

HEALTH & SAFETY POLICY

1. STATEMENT OF INTENT

The health and safety policy has been laid down for AGE, wherein the local regulations on health and safety will be observed by the institute. The aim of this policy is to ensure that all employees of the Institute are healthy, safe and secure in their place of work. This can be done by ensuring that all rules and regulations governing the health and safety aspects of the country are observed, followed and implemented religiously. Secondly the guidelines and directions laid down by AGE on the matter of Health and Safety should not be compromised ever. The intent of this policy is to ensure that no employee of AGE suffers or is subjected to any risk whatsoever because of Health and Safety concerns. All risks arising due to health and safety aspects should be mitigated with proper planning and implementation.

2. RESPONSIBILITIES FOR HEALTH AND SAFETY

At AGE, the following will be the responsibilities of staffs to ensure that all precautions as per guidelines and directions are maintained at all times for safety of all employees.

Risk Management Team

1. Overall responsibility: Operations Head.

2. Officer In-Charge (OIC) Health & Safety: AGE will have an OIC for Health & safety, who may preferably be the second in command of the Operations department/ or any other officer deputed by the institute.

3. Risk Protection & Mitigation Team: A team of four members at least will comprise of this group. Their responsibilities will be to ensure that all hazard protection drills like firefighting, earthquake, etc. are practiced annually, in consultation with the building premises and local civil defence teams, where feasible.

4. Administrator: He/ she will be responsible for keeping up-to-date details of all hospitals, clinics in near vicinity, contact numbers of police, fire, civil defense, quick reaction teams available, and all other emergency numbers, to ensure that in case of any emergency contact will be made with the concerned authority. The Administrator will maintain all requisite documentation of the health and safety incidents.

All employees should: (1) co-operate with supervisors and managers on health and safety matters; (2) take reasonable care of their own health and safety; and (3) report all health and safety concerns to an appropriate person (as detailed above).

3. ARRANGEMENTS FOR HEALTH AND SAFETY

1. Risk Assessment. The risk assessment templates for assessing risk severity, probability of occurrence and their impact on risks identified have been given as **Appendix**. Mitigation of risks will be recognized for each consequence of risk identified, stated clearly and explained to all concerned staff members.

2. Training. Doing risk assessment and planning for the same is important, but more important is the implementation of the risks identified and then taking appropriate action to mitigate these risks. To ensure this, all concerned staff members responsible for managing and implementing these risk controls have to be trained. After carrying out initial training of the staff responsible on all these aspects, annually all the staff members will undergo a refresher cadre to review risks, carry out training refreshment of all our policies and procedures on the matter of risk identification and its mitigation. Apart from the staff responsible, it will be ensured that all employees are also trained on the effects of risk management of all health and safety aspects, and it will be the responsibility of Officer In-Charge (OIC) Health & Safety to keep all employees informed, as well as carry out mock drills regularly on an annual basis. Safety signs and equipment will be available on all prominent places for all employees to see and be aware of how to use them in case of an emergency. For example, all employees should know where the firefighting equipment are placed, how and which fire extinguishers are to be used for different kinds of fire, etc.

3. Consultation. Officer In-Charge (OIC) Health & Safety will ensure that he/ she remains in constant consultation with the govt. agencies responsible for implementation by all companies. These will primarily consist of civil defense forces, risk assessment organizations and quick reaction teams. Any training or ground activities carried out by any of the Health & Safety organizations will be attended by the concerned staff members.

4. Evacuation. Evacuation drills will be laid down in case of health and safety hazards like fire, earthquake, etc. which will be the responsibility of the risk management team of the AGE Company. Drills of evacuation will be practiced during conduct of mock practice drills, and all implements and resources necessary for evacuation will be procured and made available in each company. These will include first aid boxes with medicines, bandages, and basic medications required for any injury an employee may sustain. Also, stretchers, masks, and any other evacuation resources required in case of any risk should be available in every company premise.

Appendix

RISK MATRIX: HEALTH AND SAFETY

		SEVERITY			
		NEGLIGIBLE Small/unimportant; not likely to have a major effect on the operation of the event / no bodily injury to requiring minor first aid injury	MARGINAL Minimal importance; has an effect on the operation of event but will not affect the event outcome / requires medical treatment	CRITICAL Serious/important; will affect the operation of the event in a negative way / suffers serious injuries or medical treatment of minors	CATASTROPHIC Maximum importance; could result in disaster/death; WILL affect the operation of the event in a negative way / death, dismemberment or serious injury to minors
PROBABILITY	LOW This risk has rarely been a problem and never occurred at a college event of this nature	LOW (1)	MEDIUM (4)	MEDIUM (6)	HIGH (10)
	MEDIUM This risk will MOST LIKELY occur at this event	LOW (2)	MEDIUM (5)	HIGH (8)	EXTREME (11)
	HIGH This risk WILL occur at this event, possibly multiple times, and has occurred in the past	MEDIUM (3)	HIGH (7)	HIGH (9)	EXTREME (12)

EXPLANATION OF RISK RANKING		
LOW	MEDIUM	If the consequences to this event/activity are LOW / MEDIUM, your group should be OK to proceed with this event/activity. It is advised that if the activity is MEDIUM, risk mitigation efforts should be made.
HIGH		If the consequences to this event/activity are HIGH, it is advised that you seek additional event planning support.
EXTREME		If the consequences to this event/activity are EXTREME, it is advised that you do not hold this event without prior consultation with Risk Management Experts

RISK ASSESSMENT TABLE

List All Activities <i>Your activity name</i>	Associated Risk(s) <i>Risk(s) associated with the activity</i>	Severity <i>Level of impact on the trip and students</i>	Probability <i>The chances of that risk happening</i>	Risk Score <i>Risk score, found by combining impact and probability on the risk matrix</i>	Method(s) to Manage the Risk <i>A list of methods you will use to minimize the chances of the risk happening and/or the resulting damages of the risk</i>
College building and premises	<ul style="list-style-type: none"> Injuries and ill health from risks associated with the building and premises 	Marginal	Low	Medium (4)	<ul style="list-style-type: none"> College to remind staff about importance of good housekeeping and reporting building related faults to Maintenance Head to ensure Workplace Inspections undertaken and recorded
Smoking near gasoline products	<ul style="list-style-type: none"> Fire hazard 	Catastrophic	High	Extreme (12)	<ul style="list-style-type: none"> Give warnings of No Smoke in all such places. Have security arrangement so that no infringement occurs. Educate all persons of fire hazards in such vulnerable places.
Playing Billiards in Recreation Room	<ul style="list-style-type: none"> Damaging College property Competition sparks fighting among participants 	Negligible	Low	Low (1)	<ul style="list-style-type: none"> College to instruct students about importance of maintaining decorum and discipline in premises Strict disciplinary action to be taken if college property is damaged.

Outdoor activity	<ul style="list-style-type: none"> Bodily Injury to participants 	Critical	Low	Medium (6)	<ul style="list-style-type: none"> Educate participants regarding conditions of activity, appropriate footwear and caution against risk of bodily injury due to environment.
Breach of health and safety legislation	<ul style="list-style-type: none"> Loss of reputation Restrictions imposed by regulatory bodies Criminal prosecution resulting in fines 	Catastrophic	Low	High (10)	<ul style="list-style-type: none"> Formal site inspection by health and safety inspector Independent audits and inspections
Heat stress related illness or injury	<ul style="list-style-type: none"> Medical treatment Removal from activity In Extreme cases hospitalization 	Critical	Low	Medium (6)	<ul style="list-style-type: none"> Drinking water to be available at all times in the campus Reduce exposure to direct sunlight wherever possible Any symptoms of heat related stress must be treated immediately
Critical incidents or emergencies. For example, flood, severe weather etc.	<ul style="list-style-type: none"> Closure of services Financial loss Disruption to services 	Critical	Low	Medium (6)	<ul style="list-style-type: none"> Ongoing review and updating of policies, procedures and plans External health and safety audits
Noise/Sound levels greater than safe exposure standards	<ul style="list-style-type: none"> Disturbance to offices and ongoing activities 	Marginal	Low	Medium (6)	<ul style="list-style-type: none"> Staff will be instructed to maintain acceptable noise levels to ensure smooth running of daily operations.
Hidden pipes, cable wiring	<ul style="list-style-type: none"> Injury to participants 	Critical	Low	Medium (6)	<ul style="list-style-type: none"> External health and safety audits Review and updating health and safety policies
Hazardous Manual activity	<ul style="list-style-type: none"> Injury to participants Removal from activity 	Critical	Low	Medium (6)	<ul style="list-style-type: none"> External health and safety audits Hazardous manual activities if any to be carried out by experts during off-duty hours to ensure safety of staff and students

Pandemic Spread due to virus	<ul style="list-style-type: none"> • All offices will have to be closed and adopt the work from home culture. • Communications with staff and students will have to be very engaged. 	Catastrophic	Low	Extreme	<ul style="list-style-type: none"> • Shift all onsite work to online mode very quickly within a week. • Have robust online platforms to engage with students regularly. • Organize online webinars where seminars had been arranged. • Ensure all govt. regulations are implemented and all actions taken as per authorized safety standards.
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