	Raha International School		
	Occupational Safety and Health Management System		
	Workplace Amenities Procedures		
	Document No: RIS-OSH-P09-SOP17		



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Developed by OSH Officer	Reviewed and Approved by Health and Safety and Compliance Manager
Name: Aysha Rababah	Name: Naglaa Radwan
Signature: 	Signature: 

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1. Purpose

The purpose of this procedure is to establish, implement and maintain a process for defining the minimum general welfare amenities to be provided to the Students and Staff of Raha international School.

2. Scope

This procedure is applicable to all the areas within Raha international School for successfully implementing the Occupational Health and Safety Management System (OSHMS) of in compliance with the requirements OSHAD-SF CoP 8.0 General workplace Amenities.

3. Definition

Housekeeping

General Care, cleanliness, orderliness and maintenance of business, property, site or area.

Lux Level

A measure of the level of lighting in a building or area of a building. Lighting levels are task dependent with higher levels of illumination required for more detailed tasks.

Potable Water

Water that is safe for human consumption.

4. Responsibilities

School Principal

Responsible providing welfare facilities as prescribed in this procedure. This includes ensuring, as needed, staff have access to:

- a) Appropriate facilities for eating, drinking and rest facilities;
- b) Clean and sanitary bathrooms; and
- c) Changing rooms.

HSE Officer

- Ensure the procedure is implemented and communicated to all staff.
- Provide training to ensure that all Staff are aware of the requirements as per this procedure.

Head of Department

- Responsible for the implementation of this procedure.
- Co-ordinate and communicate with the HSE Officer for Welfare Management within Raha international School

- Liaise with the other staff to ensure that this procedure is effectively implemented in their respective departments
- Ensure that all staff are aware about the requirements mentioned in this procedure.
- Ensuring that all personnel working within their work area have been complying with this procedure.


5. Procedure

5.1 Entry and Exit

- The means of entry and exit to and from RIS must be safe. This may include ensuring that Students and staff with special needs or disabilities can safely enter and leave the school.
- Entries and exits should be slip-resistant under wet and dry conditions.
- Aisles and walkways should be wide enough and kept free of furniture or other obstructions at all times. Entry and exit routes, stairs and walkways should be adequately lit.
- Open sides of staircases should be guarded with an upper rail at 900 mm or higher and a lower rail. A handrail should be provided on at both side of every staircase.
- Separate entries and exits for mobile equipment (for example, forklifts or trucks) and pedestrians should be provided to minimize the risk of persons being hit by moving vehicles. If people and vehicles have to share a traffic route, use kerbs, barriers or clear markings to designate a safe walkway.
- Doors and gates should be fitted with safety devices if necessary. Doors on main traffic routes should have a transparent viewing panel (unless they are fire-rated doors).
- Power-operated doors and gates should have safety features to prevent people being struck or trapped. Upward-opening doors or gates should be fitted with an effective device (such as counterbalance springs or ratchet devices) to prevent them falling back.
- The location of exits should be clearly marked and signs should be posted to show the direction to exit doors to aid emergency evacuation.

5.2 Housekeeping

- An untidy workplace can cause injuries in particular, injuries resulting from slips and trips, therefore good housekeeping practices are essential for all the school areas of RIS. This includes but not limited to:
 - Spills on floors should be cleaned up immediately
 - Walkways should be kept clear of obstructions
 - Any material should be neatly stored
 - Any waste should be regularly removed.
- Space close to classrooms and other rooms should be allocated to allow for the storage of tools and materials that are used frequently, for example providing racks for hand tools above workbenches.
- Suitable containers for waste should be conveniently located and regularly emptied.

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5.3 Class rooms and Other Rooms within Raha international School

- The layout of class rooms and other rooms should be designed to provide sufficient clear space between equipment, furniture, fixtures and fittings so that students and staff can move about freely without strain or injury and also evacuate quickly in case of an emergency. Space for aisles, passages and access to other areas is needed in addition to the space around classrooms and other rooms.
- In determining how much space is needed, the following should be considered:
 - The physical actions needed to perform the task
 - The need to move around while working
 - Whether the task is to be performed from a sitting or standing position
 - Access to classrooms and other rooms
- Environmental factors including heat or noise may require an increase to the space, as will work activities that involve manual tasks or the use of tools such as knives where the risk of injury is increased due to close working conditions

5.4 Floors and Other Surfaces

- Floors should be inspected regularly and maintained to eliminate slip and trip hazards. Common examples of hazards include trailing cables, uneven edges or broken surfaces, gratings or covers, loose mats or carpet tiles. Floor surfaces require sufficient grip to prevent slipping, especially in areas that may become wet or contaminated.
- Cleaning methods should also take into account of the potential for slips, which may be increased by the use of some cleaning agents.
- Staff who undertake static standing work should be protected from discomfort and the jarring effects of direct contact with concrete, masonry or steel floors, for example, by providing carpet, cushion-backed vinyl, shock-absorbent underlay, anti-fatigue matting, grates or duckboards.
- Generally, carpet is preferred in office areas to provide a comfortable walking surface and to reduce noise, reflected light from polished floor surfaces and the risk of slips and falls. Selection of wool mix carpets reduces the build-up of static electricity which can give a mild electric shock. Carpets should be properly laid without loose edges or ripples and should be well maintained.
- If tasks require the use of wheeled equipment (for example, trolleys) the floor covering should be selected to minimize friction and resistance.

5.5 Classrooms and other rooms

- Classrooms and other rooms should be designed so that students and staff can carry out their work in a comfortable, upright position with shoulders relaxed and upper arms close to the body.

- Many tasks are best done in a seated position, for example screen-based work, fine component assembly or tasks involving the frequent use of foot controls. For tasks undertaken in a seated position, students and staff should be provided with seating that:
 - Provides good body support, especially for the lower back
 - Provides foot support, preferably with both feet flat on the floor, otherwise a footrest should be provided
 - Allows adequate space for leg clearance and freedom of movement.
- Chairs should be fully adjustable to accommodate different sized staff (with seat height, back rest height and back rest tilt adjustments) and should not tip or slip – a five-point base is the most stable. Castors should be used on carpet and glides or braked castors on hard surfaces.

5.6 Lighting

- Sufficient lighting must be provided, whether it is from a natural or artificial source, to allow safe movement around the School and to allow students & staff to perform their job without having to adopt awkward postures or strain their eyes to see.
- The following factors should be considered:
 - The nature of the work activity;
 - The nature of hazards and risks in the school;
 - The work environment;
 - Illumination levels, including both natural and artificial light;
 - The transition of natural light over the day;
 - Glare;
 - Contrast;
 - Reflections.
- Additional lighting may be needed for some types of work or at places of particular risk (such as crossing points on traffic routes).
- Workplaces shall be lighted to a minimum of the following illumination intensities:
 - Class rooms, offices, general work areas, first aid stations, and medical treatment centers = 30 foot-candles;
 - Bathrooms, dining halls, mechanical and electrical equipment rooms, and general construction = 10 Foot-Candles;
 - Access ways, storage areas, maintenance areas, and loading platforms = 5 Foot-Candles; and
 - General construction sites, concrete placement, excavation, shafts, and underground work areas = 5 Foot-Candles.
 - Note: One Foot-Candle \approx 10.764 lux.


- Different lighting levels may be needed for different times of the day. Too much lighting can result in glare. Measures to prevent low or excessive levels of lighting, glare or reflection include:
 - Providing additional lighting, such as a lamp on a movable arm
 - Changing the position of existing lights
 - Changing the location of the workstation
 - Increasing or decreasing the number of lights
 - Changing the type of lighting used e.g. From white light to blue light
 - Changing the diffusers or reflectors on existing lights
 - Using screens, visors, shields, hoods, curtains, blinds or external louvers to reduce reflections, shadows and glare.
 - Emergency lighting must be provided for the safe evacuation of people in the event of an emergency.

5.7 Drinking Water

- An adequate supply of clean drinking water must be provided free of charge for Students and staff at all times. The supply of the drinking water should be:
 - Positioned where it can be easily accessed by students & staff;
 - Close to where hot or strenuous work is being undertaken to reduce the likelihood of dehydration or heat stress;
 - Separate from toilet or washing facilities to avoid contamination of the drinking water.
- The temperature of the drinking water should be at or below 24 degrees Celsius. This may be achieved by:
 - Refrigerating the water or providing non-contaminated ice;
 - Shading water pipes and storage containers from the sun.
- Water should be supplied in a hygienic manner, so that staff do not drink directly from a shared container. This may involve:
 - A drinking fountain, where the water is delivered in an upward jet
 - A supply of disposable or washable drinking containers.
- Water supplied for certain processes or for fire protection may not be suitable for drinking. These water supply points should be marked with signs warning that the water is unfit for drinking.

5.9 Sanitary Convenience

- Appropriate sanitary conveniences shall be provided at readily accessible places.
- Sanitary conveniences shall:
 - Be well-ventilated and lit;
 - Kept in a clean and orderly condition;
 - Be well-maintained and operational;
 - Have floors made of a non-slip surface;

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- Have at least one facility for the physically handicapped; and
- Have separate rooms for men and women and a door of which is capable of being secured from the inside.

5.10 Heating, Ventilation and Air Conditioning (HVAC)

- HVAC systems shall be designed for the specific use intended and all outdoor air and recirculated air is filtered to remove contaminants.
- RIS shall ensure HVAC systems are serviced regularly, to include replacing filters according to manufacturer's specifications.
- During School hours, the temperature in all buildings shall be reasonable. If temperatures exceed 35 degrees Celsius, HSE Dept. shall implement a heat stress program for outside workers.
- Fresh air intakes for HVAC systems shall be located in a place that shall not pull in environmental contaminants such as vehicle exhaust, noxious fumes, unpleasant smells, or chemical contaminants.
- An evaluation shall be completed at the worksite to determine the amount of outdoor air that shall be mixed with recirculation of filtered air for HVAC systems. At a minimum, HVAC systems shall be designed to allow for 15 cubic feet of per minute (CFM) of outdoor air to be mixed with the recirculation of filtered air. For areas where contaminants, such as degrade the quality of recirculated air, a minimum of 20 cubic feet per minute (CFM) of outdoor air shall be mixed with the recirculation of filtered air.
- An evaluation shall be completed at the school to determine the amount of air changes per hour that is required for HVAC systems. At a minimum, the following air changes per hour shall be set for HVAC systems:
 - Office / Class Rooms = 4-6 air changes per hour;
 - Meeting rooms = 7-10 air changes per hour;
 - Kitchens = 20-60 air changes per hour;
 - Bathrooms = 6 air changes per hour;
 - Laboratories = 6 - 12 air changes per hour;
 - Gas and/or chemical process = 10 air changes per hour; and
 - Workshops/Carpentry area = 6-10 air changes per hour.

6. Reference

1. OSHAD-SF v3.1 CoP 8.0 General Workplace Amenities
2. OSHAD-SF v3.1 CoP 9.0 Workplace Wellness
3. OSHAD-SF v3.1 CoP 19.0 Occupational Food Handling and Food Preparation Areas
4. UK HSE INDG 293 Guidance for Employers on Welfare Provisions

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Workplace Amenities Inspection Checklist

Inspector Name:

Location:

Date:

DRINKING WATER	YES	NO	N/A	Remarks
Is clean drinking water needs to be provided for students & employees at all times.				
Is water free of charge				
Is it supplied so that there is one drinking point for every 40 employees or part thereof				
Is it situated within 30 meters of each employee or within reach of employees who cannot leave their work task				
Is there access to public drinking water facilities, bottled water or containers for employees such as Employees such as transport drivers, security personnel				
Is drinking water clean, safe for consumption, cool and palatable				
Is drinking water provided from outlets that are separate from toilet or washing facilities to avoid contamination				
Is it hygienically provided by means of disposable or washable drinking containers or delivered by a drinking fountain so that students & employees do not share drinking containers.				
Is Drinking water dispenser shall be cleaned on a daily basis.				
BATHROOMS	YES	NO	N/A	Remarks
Does all employees and students have access to clean and hygienic toilet facilities at all times				
Are separate toilets need to be provided in school for both male and female employees and students				
Are appropriate sanitary conveniences shall be provided at readily accessible places and designed in accordance to the International Building Codes of the Emirate of Abu Dhabi (Department of Municipal Affairs).				
Are sanitary conveniences well ventilated and lit				
Are sanitary conveniences kept in a clean and orderly condition				
Are sanitary conveniences well maintained and operational				
Are sanitary conveniences have floors made of a non-slip surface				



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Are sanitary conveniences have at least one facility for the physically handicapped				
Are sanitary conveniences have separate rooms for men and women and a door of which is capable of being secured from the inside.				
WASHING FACILITY	YES	NO	N/A	Remarks
Are appropriate washing facilities, including showers if required by the nature of the work or for health reasons, provided at readily accessible places				
Are washing facilities provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere as well;				
Does washing facilities include a supply of clean hot and cold water (which shall be running as far as reasonably practicable);				
Does washing facilities include soap and towels or other appropriate means of drying				
Does washing facilities ventilated and well lit				
Does washing facilities have floors made of a non-slip surface				
Does washing facilities kept in a clean and orderly condition				
Does washing facilities well maintained and operational				
Does Shower facilities have separate facilities and changing rooms for men and women				
Does Shower facilities include a supply of clean hot and cold water				
Does Shower facilities include soap or other appropriate means of cleaning				
Does Shower facilities include clean towels or other appropriate means of drying				
Does Shower facilities ventilated and well lit				
Does Shower facilities kept in a clean and orderly condition				
Does Shower facilities well maintained and operational				
ROOM DIMENSION AND SPACE	YES	NO	N/A	Remarks
Is risk assessment carried out to determine the amount of space needed for a work area to ensure safe access and egress and appropriate room to perform tasks safely				
Does workplaces have a minimum of 10m ³ per person and a minimum ceiling height of 2.5 meters.				
Does work areas that include a desk and chair have a clearance of 90cm from behind the desk to any obstruction				
Is appropriate space is provided to enable storage facilities such as filing cabinets, cupboards and bookcases to be used without excessive bending or twisting				



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Is appropriate storage facilities provided so that heavy and frequently used items can be stored between the employee's standing knee and shoulder height				
Is there a minimum clearance of 1.2 m provided				
LIGHTING	YES	NO	N/A	Remarks
Does class room, offices, general work areas, first aid stations, and medical treatment centers have at least 30 Foot Candles;				
Does bathrooms, dining halls, mechanical and electrical equipment rooms, carpenter shops, and shops have at least 10 Foot-Candles;				
Does access ways, storage areas, maintenance areas, and loading platforms have at least 5 Foot-Candles				
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC)	YES	NO	N/A	Remarks
Are HVAC systems designed for the specific use intended and all outdoor air and recirculated air is filtered to remove contaminants				
Are HVAC systems are serviced regularly, to include replacing filters according to manufacturer's specifications				
Is the temperature in all workplaces inside buildings is less than 35 degrees Celsius				
Are fresh air intakes for HVAC systems located in a place that shall not pull in environmental contaminates such as vehicle exhaust, noxious fumes, unpleasant smells, or chemical contaminants.				
Is evaluation completed at the worksite to determine the amount of outdoor air that shall be mixed with recirculation of filtered air for HVAC systems				
Is HVAC systems designed to allow for 15 cubic feet of per minute (CFM) of outdoor air to be mixed with the recirculation of filtered air				
For areas where contaminants, such as people smoking, degrade the quality of recirculated air, is there a minimum of 20 cubic feet per minute (CFM) of outdoor air mixed with the recirculation of filtered air.				
Is there a minimum of 4-6 air changes per hour in office /class room				
Is there a minimum of 7-10 air changes per hour in meeting rooms				
Is there a minimum of 20-60 air changes per hour in commercial kitchens				
Is there a minimum of 6 air changes per hour in public bathrooms				
Is there a minimum of 6 - 12 air changes per hour in laboratories				
FIXED STAIRS	YES	NO	N/A	Remarks
Are fixed stairs provided for access from one structure level to another where operations necessitate regular travel between levels and for access to operating platforms at any equipment which requires attention routinely during operations				
Does fixed stairs have a fixed railing of an appropriate height for people to use when ascending or descending stairs.				
Does fixed stairs that have openings on one or both sides guarded by a railing system consisting of a top rail and mid rail				



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Are fixed stairs provided where access to elevations is required daily or at each shift for purposes				
HOUSEKEEPING	YES	NO	N/A	Remarks
Floors, including aisles, passageways and landings - cleanliness and condition				
Access / egress points always kept clear				
Tidiness - storage areas				
Tidiness - work areas				
Tidiness - tea making / rest areas				
Provision of waste disposal with adequate servicing				
ACCESS / EGRESS	YES	NO	N/A	Comments
Passageways - free from obstructions, electrical cords and other trip hazards				
Exits - accessible, signposted, adequately lit, not locked				
Adequacy of traffic flow				
Condition of floors, carpets, stair treads, handrails, landings, etc				
Are all exits marked with an exit sign and illuminated by a reliable light source?				
Are the directions to exits, if not immediately apparent, marked with visible signs?				
Are exit signs provided with the word "EXIT" in lettering at least five inches high and the stroke of the lettering at least 1/2 inch wide?				
Are exit doors side-hinged?				
Are all exits kept free of obstructions and unlocked?				
Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?				
Are there sufficient exits to permit prompt escape in case of emergency?				
Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?				
When employees must exit through glass doors, storm doors and such, are the doors fully tempered and meeting safety requirements for human impact?				
DINING FACILITIES	YES	NO	N/A	Comments
Is a separate dining room needs to be provided where 10 or more employees usually eat at a school at one time				
Is it hygienic and waterproof				



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Is it separated from any hazard (including noise, heat, atmospheric contaminants and toilet facilities)				
Is it separate from any work process				
Does it meet the temperature range requirements contained in this compliance code.				
Does the dining rooms allow 1 m ² of clear space for each person likely to use the dining room at one time				
Is the clear space calculated free of any furniture, fittings or obstructions				
Are dining facilities equipped for ease of use and that employees & students are able to prepare and consume food in hygienic conditions				
Are facilities provided for washing utensils				
Are food warming facilities, such as a microwave oven, need to be provided				
Are vermin and dust-proof storage provided for all food and utensils				
Are rubbish bins or containers provided for the dining facility and be emptied at least daily				
CHANGING ROOMS	YES	NO	N/A	Comments
Is there privacy for all the employees & students who are required to wear personal protective clothing or change the dress or uniform				
Is there privacy for all the employees or students who are required for other reasons to wear particular clothing, such as uniforms, in there school hours,				
Is there privacy for all the employees who must leave their work clothing at the workplace				
Is there appropriate access to a dedicated changing room				
Are separate male and female changing rooms provided				
Does the changing room allow a clear space of at least 0.5 m ² for each employee				
Is it provided with a locker for storing clothing and personal belongings				
MAINTAINING AMENITIES AND FACILITIES	YES	NO	N/A	Comments
Are consumable items such as soap and toilet paper replaced regularly?				
Is broken or damaged infrastructure such as plumbing, air conditioning or lighting repaired promptly?				
Is equipment and furniture such as fridges, lockers and seating maintained in good repair?				
Are workplace amenities cleaned regularly, at least daily?				
Are amenities and facilities reviewed periodically eg when work practices or workplaces are modified, more employees are engaged, new work processes are introduced or an incident impacting on the health, safety or welfare of employees or students occurs?				



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