

## Appendix:

Health and Safety Standards: The standards outlined below, contain the minimum Health and Safety (Health and Safety) requirements that need to be implemented throughout all School operations. In addition, School good practice examples have also been included where these are not already a legal requirement. Local legal requirements will always take precedence (if more rigorous than the Health Safety standard). As part of the School Health and Safety audit process, locations that can actively demonstrate working beyond the minimum standards will be formally recognised. The recognition strategy will be set and reviewed annually by the School Health and Safety Team in consultation with all the key stakeholders.

Policy standards	Health & Safety Standards	HS Good Practice - Key Indicators
1.1	<b>Planning (Hazard Planning (Hazards, Risks and Controls))</b>	
1.1.1 <b>(High Significance)</b>	Undertake a documented Risk Assessment of both the physical location and activities affecting employees, contractors, students and visitors to: (A) Identify Health and Safety hazards and risks (who is affected, potential severity and likelihood of occurrence), existing control measures and their Effectiveness. (B) Determine what needs to be done to reduce the significant risks and Establish a plan to implement the control measures. (C) Ensure controls are implemented and are effective.	Demonstration of the application of the Hierarchy of Control. Evidence of Review (annually or significant change). Independent Fire Risk Assessment. Event Safety Management. Homeworking. (May also be referred to as 'Telecommuting' or 'Mobile Work'.) Travel risk. Driver safety risk assessments. Electrical Safety Laboratory Safety Chemical Safety. Construction Safety.

		<p>Validation of risk assessment by Health and Safety Committee with standing agenda item to review any changes and to track progress against action requirements.</p> <p>All departments engaged in risk assessment development and all staff have access to the document.</p>
<b>1.2</b>	<b>Planning (Legal and other requirements)</b>	
<b>1.2.1</b> <b>(High Significance)</b>	<p>(A) Research and document the key legal Health and Safety requirements that apply to school operations in the form of a register of legal compliance.</p> <p>(B) Review the legal requirements annually, and document whether the school operations is in compliance</p>	<ul style="list-style-type: none"> <li>• Comprehensive legal register.</li> <li>• Evidence of periodic monitoring.</li> <li>• Assigned accountability for compliance activities.</li> <li>• Thorough legal compliance audit conducted and all findings resolved.</li> </ul>
<b>1.3</b>	<b>Planning (Health &amp; Safety Objectives)</b>	
<b>1.3.1</b> <b>(High Significance)</b>	<p>(A) Set Health and Safety objectives based on implementation of compliance with these standards, risks identified, applicable laws and Improvement activities.</p> <p>(B) For each Health and Safety objective, the School must document specific implementation plans to meet those objectives. The implementation plans must include the necessary resources, milestone targets and, where applicable, metrics or key performance indicators.</p>	<p>Evidence of continual improvement strategies.</p> <p>Evidence of measured progress and successful performance against plan.</p>
<b>2.1</b>	<b>Implementation and Operation (Roles and Responsibilities)</b>	
<b>2.1.1</b> <b>(High Significance)</b>	<p>A) Appoint a member of senior management with specific responsibility for establishing, implementing and maintaining the Health and Safety management system and communicate the appointment to everyone in the relevant part of the operation and/or</p>	<ul style="list-style-type: none"> <li>• Health and Safety Coordinator's letter and terms of reference signed and returned to the School Health and Safety Team.</li> </ul>

	<p>location. This representative will act as a Champion for Health and Safety and ensure that appropriate resources are made available for Health and Safety.</p> <p>B) The Senior management champion has nominated a Health and Safety Coordinator or Coordination Team for the school operation.</p>	<ul style="list-style-type: none"> <li>• Establish a local organisation and responsibilities diagram detailing Health and Safety responsibilities.</li> <li>• Senior management appointment regularly chairs the Health and Safety Committee.</li> </ul>
<b>2.2</b>	<b>Implementation and Operation (Health and Safety Training)</b>	
<b>2.2.1</b>	<p>A. Identify and create a local training plan identifying training associated with the significant Health and Safety risks (including regulatory requirements) that employees, contractors, students and visitors might be exposed to during their work activity, both as part of their induction and on an ongoing basis as needed.</p> <p>B. Implement and document the training plan.</p>	<ul style="list-style-type: none"> <li>• Clear identification of training requirements in risk assessments.</li> <li>• Evidence of Health and Safety training beyond legal compliance.</li> <li>• Evidence of periodic review and update of the training plan.</li> <li>• Periodic refresher training (as identified via risk assessment).</li> </ul>
<b>2.3</b>	<b>Implementation and Operation (Communication)</b>	
<b>2.3.1</b> <b>((High Significance))</b>	Proactively bring the School Health and Safety Policy Statement and responsibilities section of this Policy to the attention of all employees when they join the school.	<ul style="list-style-type: none"> <li>• Records showing 100% of staff have received and acknowledge this information.</li> <li>• Annual refresher. Communications through intranet/web portals/Noticeboards.</li> </ul>
<b>2.3.2</b> <b>(High Significance)</b>	Ensure Health and Safety is discussed in local team meetings and documented every month (or proportionate to the risk).	<ul style="list-style-type: none"> <li>• Formal local Health and Safety committee established which includes representatives covering all school activities.</li> </ul>

		<ul style="list-style-type: none"> <li>• Evidence of active participation within the Health and Safety committee</li> <li>• Evidence of staff consultation on Health and Safety issues (e.g. Local surveys or Staff/contractor Health and Safety forums).</li> <li>• Evidence of effective communications and successful activities.</li> </ul>
<b>2.3.3</b>	Have one or more Health and Safety notice boards. Each notice board must display the applicable statutory or regulatory notices, the School Health and Safety Policy Statement, emergency plans, organisation and responsibility diagram and the minutes of the latest Health and Safety meeting.	<ul style="list-style-type: none"> <li>• Prominent location of notice board to promote visibility of school management's commitment to Health and Safety.</li> <li>• Evidence of Newsletters, annual Health and Safety events/Local Initiatives and awareness campaigns.</li> <li>• Health and Safety information communicated on location intranet sites.</li> </ul>
<b>2.3.4</b> <b>(High Significance)</b>	Document and communicate site expectations for staff/students/learners/visitors/contractors (e.g. emergency requirements, smoking, incident reporting) as part of their induction program, and maintain records of how these have been communicated.	<ul style="list-style-type: none"> <li>• Evidence of initiatives to enhance site induction beyond a documented process.</li> <li>• Records showing 100% of staff have received and acknowledge this information.</li> <li>• Systems are in place to capture those who have not completed local training Processes.</li> <li>• Annual refresher training.</li> <li>• Inclusion of identified local risks, established controls and relevant signposting to Additional sources of local Health and Safety information</li> </ul>

		<ul style="list-style-type: none"> <li>• A handout/reference document is provided to staff (e.g. School Health and Safety Team Tri-Fold).</li> </ul>
<b>2.4</b>	<b>Implementation and Operation (Documentation and Record Control)</b>	
<b>2.4.1</b>	<p><b>(A)</b> Maintain a master register of all key Health and Safety documents, including strong control practices and approval by accountable management.</p> <p><b>(B)</b> Identify required Health and Safety records and retain for a period of (at least) three years unless specified in School documentation retention policies or local legal requirements.</p>	Include list of the documents and registers that are maintained as the part of health and safety practises in the school.
<b>2.5</b>	<b>Implementation and Operation (Operational Control)</b>	
<b>2.5.1</b>	If using a third party provider for services, evidence that they are competent to undertake the specific task required and that they are a reputable company (e.g. they have adequate insurance, Health and Safety management systems, licenced (if applicable)).	<ul style="list-style-type: none"> <li>• Evidence of independent validation or assurance scheme.</li> <li>• Evidence of third party acknowledgement of School Safety Management System and induction to school systems/controls.</li> <li>• Evidence of school monitoring of the third party activities to ensure that specified safety management systems are appropriately implemented.</li> </ul>
<b>2.5.2</b>	Is the location aware and do they follow the School Travel Safety, Expenses? (T&E) Policy and the Higher risk travel process (if applicable).	<ul style="list-style-type: none"> <li>• Travel Safety Risk assessment(Local/International)</li> <li>• Evidence of “Travel Security and Awareness” conducted for all the participants.</li> </ul>
<b>2.5.3</b>	Maintain an effective chemical management program for all chemicals and other hazardous materials used or stored in the location. (Adequate storage, labelling, up-to-date safety data sheets, first aid, personal protective equipment etc.)	<ul style="list-style-type: none"> <li>• Risk assessment of activities using Chemicals.</li> <li>• Chemical inventory/register and evidence of annual review.</li> </ul>

		<ul style="list-style-type: none"> <li>• Safety Data Sheet obtained for all products and easily accessible to staff.</li> <li>• All containers properly labelled and stored (in accordance with classification requirements).</li> <li>• Employees and relevant Health and Safety appointments (e.g. first aiders, ERT) trained on chemical safety (based on chemicals held).</li> <li>• Emergency procedures (e.g. spill clean-up and reporting processes) in place.</li> </ul>
<b>2.5.4 (High Significance)</b>	Formal documented visual inspection of Fixed (5 Years Once )and Portable Electrical Equipment(Yearly) undertaken based on risk.	<ul style="list-style-type: none"> <li>• Arrange for inspections of its fixed electrical systems by qualified electrician at least every five years;</li> <li>• Clear staff and contractor rules on the use of Portable Electrical Equipment (including restrictions).</li> <li>• Evidence of appropriate routine inspection and corrective actions.</li> <li>• Portable appliance testing at a frequency based on risk (captured in location risk assessment).</li> </ul>
<b>2.5.5 (High Significance)</b>	Establish those who are required to drive for work purposes have a valid driving license, and if using own vehicle, it complies with local regulatory requirements as per Motor vehicle Act(MV Act)/CBSE/ICSE Board requirement and any other government directives	<ul style="list-style-type: none"> <li>• Establishing and implementing a risk-based driver safety program.</li> <li>• Risk assessment, inductions processes and training plans support the driver safety program.</li> <li>• Driver Safety is an agenda item on Health and Safety Committee Meetings</li> <li>• Evidence of private vehicle safety compliance checks.</li> <li>• Driver evaluation forms(6 monthly).</li> </ul>

<p><b>2.5.6</b> <b>(High Significance)</b></p>	<p>Ensure users of computers and laptops are provided with a self-assessment of workstation and work environment risks. Where issues are identified, corrective actions will be implemented.</p>	<p>Evidence of good practice ergonomic behaviours being encouraged and communicated (e.g. posters, town halls, emails, meetings) Corrective action register.</p>
<p><b>2.6 Implementation and Operation (Emergency Preparedness)</b></p>		
<p><b>2.6.1</b> <b>(High Significance)</b></p>	<p>(A) Identify the potential for emergency situations (e.g. fire, flood/rain, earthquakes, gas leaks, animal and insect attacks, adverse weather, serious bus accidents, riots), and document arrangements for immediate response to such emergencies in the form of a written Emergency Action Plan, which is appropriately communicated to employees, learners and visitors.</p> <p>(B) Appoint, train and equip first aiders/ERT and fire/emergency wardens (as appropriate to the location).</p> <p>(C) Test its emergency arrangements at least twice per year. Reports of the conduct and results of such tests must be documented, including any corrective actions.</p>	<ul style="list-style-type: none"> <li>• Evidence of Emergency Action Plan version control, routine reviews and Emergency</li> <li>• Response Team engagement in its development.</li> <li>• Evidence of enhanced testing arrangements (in line with School Health and Safety Team guidance) with appropriate Health and Safety considerations.</li> <li>• Evidence of testing of multiple emergency types (e.g. evacuation/shelter-in-place due to external bomb threat(s));</li> <li>• Dynamic and effective employee awareness and training used to ensure knowledge of plan; integration with location resilience plans.</li> <li>• Evidence of corrective action and lessons learned from tests and actual emergency situations.</li> </ul>
<p><b>3.1 Checking (Measuring Performance and Incidents)</b></p>		
<p><b>3.1.1</b></p>	<p>Evidence of a periodic documented inspection process which confirms that known hazards are being controlled and that new hazards are identified and controls are established.</p>	<ul style="list-style-type: none"> <li>• Evidence of previous audits and record of corrective actions.</li> <li>• Evidence that inspections are supported by appropriate (location specific) inspection checklists. This should support the monitoring of specified risk assessment controls. Specific inspection frequency requirements are identified in location risk assessments.</li> </ul>

<p><b>3.1.2</b> <b>(High Significance)</b></p>	<p>(A) Establish, implement and maintain a documented procedure for recording, investigating and analysing incidents which have occurred in its operations. Employees should be positively encouraged to report incidents (including near misses), work-related health issues and hazards. There must be records of all known incidents, including near misses and work-related health issues; and a record of all incident investigations. This includes submitting data upon request to the School Health and Safety Team.</p> <p>(B) Maintain a documented process to ensure that corrective action is taken when hazards are identified, accidents or near misses occur and when employees raise safety concerns.</p>	<ul style="list-style-type: none"> <li>• Evidence of timely incident reporting (within 24 hours).</li> <li>• Evidence of periodic communications reminding staff of local injury/incident and hazard reporting procedures (e.g. Incident/Accident escalation process).</li> <li>• Inclusion of injury/incident/hazard reporting expectations as part of new hire training or orientation materials.</li> <li>• Appropriate training of incident investigators and engagement with School Health and Safety Team for early guidance/support.</li> <li>• Evidence of completed investigations with completed corrective actions.</li> <li>• Evidence that this is reviewed (as an agenda item) during routine Health and Safety Committee Meetings.</li> </ul>
<p><b>3.2</b></p>	<p><b>Checking (Audit)</b></p>	
<p><b>3.2.1</b></p>	<p>Conduct its own audit of the implementation of this School Health and Safety Policy and Standards.</p>	<ul style="list-style-type: none"> <li>• Evidence of independent audits on the implementation of these standards and general Health and Safety Management.</li> <li>• Evidence of identified corrective action management from independent audits.</li> <li>• ‘Satisfactory’ grading of School Health and Safety Audit (Full Standards).</li> <li>• Evidence of continual improvement implementation from the self-audit.</li> <li>• Parent inspection (Term wise)</li> </ul>
<p><b>3.2.2</b></p>	<p>Cooperate with the School Health and Safety Team by responding accurately and promptly to all requirements for performance and incident monitoring information.</p>	<p>Engagement with routine School Health and Safety Team meetings to support continual development.</p>

<b>4.1</b>	<b>Management Review</b>	
<b>4.1.1</b>	Review at least annually, the Health and Safety performance of the school under their control, with the aim of identifying and correcting non-conformity, and promoting continual improvement. This review will be documented.	Updated Monthly Dashboard