



Socioeconomic Institute for Advanced Studies (SIAS)

*Pioneering Socioeconomic Solutions
& Development by Multidisciplinary Holistic
Academic Programs*

Risk & Health and Safety Management Policy

December 2022

<http://www.sias.rw/>

Building 16, KK19 Avenue, Niboyi Sector, Kicukiro District, Kigali City, Rwanda

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One- Purpose

This policy follows the law No 010/2021 of 16/02/2021 determining the organization of education on matters regarding the types of Higher Learning Institutions. The purpose of this policy is:

Article 1: To assist SIAS to proactively develop then maintain an organization-wide effective Risk Management Plan and ensure strategic, operational, contractual besides business risks all the institute operations are identified and managed. This risk management policy would take care of all the process local, regional and international SIAS activities.

Article 1:2: The purpose of this policy is to help create a SIAS risk management culture in day to day activities in a convenient and cost effective manner.

Article 3: Definitions

Article 3:1: Activity

Means any business process or activity conducted by SIAS operational units or department including all primary technical business processes, supporting business processes or management processes.

Article 3:2: Annual Certification

Means the process by which the Vice-Chancellor receives confirmation as to the effective operation of internal controls within operational units.

Article 3:3: Business Continuity Management

A process to ensure the timely resumption and delivery of essential business activities in the event of a major disruption by maintaining the key business resources required to support delivery of those activities.

Article 3:4: Consequence

The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event.

Article 3:5: Direct Report to the Vice-Chancellor

Means an officer, appointed by the Executive Committee, who is directly responsible to the SIAS Vice-Chancellor for the performance of his or her duties.

Article 3:6: Event

An incident or situation, which occurs in a particular place during a particular interval of time.

Article 3:7: Executive Management

Includes the Vice-Chancellor, Deputy Vice-Chancellors, University Secretary, and any other officers that can be appointed to sit on the executive management committee.

Article 3:8: Head of Organizational Area

Means any manager, with broad strategic and operational responsibility for an area, who reports directly to an Executive Manager.

Article 3:9: Likelihood

Is the chance of something happening.

Article 3:10: Operational Unit

Refers to all institutional administrative departments or areas.

Article 3:11: Operational Unit Planning

Means all strategic and business planning processes undertaken by operational units.

Article 3:12: Risk

The effect of uncertainty that may impact upon the SIAS objectives. It is measured in terms of the consequence of an event and the associated likelihood of occurrence.

Article 3:13: Risk Factor

Is any threat to a SIAS process or activity, or weakness within a process or activity, that might impede or inhibit the application of that process or activity to the achievement of the Institution's objectives.

Article 3:14: Risk Management

The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within the SIAS environment.

Article 3:15: Risk Management Framework

Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving SIAS risk management processes.

Article 3:16: Risk Management Plan

Document within the SIAS risk management framework specifying the approach, the management components and resources to be applied to the management of risk. Management components include procedures, practices, assignment of responsibilities, and may be applied to a particular product, process and project.

Two - Policy Statement

Article 4:1: Socioeconomic Institute for Advanced Studies (SIAS) recognizes that risk management is an integral part of good management practice.

Article 4:2: Socioeconomic Institute for Advanced Studies (SIAS) is committed to the protection and promotion of its resources and strategic opportunities through a comprehensive Risk Management Plan and Risk Management Framework. The institute recognizes that management of risk is not only an operational function, but is also a fundamental component of institutional, strategic, budget and project planning.

Article 4:3: SIAS develops and deploys effective risk management practice to improve corporate governance and establish a reliable basis for decision-making and planning.

Article 4:4: To support SIAS's ongoing commitment to achieving best practice in the area of risk management, the institute will communicate and implement its principles and practices throughout the institute in a timely, consistent and user-friendly manner.

Article 4:5: SIAS is committed to demonstrating the achievement of this policy through regular monitoring, audit, and reporting.

Article 5: Roles and Responsibilities

Risk management is an activity that concerns the whole institute. As such, it is the responsibility of the broader Institutes' community. Executive and staff at all levels are responsible for developing an understanding of and

becoming competent in the implementation of risk management principles and practices in their work areas.

Article 6: SIAS Council

Responsible for setting the institute's risk appetite and overseeing and monitoring the assessment and management of risk across the Institution, including commercial undertakings.

Article 7: Executive Committee

Responsible for monitoring at a high level the development and implementation of an effective risk management framework.

Article 8: Planning and Management Committee

Responsible for overseeing the practice of SIAS risk management strategies and implementation at the institute and reporting to the Executive Committee.

Article 9: Vice Chancellor

Responsible for leadership in the implementation of risk management in the Institution and for responding to and reporting on significant risks which may emerge from time to time.

Article 10: Direct Report to the Vice Chancellor and Executive Managers

Responsible for input to the design of risk management framework and for implementing and resourcing risk management within their area of responsibility.

Article 11: Risk Management Committee

Responsible for the development, review and reporting of risk management at the Institution, development and maintenance of the SIAS Risk Register, and for acting as the steering committee for the business continuity management program.

Article 12: Overall SIAS Risk Committee

Responsible for the development of the overall risk management framework that supports the SIAS strategic plan. This framework will be continuously realigned and modified to subsequent Institution plans. The overall SIAS Risk Committee is also responsible for the communication, implementation, monitoring and improvement of the Institution Risk Management Plan and Risk Management Framework.

Article 13: Staff and Students

Responsible for the development of an understanding of, and subsequent implementation of, sound risk management practice within their particular areas.

Three- Objectives

Article 4:1: Assist the Institution in achieving its academic, strategic and operational objectives;

Article 4:2: Safeguard the Institution's assets that include: human, financial, reputational, physical, and information;

Article 4:3: SIAS will utilize robust processes to manage its risks that are transparent, inclusive, iterative and responsive to change.

Article 4:4: Create an environment where members of the institution community assume responsibility for risk management;

Four- Accountable for Application

- SIAS Council
- Council Committees and Boards
- the Vice-Chancellor
- All SIAS Staff and Students

Five- SIAS Buildings Fire Alarm System & Fire Fighting Equipment

5.1 Devices and Equipment Layout

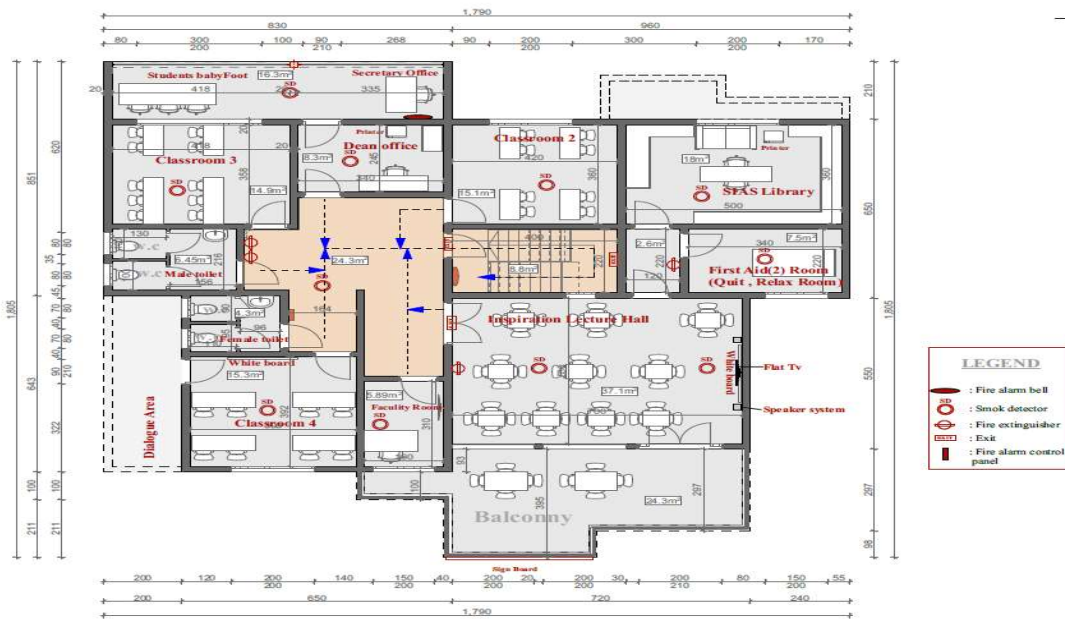
SIAS have established different health and safety facilities including the fire alarm system. Fire alarm system is made of smoke detectors which are installed in every room in SIAS building. The fire alarm control panel is tested and monitored. The design shall include complete smoke detection throughout public corridors. Also the smoke detector is provided in SIAS library.

The following diagram shows the design of the distribution of the fire alarm panel, breakers, detectors and the fire extinguishers.

Figure (1a) SIAS Building Drawings showing Distribution of Fire Detectors and Fire Escape route in case of Evacuation for (Ground Floor).



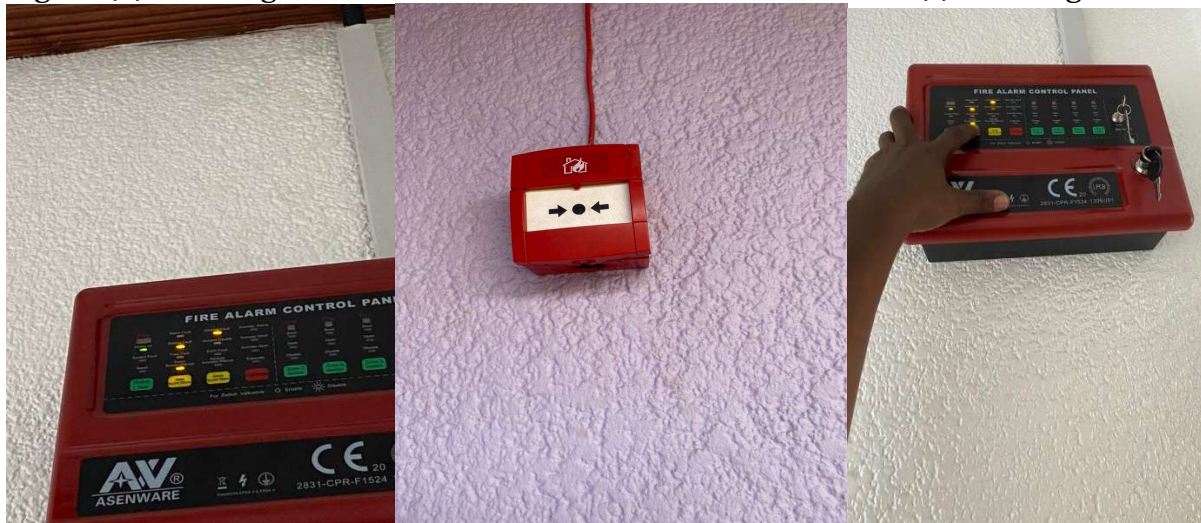
Figure (1b) SIAS Building Drawings showing Distribution of Fire Detectors and Fire Escape route in case of Evacuation for (First Floor).



5.2 Testing Fire Alarm System

SIAS Supervisor shall run testing for the fire alarm system on a weekly basis. Every three Months SIAS Supervisor shall call the specialist technician to perform preventative maintenance on all fire alarm systems. The technician shall assist with any new smoke detectors installations. For special events such as graduations, workshops, etc. the supervisor would give warning about the fire alarm testing or would shift the testing schedule to another time.

Figure (2) Showing Fire Alarm Breaker and Panel in SIAS Phase (1) Building



5.3 Fire Evacuation Drill

SIAS Deputy Vice Chancellor (Admin. & Finance) shall arrange an annual drill for Fire Evacuation Exercise along with the Fire Brigade or Marshall's office in the district. The fire drills is ment to test the fire alarm installations and also ensure the proper awareness and readiness of SIAS staff, faculty, students and visitors.

5.5 Evacuation & Assembly Point Procedure

SIAS shall prepare a separate evacuation procedure so that its staff, students and any visitors know exactly what they need to do in the event of a fire or building emergency on the premises. The target is to have always everyone in SIAS have the very best chance of exiting the building safely.

SIAS have designated a place more 15 meters away from the main building and near the boundary wall and the entrance for those people to head for when they get out, and assemble. The assembly point is setup in clear visible place to make sure that everyone knows where the assembly point is, discover the emergency routes and exits must lead as directly as possible to a place of safety.

The location of the fire assembly point is large, wide and open. There are quick and easy route out of the building and to the assembly point. Every department in SIAS, should train its staff and visitors for the quickest and safest route, without obstructions, needs to be identified and clearly signposted. taken with anyone with mobility issues. the assembly point far enough away from the building? The assembly point should be at least 50 feet away – that should be far enough away to be safe from the dangers of smoke inhalation, heat, falling debris and the possible collapse of the building.

The SIAS site supervisor would make sure that everyone heads for a specific place and quickly establish if anyone is missing inside the building. That will allow the emergency services to determine their priorities – i.e. whether they need to concentrate on rescuing someone potentially trapped in the building or putting out the fire.

Figure (3a) SIAS Assembly Sign Put near the Main Gate of the Building to ensure effective Evacuation.

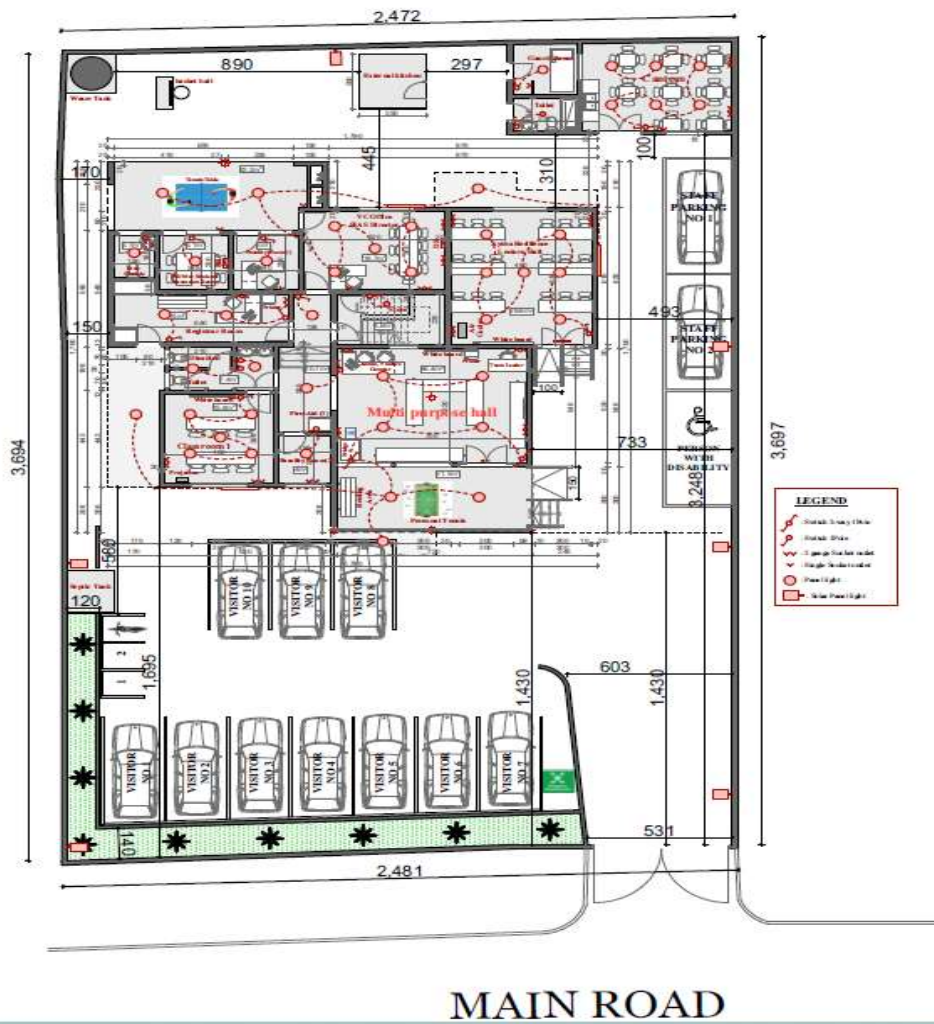


Figure (3b) Assmby Point Sign Board near the Main Gate of the Building.



Once everyone has assembled, it is also important that they stay there. That will allow the fire marshals to give out further information as the situation develops, whether that means telling people when it is safe to return into the building, or if they need to retreat even further. Under no circumstances should people be allowed to leave the fire assembly point.

6.0 SIAS CCTV Security Camera's & Monitoring

SIAS has established CCTV for the purpose of monitoring any unsafe practices, or potential threats to both humans and facilities. The CCTV is approximately distributed in all the important places where there is high flow. All administrative staff and the security guards, besides the site supervisor in SIAS have got the necessary training to operate the CCTV.

Figure (4a) CCTV Security Camera Distribution in SIAS Building (Ground Floor).

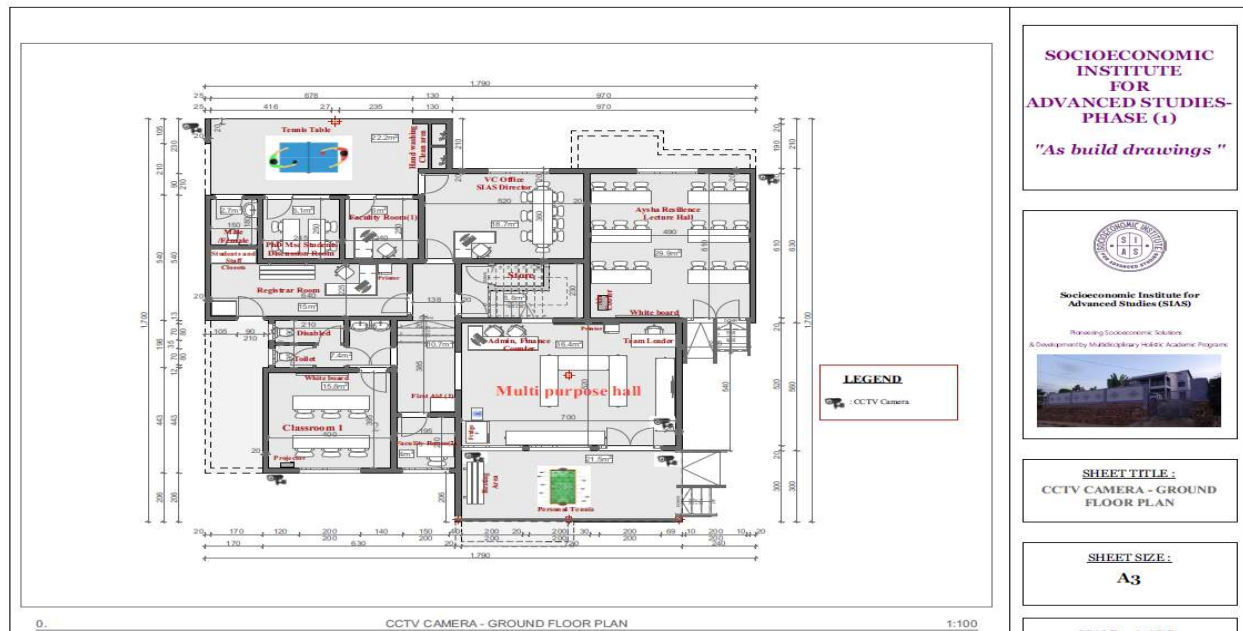


Figure (4b) CCTV Security Camera Distribution in SIAS Building (First Floor).

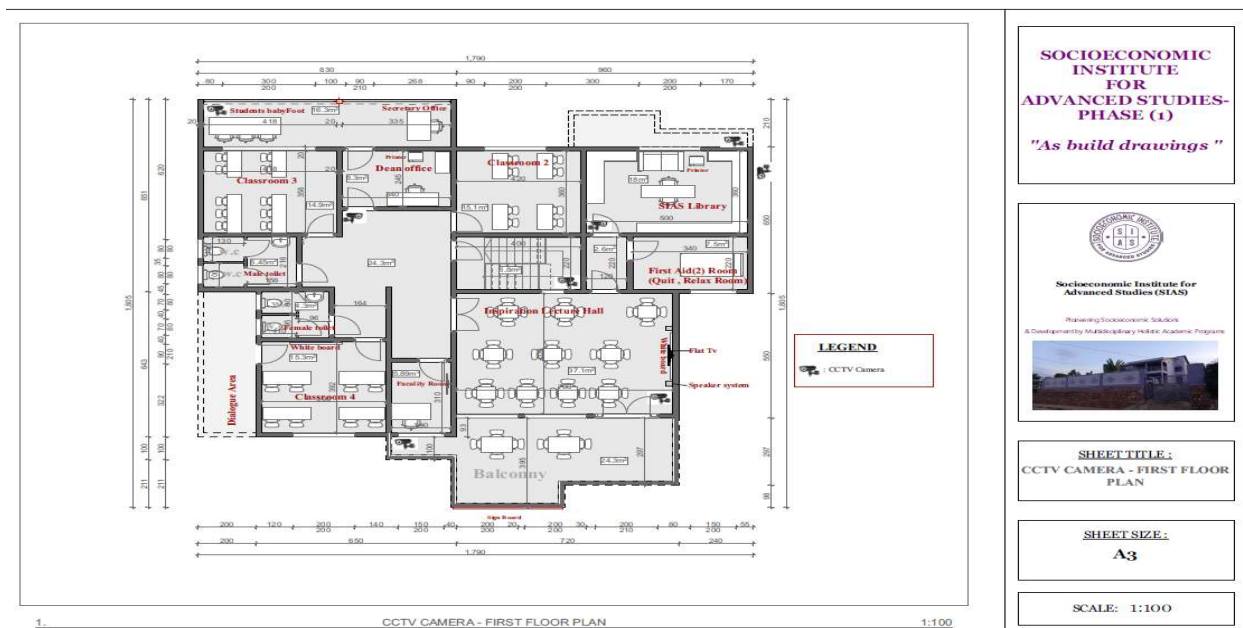


Figure (4c) CCTV Security Camera Evidence of SIAS Staff on Camera Control System & Retrieval of Information



TIN N° : 103767485

Date May 2023

Phone: 0787020477/0788441714

Email : shelter.bcentre@gmail.com

ACC: 4002200497500 Equity Bank

This certificate is proudly presented to SIAS employee has successfully completed the training of CCTV camera.

Dr Mohamed Buheji

Hadidja Kayonga

Issa Kwizera

Murwanashyaka shadad

Habakurama Said

Give this May 2023

Alexis Ndimyimana
Managing Director



7.0 First Aid Room (relax room)

SIAS have provided multi-purpose first aid and relax room for both treatment and rejuvenation of those staff or students or students that would feel not well. The room is equipped with first aid kit, essential medicines, besides mineral water and other refreshments. First aid kit would be available also in each floor of SIAS Building(s).

8.0 SIAS Building(s) Insurance

SIAS have ensured and will ensure all its moving and fixed assets. This started with the buildings and cars, but extend further for valuable assets as electronics, etc.

Figure (5) Scan of Annual Building Insurance Contract

STANDARD FIRE POLICY SCHEDULE

Insured : SIAS BUILDING
 Policy N° : 350/456/1/001127/2022
 Renewal Date : 24/02/2023
 Expiry Date : 23/02/2024
 Insurer : SANLAM A.G PLC
 Risk Class Covered : Fire & Allied Perils

SUMMARY OF COVER:

By this contract SANLAM A.G PLC undertakes to indemnify the Insured SIAS BUILDING against loss or damage caused by Fire, Lightning, and Explosion.

INTEREST: SUM INSURED AND PREMIUMS

Description	Covers	Sums Insured (Frw)	Premium (Frw)
Administrative House located at Kigali City, Kicukiro District, Niboye Sector, Niboye Cell; UPH: 10206/02981	Fire, Lightning and Explosions	300,000,000	375,000
	Net Premium		375,000
	Administrative Fees		5,000
	Taxes/VAT		68,400
	Total Premium		448,400

CONDITIONS/CLAUSES:

- 85% average condition
- Adjacent Building Clause
- Alterations and repairs clause
- Appraisal clause
- Architects, quantity surveyors and consulting engineers' clause
- Automatic reinstatement of loss clause
- Bush fire
- Cancellation (30 days) clause
- Capital additional clause – full cover o value.
- Contract works.
- Cost of demolition, site clearance and erection of hoarding clause
- Cost of re-erection clause
- Cross liability clause
- Debris removal costs clause
- Designation of property clause
- Earthquake Clause
- Electrical Clause III
- Explosion endorsement
- Fire brigade Clause
- Import duty clause.
- Internal Removal Clause
- Landlord's Clause
- Landlord's fixtures and fittings
- Malicious Damage
- Innocent mis-description Clause
- Municipal plans and scrutiny fee: Clause
- Parking of motor vehicles
- Public Authorities Clause
- Public Utilities
- Reinstatement clause / replacement
- Riot, strike, and civil commotion Endorsement
- Special Perils endorsement
- Un-occupancy-30 days

Sanlam Assurances Générales
 P.O. 3 Ar. No. 19
 P.O. Box 526, Kigali Rwanda



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- Expediting expenses clause
- Temporary removal full value cover

GENERAL EXCLUSIONS:

- ❖ Nuclear or related risks/radioactive contamination
- ❖ Electronic Data recognition exclusion
- ❖ Political Risks Exclusion
- ❖ Terrorism exclusion A. Sanctions and Limitations
- ❖ War / Civil war
- ❖ Terrorism and Sabotage
- ❖ Nuclear Energy Risks
- ❖ Radioactive Contamination Exclusion
- ❖ Transmission and Distribution Lines
- ❖ Cyber Risks
- ❖ Infectious / Contagious/Communicable Disease

PREMIUM WARRANTY

It is hereby understood that the cover accorded herein will stand NULL AND VOID if the considerate premium is not paid in FULL AND FINAL as per the Insurance Act and Regulations.

DURATION OF THE CONTRACT

This contract takes effect from 24/02/2023 to 23/02/2024 can only be renewed upon written consent of both parties.

The right of terminating the contract, for both parties, will be reserved, provided one party gives the other a one months' notice by registered letter.

FINAL DISPOSITION

The parties agree that in case of a conflict between the terms of these conditions and general conditions, terms of these Particular Conditions shall prevail.

Subject otherwise to policy conditions attached and forming part of contract.

This policy is established in three (3) copies and comes into effect from 24/02/2023.

Done at Kigali, 24/02/2023.

On Behalf of Insured

SIAS BUILDING

on Behalf of Insurer

SANLAM A.G PLC



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9.0 SIAS Health & Safety Procedure

9.1 General Introduction to H&S

The SIAS is responsible to the management of health and safety matters within Oversight and co-ordination for health and safety across the SIAS is the responsibility of the SIAS Safety Advisor, the SIAS Administrator. Health and safety matters in the SIAS's Subject Area premises have been delegated by the Head of SIAS to the Heads of Subject Area. Subject Areas have Safety Advisers who have been appointed by the Head of SIAS to take a special interest in the promotion of health and safety matters, to provide a first level of advice and to act on behalf of the Head of SIAS/Head of Subject Area in respect of these matters.

All staff and students are responsible for ensuring that they work in a manner that is safe to themselves and to others, and to comply with the relevant requirements of both SIAS Health and Safety Policies.

All staff and students are urged to read the relevant parts of the SIAS Health and Safety Policy and in particular, Part 2 'General Precautions', Part 3 'Electrical Equipment' and where relevant, Part 8 'Field work and Outdoor Activities'.

9.2 Working in SIAS Building Out of Normal Hours

In general terms, anyone using one of the SIAS's buildings out with normal working hours should note the following:

- a) Alert friends/family to the fact that you are working out with office hours - that is, when you are working at a time when others may not be around in the event of sudden illness, accident etc.
- b) Anyone with mobility issues should also ring Security to alert them to where you are working.
- c) Contact SIAS Security should you know or suspect an intruder is in the building.
- d) Do not confront the intruder; lock your door and await the arrival of Security. Anyone with any medical condition should make sure that they have any necessary medication with them etc.
- e) All staff/students should take due care of their safety on leaving buildings
- f) Ensure all tasks that carry any risks (e.g. lifting heavy items etc) are carried out during normal building occupancy hours.

9.3 Actions Expected on Discovering Fire

9.3.1 Main Steps Expected During Fire

- a) Leave the building immediately by the nearest available exit. Lifts must NOT be used.
- b) Assemble at the points indicated on building Fire Action Notices appropriate to the building you are evacuating.

9.3.2 Main Steps Expected For Fire Prevention

All staff and students must familiarize themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building. All staff and students should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.

Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

The value of the nightly routine of checking for dropped cigarette ends, switching off all unnecessary electrical equipment, checking that gas taps are turned off, and closing all doors to rooms and staircase enclosures, cannot be overstressed. Staff and students are reminded that smoking is not permitted on SIAS premises.

10.0 Monitoring Of The SIAS Health And Safety Policy

A self-inspection (safety audit) of the SIAS will take place annually to monitor the effectiveness of the health and safety policy. The SIAS and/or Subject Area Safety Advisors will make the inspection.

Health and safety will be a regular item on the agenda of the meetings of the SIAS Management Committee, as and when appropriate.

Any member of the SIAS who wishes to raise a health and safety item at this Committee, should inform the SIAS Administrator,

<http://www.sias.rw/>

Building 16, KK19 Avenue, Niboyi Sector, Kicukiro District, Kigali City, Rwanda

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VERSION CONTROL

Version Number	1
Prepared by	Dr.Mohamed Buhijji
Version Reference number	SP/31/2022
Description	SIAS Risk & HS Management Policy
Policy owner	Socioeconomic Institute for Advanced Studies (SIAS)
Responsible division	Quality Assurance Coordinator & SIAS Council
Internally validated	Yes
Date of Internal Validation	1/11/2022
Approved by	SIAS Governance Board
Date of approval	18/12/2022
Amendments	0
Proposed Review date	2024
Web address of this policy	http://www.sias.rw/

APPROVAL FORM

Checked by:

Signature:



DR. Donya Ahmed
Vice Chancellor
Socioeconomic Institute for Advanced Studies

Approved by:

Signature:



DR. Mohamed Buhiji
Founder & Chairman of the Board of Trustees
Socioeconomic Institute for Advanced Studies

