



# Health and Safety Policy

Full Name:	Domain Institute of Professional Studies
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**Domino Institute Of  
Professional Studies**

## **Welcome to Domino Institute of Professional Studies**

As a leading provider of professional education in Pakistan, we are committed to ensuring a safe and healthy environment for all learners, staff, and visitors. This Health and Safety Policy outlines our institutional standards and responsibilities for safeguarding individuals and promoting a culture of safety, aligned with OTHM and international best practices.



## **1. Policy Statement**

Domino Institute of Professional Studies (DIPS) is committed to ensuring the health, safety, and safety, and welfare of all students, staff, contractors, and visitors by providing a safe learning and working environment. We adopt proactive measures to manage health and safety risks in line with international best practices and local safety regulations applicable within Pakistan.

## **2. Purpose**

This policy aims to:

- Promote a culture of safety and prevention across all DIPS locations (campus or online).
- Ensure compliance with OTHM policies and any local health, safety, and building codes.
- Protect life, property, and data by identifying and mitigating risks.
- Define clear roles, procedures, and response mechanisms.

## **3. Scope**

This policy applies to:

- All staff (academic and administrative)
- All learners, regardless of course type or duration
- Contractors, suppliers, and service providers



- Visitors to DIPS premises
- Both physical facilities and digital/remote operations (e.g., safety in digital practices, ergonomics for staff)

#### **4. Legal and Regulatory Framework**

While Pakistan does not have a singular national Health and Safety Act equivalent to the UK's Health and Safety at Work Act 1974, DIPS adopts its core principles and follows:

Local building safety, fire prevention, and occupational health guidelines

WHO recommendations and international safety protocols for pandemic management

Guidance from OTHM and Ofqual for safe, inclusive, and effective educational environments



## **5. Health and Safety Objectives**

DIPS will:

- Ensure all facilities are structurally safe, clean, ventilated, and well-lit.
- Provide clear evacuation routes, fire extinguishers, and first aid kits at designated points.
- Offer health awareness training and safety briefings during staff induction and student orientation.
- Encourage mental health support, respectful communication, and harassment-free learning.
- Maintain incident logs, first aid reports, and a register of health risks.
- Implement COVID-19 safety measures if required.

## **6. Key Areas Covered**

A. Physical Premises Safety:

- Emergency exits and signage
- Clean and non-slippery floors
- Secure furniture and electrical wiring
- Fire safety and periodic drills



## **B. Fire Safety:**

- Regular fire extinguisher maintenance
- Designated assembly areas outside the building
- Fire drill schedule at least once per academic year

## **C. First Aid & Medical:**

- First aid kits maintained and replenished regularly
- Trained First Aid personnel available on site
- Emergency contact numbers visibly posted

## **D. IT and Digital Safety:**

- Safe use of electrical equipment
- Ergonomic furniture for staff
- Digital health awareness for extended computer use
- Remote work safety tips for staff

## **E. Mental Health and Wellbeing:**

- Confidential access to student/staff support
- Anti-bullying and anti-harassment culture
- Learners may contact the Student Welfare Coordinator at **\*\*welfare@dips.edu.pk\*\***
- Staff may contact HR or the onsite Mental Health First Aider for support
- Referral to professional help if necessary



## **7. Incident Reporting and Risk Assessment**

All injuries, accidents, or near-misses must be reported immediately to the Designated Health & Safety Officer using the Incident Reporting Form (see Appendix A). Risk assessments will be conducted at least annually, or after any significant event.

All concerns and incidents are logged in the central Health & Safety Register maintained by the Admin Team.

Each report is assigned a unique tracking number and reviewed by the Health & Safety Officer. Follow-up actions are monitored and reviewed quarterly by the Health & Safety Committee.

## **8. Emergency Procedures**

1. Evacuation Plan must be posted clearly in every classroom.
2. Fire drills are conducted annually.
3. In case of earthquake, fire, or gas leak, follow posted exit procedures.
4. An emergency contact list must be updated every term and provided to all staff.

## **9. Training and Awareness**

- All staff undergo Health & Safety Induction Training
- Student orientation includes Health and Fire Safety Briefing
- Posters and visual materials displayed across the premises
- Staff roles clarified for emergency response



## 10. Roles and Responsibilities

<b>Role</b>	<b>Responsibility</b>
Head of Centre	Overall safety leadership and compliance
Health & Safety Officer	Coordinates inspections, risk assessments, incident logs
Admin Team	Ensures equipment and facilities meet safety standards
Faculty	Ensure student behavior aligns with health & safety protocols
Students and Staff	Responsible for personal conduct and reporting issues

Email: [safety@dips.edu.pk](mailto:safety@dips.edu.pk)

Office: Admin Block, Room 2B

### **All staff and learners are required to:**

- Familiarize themselves with this Health & Safety Policy
- Act in accordance with the guidance provided
- Report any unsafe conditions, hazards, or incidents promptly

## 11. Review and Monitoring

- This policy will be reviewed annually when significant changes occur.
- Health & safety audits will be conducted twice yearly or as required.
- Shared with all staff during their induction
- Presented to students as part of orientation
- Available always via the Learning Management System (LMS) and official institute website



## **12. Raising a Health & Safety Concern**

All learners, staff, and visitors have the right and responsibility to report any health or safety concerns. Prompt reporting helps prevent accidents and ensures corrective action is taken.

### **How to Raise a Concern:**

1. **Informally report** the concern to your immediate supervisor or tutor.
2. If not resolved, **complete the Health & Safety Concern Form** (available to the staff at reception).
3. Submit the completed form to the **Health & Safety Officer** or **Admin Office** in person or via email at: [qa@dips.edu.pk](mailto:qa@dips.edu.pk)
4. Concerns will be reviewed within **3 working days**, and appropriate action will be taken.
5. For urgent issues (e.g., fire hazard, exposed wires), inform the on-site Health & Safety Officer immediately.

**Important:** All reports are treated confidentially. No individual will be penalized for raising genuine concern in good faith.



## **Appendix A – Health and Safety Incident Report Form**

### **Health and Safety Incident Report**

<b>Field</b>	<b>Details</b>
Date of Incident:	_____
Time of Incident:	_____
Location:	_____
Reported by (Name & Role):	_____
Contact Info:	_____
Type of Incident:	<input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Fire <input type="checkbox"/> Electrical <input type="checkbox"/> Slip/Trip <input type="checkbox"/> Other: _____
Description of Incident:	<b>&lt;br&gt;</b>
Injured Person (if applicable):	Name: _____ Role: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Visitor
First Aid Given?	<input type="checkbox"/> Yes <input type="checkbox"/> No – By Whom: _____
Emergency Services Called?	<input type="checkbox"/> Yes <input type="checkbox"/> No – If Yes, Time: _____
Action Taken Immediately:	<b>&lt;br&gt;</b>
Follow-up Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Describe: _____
Form Completed by:	_____ (Signature)
Date of Completion:	_____



## **Appendix B – Fire Drill and Safety Checklist**

### **Fire Drill Record & Safety Checklist**

<b>Item</b>	<b>Status</b>	<b>Comments</b>
Fire Drill Date	[DD/MM/YYYY]	
Drill Conducted By	[Name & Role]	
Number of Participants	[No.]	
Time Taken to Evacuate	[Minutes]	
Assembly Point Check Complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Alarm Working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Lights Operational?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exits Clearly Marked and Accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Extinguishers Checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Expiry: _____	
Comments or Observations	 	
<b>Signature (Safety Officer):</b> _____		
<b>Date:</b> _____		



## Appendix C – Staff Health & Safety Induction Record

### Health & Safety Induction Record – Staff

Item	Confirmed	Notes
Staff Name:	_____	
Department:	_____	
Date of Induction:	_____	
Delivered by (Name & Role):	_____	

### Induction Checklist

Topic	Delivered?	Notes
General Safety Procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire Evacuation Route & Assembly Point	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of First Aid Kit and Contacts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical and Equipment Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accident/Incident Reporting Procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mental Health & Wellbeing Support Info	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Staff Signature:** \_\_\_\_\_  
**Induction Completed by:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### Contact Domino Institute

For academic, technical, or support-related inquiries, contact us at:

Email: [info@dominoenglish.pk](mailto:info@dominoenglish.pk)

*Sikandar*