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Health and Safety Policy for the European Schools & OSG

Table of Contents

Health and Safety Policy for the European Schools & OSG	1
1. Purpose	3
2. General context	3
3. Scope of application of the Health and Safety Policy	3
4. General principles	4
4.1. Health and Safety Management System	4
4.2. Health and Safety of the pupils	5
5. Applicable legislation	5
6. Roles and responsibilities	6
6.1. Board of Governors:	6
6.2. Secretary General	6
6.3. Director	6
6.4. Protection and prevention services	7
6.4.1. Safety and Security Officer of the OSG.....	7
6.4.2. Safety and Security Officer of the schools.....	7
6.4.3. External protection and prevention services.....	8
6.5. Management	8
6.6. Medical and paramedical personnel	9
6.6.1. School doctor	9
6.6.2. School nurses.....	9
6.6.3. School psychologists.....	9
6.7. Employees	9
6.8. Interim workers	10
6.9. Third parties	10
7. Health and Safety Committee	10
8. Evaluation and reporting	11
9. Competence and Training	11
9.1. Occupational Health and Safety training	11
9.2. Health and Safety training for pupils	12
9.3. Health and Safety training for third parties	12
9.4. Training for SSO	12
10. Health and Safety documentation	12
11. Data protection	13
12. Review clause	13
Annex 1	14
Annex 2	16
Glossary	17

1. Purpose

This Policy document determines the framework for the management of the Health and Safety System in the European Schools (ES) and Office of the Secretary General (OSG).

The protection of health and safety is a core value of the European Schools system.

The OSG and the ES are committed to providing a safe and healthy environment - *inter alia*, safe premises, equipment and procedures - for all employees, pupils and third parties (APEEE, visitors, service providers, contractors,...) present on the premises of the ES and the OSG.

To ensure the well-being of employees and also to contribute to the creation of a positive work environment, the European Schools System recognizes that the promotion of Occupational Health and Safety (OHS) represents a critical element in the overall strategy to improve safety and productivity.

It also recognizes that schools are a unique environment, as the workplace is shared with pupils, to whom a high level of care is due because of their vulnerability.

Finally, the ES and OSG, also recognize the importance of managing the health and safety risks posed by the activities of third parties on the school premises or at the OSG.

All health and safety measures developed and implemented in the ES and OSG are aimed at preventing injuries, ill-health, diseases and incidents.

2. General context

The activities of the ES and the OSG may involve health and safety hazards for any person present on the school premises or at the OSG. Students and school staff are primarily concerned, followed by all other persons, organizations, service providers, etc., present on the premises.

The manifestation of such health and safety risks, if not adequately managed, can lead to (occupational or work-related) accidents, injuries and (chronic) illnesses. These cause physical, human and psychological suffering, both for the victims as well as for their loved ones. Additionally, there are financial and organizational implications for the ES and the OSG.

It is therefore clear that any health and safety hazard and risk present in the ES and at the OGS must be mitigated and reduced to an acceptable residual risk level, both from a financial and certainly moral point of view. The ultimate vision of this policy is to attain a zero risk environment.

The health and safety domains covered by this policy document are:

- occupational safety and pupils' safety;
- occupational health and pupils' health;
- ergonomics both for staff and pupils;
- occupational hygiene;
- psychosocial aspects; and
- any other domain covered by the host country's applicable health and safety legislation.

3. Scope of application of the Health and Safety Policy

This Health and Safety policy applies to all European Schools.

This policy also applies to the OSG of the European Schools in relevant sections.

4. General principles

Health and safety risks in the ES and the OSG originate from: people, equipment (i.e. all sorts of work tools used to fulfil tasks), the environment (i.e. buildings, infrastructure as well as environmental elements like noise, light, climate,...), institutions and products, and their interactions.

The ES and OSG recognize the presence of each of these elements on their premises and their huge potential negative impact on health and safety, if not properly mitigated.

Therefore the ES and OSG shall take the measures necessary for the health and safety protection of its employees, including prevention of work accidents, occupational diseases, occupational risks and provision of information and training, as well as provision of the necessary organization and means. It will, as well, take all necessary measures to protect the health and safety of pupils.

4.1. Health and Safety Management System

The ES and OSG will implement a Health and Safety Management System, which will cover the following areas:

- Occupational safety;
- Protection of the health of the workers;
- Psychosocial aspects at work;
- Ergonomics;
- Occupational hygiene; and
- All safety-relevant aspects concerning pupils and their physical and mental health.

This Health and Safety Management System must ensure the planning and implementation of the Health and Safety Policy for each individual ES and the OSG.

The Health and Safety Management System is composed of the following elements:

- a) The determination of the health and safety priorities and objectives.
In order for the ES and the OSG to determine their health and safety objectives, they perform a risk assessment and develop prevention measures based on it. The risk assessments will be performed at the level of:
 - o the global organization;
 - o the work environment;
 - o individual work posts; and
 - o the individual.
- b) Action Plan - Based on the results of the risk analysis the ES/OSG will develop an action plan describing the actions which will be taken to mitigate the risks and determine their priorities. The highest priority must be allocated to actions that will mitigate the hazards with the most severe consequences.

In taking preventive and protective measures, the risks should be assessed and dealt with in the following order of priority:

- o avoiding risks;
- o evaluating the risks which cannot be avoided;
- o combating the risks at the source;
- o adapting the work to the individual, especially as regards the design of work places, the choice of work equipment and the choice of working and production methods;
- o adapting to technical progress;
- o replacing the dangerous by the non-dangerous or the less dangerous;
- o developing a coherent overall prevention policy which covers technology, organization of work, working conditions, social relationships and the influence of factors related to the working environment;

- giving collective protective measures priority over individual protective measures; and
 - giving appropriate instructions to the workers.
- c) The Means - The determination of the means allocated to realize the action plan and as such achieve the objectives.
The implementation of the action plan requires :
- the necessary human resources to implement the action plan, in particular the responsibilities of all persons involved.
 - financial resources allowing the implementation of the occupational health and safety action plan.
 - an organizational structure to support managers and employees in their health and safety duties.
- d) The implementation of the ES/OSG's local action plan.
The action plan is implemented in accordance with the earlier determined preventive and protective measures and according to the predefined timeline.
- e) The evaluation of the ES/OSG's local policy will be based on pre-established criteria. These criteria can be quantitative or qualitative, depending on the specific health and safety-related issue under evaluation. Examples of evaluation criteria could include: reduction in risk score, level of implementation of procedures, level of conformity obtained, number of legal requirements achieved, etc.

The ES and OSG will adapt their Health and Safety Management System when necessary due to changing circumstances.

4.2. Health and Safety of the pupils

Specific areas in the field of pupils' Health and Safety are not covered by the Health and Safety Management System. These areas include the physical and mental health of the pupils.

The school doctor and school nurses are in charge of the pupils' physical health aspects and the psychologists care for mental health aspects. Both teams operate independently from each other, but will collaborate when necessary.

In their respective roles they report to the school management.

Where needed, the school Security and Safety Officer (SSO), the school doctor, school nurses and psychologists can collaborate in the development of local school policies, documents, procedures, etc., with respect to specific health and safety issues.

5. Applicable legislation

The following describes the applicable legislation and minimum standards for the development of Health and Safety Management Systems in the ES and the OSG. If local legislation deviates from the minimum standards developed in this Policy, the former has precedence. Documented evidence of this deviation must be presented by the school when necessary and upon request.

For schools located in Belgium, Luxemburg and Spain, labour inspection services or any related governmental services do not have right of access to schools' premises by virtue of the Agreement between the Board of Governors of the European Schools and the Government of the host country. This access must be officially requested and then authorised by the School Director. Although this is an absolute right of the school, it is not mandatory for the school to apply it. In many situations, it is preferable to grant access to the labour inspection or any related governmental services and collaborate with them. Nevertheless, in specific cases the School Director can refuse the requests for access to the school premises by these services.

For schools located in Germany, Italy and the Netherlands the general principle of inviolability of domicile on school premises applies.

The ES and the OSG will implement the host country's national legislation in the area of Occupational Health and Safety. Also, in case of litigation on Occupational Health and Safety, the host country's law applies.

They are also required to implement any other national legislation from the host country in the general field of health and safety applicable to the school system and the OSG (including third parties present on their premises).

The school will verify that third parties present on the school premises respect their responsibilities in the field of Health and Safety, insofar as the risks linked to their activities impact the health and safety of other people present or the safety of the infrastructure.

The ES and the OSG will apply the host country's national legislation in the field of Health and Safety applicable to pupils. In case no specific national legislation exists, and considering the fact that any other legislation at subnational (e.g. regional) level does not apply to the ES system, it will use subnational legislation, norms, good practices,.. as a source of information to develop its own regulations.

6. Roles and responsibilities

6.1. Board of Governors:

The Board of Governors, in its role as convening authority, determines the means of the ES and the OSG, requisite to managing health and safety on the school premises. These include the:

- organizational means;
- financial means; and
- human resources.

6.2. Secretary General

The Secretary General:

- implements the decisions of the Board of Governors;
- sets the health and safety objectives. This process starts with the development of recommendations for the future orientation (planning and objective-setting);
- implements the national legislations in the field of health and safety as well as the internal health and safety policies and regulations;
- evaluates the performance, the effectiveness and efficiency of the safety management system in the ES and the OSG. Based on the results of the evaluation, the Secretary General will develop and implement corrective measures in order to achieve a continuous improvement of the health and safety in the ES and the OSG; and
- provides the ES with advice and assistance in the area of Health and Safety.

Health and Safety shall thus be part of the multi-annual and annual plan presented to the Board of Governors each year, as well as part of the global Annual Activity Report.

Whenever important questions related to the safety of European Schools' staff members or pupils arise, it is the Secretary-General's responsibility to ensure dialogue and decision-making between the contracting parties (Member States, the Commission and bodies signatory to the European Schools Convention).

6.3. Director

In accordance with the national legislation of the host country and the general rules of the ES art.15, the Director is responsible for Health and Safety on the school premises, during trips and outings.

The Director:

- is responsible for the Health and Safety of the Ancillary and Administrative Staff (AAS), locally recruited staff (LRT) and the seconded staff in every aspect related to their work;

- is responsible for the Health and Safety of the pupils;
- is responsible for cooperating with third parties operating on the school premises in matters of protection and prevention of health and safety risks;
- is supported by the Safety and Security Officer of the School and the Health and Safety committee; and
- cooperates with the Secretary-General and the SSO of the OSG on health and safety-related matters.

When the Director enlists competent external Health and Safety service providers or persons, this shall not discharge him from his responsibilities in the field of health and safety.

The staff's obligations in the field of health and safety at work shall not affect the principle of the responsibility of the Director.

6.4. Protection and prevention services

6.4.1. Safety and Security Officer of the OSG

The Safety and Security Officer (SSO) of the OSG operates under the authority of the Secretary General. His/her mission is to provide advice and general coordination on issues related to health and safety in the European Schools system. He/she shall pay special attention to integration and standardization across the family of the European Schools as far as possible.

He/she coordinates, guides and supports the ES and OSG and provides them with advice and recommendations. In particular, it is his/her task to:

- Develop relevant policies, assist with the conduct of risk assessments and the development of relevant procedures and new concepts;
- Ensure the promotion and respect of safety measures in the European Schools;
- Review, monitor and make recommendations to the Secretary General and the Directors on the Health and Safety risk management systems and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively;
- Monitor the European School system compliance with health and safety policies and applicable law;
- Seek assurance that the European Schools system is effectively structured to manage health and safety risks;
- For Belgium, liaise with the European Commission Security Directorate and local Authorities responsible for the schools' buildings and sites;
- Promote safety awareness and a culture of risk assessment in the Schools, as well as on school trips/outings;
- Advise the Secretary-General and the Board of Governors on best practices related to Prevention and Protection, in the context of the applicable national legislation of the host country and international standards;
- Advise the Secretary General and Directors on the preparation of budget elements linked to safety and regarding the appropriateness of the resources allocated for the management of health and safety;
- Provide training to the ES, especially SSO's and school management; and
- Give professional advice to schools on urgent matters related to Health and Safety, where the school's SSO needs further help and guidance.

6.4.2. Safety and Security Officer of the schools

The schools' SSO assists and consults the Director and members of management in their duty to implement the host country's national legislation for health and safety on the school premises, as well as all other prevention measures and activities.

He/she also assists the Director to create and maintain a healthy and safe environment for the pupils on the school premises.

In his/her role as SSO, he/she reports directly to the Director, eventually through the Deputy Director for Finance and Administration (DDFA).

Therefore the SSO:

- Collaborates in the identification of risks;
- Determines appropriate measures to mitigate the identified risks;
- Provides advice on risk analysis and health and safety action plans;
- Implements, in collaboration with the director and management, the necessary health and safety measures for the school community;
- Raises awareness of safety risks in the school community;
- Coordinates the collaboration with External Safety Service Providers;
- Participates in the analysis and determination of the causes of work accidents;
- Contribute to the prevention of work-related illnesses and accidents at work and analyses their causes;
- Provides advice to the Director and members of the school community on different subjects related to health and safety in the school;
- Provides advice on safety and hygiene of workplaces;
- Provides advice in the drafting of health and safety instructions;
- Provides advice on safety training;
- Participates in the application of the measures to be taken in the event of serious and immediate danger, the development and update of internal emergency procedures and the organization of first aid;
- Participates in the development of safety procedures to mitigate the risks posed by third-party activities on the school premises;
- Collaborates in the development of procedures to mitigate occupational psychosocial risks;
- Collaborates with local authorities of the host country to ensure the safety of the school premises;
- Advises the Director and Deputy Director of Finance and Administration on the preparation and implementation of budget items related to safety; and
- Collaborates closely with the SSO of the OSG.

The SSO may not be placed at a disadvantage because of his activities related to the protection and prevention of occupational risks.

6.4.3. External protection and prevention services

If the school does not have the necessary professional qualifications in certain areas of Health and Safety to comply with the host country's legislation, it can appeal to external Protective and Prevention Services to complete these tasks.

The external Protective and Prevention Services must have the necessary aptitudes and the necessary personnel and professional means in the field of health and safety to accomplish the tasks they are required to accomplish.

6.5. Management

Management is defined as all persons who, regardless of their job title, are empowered in one way or another to give orders to employees. These include the DDFA, Deputy Directors of Secondary and Nursery/Primary Cycles, Senior Technicians, Head of the IT Department, HR Assistant,....

They execute, within the limits of their authority, the Health and Safety Policy in their fields of work. Therefore the management:

- Makes proposals and formulates advice to the Director/SG within the overall framework of the Health and Safety Management System in order to continuously improve health and safety in the schools;
- Analyses occupational accidents and incidents and formulates prevention measures to avoid the recurrence of such an accident in the future;
- Controls the proper functioning of work equipment, collective and personal protective equipment;
- Seeks the advice of the SSO on health and safety related matters;
- Verifies that employees performing their tasks have received appropriate training and instructions; and
- Ensures that employees understand and apply the guidelines, instructions,... they have received.

6.6. Medical and paramedical personnel

The following distribution of tasks is based on practice observed in some schools. These may be interchangeable depending on the requirements for the post in the different ES.

6.6.1. School doctor

The school doctors are trained physicians. They are in charge of, *inter alia*:

- conducting medical exams of pupils;
- the maintenance of all medical records and reports;
- the prevention and control of communicable diseases on site;
- providing advice about the health policy for pupils implemented by the school; and
- Liaising with the local competent health authorities.

6.6.2. School nurses

The school nurses are trained professionals. They are in charge of, *inter alia*:

- Providing basic healthcare to pupils in case of injury or (acute) illness;
- Providing basic healthcare to staff in case of illness or injury;
- Administering medicine under doctor's prescription;
- Organizing medical exams for pupils in collaboration with the school doctor;
- Accompanying pupils to the hospital or another staff member as determined by the school ;
- Taking care of children in crisis;
- Managing pupils with communicable diseases (e.g. COVID-19, tuberculosis, meningitis,...) under the supervision of the school doctor or the host country's relevant authorities; and
- Pedagogical and preventive projects such as personal hygiene, etc.

6.6.3. School psychologists

The school psychologists are trained professionals. They are in charge of, *inter alia*:

- Providing individual interventions to pupils. The type of intervention can vary widely depending on the specific need of the pupil;
- Following up of cases of harassment;
- Setting up sensitisation campaigns; and
- Pedagogical and preventive projects such as anti-bullying, addiction prevention, sexuality, etc.

6.7. Employees

Each employee must take care of his/her own health and safety and that of other persons present on the school premises, in accordance with his/her possibilities, abilities, capabilities, training and the instructions given by his/her employer/management.

Seconded staff are, in accordance with the host country's legislation, subject to the same health and safety legislation as employees with a local contract.

To this end, employees must, in accordance with their training and the instructions given by their employer, immediately inform the employer/management and/or the SSO of any work situation for which they have reasonable grounds to consider that it poses a serious and immediate danger to safety and health, or represents any shortcoming in the protection arrangements.

Employees have a duty to:

- take reasonable care for their own safety and that of other persons who may be affected by their acts or omissions;
- comply with instructions given for their own safety and health, and those of others, and with safety and health procedures;
- use safety devices and protective equipment correctly (and not render them inoperable);

- report promptly to their immediate supervisor any situation which they have reason to believe could present a hazard and which they cannot themselves correct;
- report any accident or injury to health which arises in the course of or in connection with work; and
- Follow health and safety training.

6.8. Interim workers

Interim workers must be considered as workers who are more at risk for health and safety hazards than school employees, and on the other hand, a source of higher health and safety risk than schools' employees.

This is due to the fact that interim workers are not familiar with the organization, the infrastructure and the procedures of the school. This lack of knowledge and experience with the school needs to be addressed by providing adequate basic health and safety training.

The schools will therefore pay special attention to this group of workers.

6.9. Third parties

The following categories are to be considered as third parties:

- Contractors and service providers performing any kind of work on the school premises, as well as their sub-contractors; and
- Organizations, independent of the ES, operating on the school premises such as the Parents' Association, the Office for Infrastructure Brussels (OIB) and Office for Infrastructure Luxemburg (OIL).

Interim workers, hired by the school, are not considered as third parties.

The third party is legally responsible for managing the health and safety of its own employees and ensure compliance with the host country's applicable health and safety legislation.

If a third party works with (sub)-service providers or (sub)-contractors, it will be held responsible for its (sub)-service providers' or (sub)-contractors' compliance with safety measures.

In order to mitigate health and safety risks on the school premises, the Director, and by delegation the SSO, shall cooperate with third parties operating on the school premises in matters of protection and prevention of health and safety risks. The ES and the third party shall inform each other of the respective risks linked to their own activities, insofar as these could potentially impact the health and safety of the other party.

Based on this information, both parties will collaborate to develop the necessary safety measures to mitigate risks on the school premises.

For the Parents' Association, the OIB and the OIL, which are longstanding third parties present on the school premises, the ES will, to the extent possible, ensure the following:

- provide safe premises;
- provide safe infrastructure (e.g. fire equipment, electrical installations, heating, ventilation,...);
- provide safe furniture;
- ensure the technical maintenance of the safety emergency equipment and infrastructure; and
- collaborate with them on safety issues where mutual risks arise, to develop risk-mitigating safety measures and procedures.

This support will be provided only for the activities that are done on the school premises and will be limited to the spaces they occupy.

7. Health and Safety Committee

Health and Safety Committees provide a valuable framework for discussion and for concerted action to improve safety and health in the ES and the OSG for staff and pupils on the school premises. They meet regularly and periodically inspect the school.

Each ES and the OSG has to establish a Health and Safety Committee in accordance with the host country's legislation. Therefore, the composition, appointment procedures for the employee delegates, frequency of meeting, etc., may vary tremendously from one host country to another.

The employee delegates may not be placed at a disadvantage because of their Health and Safety activities.

The Health and Safety Committees consist of at least:

- employee delegates;
- employer representatives; and
- health and safety professionals.

The ES ensures that the Health and Safety Committee is:

- given adequate information on health and safety matters;
- enabled to examine factors affecting health and safety;
- encouraged to propose health and safety measures;
- consulted when major new health and safety measures are envisaged and before they are carried out;
- disposed to seek the support of workers for implementation of health and safety measures;
- consulted in planning alterations of work processes, work content or organization of work which may have health and safety implications for employees. The final decision will be taken by the School Director;
- able to contribute to the decision-making process within the organization regarding matters of safety and health;
- able to communicate with employees on health and safety matters;
- able to have recourse to specialists for advice on particular health and safety problems;
- disposed to providing advice on hygiene on the school premises, as well as on children's health in relation to school life; and
- free to contact labour inspection services.

8. Evaluation and reporting

Measuring the Health and Safety performance over time is essential for the ES and the OSG in order to evaluate that there is a continuous improvement in Health and Safety Management.

The ES and the OSG will verify this :

- by monitoring the occupational injuries (see annex I);
- by monitoring the pupils' injuries (see annex I);
- with the Safety & Security risk register; and
- by monitoring safety incidents (see annex II).

In order to evaluate and compare the health and safety data between the ES, it is essential to standardize the way data is reported to the OSG. Detailed explanations are provided in Annexes I and II.

The results of the evaluation must allow the ES to set the health and safety objectives for the following year(s).

The data is reported to the admin board of the school as well as to the SSO of the OSG. The SSO of the OSG will compile the data on occupational injuries, injuries of the pupils and safety incidents. This compiled data will be shared with the ES. Thus, they can serve the ES as a benchmark for the progress of Health and Safety Management Policy implementation/reporting.

9. Competence and Training

9.1. Occupational Health and Safety training

To develop and maintain a healthy and safe school environment, training is an essential element which is an integral component of the Health and Safety Management System. Therefore, the ES shall provide adequate health and safety training to its management and employees. This can be in the form of diffusion of information and specific instructions related to their job.

The training will:

- take into account the functions and capacities of the different categories of employees;
- will stimulate awareness, impart knowledge and help recipients to (re)act in the proper way;
- provide each employee with practical and appropriate instructions;
- be provided on recruitment as part of the induction training;
- be provided in the event of a transfer or a change of job;
- be provided in the event of any new or changed risks requiring an update of the health and safety knowledge of the employee;
- provide refresher training to update the acquired knowledge. The periodicity will be determined either in accordance with the national legal requirements of the host country, or by the ES in case no legal periodicity is required; and
- be provided at the expense of the ES.

The ES shall ensure that workers from third parties engaged in work on the school premises have in fact received appropriate instructions regarding health and safety risks during their activities on the school premises.

9.2. Health and Safety training for pupils

Pupils are, due to their age, physically and psychologically still in the development process. As pupils get older their capacity to understand and follow safety instructions increases, but it may never be assumed that they are entirely capable of understanding and following health and safety instructions on their own, even less so in emergency situations. Therefore, particular attention must be paid to the pupils' understanding of health and safety requirements during trainings.

In Health and Safety training for pupils, a distinction must be made between:

- Training for health and safety risks deriving from school activities linked to the curriculum: for example, in laboratories, where pupils are exposed to chemical hazards, or in a swimming pool with a risk of drowning. It is important to teach the pupils the proper safety procedures and keep them under the permanent supervision of qualified teaching staff; and
- Other health and safety risks not linked to the curriculum: for example, in emergency situations, such as fire, the training for students is very limited (e.g., fire drills). In those situations it is expected that they follow orders given by the ES staff.

Each type of Health and Safety training must be prepared by the ES in the most appropriate way.

9.3. Health and Safety training for third parties

Third parties, active on the school premises, are responsible for their own safety training.

The ES will provide safety information to the third parties, with regards to specific school related situations such as evacuation in case of emergency, first aid, etc.

9.4. Training for SSO

The SSOs will be trained in accordance with the national legal requirements of the host country. Therefore, the training can vary depending on the host country.

The SSO is obliged to undergo refresh training in accordance with national legislation. If no refresh training is required, the SSO shall keep his/her knowledge up to date. This can be done through affiliation with a professional association and participating in safety training for health and safety professionals.

10. Health and Safety documentation

All work activities carried out by the ES and the OSG, in the global framework of the Health and Safety Management System, must be documented.

This documentation:

- describes the significant health and safety hazards arising from the organization's activities, and the measures for their prevention and control;
- contains the procedures, instructions and other internal health and safety documents;

- must be written and presented in a way that is understandable by those who have to use it;
- must be periodically reviewed, revised, communicated and readily accessible to all appropriate members of the school community;
- must maintain records for work-related injuries and occupational diseases;
- must contain records of health and safety assessments, inspections, audits, incident and accident investigations;
- must be subject to periodic review and will also be reviewed following changes to processes, equipment, procedures or other significant change; and
- must contain the procedures in case of an emergency.

The list above is not exhaustive. Any other pertinent activity, not mentioned in the list and developed in the Health and Safety Management System must also be documented.

11. Data protection

The school's DPO is in charge of drafting the respective(s) Privacy Statement(s), following the usual structure of the other European Schools' privacy statements, including:

- Categories of personal data collected;
- Purposes for which personal data are collected;
- Legal basis for the processing of personal data;
- Access and sharing of the collected personal data;
- Protection and security of the personal data;
- Retention periods;
- Data subjects' rights; and
- Who to contact in case of a complaint.

Data processing activities have to be recorded in the Register of Processing Activities available on the DPO Portal.

12. Review clause

A revision of this document is carried out triennially by the OSG.

It can be revised by the SSO of the OSG, including at the request of any European School following experience in implementation, or in the case of exceptional circumstances that may compromise or lead to a modification of the guidelines outlined in this document.

The directors, the SSOs of the European Schools and the OSG, may make proposals for revisions at any time. All proposals for revision are to be transferred by email to the SSO of the OSG.

The SSO of the OSG will prepare a list of revision proposals. This list will be submitted to the Secretary General and the Directors for examination and approval. The Health and Safety Policy Document will then be amended accordingly and a finalised draft will be submitted to the Directors of the schools for final approval.

Annex 1

Occupational health and safety indicators

The calculation of these indicators is based on the standards published by the International Labour Organisation and must be reported per calendar year.

Frequency rate of occupational injuries:

The frequency rate is a relative number. It quantifies the number of occupational accidents in a school or the OSG during a calendar year relative to the amount of hours worked. The formula is:

$$\text{Frequency rate occupational injures} = \frac{\text{Number of cases of occupational injury}}{\text{Hours worked by the employees in the reference group}} \times 1.000.000$$

The following definitions apply to determine the different elements of this formula:

- Reference group: all AAS, locally recruited staff, teaching and seconded staff members. Interim workers, contractors, service providers, the APEEE, OIB, OIL and their service providers are not considered in this reference group.
- Occupational injury: any personal injury resulting from an occupational accident and resulting in work incapacity of the employee for one day or more from work.
- Commuting accidents, however, are not taking into account in this statistic.
- Hours worked: all hours worked by the employees, including overtime.

More detailed definitions can be found in the glossary

Severity rate of occupational injuries

The severity rate is relative. It quantifies the number of lost days experienced as compared to the number of hours worked.

$$\text{Severity rate occupational injures} = \frac{\text{Number of days lost due to new cases of occupational injury}}{\text{Hours worked by the employees in the reference group}} \times 1.000$$

The following definition applies to determine the different elements of this formula:

- The number of days lost due to an occupational injury (or work incapacity) is determined by a medical certificate. Weekend days and public holidays must be considered in the calculation of the duration of the absence. The day of the accident is not included.
- Fatal work accidents are not taken into account in this statistic.

Fatal work injury rate

The fatal work injury rate provides the number of fatal accidents in the organization during the calendar year, and is reported as an absolute value.

Pupil injuries

The following data are reported:

Frequency rate of pupils' injuries:

The frequency rate quantifies the percentage of the pupils requiring care due to an accident. The formula is:

$$\text{Frequency rate of pupils' injury} = \frac{\text{Number of injuries}}{\text{Number of pupils}} \times 100$$

The following definitions apply to determine the different elements of this formula:

- Number of pupils: the number of pupils enrolled at the start of the school year as determined on the 15th October of the school year.
- Injury: all injuries of pupils on the school premises or during school outings, requiring any medical care, regardless of the severity of the injury.

Severity rate of serious pupils' injuries

The severity rate quantifies the percentage of the pupils requiring specialized medical care from a physician or hospital emergency due to an accident. The formula is:

$$\text{Severity rate of serious pupils' injury} = \frac{\text{Number of serious injury}}{\text{Number of pupils}} \times 100$$

The following definition applies to determine the different elements of this formula:

- Serious injury: Each injury for which an insurance claim is required

Fatal pupil injury rate

The fatal pupil injury rate provides the number of fatal accidents during the school year, and is reported as an absolute value.

Annex 2

Overview of incidents to be reported for the calendar year:

- Number of cases of arson
- Number of evacuation exercises
- Number of real evacuations (not drills)
- Number of interventions by the fire brigade
- Number of electrical accidents
- Number of accidents due to chemical hazards in class (pupils and teaching staff included)
- Number of accidents due to chemicals hazards (all other)
- Number of gas leaks

Glossary

Ergonomics: Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them.

Occupational accident: an unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work, which results in one or more workers incurring a personal injury, disease or death. Travel, transport or road traffic accidents in which workers are injured and which arise out of or in the course of work (that is, while engaged in an economic activity, or at work, or carrying on the business of the employer) are considered occupational accidents. Commuting accidents, however, are not.

Occupational Health: the promotion and maintenance of the highest degree of physical, mental, and social well-being of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and the people to their jobs

Occupational hygiene: the practice of identifying chemical, physical and biological agents at the workplace that can cause illness or discomfort, of assessing the risks associated with exposure to these agents, and of risk management in order to avoid adverse health effects on the long and short run.

Occupational injury: any personal injury, disease or death resulting from an occupational accident. A case of occupational injury is the case of one worker incurring one occupational injury as a result of an occupational accident (one worker may incur several occupational injuries). An occupational injury could be fatal (where death occurred within one year of the day of the occupational accident) or non-fatal with lost work time.

Occupational disease: a disease contracted as a result of exposure over a period of time to risk factors arising from work activity.

Psychosocial aspects: the professional risks that can cause psychological and possibly physical harm to employees. They can also have an impact on safety in the workplace and the proper functioning of the organization

Work incapacity: inability of a victim, due to an occupational injury, to perform the normal duties of work in the job or post occupied at the time of the occupational accident. Work incapacity can be temporary or permanent.