Rawda College Health and Safety Policy

1. Introduction

At Rawda College, we prioritize the health, safety, and well-being of all our staff and learners. This commitment extends to the online learning and teaching environments, where we strive to provide a secure and comfortable space for all participants.

2. Risk Assessment for Learning and Teaching Environments

We acknowledge the importance of conducting comprehensive risk assessments in our offices and online learning and teaching environments. Our risk assessment process includes:

- Identification of potential hazards related to office spaces as well as online learning and teaching.
- Evaluation of the likelihood and severity of these hazards.
- Implementation of appropriate control measures to minimize or eliminate risks.

3. Identification and Mitigation of Health and Safety Issues

Health and safety issues will be identified through continuous monitoring and feedback mechanisms. To mitigate these issues:

- Regular reviews of our office environment, online platforms, and tools will be conducted to ensure they meet relevant health and safety standards.
- Learners and staff will be encouraged to report any concerns related to health and safety, allowing us to promptly address and resolve issues.

4. Reporting Process for Health and Safety Issues

If any health and safety concerns arise, learners and staff should immediately report them to their respective course instructors or designated health and safety personnel.

Reported issues will be investigated, documented, and appropriate actions will be taken to address and rectify the situation in a timely manner.

5. Health and Safety Responsibilities

Instructors are responsible for ensuring that their online teaching materials and activities comply with health and safety standards.

IT support personnel are responsible for maintaining the functionality and security of online platforms and tools.

Designated health and safety personnel will oversee the implementation of health and safety measures and respond to reported issues.

Learners are responsible for their own health and safety while participating in online classes. They must adhere to any guidelines and recommendations provided by the college regarding health and safety in the online learning environment.

6. Management of Health and Safety

Overall responsibility for the management of health and safety in the online learning environment lies with the Director of Operations. The Director of Operations will ensure regular review and update of this policy to reflect changing circumstances and regulations, collaboration with instructors, IT support, and other relevant personnel to ensure the effective implementation of health and safety measures, oversight of the reporting process, and timely resolution of identified health and safety issues.

We believe that a safe and healthy working and learning environment is essential for the success and well-being of our staff and learners. By adhering to this policy, we are committed to providing a secure and comfortable space for all participants at Rawda College.

Policy Version 1 was issued on 01/02/24 by Director of Education.
This policy is effective from 01/02/24
Next review is due on 31/01/25