



## RISK REGISTER

Doc. No.: CH14/F01 | Rev. 01 | 10 Aug 2022

### RISK RATING MATRIX

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent almost certain (5)	5	10	15	20	25
<b>15 - 25</b>	Extreme Risk	Activity should not proceed in current form			
<b>8 - 12</b>	High Risk	Activity should be modified to include remedial planning and action and subject to detailed OSH assessment			
<b>4 - 6</b>	Moderate Risk	Activity can operate subject to management and/or modification			
<b>1 - 3</b>	Low Risk	No action required unless escalation of risk is possible			



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No.	Hazard	Consequences / Impact	People at Risk	Risk Level			Control Measures	Residual Risk			Additional Measures
				S	PR	R		S	PR	R	
<b>AREA / ACTIVITY</b>		<b>ADMINISTRATION OFFICES, CLASSROOMS, ROOMS (MUSIC, ARTS, PRAYER)</b>									
1.	Obstructed Access & Egress to Corridors & Exit Routes	Trip hazards, Injury (Minor to Major)	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Keep doors (access/egress) and walkways free from obstacles and trip hazards.</li> <li>Daily cleaning is advised.</li> <li>Facility Maintenance annually.</li> <li>All other procedures, instruction, training and supervision apply.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>	3	1	3	
2.	Horseplay & Fighting	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the teachers, security and/or relevant heads of Rosary School – Abu Dhabi (RSAD) Management and shall be recorded.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Students / Employees involved in violence/ fighting shall be provided of behavior counselling.</li> <li>Teachers shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
3.	Slips & Trips	Trip Hazards, Injury	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> </ul>	2	1	2	



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						4	<ul style="list-style-type: none"> <li>Aisles/Corridors shall not be blocked any objects.</li> <li>Maintain good housekeeping in all room areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance</li> </ul>			2	
4.	Poor Ventilation & Indoor Air Quality	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Ensure air conditioning systems are maintained and operating.</li> <li>Any damaged shall be replaced or repaired immediately.</li> </ul>	2	1	2	
5.	Poor Hygiene	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation.</li> <li>Dispose waste through registered service provider.</li> <li>Maintain good housekeeping in all school premises.</li> </ul>	2	1	2	
6.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>
7.	Fire Hazards	Injury & Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> </ul>



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						6	<ul style="list-style-type: none"> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> <li>Ensure that the fire/smoke detectors, water sprinklers are in good working condition.</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after office/school hours</li> <li>Smoking is totally prohibited in all school facilities.</li> </ul>			6	<ul style="list-style-type: none"> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>
8.	Ergonomics Hazards	Injury & Ill Health	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Computer work stations and chairs shall be ergonomically placed such that the users back is straight, monitors are below eye level.</li> <li>Repetitive movements shall be avoided by rearranging materials</li> <li>Files and racks shall be easily accessible from the floor to avoid over extension and sprains</li> <li>Dimensions of the table shall be such that the user is able to reach all locations comfortably</li> <li>Glare from computer screens shall be avoided by proper lighting and its position.</li> </ul>	2	1	2	



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						8	<ul style="list-style-type: none"> <li>Periodically moves your eyes to look at a distant object to reduce eye strain</li> <li>Brightness of monitors shall be optimal to avoid eye strains</li> <li>Continuous work in the same location shall be avoided and staffs shall be encouraging to take adequate breaks.</li> <li>Job rotation shall also be considered to avoid monotonous work as well as repetitive strain injuries, wherever applicable.</li> <li>Stretching exercises shall be done for muscular relaxation</li> </ul>			4	
9.	Falling Objects - TVs, Boards, Smart Board, Projectors & Curtains Brackets Fixing	Injury	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>If placed in any racks, ensure racks are in stable areas and positions.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular facility maintenance shall be observed and maintained.</li> </ul>
10.	Occupancy Load	Injury & Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Assess maximum allowable persons/students per room/area.</li> <li>RSAD shall ensure that all students can be comfortable in each space and can move conveniently.</li> </ul>	2	1	2	
11.	Noise Hazards	Injury & Ill Health	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Construct music room, auditoriums and indoor playground with sound proof material.</li> <li>Try to reduce the noise levels and exposure time where possible.</li> </ul>	2	1	2	



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						9	<ul style="list-style-type: none"> <li>If needed, ear plug shall be provided to the students and/or employees.</li> </ul>			3	

AREA / ACTIVITY		SEN ROOM (For People of Determination (POD))									
12.	Obstructed Access & Egress to Corridors & Exit Routes	Trip hazards, Injury (Minor to Major)	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Keep doors (access/egress) and walkways free from obstacles and trip hazards.</li> <li>Daily cleaning is advised.</li> <li>Facility Maintenance annually.</li> <li>All other procedures, instruction, training and supervision apply.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>	3	1	3	
13.	Horseplay & Fighting	Injury & Fatality	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle POD behavior in the school premises.</li> <li>Any violence/aggression incidents should be reported to the teachers, security and/or relevant heads of Rosary School – Abu Dhabi (RSAD) Management and shall be recorded.</li> <li>Ensure <b>NO</b> sharp materials are accessible in the area.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	3	1	3	



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14.	Slips & Trips	Trip Hazards, Injury	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Aisles/Corridors shall not be blocked any objects.</li> <li>Maintain good housekeeping in all room areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	2	1	2	
15.	Poor Ventilation & Indoor Air Quality	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Ensure air conditioning systems are maintained and operating.</li> <li>Any damaged shall be replaced or repaired immediately.</li> </ul>	2	1	2	
16.	Poor Hygiene	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation.</li> <li>Dispose waste through registered service provider.</li> <li>Maintain good housekeeping in all school premises.</li> </ul>	2	1	2	
17.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Ensure competency of the electrician / employees prior to carrying out electrical work.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular maintenance of the electrical equipment / appliances shall be conducted.</li> <li>First Aid Kit shall be available - in case of serious</li> </ul>



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						6	<ul style="list-style-type: none"> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> </ul>			6	injury, emergency numbers shall be available to easily call for assistance.
18.	Falling Objects - TVs, Boards, Smart Board, Projectors & Curtains Brackets Fixing	Injury	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>If placed in any racks, ensure racks are in stable areas and positions.</li> </ul>	3	1	3	
19.	Occupancy Load	Injury & Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Assess maximum allowable persons/students per room/area.</li> <li>RSAD shall ensure that all students can be comfortable in each space and can move conveniently.</li> </ul>	2	1	2	
20.	Noise Hazards	Injury & Ill Health	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Construct music room, auditoriums and indoor playground with sound proof material.</li> <li>Try to reduce the noise levels and exposure time where possible.</li> <li>Areas location shall not be near to any loud areas to reduce distractions to the POD.</li> </ul>	2	1	2	
21.	Violence	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the teachers, security and/or relevant heads of</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Guardian of the POD shall be available within the area.</li> <li>Any sharp materials shall not</li> </ul>





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						10	Rosary School – Abu Dhabi (RSAD) Management and shall be recorded. <ul style="list-style-type: none"> <li>All teachers and employees are trained on the response plan in case of any medical emergencies.</li> <li>In case of any medical emergencies, teachers/assigned staff shall assess the situation and ensure everyone’s safety in the area and immediately notify the security and activate the response plan.</li> <li>Emergency procedure and evacuation plan are properly communicated to all employees and relevant stakeholders.</li> </ul>			5	be available/used. (e.g., instead of stainless scissors, plastic scissors are highly recommended) <ul style="list-style-type: none"> <li>Teachers/Guardian are available within the area and shall be vigilant to any unusual behavior of the POD students and take immediate action.</li> <li>First Aid Kit shall be available in every room - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>
22.	Fire Hazards	Injury & Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Assigned buddy personnel for the POD shall be available within the area and trained of the emergency response plan.</li> <li>Emergency Drills are conducted regularly.</li> </ul>



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						20	<ul style="list-style-type: none"> <li>Ensure that the fire/smoke detectors, water sprinklers are in good working condition.</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after office/school hours</li> <li>Smoking is totally prohibited in all school facilities.</li> <li>Emergency procedure and evacuation plan are properly communicated.</li> <li>During emergencies, RSAD Management shall ensure to assigned and trained employees to assist POD students during evacuation.</li> </ul>				<ul style="list-style-type: none"> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>

AREA / ACTIVITY		SCHOOL ACCESS & EGRESS AREAS									
23.	Obstructed Access, Egress, Corridors & Exit Routes	Injury & Fatalities	Driver Employees Parents Visitors Students	5	4	20	<ul style="list-style-type: none"> <li>Provide visual signages for the locations of entrance and exit areas.</li> <li>Regular checking on Access and egress and it shall be kept obstruction free.</li> <li>Keep doorways and walkways free from trip hazards. Maintain good housekeeping.</li> <li>Security personnel to be available at the school access &amp; egress area for assistance.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection and maintenance.</li> <li>Any damages on the entrance and exit areas shall be reported. Repair immediately.</li> </ul>



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						8	<ul style="list-style-type: none"> <li>School must have enough emergency exists leading towards safe assembly areas.</li> <li>Exit doors should be made of fire proof materials.</li> </ul>			4	
24.	Horseplay & Fighting	Injury & Fatality	Driver Employees Parents Visitors Students	4	2	8	<ul style="list-style-type: none"> <li>Teachers, security personnel and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the teachers, security and/or relevant heads of RSAD Management and shall be recorded.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Allow students to go outside the school premises only with their parents, guardian and school buses.</li> <li>Security Personnel shall be vigilant to any unusual behavior noticed within the area and take appropriate action.</li> </ul>
25.	Slips & Trips	Injury	Driver Employees Parents Visitors Students	2	3	6	<ul style="list-style-type: none"> <li>Good housekeeping in the area</li> <li>No trailing leads or cables; Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Ensure the availability of first aider and first aid facility in case of injury</li> <li>Survey the route for any obstructions/trip hazards.</li> </ul>	2	1	2	
26.	Poor Ventilation &	Ill Health	Driver Employees Parents	2	3	6	<ul style="list-style-type: none"> <li>Maintain proper housekeeping.</li> </ul>	2	1	2	



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	Indoor Air Quality		Visitors Students			9	<ul style="list-style-type: none"> <li>Regular inspection on the area's condition. Any damage shall be replaced or repaired immediately.</li> </ul>			3	
27.	Falling Objects - Lobby & Corridors TVs Brackets & Frames Fixing	Injury	Driver Employees Parents Visitors Students	3	3	9	<ul style="list-style-type: none"> <li>All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>If placed in any racks, ensure racks are in stable areas and positions.</li> </ul>	3	1	3	
28.	Poor Hygiene	Ill Health	Driver Employees Parents Visitors Students	2	2	4	<ul style="list-style-type: none"> <li>Maintain proper housekeeping.</li> <li>Regular inspection on the area's condition.</li> <li>Daily disinfection of the area.</li> </ul>	2	1	2	

AREA / ACTIVITY	LIBRARIES AND COMPUTER LABS										
29.	Obstructed Access & Egress to Corridors & Exit Routes	Trip hazards, Injury (Minor to Major)	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Keep doors and walkways free from obstacles and trip hazards.</li> <li>Maintain good housekeeping in all school areas</li> <li>Keep libraries and computer lab clean.</li> <li>Ensure facilities are free of wall cracks. Facility Maintenance annually.</li> <li>Conduct regular inspection in the area</li> <li>Emergency procedure and evacuation plan are properly communicated.</li> </ul>	3	1	3	



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							<ul style="list-style-type: none"> <li>Emergency numbers, route, plan are posted within the area.</li> <li>All other procedures, instruction, training and supervision apply.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>				
30.	Horseplay & Fighting	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Teachers / Library Personnel shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
31.	Slips & Trips	Injury	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Walkways shall not be blocked with files, furniture, etc.</li> <li>Maintain good housekeeping in the areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury,</li> </ul>	2	1	2	



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						8	emergency numbers shall be available to easily call for assistance.			4	
32.	Poor Ventilation & Indoor Air Quality	Ill Health/ Fire Incidents	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Ensure air conditioning systems are maintained and operating.</li> <li>Any damaged wirings shall be replaced or repaired immediately.</li> <li>No combustible materials are placed near electrical equipment.</li> <li>Fire alarm, water sprinkler, fire extinguisher shall be inspected regularly and maintained in good condition.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> <li>Emergency Drills are conducted regularly.</li> </ul>
33.	Poor Hygiene	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation.</li> <li>Dispose waste through registered service provider.</li> <li>Maintain good housekeeping</li> </ul>	2	1	2	
34.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>



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							<ul style="list-style-type: none"> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> </ul>				
35.	Fire Hazards	Injury & Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> <li>Ensure that the fire detectors are in good working condition</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after office hours</li> <li>Smoking is totally prohibited in all school facilities.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>
36.	Ergonomics Hazards	Injury & Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Computer work stations and chairs shall be ergonomically placed such that the users back is straight, monitors are below eye level.</li> <li>Repetitive movements shall be avoided by rearranging materials</li> <li>Files and racks shall be easily accessible from the floor to avoid over extension and sprains</li> </ul>	2	1	2	



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						8	<ul style="list-style-type: none"> <li>• Dimensions of the table shall be such that the user is able to reach all locations comfortably</li> <li>• Glare from computer screens shall be avoided by proper lighting and its position.</li> <li>• Periodically moves your eyes to look at a distant object to reduce eye strain</li> <li>• Brightness of monitors shall be optimal to avoid eye strains</li> <li>• Continuous work in the same location shall be avoided and staffs shall be encouraged to take adequate breaks.</li> <li>• Job rotation shall also be considered to avoid monotonous work as well as repetitive strain injuries, wherever applicable.</li> <li>• Stretching exercises shall be done for muscular relaxation</li> <li>• Blue light blocking screen protector to be provided on computers.</li> </ul>			4	
37.	Falling Objects - TVs, Boards, Smart Board, Book Shelves, Projectors & Curtains Brackets Fixing	Injury / Fatality	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>• All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>• If placed in any racks, ensure racks are in stable areas and positions.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• Regular facility maintenance shall be implemented and maintained.</li> </ul>





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38.	Occupancy Load	Injury & Ill Health	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Assess maximum allowable persons/students per room/area.</li> <li>RSAD shall ensure that all students can be comfortable in each space and can move conveniently.</li> </ul>	2	1	2	

AREA / ACTIVITY		SCIENCE LABORATORIES (PHYSICS, BIOLOGY, CHEMISTRY)									
39.	Obstructed Access & Egress to Corridors & Exit Routes	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Ensure to keep laboratories clean.</li> <li>Ensure facilities are free of cracks.</li> <li>Keep doors and walkways free from obstacles and trip hazards.</li> <li>Maintain good housekeeping in the area.</li> <li>All other procedures, instruction, training and supervision apply.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Any damages on the entrance and exit areas shall be reported. Repair immediately.</li> </ul>
40.	Horseplay & Fighting	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> <li>Students / Employees involved in violence/ fighting shall be provided of behavior counselling.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Teachers / Assigned staff shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>



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							<ul style="list-style-type: none"> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>				
41.	Slips & Trips	Injury/ Trip Hazards	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Aisles/Corridors shall not be blocked with files, furniture, etc.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance</li> <li>Maintain good housekeeping in all room areas.</li> </ul>	2	1	2	
42.	Poor Ventilation & Indoor Air Quality	Ill Health/ Fire Incidents	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Ensure air conditioning systems/exhaust are maintained and operating especially during conducting experiments.</li> <li>Any damaged shall be replaced or repaired immediately.</li> <li>Conduct air quality monitoring.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Conduct air quality monitoring.</li> </ul>
43.	Poor Hygiene	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation in place.</li> <li>Staff responsible for waste are trained in waste handling</li> </ul>	2	1	2	



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							<ul style="list-style-type: none"> <li>Dispose waste through registered service provider.</li> </ul>				
44.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>
45.	Fire Hazards	Injury & Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> <li>Ensure that the detectors are in good working condition</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after office hours</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>



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							<ul style="list-style-type: none"> <li>Smoking is totally prohibited in all school facilities.</li> </ul>				
46.	Ergonomics Hazards	Injury & Ill Health	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>Computer work stations and chairs shall be ergonomically placed such that the users back is straight, monitors are below eye level.</li> <li>Glare from computer screens shall be avoided by proper lighting and its position.</li> <li>Brightness of monitors shall be optimal to avoid eye strains</li> <li>Experiments stations shall be designed ergonomically.</li> <li>Repetitive movements shall be avoided by rearranging materials</li> <li>Files and racks shall be easily accessible from the floor to avoid over extension and sprains</li> <li>Dimensions of the table shall be such that the user is able to reach all locations comfortably.</li> </ul>	3	1	3	
47.	Falling Objects - TVs, Boards, Smart Board, Projectors & Curtains Brackets Fixing	Injury/ Fatality	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>If placed in any racks, ensure racks are in stable areas and positions.</li> <li>Any damages identified shall be replaced/repared immediately, if not</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular facility maintenance shall be implemented and maintained</li> </ul>



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						6	possible, provide warning signs for awareness.			2	
48.	Occupancy Load	Injury & Ill Health	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Assess maximum allowable persons/students per room/area.</li> <li>RSAD shall ensure that all students can be comfortable in each space and can move conveniently.</li> </ul>	2	1	2	
49.	Chemical Hazards	Injury/ Ill Health/ Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Buy non - toxic and environmentally friendly products where possible.</li> <li>Safely store and label chemicals correctly.</li> <li>Avoid leaks and always keep limited quantity as demanded by the job.</li> <li>Provide adequate and sufficient training on teachers and lab staffs.</li> <li>Teachers shall ensure to give full assistance to all students during lab session/class.</li> <li>Safe disposal of hazardous materials.</li> <li>MSDS shall be available on all chemicals used.</li> <li>Label shall be available on all the containers</li> <li>Staff who handle chemicals must ensure a good practice</li> <li>Ensure proper ventilation and air conditioning systems are operating.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Awareness on chemical handling and usage shall be given before starting any activities.</li> <li>Full supervision on students shall be ensured by the teachers / assigned staff while dealing with the chemical.</li> </ul>



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						9	<ul style="list-style-type: none"> <li>Minimize other activities on that area and persons also for reducing the number of exposures</li> <li>Properly schedule the activity and reduce exposure time</li> <li>Warning signs and barricading should be done around the activity areas- if there's any harmful chemicals spillage. Ensure authorized person shall performed the spill control.</li> <li>Shower &amp; Eye wash station / Portable eye wash bottle shall be available at work location.</li> <li>Wear proper PPE when handling chemicals.</li> </ul>			3	

AREA / ACTIVITY	SCHOOL CLINIC										
50.	Obstructed Access & Egress to Corridors & Exit Routes	Trip hazards, Injury (Minor to Major)	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Ensure to keep clinics clean.</li> <li>Ensure facilities are free of cracks.</li> <li>Keep doors and walkways free from obstacles and trip hazards.</li> <li>Maintain good housekeeping in all school areas</li> <li>Regular facility inspection conducted to the clinic</li> <li>All other procedures, instruction, training and supervision apply.</li> </ul>	3	1	3	



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						6	<ul style="list-style-type: none"> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>			2	
51.	Slips & Trips	Trip Hazards, Injury	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Any spill in the area shall be cleaned-up immediately.</li> <li>Maintain good housekeeping in the areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	2	1	2	
52.	Poor Ventilation & Indoor Air Quality	Ill Health	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>Ensure air conditioning systems and ventilation are maintained and operating.</li> <li>Any damaged shall be replaced or repaired immediately.</li> </ul>	3	1	3	
53.	Poor Hygiene	Ill Health	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation.</li> <li>Staff responsible for waste are trained in waste handling</li> <li>Dispose waste through registered service provider.</li> </ul>	3	1	3	



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54.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>
55.	Fire Hazards	Injury & Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> <li>Ensure that the fire detectors are in good working condition</li> <li>Switch off all electrical appliances (as far as possible) after office hours if possible.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>





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56.	Chemical Hazards	Injury & Ill Health	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Buy non - toxic and environmentally friendly products where possible.</li> <li>Safely store and label chemicals correctly.</li> <li>Avoid leaks and always keep limited quantity as demanded.</li> <li>Provide adequate and sufficient training.</li> <li>Safe disposal of hazardous materials.</li> <li>MSDS shall be available on all chemicals used.</li> <li>Label shall be available on all the containers</li> <li>Staff who handle chemicals must ensure a good practice</li> <li>Ensure proper ventilation and air conditioning systems are operating.</li> <li>Minimize other activities on that area and persons also for reducing the number of exposures</li> <li>Properly schedule the activity and reduce exposure time</li> <li>Warning signs and barricading should be done around the activity areas</li> <li>Shower &amp; Eye station / Portable eye wash bottle shall be available at work location</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Full supervision and awareness on chemical handling and usage shall be given to any new clinic staff.</li> <li>Ensure clinic staff are trained and competent to deal with any chemicals in the area.</li> </ul>



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						9	<ul style="list-style-type: none"> <li>Wear proper PPE when handling chemicals.</li> </ul>			9	
57.	Bloodborne Pathogens Hazards	Injury & Ill Health	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Personnel are trained in infection control, bloodborne pathogen and needle stick injury prevention</li> <li>All tools/materials to be used shall be properly cleaned and disinfected.</li> <li>Immediate and safe disposal identified contaminated tools/materials - follow waste management program</li> <li>Ensure proper sanitation on the area - spray disinfectant on scheduled time</li> <li>Safe disposal of hazardous materials.</li> <li>MSDS shall be available on all chemicals used.</li> <li>Immediate and safe disposal of sharps into appropriate puncture proof sharp receptacle</li> <li>Report all needlestick and other sharps-related injuries to relevant personnel</li> <li>Provision of first aid</li> <li>Conduct laboratory test for both the staff and patient</li> <li>Wear proper PPE</li> <li>Seek medical assistance if needed.</li> </ul>	3	1	3	



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<b>AREA / ACTIVITY</b>		<b>CANTEEN</b>									
58.	Obstructed Access & Egress to Corridors & Exit Routes	Trip hazards, Injury (Minor to Major)	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Keep doors (access/egress) and walkways free from obstacles and trip hazards.</li> <li>Daily cleaning is advised.</li> <li>Facility Maintenance annually.</li> <li>All other procedures, instruction, training and supervision apply.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>	3	1	3	
59.	Horseplay & Fighting	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the teachers, security and/or relevant heads of RSAD Management and shall be recorded.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Students / Employees involved in violence/ fighting shall be provided of behavior counselling.</li> <li>Teachers / any employees shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
60.	Slips & Trips	Trip Hazards, Injury	Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> </ul>	2	1	2	



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						4	<ul style="list-style-type: none"> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Aisles/Corridors shall not be blocked any objects.</li> <li>Maintain good housekeeping in all room areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>			2	
61.	Poor Ventilation & Indoor Air Quality	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Ensure air conditioning systems are maintained and operating.</li> <li>Any damaged shall be replaced or repaired immediately.</li> </ul>	2	1	2	
62.	Poor Hygiene	Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation.</li> <li>Dispose waste through registered service provider.</li> <li>Maintain good housekeeping in all school premises.</li> </ul>	2	1	2	
63.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically</li> </ul>



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						10	<ul style="list-style-type: none"> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> </ul>			10	
64.	Fire Hazards	Injury & Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> <li>Ensure that the fire/smoke detectors, water sprinklers are in good working condition.</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after office/school hours</li> <li>Smoking is totally prohibited in all school facilities.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees and relevant contractors.</li> <li>Emergency Drills are conducted regularly.</li> </ul>
65.	Occupancy Load	Injury & Ill Health	Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Assess maximum allowable persons/students per room/area.</li> </ul>	2	1	2	



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							<ul style="list-style-type: none"> <li>RSAD shall ensure that all students can be comfortable in each space and can move conveniently.</li> </ul>				
66.	Food Safety & Hygiene	Ill Health & Potential Death/fatalities from food poisoning	Employees Students Visitors	5	2	10	<ul style="list-style-type: none"> <li>Keep all areas clean and tidy. Ensure counters and worktops are clean and free of any damages.</li> <li>Store food products and items properly and correctly.</li> <li>All the food handlers are having essential food safety training certificate.</li> <li>Regular supervision from the Assigned head.</li> <li>Random inspections from RSAD Management</li> <li>Staff who handle food must ensure and practice good hygiene.</li> <li>Provide adequate and sufficient training.</li> <li>Appropriate PPE/clothing - gloves, hair net, gloves, mask shall be observed all the time.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Random inspections from RSAD Management.</li> <li>Conduct periodical audit to the contracted services.</li> </ul>
67.	Workplace temperature	Dehydration	Employees	2	3	6	<ul style="list-style-type: none"> <li>Temperature maintained.</li> <li>Staff encouraged taking rest breaks in cooler conditions when required.</li> <li>Staff to take regular drinks of water</li> </ul>	2	1	2	



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68.	Contact with bleach and other cleaning and washing chemicals	Skin irritation	Employees	2	3	6	<ul style="list-style-type: none"> <li>Dishwasher used instead of washing up by hand.</li> <li>All containers clearly labeled.</li> <li>Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</li> <li>Staff reminded to thoroughly dry hands after washing.</li> <li>Provide non-taint, nut-oil-free cream for staff to apply regularly to replace the moisture 'stripped' by frequent washing.</li> <li>Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> <li>Staff wash rubber gloves after using them and store them in a clean place.</li> </ul>	2	1	2	
69.	Contact with steam, hot water, hot oil and hot surfaces	Burn injury	Employees	3	3	9	<ul style="list-style-type: none"> <li>Staff trained in risks of hot oils and on procedure for emptying/cleaning fryers.</li> <li>Staff trained in risks of release of steam.</li> <li>Water mixer taps provided.</li> <li>All staff told to wear long sleeves.</li> <li>Display 'hot water' signs at sinks and 'hot surface' signs at hot plates.</li> <li>Handles on pans maintained.</li> <li>Availability of First aiders</li> <li>Availability of first aid box.</li> </ul>	3	1	3	



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						9	<ul style="list-style-type: none"> <li>Heat-resistant gloves/cloths/aprons provided.</li> </ul>			3	
70.	Knives	Cut injury	Employees	3	3	9	<ul style="list-style-type: none"> <li>Staff trained to handle knives.</li> <li>Knives suitably stored when not in use.</li> <li>Availability of First aiders</li> <li>Availability of first aid box.</li> </ul>	3	1	3	
71.	Gas appliances – Explosion / release of gas	Fatalities	Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Daily check of gas appliance controls.</li> <li>Staffs know where the main isolation tap is and how to turn supply off in an emergency.</li> <li>Fire water sprinkler shall be functioning and inspected periodically.</li> <li>Availability of first aid box, Fire Fighting equipment and first aiders.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular gas appliances inspection.</li> <li>Availability of Gas Detectors in the area and ensure it is periodically checked by the authorized personnel / company</li> <li>Conduct periodical audit to the contracted services.</li> </ul>
72.	Biological Hazard	Infection / sickness	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>Wastes are disposed on regular period.</li> <li>Wastes are segregated in separate waste bins.</li> <li>Staff responsible for waste are trained in waste handling</li> <li>Appropriate PPE/clothing - gloves, hair net, gloves, mask</li> </ul>	3	1	3	





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<b>AREA / ACTIVITY</b>		<b>STORE &amp; ELECTRIC ROOM</b>									
73.	Poor Ventilation & Indoor Air Quality	Ill Health/ Fire Incidents	Employees	3	2	6	<ul style="list-style-type: none"> <li>Ensure air conditioning systems are maintained and operating.</li> <li>Any damaged shall be replaced or repaired immediately.</li> <li>Conduct air quality monitoring</li> </ul>	3	1	3	
74.	Poor Hygiene	Ill Health	Employees	2	2	4	<ul style="list-style-type: none"> <li>Maintain regular housekeeping.</li> <li>Efficient waste collection and proper segregation.</li> <li>Staff are trained in waste handling</li> <li>Dispose waste through registered service provider.</li> </ul>	2	1	2	
75.	Electrical Hazards	Injury & Fatalities	Employees	5	3	15	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>LOTO must be implemented.</li> <li>Isolate the unit locally and put tag (Use PTW)</li> <li>Personnel must be trained on dangers of electric hazards.</li> <li>Persons trained in basic first aid for electric shock should be available</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>



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						8	<ul style="list-style-type: none"> <li>Never let the electrical area get wet.</li> <li>Don't overload outlets.</li> <li>Keep electrical cords tidy.</li> <li>Proper housekeeping must be followed.</li> <li>All other procedures, instructions, trainings and supervision apply.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> <li>Use PPE when dealing on any electrical activities.</li> </ul>			4	
76.	Fire Hazards	Injury & Fatality	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>Provide fire extinguishers, maintain them in good working conditions.</li> <li>Ensure that the fire detectors are in good working condition</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after office hours</li> <li>Smoking is totally prohibited in all school facilities.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular area and facility inspection.</li> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly</li> </ul>



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77.	Obstructed Access & Egress to Corridors & Exit Routes	Injury & Fatality	Employees	4	2	8	<ul style="list-style-type: none"> <li>Ensure to keep the storage and electric room clean.</li> <li>Keep doors and walkways free from obstacles and trip hazards.</li> <li>Exist doors should be made of fire proof materials.</li> <li>Facility Maintenance annually.</li> <li>Maintain good housekeeping in the area.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular facility inspection and maintenance.</li> <li>Any damages on the entrance and exit areas shall be reported. Repair immediately.</li> </ul>
78.	Slips & Trips	Injury	Employees	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Maintain good housekeeping in all room areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	2	1	2	
79.	Ergonomics Hazards	Injury & Ill Health	Employees	2	3	6	<ul style="list-style-type: none"> <li>Repetitive movements shall be avoided by rearranging materials</li> <li>Files and racks shall be easily accessible from the floor to avoid over extension and sprains</li> </ul>	2	1	2	



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						8	<ul style="list-style-type: none"> <li>• Dimensions of the table shall be such that the user is able to reach all locations comfortably</li> <li>• Staffs shall be encouraged to take adequate breaks.</li> </ul>			4	
80.	Falling Objects - Stored Materials & Cabinets	Injury /Fatality	Employees	4	2	8	<ul style="list-style-type: none"> <li>• Install shelves with fall protector</li> <li>• All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>• If placed in any racks, ensure racks are in stable areas and positions.</li> <li>• Don't store unstable loads at a height.</li> <li>• Any damages identified shall be replaced/repared immediately, if not possible, provide warning signs for awareness.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• Regular facility maintenance shall be implemented and maintained</li> </ul>
81.	Chemical Hazards	Injury & Ill Health/ Fire Hazard	Employees	4	2	8	<ul style="list-style-type: none"> <li>• Buy non - toxic and environmentally friendly products where possible.</li> <li>• Safely store and label chemicals correctly.</li> <li>• Avoid leaks and always keep limited quantity as demanded.</li> <li>• Provide adequate and sufficient training.</li> <li>• Safe disposal of hazardous materials.</li> <li>• MSDS shall be available on all chemicals used.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• Regular facility inspection.</li> <li>• Full supervision and awareness on chemical handling and usage shall be given to any new employees.</li> <li>• Ensure employees are trained and competent to deal with any chemicals in the area.</li> </ul>



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						12	<ul style="list-style-type: none"> <li>Label shall be available on all the containers</li> <li>Staff who handle chemicals must ensure a good practice</li> <li>Ensure proper ventilation and air conditioning systems are operating.</li> <li>Minimize other activities on that area and persons also for reducing the number of exposures</li> <li>Portable eye wash bottle shall be available at work location</li> <li>Wear proper PPE when handling chemicals.</li> </ul>			12	
82.	Manual Handling	Injury & Ill Health	Employees	3	4	12	<ul style="list-style-type: none"> <li>Handle loads, which are well within your carrying capacity.</li> <li>Provide adequate and sufficient training on proper handling and lifting</li> <li>Use lifting aids wherever possible such as trolley, etc.</li> <li>Use kinetic method of material handling (Feet apart, straight back, chin in, fan grip, hold weight close to the body). Repeat the same procedure while unloading any heavy goods/materials. Survey the route for any obstructions/slipping hazards.</li> <li>Avoid repeated bending and resting of the back.</li> <li>Plan the lift before executing.</li> </ul>	3	1	3	



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						15	<ul style="list-style-type: none"> <li>Inspect the material to be lifted for sharp corners, firmness / rigidity of the packing.</li> <li>Moving/sliding parts shall be blocked to avoid pinch points.</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Have a good grip of the load being carried in order to avoid falling/slipping of the load</li> <li>Wear PPE when performing lifting activities (back support, safety shoes, etc.)</li> </ul>			5	

AREA / ACTIVITY		GYMNASIUM, INDOOR AND OUTDOOR ACTIVITY AREA									
83.	Obstructed Access & Egress	Injury / Fatalities	Employees Students	5	3	15	<ul style="list-style-type: none"> <li>Keep doors and walkways free from obstacles and trip hazards on the activity areas.</li> <li>Daily cleaning is advised.</li> <li>Regular facility inspection and Maintenance</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress areas.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Any damages on the entrance and exit areas shall be reported. Repair immediately.</li> </ul>



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84.	Slips & Trips	Injury	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> </ul>	3	1	3	
85.	Horseplay & Fighting	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Adequate assigned personnel during outdoor activities.</li> <li>Security/ assigned Personnel/Teachers shall be available and trained when handling violence in the area.</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> <li>First Aid Kit shall be available- in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Students / Employees involved in violence/ fighting shall be provided of behavior counselling.</li> <li>Teachers shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
86.	Falling Objects - Sport Equipment, Weights & Cabinets	Injury	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>Regular inspection / maintenance on the related-equipment.</li> <li>Safety padding should be fixed where needed.</li> <li>Safety procedures are made aware of and available at all time.</li> <li>Provide adequate and sufficient training to the relevant personnel.</li> <li>All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> </ul>	3	1	3	



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							<ul style="list-style-type: none"> <li>If placed in any racks, ensure racks are in stable areas and positions.</li> </ul>				
87.	Manual Handling	Injury & Ill Health	Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Safety procedures and proper handling are made aware of and available at all time.</li> <li>Use kinetic method of material handling (Feet apart, straight back, chin in, fan grip, hold weight close to the body). Repeat the same procedure while unloading any heavy goods/materials.</li> <li>Survey the route for any obstructions/slipping hazards.</li> </ul>	3	1	3	
88.	Poor Ventilation & Indoor Air Quality	Ill Health/ Heat Stroke/Fatality	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Area shall be properly ventilated.</li> <li>Indoor areas shall have a well-operating air-conditioned system.</li> <li>Conduct air quality monitoring</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular facility inspection and maintenance.</li> </ul>
89.	Extreme Outdoor Weather Conditions - Severe Cold, Severe Hot, Thunder & Sand Storms	Injury, Ill Health & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Weather forecast monitoring</li> <li>Cancellation of activity during severe weather condition</li> <li>Drinking stations must be provided in the area.</li> <li>Shaded area to be fixed where needed.</li> <li>All teachers / instructors / employees are trained for emergency response procedure.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Immediately stop/cancel the activity if weather conditions become severe.</li> </ul>





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							<ul style="list-style-type: none"> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>				
90.	Poor Hygiene	Ill Health	Employees Students	3	2	6	<ul style="list-style-type: none"> <li>Maintain regular housekeeping.</li> <li>Efficient waste collection and proper segregation.</li> <li>Staff trained in waste handling</li> <li>Waste bins are properly labeled and available in the area.</li> </ul>	3	1	3	
91.	Electrical Hazards	Injury & Fatality	Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>Personnel must be trained on dangers of electric hazards.</li> <li>Persons trained in basic first aid for electric shock should be available</li> <li>Never let the electrical area get wet.</li> <li>Don't overload outlets.</li> <li>Keep electrical cords tidy.</li> <li>Proper housekeeping must be followed.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>



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						8	<ul style="list-style-type: none"> <li>Use PPE when dealing on any electrical activities.</li> </ul>			4	
92.	Fire Hazards	Injury & Fatality	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Enough emergency exists leading towards safe assembly areas.</li> <li>Available fire extinguishers in the area, maintain them in good working conditions.</li> <li>Staff aware of emergency procedure</li> <li>Emergency number and evacuation plan posted throughout the school</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>

AREA / ACTIVITY		AUDITORIUM									
93.	Obstructed Access & Egress to Corridors & Exit	Injury & Fatalities	Employees Students Visitors	5	3	15	<ul style="list-style-type: none"> <li>Ensure facilities/auditorium are free of cracks.</li> <li>Maintain good housekeeping in auditorium.</li> <li>Keep all areas clean and tidy and free from obstructions.</li> <li>Enough emergency exists towards safe assembly areas.</li> <li>Emergency numbers, route, evacuation plan is properly communicated and posted in every access and egress of rooms.</li> <li>Provide visual signages for the locations of entrance and exit doors.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>



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						12	<ul style="list-style-type: none"> <li>Fire Fighting equipment shall be available in the area (fire extinguishers, etc)</li> <li>Any damages on the auditorium shall be reported. Repair immediately, if not possible, provide warning sign hazards</li> </ul>			4	
94.	Horseplay & Fighting	Injury & Fatality	Employees Students Visitors	4	3	12	<ul style="list-style-type: none"> <li>Teachers and all employees are trained on how to handle violence in the school premises.</li> <li>Any violence/aggression incidents should be reported to the teachers, security and/or relevant heads of RSAD Management and shall be recorded.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Students / Employees involved in violence/ fighting shall be provided of behavior counselling.</li> <li>Teachers shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
95.	Slips & Trips	Injury	Employees Students Visitors	2	3	6	<ul style="list-style-type: none"> <li>Electrical wires shall not be laid across walkways even temporarily (If it has to be done, fasten it to the ground).</li> <li>Survey the route for any obstructions/slipping hazards.</li> <li>Aisles/Corridors shall not be blocked with files, furnitures, etc.</li> <li>Maintain good housekeeping in all room areas.</li> <li>First Aid Kit shall be available in every rooms - in case of serious injury,</li> </ul>	2	1	2	



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						8	emergency numbers shall be available to easily call for assistance.			4	
96.	Poor Ventilation & Indoor Air Quality	Ill Health/ Heat Stroke/ Death	Employees Students Visitors	4	2	8	<ul style="list-style-type: none"> <li>Ensure air conditioning systems are maintained and operating. Any damaged shall be replaced or repaired immediately.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Conduct air quality monitoring</li> </ul>
97.	Poor Hygiene	Ill Health	Employees Students Visitors	2	2	4	<ul style="list-style-type: none"> <li>Efficient waste collection and proper segregation.</li> <li>Dispose waste through registered service provider.</li> <li>Maintain good housekeeping in all school premises.</li> </ul>	2	1	2	
98.	Electrical Hazards	Injury & Fatality	Employees Students Visitors	4	3	12	<ul style="list-style-type: none"> <li>Electrical appliances shall not be handled when the body is in wet condition</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>Proper PPE shall be observed when dealing with any electrical activities.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>
99.	Fire Hazards	Injury & Fatalities	Employees Students Visitors	5	2	10	<ul style="list-style-type: none"> <li>Over loading of extension boards shall not be done.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Regular facility inspection.</li> </ul>



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						4	<ul style="list-style-type: none"> <li>Area around electrical sockets shall be free from storage of files and other materials.</li> <li>All tapings shall be done through three pin plug tops.</li> <li>Provide fire extinguishers in the area and maintain them in good working conditions.</li> <li>Ensure that the detectors are in good working condition</li> <li>All electrical connection shall be routed through Earth-leakage circuit breaker (ELCB).</li> <li>Switch off all electrical appliances (as far as possible) after using the auditorium.</li> <li>Smoking is totally prohibited in all school facilities.</li> </ul>			4	<ul style="list-style-type: none"> <li>Ensure to provide fire prevention, fire-fighting awareness training to all employees.</li> <li>Emergency Drills are conducted regularly.</li> </ul>
100.	Ergonomics Hazards	Injury & Ill Health	Employees Students Visitors	2	2	4	<ul style="list-style-type: none"> <li>Chairs shall be ergonomically placed such that the users back is straight.</li> <li>Repetitive movements shall be avoided by rearranging materials</li> <li>Stretching exercises shall be done for muscular relaxation</li> <li>Risk assessment to be conducted periodically to assure elimination of hazards.</li> </ul>	2	1	2	



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101.	Falling Objects - TVs, Boards, Smart Board, Projectors, Curtains & Stage Curtains & Fabrics and Brackets Fixing	Injury	Employees Students Visitors	3	2	6	<ul style="list-style-type: none"> <li>All objects fixed to the wall shall be checked periodically to ensure that the supports are properly holding and in good conditions.</li> <li>If placed in any racks, ensure racks are in stable areas and positions.</li> </ul>	3	1	3	
102.	Occupancy Load	Injury & Ill Health	Employees Students Visitors	2	3	6	<ul style="list-style-type: none"> <li>Assess maximum allowable persons/students on the auditoriums.</li> <li>Schedule/reservation on usage of the auditorium shall be accessible to all.</li> <li>RSAD shall ensure that all students can be comfortable in each space and can move conveniently.</li> </ul>	2	1	2	
103.	Noise Hazards	Injury & Ill Health	Employees Students Visitors	2	3	6	<ul style="list-style-type: none"> <li>Construct auditoriums and with sound proof material.</li> <li>Try to reduce the noise levels and exposure time where possible.</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>If needed, ear plug shall be provided to the students and/or employees.</li> </ul>

AREA / ACTIVITY		TOILET									
104.	Slips & Trips	Injury/ Trip hazards	Employees Students Visitors	3	3	9	<ul style="list-style-type: none"> <li>Close water taps after use.</li> <li>Water leakage or any wet areas shall be mopped and cleaned immediately.</li> <li>Put signage on the wet floors.</li> </ul>	3	1	3	



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105.	Poor Ventilation & Indoor Air Quality	Ill Health	Employees Students Visitors	2	2	4	<ul style="list-style-type: none"> <li>Ensure ventilation systems/exhaust are maintained and operating.</li> <li>Any damaged shall be replaced or repaired immediately.</li> </ul>	2	1	2	
106.	Poor Hygiene	Ill Health	Employees Students Visitors	3	2	6	<ul style="list-style-type: none"> <li>Maintain proper waste management. All containers are clearly labeled.</li> <li>Safely use cleaning chemicals. Cleaner must be trained on chemical handling.</li> <li>Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead.</li> <li>Long-handled mops and brushes, and strong rubber gloves, provided and used.</li> </ul>	3	1	3	
107.	Electrical Hazards	Injury & Fatality	Employees Students Visitors	4	3	12	<ul style="list-style-type: none"> <li>Electrical wirings shall be periodically inspected for defects, by an authorized electrician.</li> <li>All electrical repairs shall be carried out by authorized electricians.</li> <li>Personnel must be trained on dangers of electric hazards.</li> <li>Proper housekeeping must be followed.</li> <li>First Aid Kit shall be available - in case of serious injury, emergency numbers shall be available to easily call for assistance.</li> <li>Use PPE when dealing on any electrical activities.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Refresher training for electrician shall be provided periodically.</li> </ul>



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108.	Bloodborne Pathogens Hazards	Injury & Ill Health	Employees Students Visitors	3	3	9	<ul style="list-style-type: none"> <li>All cleaning tools/materials to be used shall be properly cleaned and disinfected.</li> <li>Immediate and safe disposal identified contaminated tools/materials - follow waste management program</li> <li>Ensure proper sanitation on the area - spray disinfectant on scheduled time.</li> </ul>	3	1	3	

AREA / ACTIVITY		TRANSPORTATION									
109.	Accidents & Collisions	Injury & Fatalities	Driver Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Drivers are experienced and has valid license.</li> <li>Drivers are trained in defensive driving.</li> <li>Drivers are trained to complete a daily check on vehicle before starting a journey- vehicle condition, good housekeeping, proper ventilation, etc.</li> <li>Report identified faults on their vehicle before starting or during a journey.</li> <li>Traffic regulation shall be adhered at all times</li> <li>All drivers/staff are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> <li>Vehicles should be driven in a safe and courteous manner at all times in line with the Highway Code.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Periodical vehicle maintenance shall be conducted by the authorized company.</li> <li>Refrain from using the vehicle if problems / errors are observed and detected.</li> </ul>





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						10	<ul style="list-style-type: none"> <li>• Drivers should avoid getting into verbal or physical conflict with other road users</li> <li>• Driver to be made aware of / assess environmental conditions prior to departure.</li> <li>• Drivers are instructed to reduce speed and take extra precaution under severe weather conditions</li> <li>• Drivers must not use or operate a mobile phone whilst driving. Using a mobile phone while driving is a criminal offence.</li> <li>• Drivers must not smoke whilst driving.</li> <li>• Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> <li>• Drivers shall have means of communication with RSAD management</li> </ul>			10	
110.	Fire	Injury, Fatalities, Property & Financial Loss	Driver Employees Students	5	2	10	<ul style="list-style-type: none"> <li>• All drivers/staff are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> <li>• Availability of the fire-fighting equipment inside the buses.</li> <li>• Any incidents should be reported to the RSAD Management and recorded.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• Periodical vehicle maintenance shall be conducted by the authorized company.</li> <li>• Refrain from using the vehicle if problems / errors are observed and</li> </ul>



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						8	<ul style="list-style-type: none"> <li>Drivers shall have means of communication with RSAD management</li> </ul>			4	detected. Wait until repaired.
111.	Horseplay & fighting/	Injury & Fatality	Driver Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Ensure that all passengers/students are wearing seatbelt or are properly seated.</li> <li>Drivers should avoid getting into verbal or physical conflict with other road users</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Students / Employees involved in violence/ fighting shall be provided of behavior counselling.</li> <li>Drivers / Bus personnel shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
112.	Falling from Windows	Injury & Fatality	Driver Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Ensure that all passengers/students are wearing seatbelt or are properly seated.</li> <li>Proper maintenance of the bus windows, any damage shall be replaced and repaired immediately.</li> <li>Ensure all the bus windows are locked prior to departing.</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Drivers / Bus personnel shall be vigilant to any unusual behavior of the students and take appropriate disciplinary action.</li> </ul>
113.	Slips & Trips	Injury	Driver Employees Students	2	3	6	<ul style="list-style-type: none"> <li>Ensure that all passengers/students are wearing seatbelt or are properly seated.</li> <li>Maintain good housekeeping.</li> </ul>	2	1	2	



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114.	Poor Ventilation	Ill Health	Driver Employees Students	3	3	9	<ul style="list-style-type: none"> <li>Drivers are trained to complete a daily check on vehicle before starting a journey- vehicle condition, good housekeeping, proper ventilation, etc.</li> <li>Regular maintenance on the bus shall be followed.</li> </ul>	3	1	3	
115.	Bus Occupancy Load	Injury & Ill Health	Driver Employees Students	2	4	8	<ul style="list-style-type: none"> <li>Driver must be aware of vehicle loading capacity and ensure not to overload before transporting.</li> <li>Regular checking of passengers' number before departing.</li> <li>All drivers/staff are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> </ul>	2	1	2	
116.	Poor Hygiene	Ill Health	Driver Employees Students	2	2	4	<ul style="list-style-type: none"> <li>Good housekeeping and regular cleaning shall be maintained.</li> <li>Survey the buses for any obstructions/slipping hazards - eliminate immediately.</li> <li>Driver to ensure all passengers will be comfortable during travelling.</li> </ul>	2	1	2	
117.	Travelling from one place to another	Road accidents Fatalities Physical injuries Ill-health	Driver Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Traffic regulation shall be adhered at all times</li> <li>Drivers are instructed to take extra precaution when driving in early mornings, late afternoons or during rush hour</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Driver license validity shall be checked periodically.</li> <li>Periodical vehicle maintenance shall be conducted by the</li> </ul>



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						10	<ul style="list-style-type: none"> <li>All drivers/staff are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> <li>Driver to be made aware of / assess environmental conditions prior to departure.</li> </ul>			10	<ul style="list-style-type: none"> <li>authorized company.</li> <li>Refrain from using the vehicle if problems / errors are observed and detected. Wait until repaired.</li> </ul>
118.	Vehicle Failure	Accident Injury Fatalities	Driver Employees Students	5	2	10	<ul style="list-style-type: none"> <li>All drivers/staff are aware of the emergency procedures in the event of a vehicle accident or breakdown.</li> <li>Vehicle are service as per preventive maintenance plan</li> <li>If any damage or problem are encountered on the vehicle, report immediately and ensure to repair right away.</li> <li>Any incidents should be reported to the RSAD Management and recorded.</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Periodical vehicle maintenance shall be conducted by the authorized company.</li> <li>Refrain from using the vehicle if problems / errors are observed and detected. Wait until repaired.</li> </ul>
119.	Driver Fatigue /unfit to work	Accident Injury Fatality	Driver Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Drivers are advised to inform the management should they not feel capable of operating a vehicle.</li> <li>Drivers must report if they are taking any prescription medication that might impair their abilities.</li> <li>Drivers are trained—at induction and at regular toolbox talks—in identifying and managing fatigue, work and rest limits, and recordkeeping</li> <li>Check annually to make sure all driver inductions and training are up-to-date.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Awareness and periodical refresher training for drivers on driver fatigue prevention.</li> </ul>



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120.	Weather Condition	Accident Injury Fatalities	Driver Employees Students	5	2	10	<ul style="list-style-type: none"> <li>Drivers are instructed to reduce speed and take extra precaution under severe weather conditions</li> <li>Vehicles should be driven in a safe and courteous manner at all times in line with the Highway Code.</li> <li>All drivers/staff are aware of the emergency procedures in the event of a vehicle accident or breakdown</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> <li>Driver to be made aware of / assess environmental conditions prior to departure.</li> <li>Drivers shall have means of communication with RSAD management</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Periodical vehicle maintenance shall be conducted by the authorized company.</li> <li>Park the vehicle in a safe area and report to school management if weather conditions become severe – wait until it's safe to travel.</li> </ul>
121.	Driver competence impaired by distractions	Accident Injury Fatality	Driver Employees Students	4	3	12	<ul style="list-style-type: none"> <li>Drivers must report if they are taking any prescription medication that might impair their abilities.</li> <li>Drivers are trained—at induction and at regular toolbox talks—in identifying and managing fatigue, work and rest limits, and recordkeeping</li> <li>Check annually to make sure all driver inductions and training are up-to-date.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Check competency annually to make sure all driver inductions and training are up-to-date</li> </ul>



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<b>AREA / ACTIVITY</b>		<b>PARKING</b>									
122.	Accidents & Collisions	Injury & Fatality	Driver Employees Parents Visitors Students	4	2	8	<ul style="list-style-type: none"> <li>Adherence to speed limit and traffic lights.</li> <li>Safety Traffic Procedures are available and made to aware.</li> <li>Security personnel to be available at the vehicle/parking area for assistance.</li> <li>All other procedures, Instructions, Training &amp; supervision apply.</li> <li>Park vehicles on designated areas</li> <li>Always observe surrounding before carrying out any maneuver</li> <li>Proper lighting arrangements, signal lights</li> <li>Signage boards (Walk slowly, No running, etc.)</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Security personnel to be available at the vehicle/parking area for assistance.</li> </ul>
123.	Horseplay & fighting	Injury & Fatality	Driver Employees Parents Visitors Students	4	2	8	<ul style="list-style-type: none"> <li>Security personnel to be available at the vehicle/parking area and ensure horseplaying/fighting are prohibited</li> <li>Any violence/aggression incidents should be reported to the RSAD Management and recorded.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>Security Guard shall be vigilant to any unusual behavior noticed within the area and take appropriate action.</li> </ul>
124.	Slips & Trips	Injury	Driver Employees Parents Visitors Students	2	3	6	<ul style="list-style-type: none"> <li>Proper housekeeping shall be maintained in the parking area.</li> <li>Regular inspection in the area by the Security Personnel.</li> </ul>	2	1	2	



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<b>AREA / ACTIVITY</b>		<b>COVID-19 (School operations, Isolation/Quarantine Rooms &amp; Transportation)</b>									
125.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	4	16	<ul style="list-style-type: none"> <li>School gates are assigned for each school division to enter the school premises. Gates are equipped with thermal scanners.</li> <li>Safety signs, instructions and protocols that ensure a proper circulation route and take into consideration physical distancing are in place.</li> <li>Color coded IDs and lanyards are provided to students, staff and parents, and each member of the color code is requested to enter through the respective gate to his school division.</li> <li>The school will verify that all staff and workers have had the covid 19 test per regulations.</li> <li>All students aged 12 years and above have also undergone the covid 19 testing as per regulations.</li> <li>The school has updated all medical records for students physically attending school especially those who are high risk medical conditions.</li> <li>The school will keep a record of all staff travel history as well as students recent travel history with the ADEK declaration form provided.</li> <li>Before leaving home, parents should check the temperature of their children</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>



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							<p>and ensure they do not show any symptoms, also staff, members has to check their temperature and screen for symptoms before leaving the house. In case of any symptoms or feeling unwell they must stay home.</p> <ul style="list-style-type: none"> <li>Only authorized persons are allowed into the school premises, the school maintains a log of all persons accessing the school.</li> <li>Everyone is screened for temperature and symptoms.</li> <li>All access points designated as entry and exit, floor markings are visible at 2 meters apart.</li> <li>External providers and contractors will enter the school by following the safety protocol and after students dismissal.</li> <li>Exit access points are designated and directions are indicated.</li> <li>In order to empty the school as much as possible, dismissal time schedule is set for bus riders, for each cycle, students leaving with their parents or with private transportation.</li> <li>Students will be dismissed in an organized manner according to safety protocol and as directed by school staff.</li> <li>PPE and sanitization of hands are required upon entry.</li> </ul>				





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126.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	3	12	<ul style="list-style-type: none"> <li>RSAD will established a team to supervise and manage all daily activities.</li> <li>All school facilities including school buses are cleaned, sanitized and disinfected regularly.</li> <li>All school staff will undergo a PCR test before the school starts.</li> <li>All school's entry gates are equipped with thermal scanners.</li> <li>The school has put in place a circulation route with safety signs and instructions, taking into consideration physical distancing to guide all tenants once on campus.</li> <li>Classes are set to accommodate students with a capacity of 50% and students desks are labeled by students names and fixed in a sufficient space between each other (1.5 meters)</li> <li>School buses are functioning with a capacity of 50% and seats are allocated with sufficient space between each other and labeled by students' names.</li> <li>Isolation rooms are allocated in school under the supervision of the school clinic.</li> <li>In addition, a general risk assessment for the above operation is conducted and individual risk assessment for all</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>



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						8	<p>People of Determination (POD) students as well. Note that the school and staff licenses and insurances are valid and up to date.</p> <ul style="list-style-type: none"> <li>School reopening model and policy have been communicated to the parents and staff through emails and website.</li> <li>Timetable has been adapted to the school reopening model.</li> <li>Orientation program and training sessions have been communicated to teachers.</li> <li>All policies and protocols have been circulated and communicated to parents and students before the start of the school.</li> </ul>			4	
127.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>School reclosing procedures communicated to parents and staff through email and website.</li> <li>Partial closure procedures and full closure procedures are set to ensure fast, and safe response to any breach in order to reduce and contain the spread of any potential infection and limit it to the respective restricted school zone.</li> <li>All relevant procedures are in parallel and based on health authority requirements.</li> <li>Quarantine room set and task force aware of regulations.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to</li> </ul>



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128.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>Staff and parents who travelled to high-risk countries, have been in advance notified by the school administration that they have to report their destination and they must adhere to the covid 19 regulations as instructed by the UAE government.</li> <li>Advise the staff and parents including students to follow UAE quarantine requirements before reporting back to school.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>
129.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>Extracurricular activities have been switched to online options where students can select and take part in the safety and comfort of their home.</li> </ul>	4	1	4	
130.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>Morning assemblies have been cancelled and the national anthem will be played in class. Teachers will be ready to welcome the students the minute they arrive to school in the morning.</li> </ul>	4	1	4	
131.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>The school has established a response team who are aware of the responsibilities and the protocol of incident management.</li> <li>The school has established a quarantine room as per the policy which is equipped with PPE.</li> <li>Seats placed at 2 meters and medical waste bins.</li> </ul>	4	1	4	



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						8	<ul style="list-style-type: none"> <li>The school nurse is aware that conformed covid cases should be reported using the infectious diseases notification system.</li> </ul>			4	
132.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>School facilities are sanitized and disinfected regularly and set ups are allocated in sufficient space between each other 1.5 meters in classrooms and 2 meters in the hallways, and with the capacity of 50% in order to ensure a safe learning environment.</li> <li>In order to ensure physical distancing, all school facilities are labeled with safety prevention signage and posters. School staff are assigned as floor supervisors to monitor the circulation and the transition of school tenants.</li> <li>Gymnasium, canteen, and play area, science labs and computer labs and recreational facilities are off limits or if needed safe operations will be conducted as per the Covid-19 safety protocol.</li> <li>Toilets are used with the capacity of 50 % and with sufficient space between sinks and they are marked with safety and hygiene marks and instructions.</li> <li>In all staff shared areas, demarcation and 2-meter distances are applied.</li> <li>Classroom doors are kept open and student desks are set with sufficient</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>



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						8	<p>space of 1.5 meters between each other's. Signage for circulation is visible.</p> <ul style="list-style-type: none"> <li>A maximum of 15 students per classroom will be applied. Non-essential furniture and equipment has been removed or marked off limits.</li> </ul>			4	
133.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>The school conducts general and regular cleaning and disinfection every 24 hours, the school cleans with soap, detergents and water followed by using a disinfectant on all surface.</li> <li>Toilets are cleaned and disinfected every hour. Waste bins are emptied at least once per day before being full.</li> <li>The school is using separate cleaning clothes and solutions for areas identified as high risk covid 19 contaminations.</li> <li>All disinfectants are EPA approved as per regulations.</li> <li>The school has conducted maintenance and inspection on water system.</li> <li>The waste is disposed of as per Abu Dhabi waste management and control.</li> <li>Ventilation and AC systems are cleaned and properly maintained.</li> <li>The school is following PPE requirements. Grade 1 students and above will wear masks.</li> <li>Hand sanitizer dispensers are</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>



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						8	allocated in every classroom and toilets and hallways. <ul style="list-style-type: none"> <li>• Hand washing and hand rubbing posters are displayed around the school.</li> <li>• Covid 19 safety protocols are circulate around the school.</li> <li>• Extra supplies of PPE are available around the school such as masks, hand sanitizers and gloves.</li> </ul>			4	
134.	Covid-19 virus	Contracting Covid-19 infection	Employees Students Contractors Visitors	4	2	8	<ul style="list-style-type: none"> <li>• All school buses are sanitized and disinfected regularly before and after every trip and seats are allocated with sufficient space between each with the capacity of 50 % and labeled with students names.</li> <li>• All drivers and assistants will wear a mask, apply safety protocol and pass through a sanitization gate before every trip.</li> <li>• All bus students will wear a mask and have their temperature checked and screen door symptoms.</li> <li>• Hand sanitizers will be available on school buses. Isolation seat will be marked for students who show symptoms during the trip.</li> <li>• Students will board the bus one at a time and sit in their assigned seats.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>• Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>



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						8	<ul style="list-style-type: none"> <li>No food or beverages are allowed and students will refrain from sharing any items.</li> <li>Students will disembark the bus one at time and follow the safety signs and instructions.</li> </ul>			4	
135.	Covid-19 virus- Isolation Room	Contracting Covid-19 infection	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Immediately place the symptomatic patient (staff/student) in the isolation area.</li> <li>Isolated staff/students should wear a medical face mask (preferred) while in isolation. Seek for assistance if encountered any shortness in breathing.</li> <li>Immediately notify the parents or guardians of a symptomatic student and ask them to pick up the student and take them home or to a healthcare facility, depending on the severity of their symptoms</li> <li>If an ambulance must be called or a student must be taken to a hospital, first alert the healthcare staff that the student may be presenting with COVID-19 symptoms</li> <li>When parent or guardian arrives at school, parent/guardian should remain in their car and school staff should escort the student through the outside access door, when possible, directly to the parent's car</li> <li>Once staff/student has vacated the isolation room routinely clean/disinfect</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>



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						8	<p>the room. When possible, wait at least 24 hours before entering and cleaning.</p> <ul style="list-style-type: none"> <li>Anyone entering the isolation room must wear appropriate personal protective equipment (PPE) including medical face mask, goggles or face shield, and a gown if there is potential for respiratory droplet spread.</li> </ul>			4	
136.	Covid-19 virus-Quarantine Room	Contracting Covid-19 infection	Employees Students	4	2	8	<ul style="list-style-type: none"> <li>Immediately place the Covid-19 positive patient (staff) in the quarantine area.</li> <li>Patients shall wear a medical face mask (preferred) while in the quarantine area. Seek for assistance if encountered any shortness in breathing.</li> <li>Immediately notify the authority regarding the positive patients and seek for assistance to be transferred in the quarantine facility if the patients are experiencing severe symptoms. If home quarantine is advised – monitor the patient regularly and follow the UAE quarantine requirements.</li> <li>Once staff/student has vacated the quarantine room, routinely clean/disinfect the room. When possible, wait at least 24 hours before entering and cleaning.</li> <li>All tools/materials used by the patients shall be disposed properly – following waste management program.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>RSAD Management shall continuously monitor and be updated on government (e.g., DOH, ADEK) safety protocols and regulations towards COVID-19 and ensure compliance and strict implementation.</li> <li>Regular communication to all employees, students, parents and relevant stakeholders regarding COVID-19 information.</li> </ul>





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							<ul style="list-style-type: none"><li>Anyone entering the quarantine room must wear appropriate personal protective equipment (PPE) including medical face mask, goggles or face shield, and a gown if there is potential for respiratory droplet spread.</li></ul>				

*Note: This document shall be reviewed on annual basis and whenever an incident occurs to ensure it remains relevant and appropriate.*

Reviewed By: OSH MR

Date: 10-8-2022



الإختصاص الكوردية