



Manual of Safety & Risk Management Policies and Procedures

A **Manual of Safety and Risk Management** for colleges provides a comprehensive guide for establishing a safe and secure campus environment. It outlines policies, procedures, and preventive measures to manage risks, respond to emergencies, and ensure the well-being of students, faculty, staff, and visitors. This manual serves as a reference for identifying, assessing, and mitigating risks in both academic and non-academic areas.

Manual of Safety and Risk Management for Colleges

1. Purpose and Scope

The purpose of this manual is to:

- Promote a safe, secure, and healthy environment on campus.
- Minimize risks to individuals, property, and the college's reputation.
- Ensure compliance with legal and regulatory standards related to health and safety.
- Provide clear guidelines for risk identification, assessment, and mitigation.

The scope of this manual applies to all areas of the college, including academic buildings, residences, labs, sports facilities, and public spaces. It covers students, faculty, staff, visitors, and contractors.

2. Risk Management Framework

2.1 Risk Assessment and Identification

- **Hazard Identification:**
 - Identify potential hazards across the campus, including physical, chemical, biological, and environmental risks.
 - Common risks include fire hazards, laboratory incidents, chemical spills, electrical hazards, and weather-related risks.
- **Risk Evaluation:**
 - Evaluate the likelihood and potential impact of identified hazards. Use a risk



matrix (low, medium, high) to prioritize risks.

- Conduct regular campus inspections and risk assessments in collaboration with relevant departments.

- **Documentation and Review:**

- Document all identified risks, assessments, and mitigation measures.
 - Review risk assessments annually or after major incidents to ensure relevance and effectiveness.
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2.2 Risk Mitigation Strategies

1. Administrative Controls:

- Establish clear policies and procedures for handling hazardous materials, working in labs, and emergency evacuation.
- Enforce rules for safe conduct in areas such as laboratories, workshops, and sports facilities.

2. Engineering Controls:

- Install fire alarms, smoke detectors, and sprinkler systems across campus.
- Ensure emergency exits are clearly marked, accessible, and free from obstructions.
- Provide safety equipment (e.g., fire extinguishers, first aid kits) in all critical areas.

3. Personal Protective Equipment (PPE):

- Require PPE (e.g., lab coats, gloves, goggles) for students and staff working in laboratories or with hazardous materials.
- Maintain an inventory of PPE and replace items as necessary.

4. Training and Awareness Programs:

- Conduct regular safety training for students, faculty, and staff, including emergency response and first aid.
- Provide specialized training for high-risk areas, such as labs and sports facilities.

5. Emergency Preparedness:

- Develop and communicate emergency response plans for scenarios such as fires, natural disasters, and medical emergencies.



- Conduct fire drills, earthquake drills, and other emergency simulations to ensure preparedness.

3. Health and Safety Policies

3.1 Fire Safety

- Install fire detection and suppression systems in all buildings.
- Conduct regular fire drills and educate everyone on evacuation procedures.
- Maintain clear signage for fire exits and assembly points.

3.2 Laboratory and Chemical Safety

- Enforce strict protocols for handling, storage, and disposal of chemicals and hazardous materials.
- Ensure all lab users complete mandatory safety training.
- Maintain Material Safety Data Sheets (MSDS) for all chemicals and make them accessible in labs.

3.3 Electrical Safety

- Ensure that all electrical equipment and installations meet safety standards.
- Regularly inspect electrical wiring and equipment to prevent potential fire and shock hazards.
- Prohibit unauthorized personnel from accessing electrical rooms.

3.4 Personal and Medical Safety

- Maintain well-equipped first aid kits in accessible areas.
- Provide health services or partnerships with local hospitals for immediate medical attention if needed.
- Offer mental health support services, including counseling and stress management programs.

3.5 Sports and Recreation Safety

- Ensure sports facilities are equipped with safety gear and comply with safety standards.
- Train staff in first aid, CPR, and emergency response specific to sports injuries.
- Supervise high-risk activities and educate students on safe use of equipment.

4. Emergency Response and Crisis Management



4.1 Emergency Response Team (ERT)

- Establish an ERT composed of trained faculty, staff, and security personnel to manage emergencies.
- The ERT should coordinate evacuation, provide first aid, and liaise with external emergency services.

4.2 Emergency Procedures

- **Evacuation Plan:**
 - Create an evacuation plan for each building with clearly marked exits and assembly points.
 - Conduct evacuation drills and ensure everyone is familiar with emergency routes.
- **Communication Protocols:**
 - Use a multi-channel communication system (emails, SMS, loudspeakers) to alert the college community during emergencies.
 - Designate an information officer to provide updates and minimize misinformation.
- **First Aid and Medical Assistance:**
 - Provide basic first aid training to staff and designate first aid responders in each department.
 - Partner with local health providers for on-call medical support and transport services in case of severe injuries.

5. Security Measures and Campus Safety

5.1 Access Control

- Install security systems, such as CCTV cameras and access controls, at entry points, residence halls, and sensitive areas.
- Implement ID badge requirements for students, staff, and visitors to enhance security.

5.2 Incident Reporting and Investigation

- Establish a clear procedure for reporting safety incidents, near misses, and security concerns.
- Investigate incidents to identify causes and implement corrective actions to prevent



recurrence.

5.3 Anti-Harassment and Anti-Bullying Policies

- Promote a safe, inclusive environment with a zero-tolerance policy for harassment, bullying, and discrimination.
- Establish confidential reporting channels and provide resources for affected individuals.

5.4 Cybersecurity Measures

- Implement cybersecurity policies to protect personal and institutional data.
- Educate the college community on safe online practices and data protection.

6. Monitoring, Review, and Continuous Improvement

- **Regular Audits and Inspections:**
 - Conduct safety audits and inspections at regular intervals to identify potential hazards and areas for improvement.
- **Feedback Mechanisms:**
 - Solicit feedback from students, faculty, and staff regarding safety concerns or improvements.
- **Policy Review and Updates:**
 - Review the safety and risk management policy annually and make adjustments based on feedback, audit findings, and evolving best practices.
- **Continuous Improvement:**
 - Commit to continuous improvement by setting safety objectives, tracking progress, and adapting to new risks or technologies.

Safety & Risk Management Policies and Procedures

(For Tours/Camps/Excursions/Adventure trips/Field visits)

Introduction: An excursion/camp/educational tour/adventure camp/field visit is an activity organised by the institute during which students leave the campus to engage in educational activities. Adventure activities are included in this definition regardless of whether they occur outside the College grounds or not.

This includes camps, tours and sport, but does not include work experience

1. Rationale: The institute hosts programs and activities that include various activities with students outside the campus, it is necessary to have a policy to create safe environments and reduce institutional risk when conducting camps and tours.

2. Goals and Objectives:

- Create a safe environment for youths participating in Camps/Tour programs and implement proactive best practices.
- Health: focus on tour -related health risks and its management.
- Safety: Maintain and develop the overall management of tour-related safety risks.
- Provide an impartial, and recognised service during the tour, be responsive to the parent community

3. Policy: The policy includes safety guidelines formation and communication, students' background checks, compliance with formalities for data base, and outside-sponsored camp contract indemnification (Tour Operator)

3.1 Policy The department/committee responsible for the conduction of all Camps/tours/excursions and must ensure:

- That they are planned, approved and conducted in accordance with college policy and requirements.
- The tour plan is to be prepared on a prescribed format as per annexure
- An online notification and availability of **college activity form** which is to be filled and completed, must be submitted to the concerned authority prior to the activity (using the user ID).
- A **consent letter** from the parents should be received by the tour in charge/concerned authority in the prescribed form
- Compliance with the Safety Guidelines for Education Outdoors, which are mandatory for such activities require the **Executive Council's approval**.
- The College Management and every other persons involved in **these college activities, (Tours/Camps/Excursions/Adventure trips/Field visits)** must anticipate the possibility of litigation following an incident or injury.
- They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity in a format as per annexure

Activity Planning Requirements/ Faculty involvement

While the degree of planning involved will depend on the risks involved, the conduct of any camp/tour/excursion or activity should take into account the following:

- Educational purpose of the excursion and its contribution to the curriculum
- Departmental approval requirements by the concerned authorities forexcursions/tour/camp and staff travel(NOC by the HOD)
- Maintenance of full records, including documentation of the planning process
- Suitability of the environment and/or venue for the excursion/tour/camp
- Informed consent from parents or guardians(Form to be downloaded)
- Adequate student and staff medical information
- Student preparation and behaviour records
- Requirements for any adventure activities (these involve greater than normal risk - there are additional considerations associated with these activities)

3.2 Emergency and risk management

- Assessment of excursion/tour/camp risks (Types of risks involved)
- Procedures in the event of an emergency
- Arrangements to be made if the excursion/tour/camp needs to be cancelled, recalled, or altered (for example: severe weather conditions, changes in travel plans, or students returning early due to illness/serious misbehaviour/ other reasons)
- Completion of an online notification : To upload the activity form at least three weeks prior to the activity using the Student Zone
- First aid requirements

3.3 Cancellations or alterations

- The college should inform parents that any costs associated with the student returning from an excursion/tour/camp early due to illness or serious misbehaviour are the responsibility of the parent.
- Parents should be advised of possible cancellations or alterations, and any cancellation fees imposed on the parents by third parties(Travel agents)
- With respect to arrangements between the college and third parties, the authorised person should:
 - Carefully negotiate terms and conditions with third parties (e.g. travel agents, travel insurance companies, camp providers, specialist instructors, expedition providers) prior to accepting arrangements
 - Ensure the terms of any travel insurance (In case required) offered to the college by the third party are satisfactory.

3.4 Staffing and supervision

- There must be sufficient staff to provide appropriate and effective supervision (the experience, qualifications and skills of each staff member including volunteers, instructors, etc.) to allow them to provide effective supervision in general and for planned activities (as applicable)
- There must be appropriate levels of supervision in view of the activities undertaken and students involved such as team leaders or group leaders.

3.5 Transportation requirements

- Public transport should be used if practicable
- Transport authorities should be consulted on appropriate travel times and at least a fortnight's notice of travel provided
- Excursions/tours/camps that run late, failing to meet times agreed to with private bus operators, are likely to incur significant costs.

3.6 Communication requirements

- Staff and students must have appropriate clothing and personal equipment.
- Group or technical equipment must be in good condition and suitable for the activities undertaken (List to be prepared)
- Continuous instructions should be provided for students remaining at the college during the absence of staff accompanying the excursion. (Arrangement of classes)
- Any information which has been provided by specialists in the activities proposed as the requirements for interstate or overseas excursions/tours/camps must be communicated to the students and parents.
- Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the college retains responsibility for its students. The duty of care of the college staff to students cannot be delegated to a third party. It should be handled by the concerned staff.
- The excursion/camp/tour should meet the requirements of the college policy or procedures.

3.7 Reporting and record keeping

- A report of the activity to be submitted to the discipline committee in the format as per annexure within 7 days of completion of the activity
- The record of plan, consent letters and report is to be maintained by the concerned department/committee

ANNEXURE

CONSENT LETTER

The Principal,

Subject: Consent to send the ward to a camp/picnic/tour/excursion/field visit

Respected Sir

I hereby give my consent to send my son/daughter to the camp/picnic/tour/excursion/field visit to organised by the college from

to..... I confirm that my son/daughter is fit to participate in the camp/picnic/tour/excursion/field visit. I understand and agree that the organisers will do their best for the safe & smooth conduct of the camp/picnic/tour/excursion/field visit, still in case of any unnatural happening, I will not hold the college responsible.

I fully understand that the college is not responsible for any loss,damage or injury due to negligence of anyone other than the staff, servants, agent, independent contractors or voluntary workers.

I give an undertaking for the decent behaviour of my ward during the camp/picnic/tour/excursion/field visit. In case of any misconduct by my ward the college can take a proper disciplinary action against my ward.

DETAILS OF THE STUDENT

STUDENT'S NAME: _____

CLASS:_____SECTION:_____REGISTRATION NUMBER: _____

EVENT DATES:_____to _____

PARENT/GUARDIAN SIGNATURE: _____

TELEPHONE/CONTACT NUMBER: _____

DETAILS OF HEALTH PROBLEMS AND MEDICATION IF ANY: _____

DATE:

THIS FORM MUST BE SIGNED AND RETURNED. ONLY THOSE CHILDREN WHO HAVE A PROPERLY SIGNED FORM CAN BE GRANTED PERMISSION TO PARTICIPATE.

Submitted by _____

Submitted to _____



Fr. Selvichan John
Director
(Fr. Selvichan John)
Director
VIDISHA (M.P.)