazards, providing staff with relevant health and safety training, and maintaining a safe work environment.

- **Designated Roles:**
 - **General Director:**
Holds ultimate responsibility for health and safety, providing leadership and allocating resources for policy implementation.

 - **Deputy General Director of Administration Affairs:**
Oversees the day-to-day implementation of the policy, ensuring departmental compliance and providing guidance.

 - **Admin and Finance Director:**
Champions a culture of safety, allocating resources for training, equipment, and potential specialist safety personnel.

 - **Heads of Department:**

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Responsible for health and safety within their departments, implementing the policy, assigning departmental safety representatives, and reporting concerns.

- **Security Manager:**
Maintains a safe physical environment, supports departments with safety initiatives, manages security operations, ensuring accessibility for students and staff with special needs and maintaining a secure environment.
- **Health and Safety Committee:**
Advises on policy development, reviews risk assessments, investigates incidents, and promotes safety awareness.

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8. General Responsibilities

Vatel Bahrain is committed to providing a safe and healthy environment for all members of its community, including staff, students, visitors, and contractors. To achieve this goal, everyone at Vatel Bahrain shares the responsibility for maintaining a safe environment. This includes:

- Following established health and safety procedures:
Pay close attention to safety protocols outlined in Vatel Bahrain guidelines, signage, and training materials.
- Reporting identified hazards or unsafe work practices:
If you observe a potential hazard or unsafe work practice, report it immediately to your supervisor, a designated safety representative, or the Security Manager.
- Cooperating with health and safety initiatives:
Vatel Bahrain may implement various safety initiatives throughout the year. Active participation and cooperation from all members of the community are crucial for their success.
- Utilizing personal protective equipment (PPE):
In situations where specific activities require the use of PPE (e.g., gloves, knives in culinary labs), it is mandatory to wear the designated equipment as instructed.

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9. Responsibilities of Role holders

- **General Director**
 - Holds ultimate accountability for health and safety at Vatel Bahrain.
 - Provides leadership and direction for the development and implementation of the Vatel Bahrain Health and Safety Policy.
 - Allocates necessary resources, such as funding and personnel, to ensure effective health and safety practices are implemented across the institute.

- **Deputy Directors**
 - Oversees the day-to-day implementation of the Vatel Bahrain Health and Safety Policy.
 - Works collaboratively with departments to ensure they comply with health and safety regulations and procedures.
 - Provides guidance and support to departments on health and safety matters, including best practices and risk management strategies.

- **Heads of Department**
 - Responsible for health and safety within their respective departments.
 - Implement the Vatel Bahrain Health and Safety Policy within their departments, ensuring departmental activities are conducted in accordance with established risk assessments and control measures.
 - Assign a designated safety representative within their department who can act as a point of contact for staff with health and safety concerns.
 - Report any health and safety concerns or incidents to the designated person (e.g., Deputy Director or Facilities Management).

- **Security Manager**
 - Plays a critical role in maintaining a safe physical environment across Vatel Bahrain.
 - Ensures buildings and facilities are properly maintained and meet safety standards through regular inspections and adherence to building codes.
 - ensures accessibility for students and staff with special needs and maintaining a secure environment.
 - Provides support for health and safety initiatives, including assisting departments with hazard identification, conducting safety audits, and responding to incidents.
 - Manages security operations within Vatel Bahrain, ensuring a secure environment for all members of the community.

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- **Health and Safety Committee**

- A committee comprised of representatives from various departments and stakeholder groups, such as faculty, staff, and students (if applicable), may be established in the future. This committee could:
 - > Advise on health and safety matters, including providing input on policy development, reviewing departmental risk assessments, and participating in incident investigations.
 - > Promote awareness of health and safety issues within the Vatel Bahrain community through various initiatives, such as campaigns and workshops.

- **Activity Table**

Sr. No.	Activity / Task	Responsibility
1	Holds the highest level of responsibility for health and safety at Vatel Bahrain. This includes ensuring a safe environment for all staff, students, visitors, and contractors.	General Director / Director
2	Provides leadership in developing, implementing, and maintaining the Vatel Bahrain Health and Safety Policy.	General Director / Director
3	Allocates the necessary resources (funding, personnel) to support effective health and safety practices across the institute. This may involve budgeting for training, safety equipment, or potential specialist safety personnel.	General Director / Director
4	Oversees the daily implementation of the Vatel Bahrain Health and Safety Policy. This ensures consistent application of safety practices across all departments.	Deputy Directors
5	Works collaboratively with department heads to ensure their departments comply with health and safety regulations and procedures. This may involve providing guidance and support.	Deputy Directors
6	Provides guidance and support to departments on health and safety matters. This could include sharing best practices, risk management strategies, or resources.	Deputy Directors

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Sr. No.	Activity / Task	Responsibility
7	Responsible for health and safety within their respective departments. This means creating a safe work environment for their staff and students.	Heads of Department
8	Implement the Vatel Bahrain Health and Safety Policy within their departments. This involves ensuring departmental activities are conducted in accordance with established risk assessments and control measures.	Heads of Department
9	Assign a staff member within their department to serve as a designated safety representative. This person acts as a point of contact for staff with health and safety concerns and can provide initial guidance.	Heads of Department
10	Report any health and safety concerns or incidents to the designated person (e.g., Deputy Director or Facilities Management). Prompt reporting allows for investigation and preventative action.	Heads of Department
11	Plays a critical role in maintaining a safe physical environment across Vatel Bahrain. This involves ensuring buildings and facilities are properly maintained and meet safety standards. They achieve this through regular inspections and adherence to building codes.	Security Manager
12	Provides support for health and safety initiatives across the institute. This may involve assisting departments with hazard identification, conducting safety audits of facilities and activities, and responding to incidents.	Security Manager
13	Manages security operations within Vatel Bahrain. This ensures a secure environment for all members of the community, including staff, students, visitors, and contractors.	Security Manager
14	Advise on health and safety matters. This may involve providing input on policy development, reviewing departmental risk assessments, and participating in incident investigations to identify root causes and prevent recurrence.	Health and Safety Committee
15	Promote awareness of health and safety issues within the Vatel Bahrain community through various initiatives. This could include organizing safety campaigns, workshops, or developing educational resources.	Health and Safety Committee

10. Strategic Responsibilities

a) Policy:

- Vatel Bahrain is committed to ongoing improvement in health and safety performance. This commitment is reflected in the following strategic actions:
 - **Regular Policy Review:**
The Vatel Bahrain Health and Safety Policy will be reviewed periodically to ensure it remains current with best practices and relevant regulations in Bahrain.
 - **Vatel Bahrain Health and Safety Plan:**
A comprehensive plan will be developed outlining specific health and safety objectives and the strategies to achieve them. The plan may consider factors specific to the hospitality and culinary education environment.
 - **Resource Allocation:**
Vatel Bahrain will allocate necessary resources to support health and safety initiatives, including funding for training programs, the acquisition of essential safety equipment, and potential recruitment of specialist safety personnel (if required).
 - **Incident Investigation:**
All accidents and incidents will be thoroughly investigated to identify root causes and prevent future occurrences. Records of all incidents will be maintained.
 - **Performance Monitoring:**
Vatel Bahrain will establish a program to monitor health and safety performance and identify areas for improvement. This may involve regular safety audits, analysis of incident data, and performance metrics.

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b) Procedure:

Sr. No.	Activity / Task	Responsibility
1	Schedule periodic reviews of the Vatel Bahrain Health and Safety Policy at defined intervals (e.g., annually).	Senior Management
2	During the review, assess the policy for currency and alignment with practices in health and safety management. Any changes in relevant health and safety regulations in Bahrain.	Senior Management
3	Update the policy as needed to ensure it reflects current best practices and legal requirements.	Senior Management
4	Establish a team to develop a comprehensive Health and Safety Plan for Vatel Bahrain.	Senior Management
5	The plan should outline specific, measurable health and safety objectives for Vatel Bahrain.	Health and Safety Committee
6	Define clear strategies for achieving each health and safety objective outlined in the plan.	Health and Safety Committee
7	Consider incorporating elements specific to the hospitality and culinary education environment.	Department Heads
8	Finalize the Vatel Bahrain Health and Safety Plan, ensuring it is clear, comprehensive, and achievable.	Senior Management
9	Senior management will allocate the necessary resources to support health and safety initiatives outlined in the plan.	Senior Management
10	Consider allocating resources for potential recruitment of specialist safety personnel if deemed necessary based on the risk assessment and needs of the institute.	Senior Management
11	Establish a clear process for the thorough investigation of all accidents and incidents that occur at Vatel Bahrain. This ensures root causes are identified to prevent similar occurrences in the future.	Senior Management
12	The investigation process may involve designated personnel.	Senior Management
13	The investigation should aim to determine factors that contributed to the incident.	Health and Safety Committee
14	Based on the investigation findings, develop and implement corrective actions to prevent similar incidents in the future.	Health and Safety Committee
15	Maintain complete records of all incidents and investigations for future reference and trend analysis.	Health and Safety Committee

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Sr. No.	Activity / Task	Responsibility
16	Establish a program for monitoring Vatel Bahrain's health and safety performance. This allows for continuous improvement in safety standards.	Senior Management

11. Advice and Assistance

a) Policy:

- Vatel Bahrain is committed to providing comprehensive advice and support on health and safety matters to all staff and students.
- This proactive approach aims to empower everyone within the Vatel Bahrain community to make informed decisions and prioritize safety in their daily activities.
- Access to Safety Data Sheets (SDS):
 - > For staff and students working with potentially hazardous materials (e.g., cleaning chemicals in housekeeping or certain ingredients in culinary labs), Vatel Bahrain will ensure readily available access to relevant Safety Data Sheets (SDS) and details on scheduled cleaning, maintenance, and equipment upgrades.
 - > SDS provide critical information on the properties of hazardous materials, safe handling procedures, and emergency response protocols .
- Health and Safety Training:
 - > Vatel Bahrain will develop and deliver training programs on health and safety procedures relevant to different roles and activities. This training will be mandatory for all staff and students. Here are some potential training topics:
 - i. Fire Safety and Emergency Procedures:
Familiarization with fire extinguisher use, evacuation procedures, and emergency assembly points.
 - ii. Safe Food Handling Practices:
Training for staff and students involved in food preparation to prevent foodborne illnesses and ensure proper hygiene protocols.
 - iii. Laboratory Safety:
Specific training for staff and students working in culinary labs, covering safe handling of equipment, proper disposal of hazardous materials, and personal protective equipment (PPE) use.
 - iv. Workplace Ergonomics:
Training to promote proper posture and techniques to prevent musculoskeletal disorders associated with desk work or repetitive tasks.

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- v. General Workplace Safety:
This training could cover topics like identifying trip hazards, electrical safety, and proper lifting techniques.
- Support from a Designated Safety Representative:
 - > Heads of department, as outlined in the Roles and Responsibilities section, will assign a designated safety representative within their department.
 - > This person will act as a point of contact for staff and students with health and safety concerns or questions.
 - > They can provide initial guidance, escalate concerns to appropriate personnel (e.g., Security Manager), and ensure departmental safety procedures are understood and followed.
- Communication and Awareness Campaigns:
 - > Vatel Bahrain may launch periodic communication campaigns and awareness workshops to keep health and safety at the forefront of everyone's mind.
 - > These initiatives could utilize various channels, including posters, email newsletters, safety briefings during department meetings, or dedicated safety workshops.

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b) Procedure:

Sr. No.	Activity / Task	Responsibility
1	Identify staff and students who work with potentially hazardous materials in their roles (e.g., cleaning staff, culinary students).	Department Heads
2	Obtain relevant Safety Data Sheets (SDS) for the specific hazardous materials used at Vatel Bahrain. These can be acquired from suppliers or manufacturers.	Facilities Management
3	Make SDS readily available to staff and students who require them.	Facilities Management
4	Develop health and safety training programs tailored to the specific needs of different roles and activities at Vatel Bahrain.	Health and Safety Committee
5	Deliver mandatory health and safety training programs to all staff and students. Training can be delivered through various methods such as classroom sessions, online modules, or hands-on workshops.	Health and Safety Committee
6	Maintain records of who has completed required health and safety training programs.	Health and Safety Committee
7	Department heads will designate a staff member within their department to serve as a safety representative.	Department Heads
8	Develop and launch periodic communication campaigns to promote health and safety awareness within the Vatel Bahrain community.	Health and Safety Committee
9	Utilize various channels to deliver safety messages.	Health and Safety Committee
10	Monitor the effectiveness of communication campaigns and adjust strategies as needed to maintain high levels of safety awareness.	Health and Safety Committee

12. Specialist Safety Roles

Depending on the identified needs, Vatel Bahrain may consider establishing the following specialist safety roles:

- **Security and Safety Supervisor:**

A dedicated professional with expertise in health and safety regulations, risk assessment methodologies, and incident investigation procedures. This role would provide comprehensive support to Vatel Bahrain, including:

- > Developing and maintaining the Vatel Bahrain Health and Safety Policy and related procedures.
- > Conducting comprehensive risk assessments for Vatel Bahrain activities.
- > Liaising with regulatory bodies to ensure compliance with health and safety regulations.
- > Delivering health and safety training programs.
- > Investigating accidents and incidents to identify root causes and implement preventive measures.
- > Providing ongoing advice and support to staff and students on health and safety matters.
- > Provide secure and efficient examination arrangements.

In addition to general security measures, the Security Manager will implement protocols to provide secure and convenient access for individuals with special needs. This includes ensuring barrier-free access, clearly marked pathways, and emergency assistance provisions for individuals requiring support. Training will be provided to security staff on accommodating and assisting individuals with special needs.

- **Safety Committee Membership:**

- > Consideration may be given to including a qualified health and safety professional as a member of the Vatel Bahrain Health and Safety Committee.
- > This member would offer specialized expertise during committee discussions and contribute to developing effective safety initiatives.

- The implementation of specialist safety roles will involve careful consideration of the following factors:

- **Qualifications and Experience:**

If specialist safety roles are established, Vatel Bahrain will ensure the appointed individuals possess the necessary qualifications, experience, and certifications relevant to the specific role.

- **Training and Development:**

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Ongoing training and development opportunities will be provided to ensure the specialist safety role holders remain current with best practices and relevant regulations.

- **Integration with Existing Structure:**
The specialist safety roles will be integrated seamlessly into the existing Vatel Bahrain structure, ensuring clear lines of communication and collaboration with other departments, such as Facilities Management and department heads.

- **Activity Table:**

Sr. No.	Activity / Task	Responsibility
1	Evaluate the need for establishing specialist safety roles at Vatel Bahrain.	Senior Management
2	Conduct consultations with relevant stakeholders to gather input on the potential need for specialist safety roles.	Senior Management
3	If the decision is made to establish specialist safety roles, clearly define the responsibilities and accountabilities associated with each role.	Senior Management
4	Develop a job description for each specialist safety role, outlining required qualifications, experience, and certifications.	Senior Management
5	If proceeding with recruitment, advertise the specialist safety role(s) through appropriate channels to attract qualified candidates.	Human Resources
6	Conduct a competitive recruitment process to select the most qualified candidate(s) for the specialist safety role(s). This may involve reviewing applications, conducting interviews, and potentially skills assessments.	Senior Management
7	Ensure all staff holding specialist safety roles possess the necessary qualifications and certifications relevant to their position.	Human Resources
8	Provide ongoing training and development opportunities for specialist safety role holders.	Senior Management
9	Establish clear lines of communication and collaboration between specialist safety roles (if established) and other departments.	Senior Management
10	Integrate specialist safety roles into the existing Vatel Bahrain structure, ensuring they have the authority and resources to fulfill their responsibilities.	Senior Management

13. Health and Safety Management System

a) Policy:

- Vatel Bahrain is committed to establishing a comprehensive Health and Safety Management System (HSMS) to proactively identify, manage, and mitigate potential hazards within the institute.
- This system will serve as a framework for continuous improvement in health and safety performance, fostering a culture of safety for all staff, students, visitors, and contractors.

- **Core Elements of the HSMS**

The Vatel Bahrain HSMS will be built upon the following core elements:

- Risk Assessment:
 - > A systematic approach to identifying potential hazards associated with Vatel Bahrain activities in all departments. This will involve:
- Risk Identification:
 - > Recognizing potential hazards present in various activities, such as electrical hazards in labs, slip and fall risks in common areas, or ergonomic risks associated with prolonged computer use.
- Risk Analysis:
 - > Evaluating the severity and likelihood of identified hazards to determine their potential impact.
- Risk Control:
 - > Implementing appropriate control measures to mitigate identified risks. These controls may involve eliminating hazards, implementing engineering controls (e.g., installing safety railings), utilizing personal protective equipment (PPE), or establishing safe work procedures.
- Documentation:
 - > Maintaining records of risk assessments, identified hazards, implemented control measures, and ongoing monitoring.
 - > To enhance transparency, all health and safety records will be systematically maintained in a centralized database. These records will include incident reports, risk assessments, and training logs, ensuring ease of access for authorized personnel. The Health and Safety Committee will regularly audit these records to monitor compliance and identify trends for further improvement.
- Safe Work Procedures:

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- > Vatel Bahrain will develop and implement clear, written safe work procedures for all activities that pose a potential health or safety risk. These procedures will outline the steps required to perform tasks safely and will be readily available to staff and students involved in those activities.
- Incident Reporting and Investigation:
 - > A clear and well-defined process will be established for reporting all accidents, incidents, and near misses. This will encourage prompt reporting and facilitate thorough investigations to identify root causes and prevent similar occurrences in the future.
 - > The investigation process may involve designated personnel from Facilities Management, department heads, or a potential Health and Safety Officer (if established). Records of all incidents and investigations will be maintained.
- Training and Competency:
 - > Vatel Bahrain will provide mandatory health and safety training programs for all staff and students. The training will be tailored to specific roles and activities, ensuring everyone possesses the knowledge and skills to work safely.
 - > Training may cover topics such as fire safety, safe food handling practices, laboratory safety, workplace ergonomics, and general workplace safety.
- Communication and Awareness:
 - > Vatel Bahrain will actively promote health and safety awareness within the institute community. This may involve:
 - i. Regularly communicating health and safety messages through various channels, such as email newsletters, posters, or department meetings.
 - ii. Conducting safety campaigns and workshops to raise awareness of specific health and safety topics.
 - iii. Displaying clear safety signage throughout the institute to highlight potential hazards and safety procedures.
- Management Review:
 - > The Vatel Bahrain HSMS will be subject to periodic review by senior management. This review will assess the effectiveness of the system in achieving its objectives and identify areas for improvement.
 - > The review may consider factors such as incident data, safety audit findings, and feedback from staff and students.

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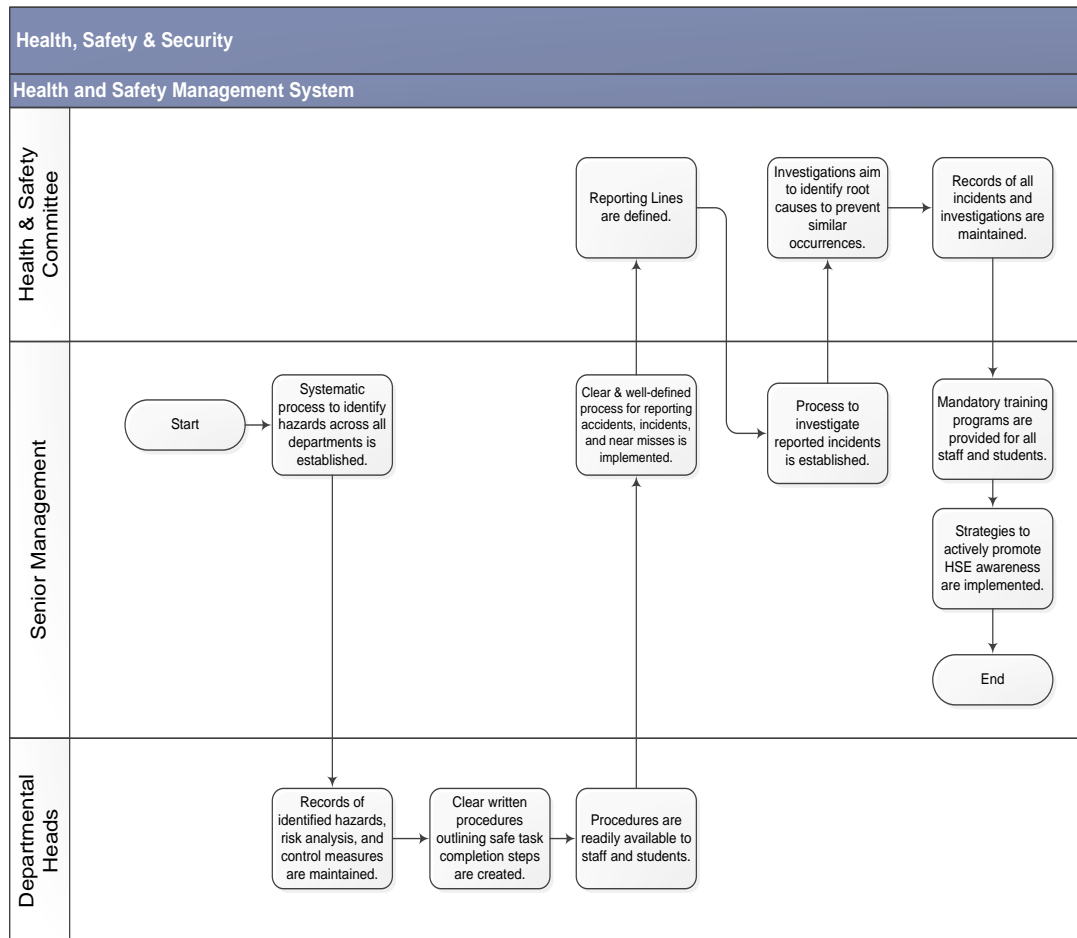
b) Procedure:

Sr. No.	Activity / Task	Responsibility
1	Implement a systematic process to identify potential hazards associated with all activities across Vatel Bahrain departments.	Senior Management
2	Document all risk assessments, including identified hazards, risk analysis results (severity/likelihood), and implemented control measures.	Department Heads
3	Develop clear, written safe work procedures for all activities that pose a potential health or safety risk.	Department Heads
4	These procedures should outline the steps required to perform tasks safely and ensure they are readily available to staff and students involved in those activities (e.g., posted in work areas, distributed electronically).	Department Heads
5	Establish a clear and well-defined process for reporting all accidents, incidents, and near misses. This encourages prompt reporting to identify potential issues before they escalate.	Senior Management
6	The process should define who is responsible for reporting (staff, students, witnesses) and how reports should be submitted (designated form, online system).	Health and Safety Committee
7	Establish a process for investigating reported incidents.	Senior Management
8	The investigation should aim to identify root causes of the incident to prevent similar occurrences.	Health and Safety Committee
9	Maintain records of all incidents and investigations for future reference and trend analysis.	Health and Safety Committee
10	Provide mandatory health and safety training programs for all staff and students.	Senior Management
11	Tailor the training programs to specific roles and activities. This ensures everyone receives relevant knowledge and skills to work safely.	Department Heads
12	Implement strategies to actively promote health and safety awareness within the Vatel Bahrain community.	Senior Management

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c) Process Map:



14. Vatel Bahrain Health and Safety Plan

a) Policy:

- Vatel Bahrain, as an institute dedicated to the safety and well-being of its entire community, will develop a comprehensive Vatel Bahrain Health and Safety Plan (UHSP) that complements the overarching Health and Safety Policy.
- This plan will outline specific objectives and strategies for achieving a safe learning environment.

- **Elements of the Vatel Bahrain Health and Safety Plan**

The Vatel Bahrain UHSP will encompass the following key elements:

- Specific Health and Safety Objectives:
 - > The plan will define clear, measurable objectives for health and safety performance. These objectives may address areas like:
 - i. Reducing the number of work-related accidents and injuries by a specific percentage within a defined timeframe.
 - ii. Increasing staff and student participation in health and safety training programs.
 - iii. Conducting regular safety audits in all departments to identify and address potential hazards.
 - iv. Implementing specific safety initiatives targeted at high-risk areas like culinary labs or housekeeping operations.
- Action Plans and Strategies:
 - > For each objective, the UHSP will outline detailed action plans and strategies for achieving them. These plans will identify:
 - i. Assigning ownership for implementing each action plan to specific departments, personnel, or committees (e.g., Facilities Management, department heads, Health and Safety Committee if established).
 - ii. Identifying the resources needed to implement the action plans, such as funding, equipment, or personnel time.
 - iii. Establishing realistic timelines for completing each action plan.
- Performance Monitoring and Evaluation:
 - > The UHSP will establish a framework for monitoring and evaluating the effectiveness of implemented strategies. This may involve:
 - i. Tracking key performance indicators (KPIs) aligned with the defined objectives (e.g., number of accidents, training participation rates).

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- ii. Conducting regular safety audits to identify areas for improvement.
 - iii. Reviewing incident data to identify trends and implement preventive measures.
- Continuous Improvement:
 - > The UHSP will be a living document subject to regular review and update. Feedback from staff, students, and relevant authorities will be considered to ensure the plan remains current and effective.
- **Developing the UHSP**

The development of the UHSP will involve a collaborative approach, considering input from various stakeholders:

 - Senior Management:

Providing leadership, direction, and resources for the development and implementation of the UHSP.
 - Department Heads:

Offering insights into specific safety concerns within their departments and contributing to the development of departmental action plans.
 - Health and Safety Committee:

Providing expertise and guidance on developing the UHSP and its implementation strategies.
 - Staff and Students:

Their input can be gathered through surveys or focus groups to identify potential hazards and areas requiring improvement.

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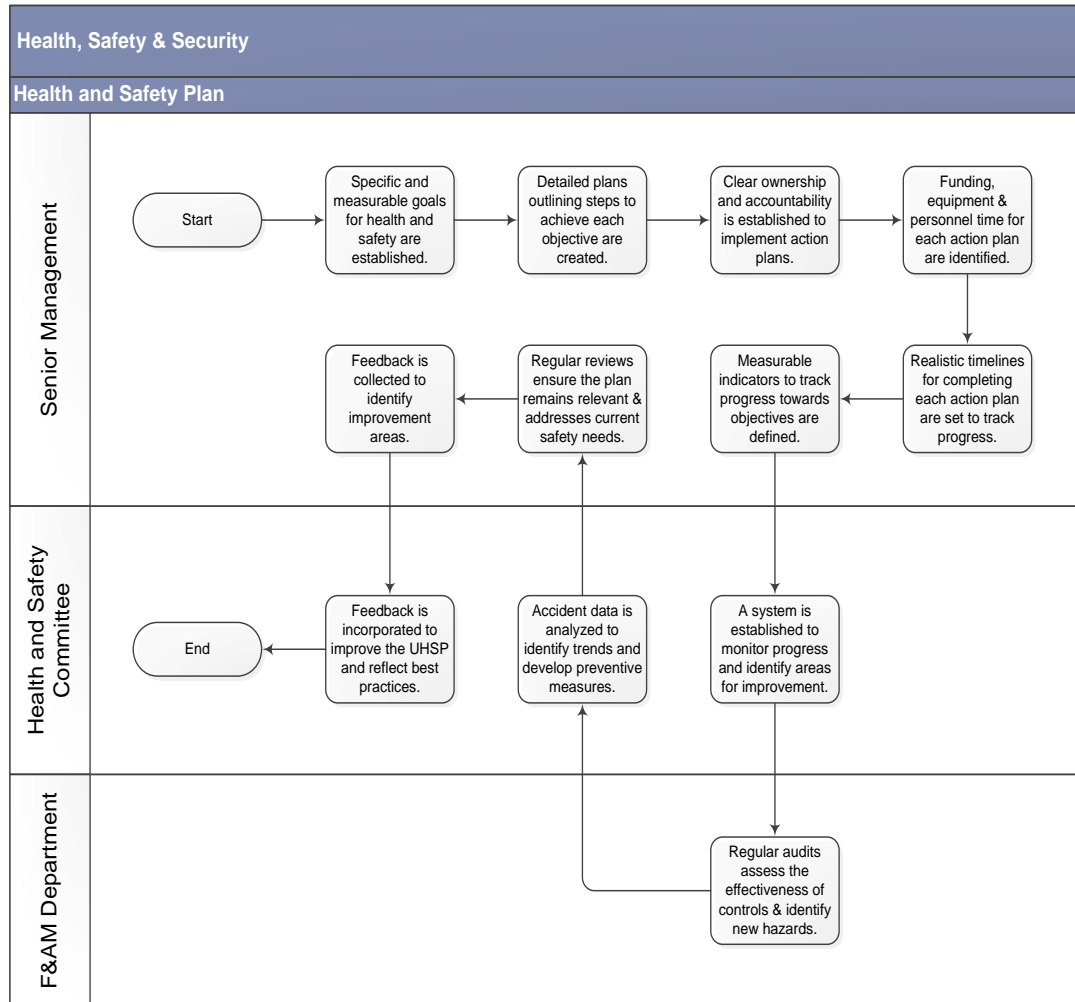
b) Procedure:

Sr. No.	Activity / Task	Responsibility
1	Define specific and measurable goals for health and safety within the UHSP. These goals should be clear and trackable.	Senior Management
2	Develop detailed plans outlining the specific steps needed to achieve each defined objective.	Senior Management
3	Assign clear responsibility for implementing each action plan to a specific department, staff member, or committee. This ensures ownership and accountability.	Senior Management
4	Identify the resources required for each action plan, such as funding for training programs, equipment for safety improvements, or personnel time dedicated to implementation.	Senior Management
5	Establish realistic timelines for completing each action plan. This helps track progress and ensure timely completion.	Senior Management
6	Identify measurable indicators that track progress towards achieving the defined objectives. These could be the number of accidents, training participation rates, or the completion of safety audits.	Senior Management
7	Establish a system for tracking the identified KPIs (Key Performance Indicators) to monitor progress and identify areas where the plan may need adjustments.	Health and Safety Committee
8	Conduct regular safety audits to assess the effectiveness of the implemented controls (mitigation strategies) and identify any new hazards that may have emerged.	Facilities Management
9	Analyze data from reported incidents to identify trends in accident types or causes. This allows for the development of preventive measures to address these trends.	Health and Safety Committee
10	Schedule regular reviews of the UHSP to ensure it remains relevant and effective in addressing current safety needs.	Senior Management
11	Gather feedback from staff, students, and relevant authorities (e.g., government inspectors) on the UHSP. This feedback may highlight areas for improvement.	Health and Safety Committee
12	Incorporate feedback received into revisions of the UHSP to ensure it continuously improves and reflects best practices in health and safety.	Senior Management

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c) Process Map:



15. Risk Assessment

a) Policy:

- This policy outlines the framework for conducting risk assessments to proactively identify, analyze, and mitigate potential hazards associated with Vatel Bahrain activities.
- **Purpose of Risk Assessments**
 - Risk assessments are essential tools for preventing accidents and injuries within Vatel Bahrain.
 - They allow for the systematic identification of hazards, evaluation of their potential risks, and implementation of appropriate control measures to minimize those risks.
- **Scope of Risk Assessments**
 - Risk assessments will be conducted for all activities undertaken at Vatel Bahrain, including but not limited to:
 - > Academic Activities:
Classroom lectures, laboratory work (culinary arts), computer labs, student projects.
 - > Non-Academic Activities:
Housekeeping, maintenance work, use of common areas, events on campus.
 - > Specific Operations:
Catering services (if applicable), operation of food service facilities.
- **Risk Assessment Process**
 - The risk assessment process at Vatel Bahrain will follow a structured approach consisting of the following steps:
 - > Step 1: Hazard Identification
 - The first step involves identifying all potential hazards associated with a specific activity or area.
 - This may involve brainstorming sessions with relevant personnel (e.g., staff, department heads) familiar with the activity.
 - Conduct infrastructure compliance checks
 - Some examples of potential hazards at Vatel Bahrain include:
 - Physical Hazards: Slips, trips, and falls; electrical hazards; cuts and burns from knives in culinary labs; ergonomic hazards associated with prolonged computer use.
 - Chemical Hazards: Exposure to cleaning chemicals in housekeeping; potential allergens in food preparation.

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- Biological Hazards: Cuts or scrapes from food preparation; potential for foodborne illness.
 - Psychological Hazards: Stress associated with academic workload or workplace demands.
 - Security Hazards: Theft of personal belongings; unauthorized access to restricted areas.
- > Step 2: Risk Analysis
- Once hazards are identified, their likelihood of occurring and the potential severity of their consequences need to be evaluated. A risk matrix can be used to assign a risk rating based on these factors (likelihood x severity).
 - For example, a slip and fall on a wet floor might be considered a high likelihood hazard with moderate severity, resulting in a medium overall risk rating.
- > Step 3: Risk Control
- Based on the risk analysis, appropriate control measures will be implemented to mitigate identified risks.
 - These controls can be categorized into various hierarchies:
 - Elimination: If possible, the hazard can be eliminated entirely (e.g., replacing a hazardous chemical with a safer alternative).
 - Engineering Controls: Implementing physical controls to minimize risk (e.g., installing non-slip flooring, using safety guards on equipment).
 - Administrative Controls: Developing safe work procedures, providing personal protective equipment (PPE), establishing training programs.
 - Personal Protective Equipment (PPE): Using PPE (e.g., gloves, safety glasses) as a last resort when other controls are not feasible.
- > Step 4: Documentation and Communication
- The findings of the risk assessment, including identified hazards, risk ratings, and implemented control measures, will be documented and maintained.
 - The relevant risk assessments will be communicated to staff and students working in the specific area or involved in the activity. This can be achieved through departmental meetings, safety briefings, or posting the risk assessments in designated locations.

- **Responsibilities**

- Senior Management:

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- > Provide leadership and resources for conducting risk assessments across Vatel Bahrain.
- Department Heads:
 - > Oversee the conduct of risk assessments for activities within their departments and ensure the implementation of identified control measures.
- Security Manager:
 - > Assist departments with risk assessments, particularly for hazards related to building infrastructure or maintenance activities.
- Health and Safety Committee:
 - > May play a role in reviewing risk assessments and providing guidance on control measures.
- All Staff:
 - > Participate in risk assessment processes when requested and actively follow established safe work procedures.
- **Review and Update**

Risk assessments are not static documents. They will be reviewed and updated periodically, particularly:

 - Following any incident or near miss.
 - > If there are significant changes to Vatel Bahrain activities, procedures, or equipment.
 - > Based on new information or best practices related to health, safety, and security.

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b) Procedure:

Sr. No.	Activity / Task	Responsibility
1	Identify the specific activity or area for which a risk assessment is needed. This could be anything from a classroom lecture to housekeeping in a common area, or even catering services (if applicable).	Department Head
2	Convene a group discussion with relevant personnel familiar with the activity. This might involve staff, department heads, or whoever has a deep understanding of the specific hazards involved.	Department Head
3	Brainstorm and identify all potential hazards associated with the activity/area. Consider all types of hazards - physical (slips, trips, falls), chemical (cleaning supplies, allergens), biological (foodborne illness), psychological (stress), and security (theft).	Department Heads
4	Document the identified hazards, categorizing them according to the type of hazard (e.g., physical, chemical, biological, psychological, security). This will help with further analysis in the following steps.	Department Head
5	Evaluate the likelihood of occurrence for each identified hazard. How probable is it that this hazard will actually cause harm?	Department Head
6	Evaluate the potential severity of consequences for each identified hazard. How serious could the injuries or damages be if this hazard were to occur?	Department Head
7	Utilize a risk matrix to assign a risk rating (likelihood x severity) for each hazard. This will help prioritize which hazards require the most urgent attention.	Department Head
8	Document the risk ratings for each identified hazard. Keep track of this information for future reference.	Department Head
9	Based on risk ratings, identify appropriate control measures for each hazard. The goal is to reduce the likelihood or severity of the hazard.	Department Head
10	Prioritize control measures using the hierarchy (elimination > engineering > administrative > PPE). Elimination is the most effective, while PPE is the least preferable.	Department Head
11	Develop or implement control measures. This might involve anything from replacing hazardous chemicals to installing safety guards or providing training programs.	Department Head
12	Document the implemented control measures for each hazard. This ensures everyone is aware of the steps taken to mitigate risks.	Department Head

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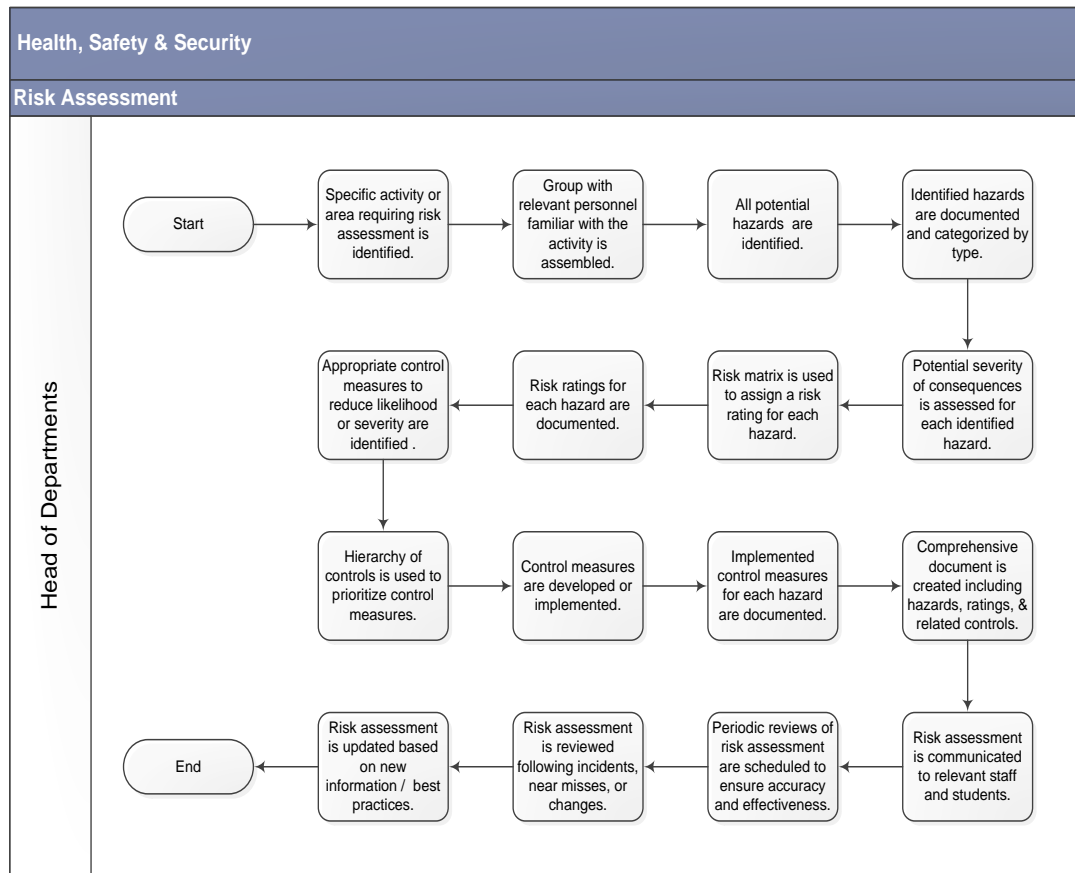
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Sr. No.	Activity / Task	Responsibility
13	Compile a comprehensive risk assessment document. This should include all the information gathered throughout the process.	Department Head
14	Include identified hazards, risk ratings, and implemented control measures in the document. This creates a clear picture of the risks and how they are addressed.	Department Head
15	Communicate the risk assessment to relevant staff and students. This can be done through meetings, briefings, or posting the assessment in designated locations.	Department Head
16	Schedule periodic reviews of the risk assessment (e.g., annually). It's important to revisit the assessment to ensure it remains accurate and effective.	Department Head
17	Conduct a review following any incident, near miss, or significant changes (activities, procedures, equipment). New information or events may necessitate updating the assessment.	Department Head
18	Update the risk assessment based on new information or best practices related to health, safety, and security. The risk assessment should be a living document that reflects current conditions.	Department Head

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c) Process Map:



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