






Arcadia School Procedure for Hazard Identification, Risk Assessment & Impact Analysis

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1.0 PURPOSE

The purpose of this procedure is to ensure that all environmental aspects and occupational health & safety hazards arising out of The Arcadia School 's **activities** are identified and that the significance of their environmental impacts and occupational health & safety risks are assessed to permit improvements in implementation of controls based on the determined risk. These procedures addresses the routine and non-routine activities of The Arcadia School 's activities which will include subcontractors, visitors and others having access to the workplace.

2.0 SCOPE

This procedure covers all aspects & impacts and hazard & risk undertaken at **The Arcadia School** which creates controls or has reasonable influence over that.

These will include:

- Relating to current and proposed future activities
- Occurring under normal, abnormal or reasonably foreseeable emergency conditions

3.0 RESPONSIBILITY

Executive Principal is overall responsible for establishing, documenting, implementing and maintaining this procedure.

Health and Safety Officer, Facilities Manager, Facilities Engineer and Supervisors (Worker's representative) of the site are responsible for identifying the aspects / hazard in their area of activities (routine and non-routine) and evaluating the same for their possible impacts on environment and on occupational health & safety during normal, abnormal and emergency situations.

All employee and visitors are responsible for following the operational control procedure and the instruction established / implemented and documented.

4.0 PROCESS

4.1 Definitions

- **Aspect:** Element of an organization's activities or products or services that can interact with the environment
- **Impact:** Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects
- **Hazard:** Source, situation, or act with a potential for harm in terms of human injury or ill health or a combination of these
- **Risk:** Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).
- **ALARP:** As Low As Reasonably Practicable



4.2 Activities

4.2.1 Identification of Aspect / Hazard & Associated Impact and Risks

4.2.1.1 During mobilization of each project, gather core team which consists of Safety Officer, Executive Principal, Teachers, Supervisors and Staff to identify environmental aspects & associated impacts and occupational health & safety hazard & associated risk of activities, products, services etc.

4.2.1.3 The identification of Environmental aspects and OHS hazards should cover, where relevant

- Applicable legal and other requirements
- During the operation
- Emissions to air
- Discharge to water
- Waste management
- Contamination of land
- Impacts on communities
- Use of raw material and natural resources
- Concerns of interested parties
- Accidents minor or reportable as well as potential emergency situations
- Chemical, physical, mechanical, ergonomic, biological, monotonous functions
- Work at predetermined rate
- Influence of shift work
- Overtime loading and fatigue
- Heat exposure/ fire
- Unsafe conditions and unsafe practices
- Noise and improper illumination
- Occupational Ill health

4.2.1.4 During the identification also consider following;

- Environmental Aspects/ OHS Hazards from external interested parties

4.2.1.5 During identification of significant environmental aspects and OHS hazards, keep in view the applicable legislative/ regulatory and other requirements.

4.2.1.6 Compile the information, record the aspects/hazards & associated risk and impacts in the prescribed format and validate the same by Executive Principal, Quality Manager and Director of Finance and Admin



4.2.2 Assessment of the Significance of Impacts and Risk

4.2.2.1 Once the impacts and risk have been identified they are prioritized in terms of their impacts to assist in using them for setting objectives and targets and for identifying operational control procedures. Each aspect and hazard identified shall be assigned a significance rating to indicate the relative importance of its related environmental impacts and OHS hazards. The significance rating shall be used to define those impacts which shall be controlled through objectives and targets, or by the implementation of operational control procedure.

4.2.2.2 Impacts and risk shall be assessed using the following method:

- All aspects and hazard which are legitimate concerns of major stakeholders and the company shall be regarded as significant, if necessary controls have not been implemented.
- All aspects and hazard which are subject to environmental and occupational health & safety legislation shall be regarded as significant, and therefore noted as having a high impact/risk, if there is a breach or potential breach of legislation.
- Where none of the above apply, the aspects and related impacts and hazard and related risk shall be evaluated by the risk assessment method specified below:

L = Frequency / Likely Hood of Occurrence (Activities / Process / Emergency)

5	Almost certain - Could happen frequently (Daily)
4	Likely - Could happen often (Weekly)
3	Possible - Could happen occasionally (Monthly)
2	Unlikely - Could happen but rare (Half Yearly)
1	Rare - Remote possibility (Yearly)

S= Severity / Impact on Environment and Occupational Health & Safety

5	Catastrophic - Fatal to Human Life (Catastrophic Ecological Destruction) / Permanent disability/ill health leading to fatality (Eg. Cancers)
4	Major - environmental effects which affect marine life, flora, fauna , global issues / resource depletion / reportable accidents / Partial disability/Major property damage/ill health requiring prolonged treatment more than 3 days (E.g respiratory disorder, Stress, Allergies,)
3	Moderate – short term effect on the environment but not affecting the eco system / Injuries with loss of less than 3 days /Resource wastage/ ill health (e g fever,/Referred to hospital, Medication less than 3 days)
2	Minor – Minor effects on biological or physical environment / Minor injuries /ill health/ Minor property damage/minor ill health (e.g minor skin irritation, noise, vibration, MSD)
1	Insignificant – Occupational ill Health & Safety effect (e.g slip,trip)/ Limited damage to minimal area of low significance on environment



Severity	Frequency				
	Almost certain - Could happen frequently (Daily)	Likely - Could happen often (Weekly)	Possible - Could happen occasionally (Monthly)	Unlikely - Could happen but rare (Half Yearly)	Rare - Remote possibility (Yearly)
Catastrophic - Fatal to Human Life (Catastrophic Ecological Destruction) / Permanent disability/ill health leading to fatality (Eg. Cancers)	25	20	15	10	5
Major - environmental effects which affect marine life, flora, fauna , global issues / resource depletion / reportable accidents / Partial disability/Major property damage/ill health requiring prolonged treatment more than 3 days (E.g respiratory disorder, Stress, Allergies,)	20	16	12	8	4
Moderate – short term effect on the environment but not affecting the eco system / Injuries with loss of less than 3 days /Resource wastage/ ill health (e g fever,/Referred to hospital, Medication less than 3 days)	15	12	9	6	3
Minor – Minor effects on biological or physical	10	8	6	4	2



environment / Minor injuries /ill health/ Minor property damage/minor ill health (e.g minor skin irritation, noise, vibration, MSD)					
Insignificant – Occupational ill Health & Safety effect (e.g slip ,trip,)/ Limited damage to minimal area of low significance on environment	5	4	3	2	1

Ratings	Severity X Likelihood
12 - 25	Not Acceptable - High level of Concern
5 – 10	Acceptable with controls - Medium level of concern
1 – 4	Acceptable - Low level of concern



4.2.2.3 The intention is to reduce impacts to "As Low As Reasonably Practicable (ALAP)". Take necessary action as below;

Impact Level	Acceptability	Recommended Actions
Low	Acceptable	No additional control measures may be needed. However, frequent review may be needed to ensure that the impact level assessed is accurate and does not increase over time.
Medium	Acceptable with controls	A careful evaluation of the impacts should be carried out to ensure that the impact level is reduced to as low as is reasonably practicable within a defined period of time. Interim control measures, such as administrative controls may be implemented. Management attention is required.
High	Not acceptable	Impact level must be reduced to at least "medium level" before work commences except for these activities which do not have corresponding control measures that are able to significantly reduce the likelihood of the impact. Immediate management intervention is required before work commences.

4.2.2.4 Based on the above prepare a list of significant environmental aspects and OHS hazards.

4.2.2.5 Review the ranking of significant environmental aspects and OHS hazards once in year based on completion of objectives and targets.

4.2.2.6 In addition, review significant environmental aspects and OHS hazards based on the following:

- 4.3 **New knowledge regarding environmental aspects / OHS hazards**
- 4.4 **Amendments to legal & other requirements**
- 4.5 **Planned projects and new projects / expansion projects**
- 4.6 **Introduction of new methodology and infrastructure**
- 4.7 **Changes in the organization affecting OHS performance**
- 4.8 **Actual emergency condition and or mock drills**
- 4.9 **Accident / ill health Incident and Near Miss**
- 4.10 **Interested parties concerns and feedback**
- 4.11 **Other as identified in day to day operations (if any).**



4.12. Involve Core Team during the review process to prioritize and establish significant environmental aspects and OHS hazards.

4.13. In General, the Core team consists of

1.	Senior QHSE Officer
2.	Director of Admin, Finance and School Operations
3.	Executive Principal / Head of Primary
4.	Teachers/Admin /Staff/ Supervisor
5.	QHSE Representatives of the School
6.	School Facility Manager
7.	Other invitees

4.14. Circulate the identified significant environmental aspects and OHS hazards to all relevant personnel through communication during tool box talk.

4.15. Update environmental aspects & impacts and hazard & risk as identified.

5.0 Records

Record title	Format / Record No.	Responsibility	Retention Period
Hazard Identification & Risk Assessment / Environmental Aspect & Impact Analysis	APS -HSE-F-005	SP	3 Years

6.0 Abbreviations

- MR** - Management Representative
- EP** – Executive Principal
- HSE** – Health, Safety & Environment
- OHS** - Occupational Health & Safety
- HSEM** –Health, Safety & Environment Manager
- AMHSE** - Assistant Manager Health, Safety & Environment



7.0 Amendment History

Rev. No.	Date	Amendment Details
1	July 2021	Signatories School Principal to Executive Principal Core team members
2	July 2022	Signatories Quality Manager to Director of Finance and Admin Core Team Members Quality Manager to Director of Finance and Admin Executive Principal or In Charge to Executive Principal and Head of Primary
3	July 2023	Head of Primary removed Core Team – Director of Finance and Admin to Director of Finance, Admin and School Operations