Safety, Health and Environment
National Authority

INDUSTRY GUIDANCE NOTE

TOPIC: **MANAGING HEALTH AND SAFETY IN EDUCATIONAL INSTITUTION**			Reference Number: **IGN 03/2021**
Approved by: **Chief Inspector**	Issue date: **9th February 2021**	Expiry date: **None**	Revision No: **1**

TABLE OF CONTENTS

1. SUMMARY

This guidance note is developed in response to sharing minimum standards and good practice for educational institutions as guidance and provides clarification in relation to the legal requirements and responsibilities that have been placed on educational institutions. It also provides necessary information in relation to managing health and safety in educational institutions based on the 14 elements of health and safety management system (Reg 44(3)) and Second Schedule of the Workplace Safety and Health (General Provisions) Regulations, 2014).

2. INTRODUCTION

This guidance note is developed in response to a demand from educational institutions for guidance and clarification in relation to the legal requirements and responsibilities that have been placed on educational institutions as defined in the Education Act (Chapter 210) which includes kindergarten, primary schools, secondary schools, technical/vocational institutions and universities. This guidance note will aid educational institutions to plan, organise and manage a safe and healthy working and learning environment for staff, students, visitors and contractors. Managing health and safety in an educational institution is very important as it avoids unnecessary accidents and financial burdens. It also helps to prevent teaching delays and protect the reputation of an educational institution.

The Workplace Safety Health and Order 2009 (WSHO, 2009) sets the general framework to which all educational institutions must comply. Sections 11 and 12 of WSHO, 2009 sets the duty of every employer and occupier to take, so far as is reasonably practicable, such measures as are necessary to ensure the safety and health of his employees (and persons who are not his employees) at work.

All members of the educational institution community have responsibilities for their own safety and health and that of others. Educational institutions shall inform staff, students, visitors and contractors of these responsibilities. One of the most effective ways of executing this is to involve staff and students in identifying challenges in relation to the institution's health and safety, the working and learning environment as well as implementing ways of responding to such challenges.

Health and safety arrangements in educational institutions need to be balanced and appropriate to the risks involved as follows:

- Kindergarten, primary schools, secondary schools and sixth form colleges are typically lower risk environments (risks may increase in Design and Technology workshops, science laboratories, art studios, and physical education).
- Higher institutions including technical vocational institutions and universities significantly have a higher risk environment especially learning setting that take place is workshop and laboratories.
- Some of the higher risks areas to manage include traffic (vehicle and pedestrian movements on site), refurbishment and construction work, and adventure activities.

A **sensible and holistic approach** to health and safety in educational institutions should be applied focusing on how the real risks are managed. This means making sure that the focus is on real risks with the potential to cause harm.

3. HEALTH AND SAFETY MANAGEMENT SYSTEM IN EDUCATIONAL INSTITUTION

A health and safety management system in an educational institution involves a continuous process which aims to promote an on-going improvement in the way the institution manages health and safety. It includes the overall management of the institution such as institutional structure, planning activities, practices, procedures and resources for implementing and maintaining health and safety in an educational institution setting.

There are 14 elements of health and safety management system (Reg 44(3)) and Second Schedule of the Workplace Safety and Health (General Provisions) Regulations, 2014) as follows:

1. Safety Policy, *including the allocation and delegation of responsibility for safety*
2. Safe work practices;
3. Safety training;
4. Group meetings;
5. Incident investigation and analysis;
6. In-house safety rules and regulations;
7. Safety promotion;
8. System for the evaluation, selection and control of contractors;
9. Safety inspections;
10. Maintenance regime;
11. Risk assessment;
12. Control of movement and use of hazardous chemicals;
13. Occupational health programmes; and
14. Emergency preparedness.

3.1 HEALTH AND SAFETY POLICY (*INCLUDING THE ALLOCATION AND DELEGATION OF RESPONSIBILITY FOR SAFETY*)

3.1.1 Health and Safety Policy

The Health and Safety policy is a written document containing a declaration of the commitment of the board of management in ensuring the health, safety and workplace environment in the institution. The policy should be prepared by the management board within the educational institution. It should clearly articulate the institution's Health and Safety objectives and goals and its commitments to achieving these objectives and goals.

An effective Health and Safety policy sets out clear goals for the institution to follow and ensure they are reasonably practicable to achieve. Health and Safety Policy should be reviewed annually or if there are any changes on the organisation.

The policy should indicate a strong leadership commitment with the involvement of senior executive levels to ensure an effective implementation of health and safety management system for the institution and be relevant for the institution. In relation to educational institution, the policy may include the following (but not limited to):

- Manage and conduct school activities so as to ensure the safety and health of staff and students;
- Comply with the law and regulations;
- Prevent improper or risky conduct or behavior likely to put staff and others' safety and health at risk;
- Provide appropriate information, instruction, training and supervision;
- Prepare plan on reporting and investigation of all accidents/ incidents and provide appropriate measures to prevent recurrence;
- Conduct risk assessment and apply controls, and eliminate hazards wherever possible;
- Prepare, review and revise emergency plans;
- Conduct maintenance and monitoring regime on the workplace, grounds and properties; and
- Appoint a competent person to advise and assist in securing the safety, health and welfare of staff and students.
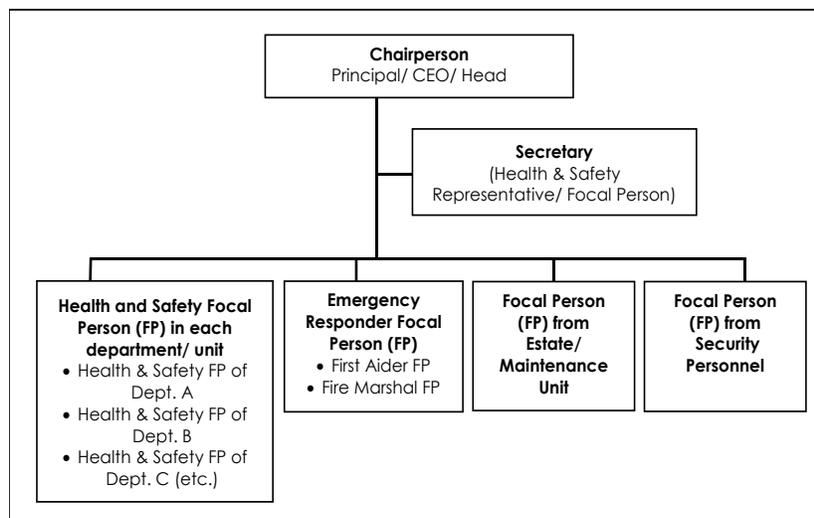
3.1.2 Workplace Safety and Health Committee

The establishment of a Workplace Safety and Health Committee is a legal requirement under the Workplace Safety and Health (Workplace Safety and Health Committees) Regulations, 2014 for a workplace with 50 or more people. This may include an educational institution. A Chairman should be appointed (preferably a Principal/ Chief Executive Officer (CEO)) to lead the Health and Safety Committee. The Health and Safety focal person/ representative who is appointed in the institution should act as a secretary for the committee.

The duties of the Health and Safety focal person/ representative are (but not limited to):

- Assist the principal/ CEO/ Head of the institution to identify and assess any foreseeable risk arising;
- Recommend the principal/ CEO/ Head to implement such reasonably practicable measures to eliminate any foreseeable risk to any person at the institution;
- Assist principal/ CEO/ Head to implement the measure or safe work procedure.

Members of the Committee shall, and not limited to, consist of focal persons from estate/ maintenance department/ unit, emergency responder personnel (fire marshal and first aider), security personnel and focal person from each department or block in the educational institution.

Below are the graphical illustrations and examples of the Workplace Safety and Health Committee in an educational institution setting.

Figure 1: Illustration of Workplace Safety and Health Committee organisational structure *(Applicable for higher institutions)*
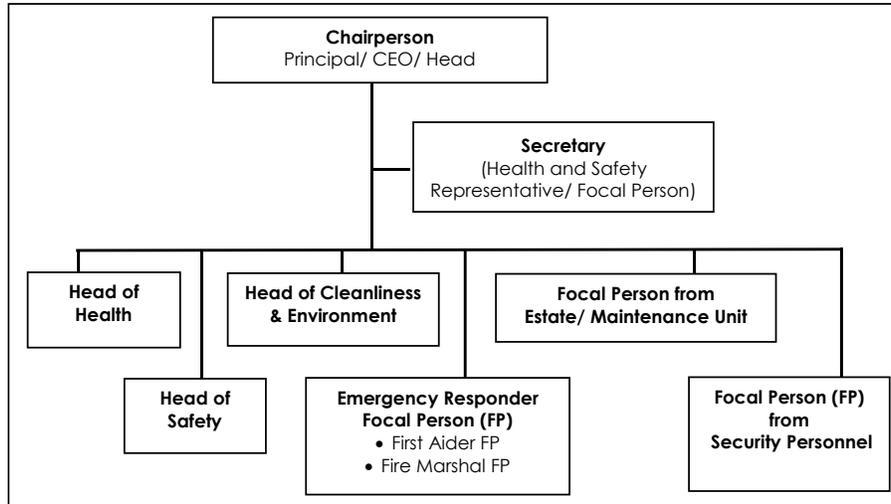
Figure 2: Illustration of Workplace Health and Safety Committee organisational structure *(Applicable for smaller-sized institutions i.e. primary /secondary schools and sixth form centre)*

Every member of the Workplace Safety and Health Committee shall have clear roles and responsibilities in managing and reporting of health and safety matters within the institution. Where appropriate, an organisational chart may be prepared showing the Workplace Safety and Health management structure within the institution. It is a duty of the occupier of the workplace to ensure the Workplace Safety and Health Committee meets **at least once a month** to discuss matters relating to safety, health as well as workplace environment.

The functions of the Workplace Safety and Health Committee include:

- Inspection of the educational institution's HSE aspects;
- Accident investigation;
- Health and Safety Promotion; and
- Issuance of Health and Safety guidelines.

3.2 SAFE WORK PRACTICE

Safe work practice relates to the way staff and students performing their activities in educational institutions. All persons in the institution need to consider personal safety and safe work procedures including contractors. The number of practices/ procedures and the degree of detail will depend on the range of work and learning activities that the institutions perform such as below (however not limited to):

- Practical lesson in the laboratory;
- Practical lesson in the workshop (e.g. Design & Technology lesson);
- Practical lesson in the kitchen (e.g. Food & Nutrition lesson);
- Co-curricular activities;
- Cleaning and sanitisation activities (e.g. Toilet cleaning);
- Working in the kitchen;
- Canteen & feeding scheme operation and;
- Educational visit and trips outside the institution.

Minimal safety requirements for laboratories and workshops should include the requirement of personal protective equipment (PPE), in addition to ensuring only competent persons are allowed to use machinery including provision of active supervision. Prior to any practical lesson, safety briefing or safety talk should be conducted to ensure necessary control measures are in place, so that staff and students can perform their practical activities safely.

Staff and students should have and be given the right to intervene for any unsafe practices or acts performed by staff and students during work or learning activities. A good housekeeping practice should also become a habit and mindset in educational institutions to maintain the cleanliness and safety of the learning and working environment.

3.3 HEALTH AND SAFETY TRAINING

A training-needs analysis should be in place in order to identify and address any deficiencies. Once the needs have been identified, these should be incorporated into the institution's annual training plan and reviewed regularly to ensure all training needs for staff and students are met.

Safety training in the workplace safety and health management system in an educational institution refers to any relevant training required for relevant personnel in the Workplace Safety and Health Committee which includes basic health and safety awareness course for the Health and Safety focal person/ representative (such as IOSH Managing Safely, NEBOSH Award or any in-house approved Health and Safety training done that can equip the Health and Safety focal person/ representative to perform his/her duty to manage Health and Safety), First Aider and Fire Marshal training courses for emergency response personnel in the institution. The appointment of these personnel should be indicated in form of a notice or poster at strategic areas of the institution. There is a list of training providers (ATP) approved by SHENA, which can be found on SHENA website www.shena.gov.bn.

Other relevant and beneficial health and safety related training include hazardous substance/ chemical handling and management, office safety, manual handling and trainings related to disaster management should also be considered for other members of staff within the educational institution.

3.4 GROUP MEETING

The Workplace Safety and Health Committee shall meet **at least once a month** to discuss matters relating to health and safety of persons at work at the workplace Minutes of meeting shall be recorded and documented, and clearly indicate the discussion between the committee members. The minutes of meeting is required to be shown as documented evidence during inspection.

Minutes of meeting shall include summary of items discussed, decisions made, questions raised by committee members and responses given and/or a record of any proposals or recommendations for the chairperson to consider, clear reasons for any decisions taken and the relevant action party, including debriefing notes from previous emergency drills and recent incident learnings. There should be a regular follow-up on the progress of implementation of control measures based on issues arising.

3.5 INCIDENT INVESTIGATION AND ANALYSIS

Educational institutions should develop a clear procedure for accident investigation, reporting and recording. All management boards should record accidents and near misses/dangerous occurrences in the workplace.

Depending on the type of accidents/incidents, such as listed in Figure 3 below, the employer or occupier shall contact the SHENA Duty Officer on mobile no. (**+673 7332200**) and submit an initial incident report to SHENA by filling in an initial incident notification (IIN) **(Appendix 1)** not later than 10 days as specified in Workplace Safety and Health (Incident Reporting) Regulations, 2014. The IIN shall be submitted to iin@shena.gov.bn. All incidents should be investigated by the educational institution and records kept.

Figure 3: Type of Reportable Incidents

3.6 IN-HOUSE HEALTH AND SAFETY RULES

In addition to the legal requirements, educational institutions may opt to develop their own written Health and Safety rules specific for their institutions. This involves describing the Health and Safety roles and responsibilities of staff, students and other stakeholders (e.g. contractors and vendors) whilst performing their activities at the institutions. In-house Health and Safety rules may include attire, personal protective equipment (PPE), housekeeping and hygiene to conform with safety requirements especially in laboratories, canteens and workshops. The Health and Safety rules and regulations should be reviewed periodically and revised when necessary.

3.7 HEALTH AND SAFETY PROMOTION

All staff, students, visitors and contractors should have access, as appropriate, to the institution's Health and Safety Policy and other relevant Health and Safety rules/procedures. Health and Safety promotions and communications are integral to the organisation and the operation of the institution's Health and Safety standard and practices. In an educational institution setting, communication of Health and Safety matters can be done through an induction session where all staff and students are required to attend.

Depending on the nature of the institution, the Health and Safety induction may cover areas such as:

- Health and Safety Policy, including the structure and responsibilities of the Health and Safety Committee in the institution;
- Safe work practices that staff and students are obliged to follow;
- Emergency management plan (e.g. availability of first-aid equipment, fire-fighting equipment, emergency escape routes, emergency contact number, etc.);
- Reporting of accidents/incidents, near misses, unsafe conditions and practices, faulty equipment and appliances;
- Maintaining cleanliness, waste management and housekeeping practices;
- Observing precautions and warning signs displayed at the institution; and
- Seeking help when not feeling well, and reporting all injuries to relevant persons (and to relevant authorities where necessary).
- Reporting cases of harassment, bullying or any other concerns within the educational institution.

There should be a refresher induction course after 2-3 years. Health and Safety inductions for new staff and students shall be carried out during orientation, while for existing staff and students who have previously being inducted, a tailor-made refresher induction should be considered.

Educational institutions shall develop and establish promotional programmes that clearly demonstrate the strong commitment towards providing and maintaining a safe and healthy work environment. The promotional activities shall be relevant to the institution and should be communicated at regular intervals through various arrangements including the following (but not limited to):

- Display of the Health and Safety policy at various strategic locations;
- Display of accident/ incident statistics;
- Display of Health and Safety posters, signs, bulletin, newspaper cuttings or other types of Health and Safety related materials aimed at raising awareness or to emphasise a particular Health and Safety matter;

- Conduct Health and Safety talks, lectures and screening of Health and Safety related videos;
- Issuance of Health and Safety handbooks, brochures or guides to all staff;
- Conduct emergency response drills;
- Organise special in-house Health and Safety campaigns; and
- Setting up of Health and Safety bulletin/notice boards in each department for effective dissemination of Health and Safety information.

3.8 SYSTEM FOR THE EVALUATION, SELECTION AND CONTROL OF CONTRACTORS

On a management level, there should be a system or procedure to evaluate, select and control contractors during the procurement stage in ensuring that they are aware of and meet the Health and Safety requirements for their proposed contract job/work at the institution before the contract/agreement is awarded. The selection criteria shall consist of Health and Safety performance indicators such as health and safety management system, health and safety training records and competency in handling the job and safe working procedures. Contractors shall clearly specify the Health and Safety responsibilities and obligations that the contractors shall comply with.

On an institutional level, the educational institution shall ensure that a Health and Safety induction shall be conducted for contractors who are accessing the institution for the first time to perform their activities, e.g. renovation and maintenance works. The Health and Safety induction shall cover the basic safety requirements of the institution including emergency response, permit to work (PTW), routine safety briefing of workers, use of approved/certified equipment and machines and other in-house rules.

An activity-specific Health and Safety induction is expected to be conducted by the contractors for their own workers prior to start of work. An effective communication chain shall be established to update all contractors of any changes that is made to the institution's existing Health and Safety management system and escalating emergencies that require a response from the contractors as well. The institution shall also be aware of any planned and on-going works conducted by contractors.

A system shall be established to monitor and assess the contractor's Health and Safety performance throughout the progress of the work. Any non-conformances shall be recorded and used as a criterion for future selection of contractors.

3.9   SAFETY INSPECTION

Educational institutions shall carry out internal routine inspections, unplanned/" surprise" spot-checks, housekeeping inspections and other relevant inspections conducted by the appointed Health and Safety focal person/ officer/ representative to ensure the institution is in good and safe condition as well as correct implementation of safe work procedures at all levels. This inspection should be documented and followed up where required. The appointed Health and Safety focal person/ officer/ representative must be competent to carry out the inspection at the institution.

On an institutional level, the internal inspection shall cover general observations of the institution's condition such as (but not limited to):
* Hazards that can lead to slips, trips and falls;
* Fall from height;
* Strikes by falling objects;
* Strikes against protruding/ dangerous objects;
* Manual handling;
* Electrical hazards;
* Access and egress;
* Emergency equipment;
* Playground equipment and suitability;
* Traffic concerns;
* Fire hazards; and
* Gas supply hazards.

Inspections shall also cover the implementation of the health and safety management system on each department/ unit of the institution such as the posting of relevant Health and Safety documentation at strategic areas, record keeping of relevant Health and Safety documentation, safe working practice and others. The internal inspection shall be routinely conducted and should be risk based.

The inspection findings, immediate actions and/or recommendations for the necessary remedial measures as well as the follow-up actions taken shall be recorded and properly documented. The checklists shall be used to support the institution in identifying and classifying potential hazards. The results and inspection reports can be used as a lesson learned to prevent reoccurrences in the future. It is encouraged to develop additional checklists for a more thorough and localised safety inspection.

3.10 MAINTENANCE REGIME

The institution shall establish an effective and practical maintenance regime for all equipment, machineries and tools used predominantly in the workplace (e.g. laboratories and workshops) in order to prevent the occurrence of accidents from failure of such equipment, machinery or tools. The maintenance programme shall include the following (not limited to):

- A master checklist of all hand tools, plant, machineries and equipment;
- Responsibilities of the members of the departments;
- Records of previous inspection and maintenance;
- Inspection and maintenance schedule;
- Relevant follow up inspection;
- Standard Operating Procedure (SOP) for faulty/ breakdown and/or repair of tools, plant, machineries and equipment;
- Department-specific Health and Safety checklists for the use of each departments; and
- Reporting process to ensure inspection reports are forwarded to relevant supervisors and managers for immediate corrective actions.

At the institutional level, the estate or maintenance division/ unit is responsible to ensure the implementation of this maintenance regime. Modification and alteration of tools and equipment should be discouraged. Records of checklists and inspection reports should be reviewed by the Health and Safety focal person/ officer/ representative to ensure operational compliance and adequacy at least once a year. All servicing and maintenance works must be carried out by authorised and qualified persons. Rotating machineries and high-risk equipment should be handled by competent persons or under competent supervision at all times.

3.11 RISK ASSESSMENT

The institution shall establish systematic procedures for the identification, evaluation and control of hazards to mitigate unacceptable risks and prevent accidents/ incidents:

1) <u>Hazard Identification and Analysis</u>

A hazard analysis shall be conducted for the following:

- Routine and non-routine work activities, including those carried out by staff, students as well as contractors such as:
    - o Educational visit/ trip; and
    - o Practical session
- Facilities and equipment (including playground)
- Students routes (i.e. security gates, road traffic flow, etc.)
- The surrounding and work environment of the institution

The evaluation process shall include:

- Possible hazardous incidents (including the worst-case scenario), and their impacts on the workplace, its activities, and as well as the staff, students, visitors and contractors;
- The activities or work processes listed into steps so as to identify specific hazards that may arise in each step;
- Development of counter measures to eliminate and/or prevent hazards;
- Development of recovery measures when controls fail;
- The implementation of the measures recommended to be tested, where possible; and
- Documentation of the above process should be carried out and incorporated into the institution's "Safe Work Procedures".

Hazard analysis shall be reviewed whenever there are changes in conditions or any modification of equipment or processes or any introduction of new materials. The "Safe Work Procedures" developed from the previous hazard analysis must also be reviewed and revised accordingly.

2) <u>Risk Assessment (evaluation of risk and risk control measures)</u>

Risk assessment should be carried out by a group of relevant staff members involved with that specific activity. Once hazards are identified, risk evaluation shall be carried out to determine the risk levels and the appropriate risk control measures and actions needed, recovery measures including communication strategies to mitigate the risks. It is recommended to submit the documented risk assessment for review to the Workplace Safety and Health Committee and ensure approval in a timely manner prior to the commencement of the activity or work process. Record of risk assessment should be held on file and may be requested by SHENA during inspection.

Figure 4 is an example of a schematic illustration of a risk assessment:

Type of activities	Hazards	Possible Accident/ Ill Health	Evaluate the risk			Risk Control	Recovery measures	Action by
			SEVERITY	LIKELIHOOD	RISK LEVEL			

Figure 4: Schematic illustration of a risk assessment

3.12 CONTROL OF MOVEMENT AND USE OF HAZARDOUS CHEMICALS

The management of hazardous substances shall be defined by an established system comprising well-defined and documented procedures for the receipt, issuance, storage, handling, use and disposal of hazardous substances in educational institutions:

1) <u>Hazard Communication Procedure</u>

This procedure shall include the following information:

- A register or list of hazardous substances in use is to be maintained. It should include the inventory and location of storage of the hazardous substances. An appropriate **Safety Data Sheet (SDS)** is made available for each hazardous substance. A documented system should be established for obtaining new and revised SDS;

- Appropriate procedures developed for the receipt, storage, distribution, transportation, handling, use and disposal of the hazardous substances. Procedures should also identify incompatible materials and potentially hazardous combinations and conditions that require special preventive or protective measures. High-risk processes should be identified and special procedures developed;

- Procedures developed for the use of personal protective equipment (PPE) for handling and use of hazardous substances;

- Risk assessments and control measures should be established for all hazardous substances following from the consultation with the Workplace Safety and Health Committee and staff handling the hazardous substances;

- A technically competent person shall be appointed to administer the control, procurement, storage and disposal of the hazardous substances; and

- All containers used for storing the hazardous substances must be labelled, tagged or marked with the following information:
    - Identification of the hazardous chemical(s);
    - Name used on SDS and in chemical list; and
    - Hazard warning and control.

[Use of containers without proper labelling is prohibited]

2) Designated Storage Area

Small quantities of chemical shall be stored in chemical storage cabinets and segregated by distance and/or physical barriers from other incompatible substances. Drummed or bulk chemicals (including fuels and oils) must be stored in an area that provides secondary containment. Chemical storage areas should be inspected on a routine basis to ensure integrity of chemical containers and secondary containment systems. Storage areas shall also be adequately ventilated and marked with appropriate signage.

3) Spill Prevention Procedure

Spill prevention procedures shall be developed for the different types of chemicals used in the institution. Such procedures should address both small and large spills and their disposal in accordance with statutory requirements including emergency recovery measures.

3.13   OCCUPATIONAL HEALTH PROGRAMMES

Educational institutions should identify the potential occupational health hazards related to the work activities and processes within the institution. There should be a wide range of strategies to promote health and safety culture in a workplace setting for staff, students, visitors and contractors (as applicable) which cover a variety of topics such as (however not limited to):

- General housekeeping;
- First Aid;
- Fire safety;
- Electrical safety;
- Gas supply safety;
- Workplace violence;
- Mental health awareness;
- Ergonomic;
- Emergency procedures related programme;
- Radiation; and
- Hazardous substance safety.

3.14 EMERGENCY PREPAREDNESS

Educational institutions shall be prepared to manage and rectify emergency accidents/ incidents that could potentially occur within the institution by the establishment of written emergency response plans (ERPs) that are implemented and remain relevant to the institution. Clear communication is essential during an emergency. Emergency events include, but are not limited to, fire, medical emergencies, natural disaster, LPG gas leak and explosion, trapped inside elevator, animal attack as well as harassment and bullying.

1) <u>Emergency Response Plan (ERP)</u>

An ERP would generally include the following elements:

- Establishment of an Emergency Response Team and its responsibilities;
- Appointment of a competent Emergency Scene Controller who shall direct the execution of emergency procedures in accordance with the situation;
- Procedures for notification and raising of alarms;
- Procedures for evacuation and rescue;
- Procedures and means of rescue and first aid;
- Means of communication with the relevant government response agencies such as the Royal Brunei Police Force, Paramedics and Fire and Rescue Department;
- Verification of response capability and emergency services requirements, if any; and
- Means of communication with SHENA.

An established ERP should include but not limited to the following considerations:

- Identify emergency situations and assess their impact;
- Be implemented at each level of organisation, with clear scope, roles and responsibilities;
- Be documented and effectively communicated to all staff and students;
- Be maintained and up to date;
- Identify the frequency to conduct emergency response drills with participation of all staff and students.
- An evaluation of the drill performance shall be carried out, and the necessary improvement made to the plan;
- Details of necessary improvements should be documented and reported to the Workplace Safety and Health Committee; and
- Include a documented training matrix for staff appointed as the Emergency Team.

2) **Types of Emergency Situations**

Educational institutions may face differing emergency situations depending on the activities in and location of the educational institutions. It is important for all educational institutions to identify all of its activities in the form of a risk assessment.

Each type of emergency situation shall have their own specific ERPs to ensure efficient rectification of the situation. Below are a few examples of emergency situations that may occur, however the list is not exhaustive:

a) **Fire Emergency**
Fire outbreaks can be caused from cooking activities, faulty and/ or overheating of electrical appliances, etc. Fire spreads rapidly and the smoke produced is toxic and harmful to health, therefore establishing an ERP enables a structured and quick way to respond and evacuate to a safe area (i.e. assembly point).

Educational institutions shall comply with the Fire Safety Order, 2016 (FSO, 2016) which is under the jurisdiction of the Fire and Rescue Department.

b) **Gas Explosion**
The use of natural gas, commonly *via* a liquefied petroleum gas (LPG) cylinder, is common in educational institutions particularly for cooking activities. Faulty equipment or gas leaks could potentially cause a dangerous occurrence to happen, e.g. explosion, which can lead to potential injuries and property damage, and an outbreak of fire.

As part of the ERP, educational institutions shall ensure the safe use and regular check of LPG cylinders and its associated equipment, and ensure compliance with relevant requirements.

c) **Medical Emergency**
Minor and major illnesses and injuries could potentially occur and these events may require non-urgent, urgent, or emergency health care at the educational institutions. Establishing a medical ERP would assure that correct care and measures are available and undertaken in a timely manner. Additionally, first aid must be made available within a four (4) minutes period.

d) **Natural Disaster**
Although Brunei has been perceived to be the least prone to natural hazards in Southeast Asia, floods remain to be a significant threat in the

country. Public infrastructure including educational institutions are occasionally affected by flood waters which could significantly impact the operations of the institutions. Other natural disasters that can pose a threat to Brunei including landslides and haze.

These threats can also have a significant impact to the safety and health of staff and students. Therefore, educational institutions shall establish relevant ERPs/ disaster management plans to enable an early/ immediate and suitable response to such events.

e) Man-Made Events
Man-made events where the police are involved and acts of terrorism etc, can threaten the safety of staff and students. On these occasions, educational institutions may implement a relevant procedure, e.g. lockdown to protect staff and students from the external threats.

f) Epidemic and Pandemic
Outbreak of an epidemic and pandemic, e.g. COVID-19, would significantly impact the operations of educational institutions and also affect the safety and health of staff and students. Educational institutions, with guidance from relevant authorities and stakeholders, shall have appropriate control measures in place to ensure continuity of students' education whilst assuring the safety and health of staff and students.

g) Food Poisoning
Food poisoning outbreak may happen at an educational institution which may involve a cluster of staff and students from a single origin. Procedures of reporting and investigating any suspected case of food poisoning that originates from the school (e.g. *via* School canteen) should be made available. This is to prevent any recurring events and ensure food hygiene is being practised through routine inspection and follow ups throughout.

h) Trapped in Elevator
Depending on the nature of the institution, there should be a procedure designed to ensure a safe and effective rescue of students, staff, visitors or contractors who may become trapped in an elevator in the event of electrical power outage or elevator malfunction.

i) Animal attack

This may include (however not limited to) dogs, monkeys, snakes and bees. The institution should also identify reasonable procedures and approaches to dealing with this to ensure personnel recover well from the attack.

j) Harassment and Bullying

It is a known concern and should always be considered that harassment as well as some forms of bullying, may exist in the confines of an educational institution. Appointing a Child Protection Officer is recommended and having an appropriate process and procedure for counselling and taking of relevant action where necessary should be made available and be suitably documented for those involved in the process.

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APPENDIX 1:

INITIAL INCIDENT NOTIFICATION FORM

Submit

SHENA
Safety Health and Environment
National Authority

INITIAL INCIDENT NOTIFICATION FORM
for the purpose of Workplace Safety and Health (Incident Reporting) Regulations, 2014

Ref. No.	

INFORMATION ABOUT THE INCIDENT			
Location of Incident			
Date of Incident		Time of Incident	
Reported to the Police Officer	☐ No.	☐ Yes Reference:	

INFORMATION ABOUT REPORTER			
Name			
Name of Company			
Address			
Position			
IC No.		Tel No.	

INFORMATION ABOUT RECEIVING OFFICER IN-CHARGE (to be completed by Authority)			
Date Reported		Time Reported	
Received by Name		Received by phone No	

RESULTS OF INCIDENT

☐ Fatality   ☐ Property Damage
☐ First Aid   ☐ Doctor's Treatment
☐ Hospital In-Patient   ☐ Others

Notes:

Rev 6 Jun 2019

All reportable accidents / incidents need to be reported to the Safety, Health and Environment National Authority (SHENA)
Level 4, Design & Technology Building, Simpang 32-37, Kg. Anggerek Desa, BSB, BB3713, Negara Brunei Darussalam.

Page 1 of 3

INFORMATION ABOUT FATALITIES, DAMAGE ASSET AND SPILL DETAILS (if applicable)

Number of Fatalities		Number of Injured Person (IP)	
Injury Sustained			
Description of damaged asset			
Source of oil/chemical spill or gas			
Cause of spill/gas release			
Volume of oil/chemical spill or gas release (m3/bbls)			
Other			

DETAILS OF INCIDENT/ACCIDENT

INFORMATION ABOUT THE PERSON INVOLVE IN THE INCIDENT/ACCIDENT

Name of Injured Person					
Address					
Tel. No.		IC No.		Nationality	
Gender		Date of Birth			

ACTION TAKEN BY EMPLOYER / SUPERVISOR OFFICER

Rev 6 Jun 2019

All reportable accidents / incidents need to be reported to the Safety, Health and Environment National Authority (SHENA)
Level 4, Design & Technology Building, Simpang 32-37, Kg. Anggerek Desa, BSB, BB3713, Negara Brunei Darussalam.

Page 2 of 3

24 | P a g e

ACTION TAKEN BY REGULATOR

To be completed by Authority

| ☐ No Action | ☐ Monitor | ☐ Investigation |

*tick as appropriate

STATUS	DATE	SIGNED	COMMENT
Open			
Closed			

Rev 6 Jun 2019   *All reportable accidents / incidents need to be reported to the Safety, Health and Environment National Authority (SHENA) Level 4, Design & Technology Building, Simpang 32-37, Kg. Anggerek Desa, BSB, BB3713, Negara Brunei Darussalam.*   Page 3 of 3

25 | P a g e