



Risk Assessment and Health and Safety Policy

DOCUMENT INFORMATION

Status: Approved by AIC Senior Management Committee

Responsible for implementation: AIC Academic Team

Responsible for review: Director - Academics and Quality Assurance

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Version Control

| History of amendments | Version/ pages/ section affected | Summary of changes |
|-----------------------------|----------------------------------|--|
| Last amended September 2022 | Original document | Initial framework |
| Last amended May 2023 | 6 & 7 | Responsibilities of teaching staff |
| Updated August 2025 | Entire document | Enhanced role definitions, comprehensive training requirements, minor risk assessment protocols, communication systems, specific instructions for all stakeholders |

The individuals or group responsible for this document have the authority to make changes to it whenever necessary. In the event of any amendments, all relevant personnel will be duly notified.

The document can be found on the AIC website at the following link:

<https://www.aicedu.lk/academic-progression.php>

The Purpose

The purpose of this policy is to enable AIC Campus to meet its duty of responsibility for the health and safety of employees, students and third parties (including visitors who are not employees or students) whilst on the AIC Campus premises and in other locations where they might be affected by the campus operations.

All employees, students and other persons on the College's premises must co-operate with the Health and Safety Policy thus ensuring the College complies with its statutory legal duty and requirement. The successful implementation of this policy requires total commitment by all persons and as stakeholders all persons are obliged to take reasonable care of themselves and others who may be affected by their acts or omissions.

AIC Campus will comply responsibly with the range of regulations according to the National Institute of Occupational Safety and Health Act, No. 38 of 2009, and

The Board of Directors is ultimately responsible for the overall system of risk management.

AIC is committed to pursuing high health and safety standards responsibly with appropriate allocation of resources in order to implement this Policy fully, to the best of our abilities. This Policy Statement is to be reviewed according to necessity, as well as periodically every year to include any necessary changes needed.

Purpose and Legal Framework

The American International Campus maintains an unwavering commitment to ensuring the health, safety, and welfare of all individuals who interact with our institution, including employees, students, visitors, contractors, and any third parties who may be affected by our operations. This comprehensive policy establishes clear frameworks for meeting our legal obligations while creating a safe environment that supports effective learning, working, and community engagement.

AIC operates in full compliance with the National Institute of Occupational Safety and Health Act No. 38 of 2009 and all relevant Sri Lankan health and safety legislation, while also maintaining standards that reflect international best practices in educational institution safety management. Our commitment extends beyond mere legal compliance to create a culture where health and safety considerations are integrated into every aspect of institutional operation and decision-making.

The Board of Directors maintains ultimate responsibility for the overall system of risk management, ensuring that adequate resources, leadership commitment, and systematic approaches are in place to protect all members of our institutional community. This policy requires total commitment from all stakeholders, recognizing that effective health and safety management depends on active participation and responsibility-taking by every individual within our community.

Comprehensive Stakeholder Responsibilities and Role Definitions

Senior Management and Departmental Leadership

The Senior Management Team, including the Board of Directors, Honorary Dean, and Director of Academics and Quality Assurance, maintains strategic oversight of health and safety management across all institutional operations. These leaders ensure that health and safety considerations are integrated into institutional planning, resource allocation, policy development, and performance evaluation processes that guide institutional direction and priorities.

Departmental Heads and Senior Managers bear direct responsibility for implementing health and safety measures within their areas of authority, ensuring that all work activities, educational programmes, and administrative functions operate according to established safety standards and risk management protocols. These leaders conduct regular safety reviews, coordinate risk assessments, and ensure that their staff receive appropriate training and support to fulfill their health and safety responsibilities effectively.

The Operations Department serves as the central coordinating body for health and safety management, providing specialist expertise, coordinating risk assessments across departments, maintaining safety documentation and records, and monitoring compliance with established safety standards and procedures. This department works collaboratively with all other departments to provide advice, support, and specialist assistance when complex safety challenges arise.

Line Managers at all levels ensure day-to-day implementation of safety procedures within their immediate areas of responsibility, providing direct supervision and guidance to staff and students under their care while maintaining vigilance for emerging safety concerns that may require immediate attention or escalation to senior management for resolution.

Academic and Teaching Staff Responsibilities

All academic and teaching staff members maintain comprehensive responsibility for the safety and welfare of students under their supervision, extending their duty of care beyond classroom instruction to include all educational activities, field trips, laboratory work, and any other activities conducted under institutional auspices that may present safety considerations.

Teaching staff must provide thorough safety briefings before all medium and high-risk activities, ensuring that students understand potential hazards, required safety procedures, proper use of protective equipment, and emergency response protocols specific to each activity or learning environment. These briefings must be documented to ensure consistency and provide evidence of appropriate safety preparation.

Laboratory supervision requires particular attention to safety protocols, with teaching staff ensuring proper handling of chemicals, electrical equipment, biological specimens, and any other materials that may present health or safety risks. Staff must maintain current knowledge of safety procedures relevant to their teaching areas and ensure that all safety equipment is properly maintained and readily accessible during laboratory sessions.

Field trip and excursion organization requires comprehensive risk assessment, appropriate supervision ratios, emergency planning, and coordination with external venues to ensure student safety during off-campus activities. Teaching staff must ensure that students receive appropriate preparation for external activities and that emergency contact and response procedures are clearly established and communicated.

Administrative and Support Staff Obligations

Administrative staff throughout the institution contribute to health and safety management through attention to safety considerations in their daily work activities, prompt reporting of safety concerns or hazards they observe, and compliance with safety procedures relevant to their specific roles and working environments.

Maintenance and facilities staff maintain particular responsibility for ensuring that institutional infrastructure, equipment, and grounds are kept in safe condition through regular inspection, preventive maintenance, prompt repair of identified hazards, and coordination with external contractors when specialist work is required that exceeds internal capabilities.

Security personnel contribute to institutional safety through monitoring of campus access, response to emergency situations, liaison with external emergency services when required, and maintenance of security systems that contribute to overall institutional safety and emergency preparedness capabilities.

Student services staff ensure that safety considerations are integrated into student support activities, including residential accommodation management, event planning, student organization activities, and any other services that may present safety considerations requiring specialized attention or coordination.

Systematic Risk Assessment and Management Protocols

Comprehensive Risk Identification and Assessment

AIC implements systematic risk assessment procedures that identify, evaluate, and manage risks across all institutional activities, from routine daily operations through specialized high-risk activities that require particular safety attention and specialized management approaches. Risk assessments are conducted by qualified personnel using established methodologies that ensure consistency, thoroughness, and appropriate attention to both obvious and subtle safety considerations.

Major risk categories addressed through systematic assessment include fire safety and emergency evacuation procedures, electrical safety and equipment maintenance, structural safety of buildings and facilities, chemical and biological hazards in laboratory environments, physical safety during educational activities and events, security risks affecting personal safety and property protection, and environmental health considerations that may affect community wellbeing.

Minor risk assessment addresses day-to-day activities that may not present obvious major hazards but could result in injury or illness if not properly managed. These assessments

cover routine maintenance activities, office work environments, pedestrian movement around campus, food preparation and service areas, recreational activities and social events, and any other regular activities that present low-level risks requiring attention and management.

Risk evaluation follows established criteria that consider both the likelihood of adverse events occurring and the potential severity of consequences should such events occur. This evaluation enables prioritization of risk management efforts and allocation of resources to areas where risk reduction efforts will have the greatest impact on community safety and wellbeing.

Risk Control and Mitigation Strategies

Risk control measures are implemented according to the hierarchy of controls, prioritizing elimination of hazards where possible, followed by substitution with safer alternatives, engineering controls that reduce exposure to hazards, administrative controls including policies and training, and personal protective equipment as the final line of defense when other controls are insufficient.

Engineering controls include proper ventilation systems in laboratories and workshops, safety barriers and guards on equipment, emergency lighting and communication systems, fire suppression and detection systems, and any other physical modifications to facilities or equipment that reduce the likelihood or severity of potential accidents or health impacts.

Administrative controls encompass training programmes that ensure all community members understand relevant safety procedures, supervision protocols that ensure appropriate oversight of potentially hazardous activities, scheduling arrangements that minimize exposure to risks, and communication systems that ensure safety information reaches all relevant personnel promptly and effectively.

Emergency response planning addresses potential incidents ranging from minor injuries requiring first aid through major emergencies that may require evacuation, external emergency service response, or other crisis management measures. These plans are regularly reviewed, updated, and practiced to ensure effective implementation when emergency situations arise.

Comprehensive Training and Competency Development

Mandatory Training Programmes for All Stakeholders

AIC implements comprehensive training programmes that ensure all staff members, students, and regular visitors understand their roles and responsibilities in maintaining institutional health and safety standards. Training programmes are tailored to specific roles and risk exposures while ensuring that everyone receives appropriate general safety awareness education.

New employee orientation includes comprehensive health and safety training covering institutional policies and procedures, specific risks associated with their role and working environment, emergency response procedures, incident reporting requirements, and ongoing training expectations that will support their continued competency development throughout their employment.

Student safety education begins during programme orientation and continues throughout their studies through subject-specific safety training, practical safety skill development, emergency response training, and ongoing reinforcement of safety awareness that prepares them for safe practices in their future careers and personal lives.

Specialist training is provided for personnel whose roles involve higher-risk activities or specialized safety responsibilities, including laboratory safety certification, first aid and emergency response training, equipment operation certification, and any other specialized competencies required for safe performance of specific duties or responsibilities.

Regular refresher training ensures that safety knowledge and skills remain current and effective, with training schedules adjusted to reflect the risk levels associated with different roles and the rate of change in relevant safety standards, technologies, or institutional practices that may affect safety requirements.

Competency Assessment and Ongoing Development

Training effectiveness is evaluated through practical assessments that confirm participants can apply safety knowledge and skills effectively in their actual work or study environments. These assessments include theoretical knowledge testing, practical skill demonstration, scenario-based exercises, and ongoing performance observation that provides feedback on competency maintenance and development needs.

Ongoing professional development opportunities enable staff members to enhance their safety knowledge and skills through attendance at external training programmes, participation in professional safety networks, access to current safety literature and resources, and internal development activities that support continuous improvement in safety performance.

Training records are maintained comprehensively to document individual training participation, competency achievement, refresher training completion, and any additional specialized training that individuals may have completed to enhance their safety capabilities and contributions to institutional safety management.

Performance monitoring includes regular evaluation of how effectively training translates into safe practices, identification of areas where additional training may be needed, assessment of training programme effectiveness, and continuous improvement of training content and delivery methods based on feedback and observed outcomes.

Clear Communication Systems and Information Sharing

Multi-Channel Communication Protocols

AIC maintains comprehensive communication systems that ensure health and safety information reaches all stakeholders through multiple channels that accommodate different communication preferences and ensure that critical safety information is received and understood by all relevant recipients. Communication strategies are designed to be clear, timely, and actionable while avoiding information overload that might reduce attention to important safety messages.

Regular safety communications include weekly safety reminders distributed through email and posted on notice boards throughout campus, monthly safety newsletters that highlight emerging safety issues and provide detailed guidance on specific topics, quarterly safety meetings for all staff that provide opportunities for discussion and feedback, and annual safety reports that document institutional safety performance and priorities for continued improvement.

Emergency communication systems enable rapid distribution of urgent safety information through multiple channels including email alerts, SMS messaging for immediate notifications, public address systems for campus-wide announcements, and digital signage that can be updated rapidly to provide current information about emergency situations or urgent safety concerns.

Interactive communication opportunities include safety suggestion systems that enable community members to propose safety improvements, regular safety consultations that gather input on policy development and risk management priorities, feedback mechanisms that allow evaluation of communication effectiveness, and open forum discussions that provide opportunities for safety-related questions and concerns to be addressed.

Targeted Information for Different Stakeholder Groups

Staff safety information is tailored to specific roles and responsibilities, providing detailed guidance on workplace-specific risks, required safety procedures, available protective equipment and its proper use, emergency response procedures relevant to their working areas, and reporting requirements when safety concerns or incidents arise.

Student safety information addresses risks associated with their educational activities, proper conduct in different campus environments, emergency response procedures they need to know, incident reporting procedures that enable them to contribute to institutional safety management, and personal safety considerations that support their wellbeing throughout their studies.

Visitor and contractor safety information ensures that temporary campus users understand basic safety expectations, emergency procedures, reporting requirements for any safety concerns they observe, and points of contact for safety-related questions or assistance that may arise during their time on campus.

Third party safety communication extends to external organizations and individuals who may be affected by institutional operations, including neighboring businesses and residences, emergency service providers, regulatory agencies, and any other external stakeholders who should be informed about institutional safety policies and procedures that may affect them.

Specific Risk Minimization Instructions

Staff Risk Minimization Guidelines

All staff members must conduct visual safety inspections of their work areas at the beginning of each work day, identifying and addressing obvious hazards such as blocked emergency exits, damaged equipment, spills or slip hazards, inadequate lighting, and any other conditions that could present safety risks to themselves or others who may enter their work areas.

Equipment use requires adherence to manufacturer guidelines and institutional procedures, including pre-use safety checks, proper operation techniques, appropriate protective equipment use, post-use security and maintenance procedures, and prompt reporting of any equipment malfunctions or safety concerns that arise during operation.

Workplace ergonomics attention helps prevent repetitive strain injuries and other occupational health problems through proper workstation setup, regular breaks and

movement, appropriate lifting techniques when manual handling is required, and awareness of early signs of work-related health problems that should prompt ergonomic assessment and adjustment.

Incident response responsibilities include immediate response to ensure safety of affected individuals, prompt notification of supervisory personnel and emergency services when required, preservation of incident scenes when appropriate for investigation purposes, completion of required incident documentation, and cooperation with any investigations that may be conducted to understand causes and prevent recurrence.

Student Safety Requirements and Expectations

Laboratory and workshop participation requires students to arrive prepared with appropriate clothing and protective equipment, participate actively in safety briefings and training, follow all safety instructions provided by teaching staff, use protective equipment correctly and consistently, and report any safety concerns or equipment problems immediately to supervising staff.

Campus movement and facility use requires attention to marked pedestrian routes, compliance with facility-specific safety requirements, appropriate behavior in different campus environments, awareness of emergency exits and assembly points, and consideration for the safety of others when moving around campus or using shared facilities.

Personal property security includes securing valuable items appropriately, being aware of personal safety when moving around campus, reporting suspicious activities that may affect community safety, and taking reasonable precautions to prevent theft or damage to personal property that could create safety hazards.

Emergency response participation requires familiarity with evacuation procedures for different campus areas, understanding of different emergency signals and their meanings, knowledge of appropriate responses to different types of emergencies, and cooperation with emergency response personnel during any emergency situations that may occur.

Third Party and Visitor Safety Protocols

Visitor registration and orientation ensures that all campus visitors receive appropriate safety information, including emergency procedures, facility-specific safety requirements, contact information for assistance, and clear expectations about behavior and safety compliance during their campus visit.

Contractor safety management includes pre-work safety briefings that address campus-specific risks and requirements, coordination with institutional personnel to minimize disruption and safety conflicts, compliance monitoring to ensure contractor work meets institutional safety standards, and incident reporting procedures that ensure any contractor-related safety concerns are addressed promptly.

Event safety planning addresses gatherings that may present unique safety considerations, including crowd management for larger events, emergency access and evacuation planning, coordination with external emergency services when appropriate, weather-related contingency planning, and post-event safety review to identify improvement opportunities.

Delivery and service provider protocols ensure that external service providers understand campus safety requirements, coordinate their activities to minimize safety conflicts with institutional operations, comply with relevant safety procedures during their time on campus, and report any safety concerns that arise during their service delivery activities.

Emergency Response and Incident Management

Comprehensive Emergency Preparedness

AIC maintains detailed emergency response plans addressing potential incidents including fire emergencies with established evacuation procedures and coordination with external fire services, medical emergencies requiring first aid response and emergency medical service coordination, security incidents that may threaten personal safety or institutional security, natural disasters appropriate to Sri Lankan environmental risks, and utility failures that may affect campus safety or operations.

Emergency response training includes regular evacuation drills for all campus buildings, first aid training for designated staff members in each department, emergency communication procedures that ensure rapid information sharing, coordination protocols with external emergency services, and post-emergency procedures that support recovery and return to normal operations.

Emergency equipment maintenance ensures that fire extinguishers, emergency lighting, communication systems, first aid supplies, and any other emergency response equipment remain functional and readily accessible when needed. Regular inspection and testing schedules confirm equipment readiness while maintenance contracts with qualified service providers ensure professional upkeep of complex emergency systems.

Emergency communication systems enable rapid notification of emergency situations to all campus community members through multiple channels, coordination with external

emergency services, communication with families and external stakeholders when appropriate, and coordination of information sharing to prevent misinformation during emergency situations.

Incident Investigation and Learning

All incidents, including near misses that did not result in injury or damage, undergo systematic investigation to identify underlying causes, contributing factors that may have increased risk or severity, and opportunities for prevention of similar incidents in the future through improved safety measures or procedural changes.

Investigation procedures include immediate response to ensure continued safety, evidence preservation and collection, interviews with witnesses and involved parties, analysis of relevant policies and procedures, consultation with safety specialists when appropriate, and development of recommendations for prevention of similar incidents.

Incident reporting systems enable comprehensive documentation of safety incidents, tracking of incident trends and patterns, sharing of lessons learned across the institutional community, and monitoring of corrective action implementation to ensure that incident investigations lead to meaningful safety improvements.

Continuous improvement processes use incident investigation findings to enhance safety policies and procedures, identify additional training needs, improve emergency response capabilities, enhance risk assessment processes, and strengthen overall institutional safety management systems.

Monitoring, Review, and Continuous Improvement

Systematic Safety Performance Monitoring

AIC implements comprehensive monitoring systems that track safety performance through incident frequency and severity analysis, near miss reporting and trend identification, safety training completion and effectiveness assessment, emergency response exercise evaluation, and compliance monitoring across all institutional operations and activities.

Regular safety audits conducted by internal personnel and external specialists evaluate the effectiveness of safety management systems, compliance with legal requirements and institutional policies, adequacy of risk control measures, and opportunities for improvement in safety performance and risk management approaches.

Benchmarking against sector best practices and regulatory standards ensures that institutional safety performance meets or exceeds expectations for comparable educational

institutions while identifying innovative approaches that may enhance safety effectiveness or efficiency.

Stakeholder feedback collection includes regular surveys of staff and students about safety perceptions and experiences, consultation with external emergency services about institutional preparedness, input from regulatory agencies about compliance performance, and feedback from visitors and contractors about their safety experiences.

Annual Review and Policy Development

This policy undergoes comprehensive annual review to ensure continued relevance and effectiveness in addressing evolving safety challenges, incorporating lessons learned from incident investigations and safety performance monitoring, reflecting changes in legal requirements or industry standards, and addressing feedback from stakeholders about policy effectiveness and improvement opportunities.

Policy updates incorporate emerging safety technologies and best practices, address new risks that may arise from institutional growth or changes in operations, reflect lessons learned from internal experience and external safety developments, and ensure continued alignment with institutional mission and values while maintaining the highest safety standards.

Consultation processes ensure that policy development benefits from input by all stakeholder groups, including staff representatives from all departments, student representatives who can provide insights into safety experiences and concerns, external safety specialists who bring professional expertise, and regulatory agencies that provide guidance on compliance requirements.

Implementation planning for policy changes includes comprehensive communication to all stakeholders, training programs that ensure understanding of new requirements, resource allocation to support effective implementation, and monitoring systems that track implementation progress and effectiveness in achieving intended safety improvements.

This comprehensive Risk Assessment and Health and Safety Policy demonstrates AIC's unwavering commitment to maintaining the highest standards of health and safety for all members of our institutional community while creating an environment that supports excellent educational outcomes and positive community experiences.