



GOVERNMENT MODEL HIGH SCHOOL (GMHS), SECTOR- 25 B, CHANDIGARH

SUBMITTED BY:
SAFETY CIRCLE PRIVATE LIMITED



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Report for

Comprehensive Audit for School Safety

Submitted To:

Chandigarh Commission for Protection of Child Rights,
Maloya, Chandigarh

Submitted By:

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1.0 ACKNOWLEDGEMENT

Chandigarh Commission for Protection of Child Rights (CCPCR) has initiated a comprehensive audit of all schools in Chandigarh to identify and rectify the hazards to minimize the probability of accidents in the schools.

Honourable commission has allotted the audit work to Safety Circle Private Limited, which is a 18 years old organization based in Chandigarh, Providing services to more than 07 state governments and union governments in this field. The audit team of Safety Circle carried out the audit for GMHS, Government Model High School, Sector- 25 B, Chandigarh.

This audit was carried out on 7th September, 2022, by audit team of Safety Circle India Private Limited, All the details captured in this report are based on the school visit as well as the information collected from School Core Internal audit team / Support team members. The objective of this exercise was to identify the current safety management system practices and find the gaps in internal audit by the school and to improve the current safety standards in premises. These included, but not limited to, checking conformance to applicable Environment, Health and Safety aspects in the school in line with applicable regulatory requirements, maintenance services, existing hazards, status of compliance and identification of potential risks and suggesting immediate control measures.

We would like to acknowledge & thank Chairperson & staff of CCPCR, Principal & Staff of GMHS, Government Model High School, Sector- 25 B for their cooperation during this audit.





2.0 ABOUT AUDIT FIRM – SAFETY CIRCLE

Safety Circle is an International Safety Organization pioneering safety culture in India and other SAARC nations. We provide complete suite of services in the field of risk assessment, safety and compliance audits, formulation and implementation of safety plans and skills enhancement workshops. We also provide training programs on Occupational Health and Safety, Disaster Preparedness, Emergency Response, First Aid, Traffic Safety, Electrical Safety, Industrial Safety and other related topics

Safety Circle has provided services to large number of leading educational and research institutions, Union Government of India, many State Governments, large number of public sector undertakings, defence services and more than 1000 corporate clients across the country. We have trained more than one million people in last 18 years encompassing all segments of society throughout the country. Our training programs, audit & consultancy services and onsite safety workshops have become an integral part of the safety initiatives by large number of institutions and corporates.

Audit conducted by Team Safety Circle

EXECUTIVE SUMMARY

A comprehensive audit program was evolved by CCPCR as an initial step for conducting safety audit and gap analysis. Internal audit questionnaire update was obtained to get the preliminary information about the school and then actual onsite inspections were carried out.

Detailed audit was conducted as per scheduled program and on-site visit was carried out in line with the comprehensive agenda at GMSSS, Government Model High School, Sector 25 B, Chandigarh. The purpose and focus of this review were mainly to understand the present system, procedures followed related to safety aspects in the following categories:

- Emotional and Personal Well-being – Water Safety, Trauma Management, Health Safety, Sanitation and Hygiene, Safety of Children against Sexual Abuse, Social and Emotional Safety, Safety of the children with disabilities
- Infrastructure and maintenance services that includes School Building, Fire Safety Management, Electrical Safety, Disaster Management, Sports and Play grounds Safety Management, Laboratory Safety Management, Transport Management and Safety, Horticulture Management, Cyber Safety
- Miscellaneous aspects like housekeeping, and pest control etc.



4.0 SCOPE OF AUDIT AND METHODOLOGY

4.1 SCOPE OF AUDIT

The scope of the audit comprised the following:

- A systematic, objective and documented evaluation of the occupational safety and health systems and procedures in line with IS 14489: 1998 Code of practice on occupational safety and health audit.
- Reviewing all critical areas of the school that includes utility areas, laboratories, canteen, library, computer laboratory, Sports fields etc. to name a few.
- Checking of related documents other than statutory permissions and various monitoring reports from government authorities, manuals, standard operating procedures, AMC details and maintenance records etc.
- Fire and life safety arrangements on site like exit signs, emergency evacuation maps, fire control panels, fire safety arrangements of critical areas, storage of combustible materials, fire detection and alarm system & its maintenance, location of extinguishers etc.
- Chemical management and storage etc.
- Waste management at site that includes storage and disposal, use of PPEs, hygiene conditions, any means of recycling through vendors and hazardous waste management.
- Review of all critical areas including office / miscellaneous areas.



4.2 AUDIT METHODOLOGY / TOOLS

The following methodology was followed for successful completion of audit.

- Internal-audit questionnaire to take preliminary information about the site.
- On site audit activities starting with an opening meeting with site representatives.
- Verification of documents related to Environment Health / Safety.
- Inspection of the critical areas and school premises with nominated persons.
- Taking photographic evidences of observations / non conformances.
- One-on-one/ group discussion with ground staff / students at random.
- Closing session to share major findings.

5.0 AUDIT FINDINGS AND RECOMMENDATIONS

Physical Management							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
School Building							
1.	Is the school building built as per the norms under the National Building Code of India 2005?	Documents	Document verified	N.A	It was observed during the audit that the documents were available with the school in regard to the National Building code of India 2005.	It is recommended for the school to ensure that a certificate confirming school's built as per requirement of National building code 2005 is available with the school from the local authorities in future also.	Low
2.	Are there any broken handrails or ramp support?	Visually	Visually checked	N.A	At the time of audit, it was observed that there were no broken handrails or ramp support.	It is recommended for the school to ensure that the same conditions are met in the future also.	Low
3.	Does the school have adequate support on handrail?	Visually	Visually checked	N.A	It was observed that the handrails had adequate support.	It is recommended for the school to ensure that the same conditions are met in the future also.	Low
4.	Are all the water coolers sealed to avoid contamination and are there any loose electric wires around?	Visually	Visually checked	N.A	It was found that water coolers were not sealed as per observation during the audit. No loose wires observed.	It is recommended that water coolers must be properly locked to avoid contamination.	Medium
5.	Is secondary containment (rubber floor mat) available in front of the water cooler to avoid slip, trip and fall?	Visually	Visually checked	N.A	On the date of audit, it was observed that no secondary containment (rubber floor mat) was available in front of the water cooler to avoid slip, trip and fall.	It is recommended to provide secondary containment for water coolers to avoid slip, trip and fall.	Medium

6.	Are there proper drainages available for the water cooler to avoid stagnation of water due to spillage?	Visually	Visually checked	N.A	On the day of the audit, it was observed that there was a proper drainage for the water cooler to avoid stagnation of water due to spillage.	It is recommended that proper drainage facilities should be provided to ensure there is no stagnation of water which may lead to increased number of mosquitos in school premises as well as for avoiding any slip hazard.	Low
7.	Is a preventive maintenance program chart available inside the facility?	Visually	Visually checked	N.A	During the audit, it was observed that the preventive maintenance program chart was not available with school authority. However, maintenance was being arranged.	It is recommended that preventive maintenance program charts should be available.	Medium
8.	Is the door leading to the rooftop properly locked with keys kept safely?	Visually	Visually Checked	N.A	It was found during the audit that the access to the roof top for children was locked.	It is recommended for the school to ensure that the same conditions are met in the future also.	Low
9.	Are all the handrails or ramp support properly designed to prevent small children from slipping through it?	Visually	Visually checked	N.A	It was observed during the audit that all the handrails or ramp support were properly designed to prevent small children from slipping through it.	It is recommended for the school to ensure that the same conditions are met in the future also.	Low
10.	Is pest control management being done specifically during vacations or rainy season?	Document	Documents not available	N.A	It was found at the time of the audit that the pest control management was not done in the school facility.	It is suggested that pest control management must be ensured by the school faculty.	Medium
11.	Is there any blockage in any of the doors (damaged room door/jammed door)?	Visually	Visually checked	N.A	It was observed that -At first floor girls toilet no door shutter was available. -In block B, stilt tiles were badly eaten by termites.	It is recommended that the necessary repairs be carried out.	Medium
12.	Are the stairs made of anti-slip material?	Visually	Visually checked	N.A	It was observed that the stairs were made of anti-slip material. -In block A ramp floor was slippery.	It is recommended that ramp tiles shall be replaced at the mentioned location.	Medium


13.	Does the school adhere to standards and norms as specified in section 19 of the RTE Act?	Document	Documents not available	N.A	It was observed that the school being a government school, usual norms were being followed.	It is recommended that adherence to the standards and norms of RTE act section 19 is must for schools.	Low
14.	Has the building been certified as per the norms as safe for housing students by the local authorities?	Document	Documents not available	N.A.	It was observed that the school had a structural stability certificate stating the building was safe for housing of students.	It is recommended for the school to ensure that the same conditions are met in the future also.	Low
15.	Is the school building and premises free from inflammable and toxic materials?	Visually	Visually checked	N.A	It was observed that the premises were free from inflammable and toxic material. As stated by school.	It is recommended for the school to ensure that the same conditions are met in the future also.	N.A
16.	Is the alarm system/centralized public announcement system installed in the school?	Visually	Visually checked	N.A	It was observed that a centralized public announcement system (PA system) was installed in the school.	It is recommended for the school to ensure that the same conditions are met in the future also.	Low
17.	Are the corridors and staircase obstruction?	Visually	Visually checked	N.A	It was observed during the audit that the corridors and the staircases were clear of obstruction.	It is recommended for the school to ensure that the same conditions are to be met in the future also.	Low
18.	Are classroom and emergency doors clear of obstruction?	Visually	Visually checked	N.A	It was observed during the audit that the classrooms and the emergency doors were clear of obstruction.	It is recommended for the school to ensure that the same conditions are to be met in the future also.	Low
19.	Is the floor evacuation plan displayed properly?	Visually	Visually checked	N.A	At the time of audit, the floor evacuation plan was displayed properly.	It is recommended for the school to ensure that the same conditions are to be met in the future also.	Low
20.	Are there any ceiling tiles or plaster hanging from the walls/roofs?	Visually	Visually checked	N.A	It was found that plaster at the side of the ramp was falling and reinforcement was exposed.	It is recommended that necessary repairs be carried out.	Medium
21.	Are the walls damp?	Visually	Visually checked	N.A	It was observed that: -Walls of stairs were damp. -Severe dampness in girls' toilets	It is recommended that necessary repairs be carried out.	Medium


					-Walls were damp in the room. No.15,8B		
22.	Is cross ventilation maintained in the classrooms and library?	Visually	Visually checked	N.A	It was observed during the audit that the classrooms and library were well ventilated.	It is recommended for the school to ensure that the same conditions are to be met in the future also.	Low
23.	Are rooms properly illuminated with lighting?	Visually	Visually checked	N.A	It was observed that the rooms were properly illuminated.	It is recommended for the school to ensure that the same conditions are to be met in the future also.	Low
24.	Are there any suggestions from students/staff for upgrading floor safety?	Interaction	Interaction with staff and students	N.A	It was found that: -The floor of the building was damaged. -Flooring the Art room. -Water stagnates in the lobby in front of the art room. -Floor was damaged in lecture hall2. -Floor was damaged in the First-floor corridor. -Staircase floor was damaged. -In block B the floor has settled in the floor of toilets and water cooler.	It is recommended to: <ul style="list-style-type: none"> • The floorings need to be repaired immediately. • Water stagnation problem needs to be provided with a solution with proper drainage. 	Medium
25.	Is the school premises friendly for differently abled?	Visually	Visually Checked	N.A	It was observed that at ground floor school premises were friendly for differently - abled.	It is recommended for the school to ensure that ramps and handrails must be installed for easy access/ movement of everyone.	Low
26.	Is lift in the school capable of serving the needs of children who are differently abled?	Visually	Visually Checked	N.A	It was observed that there was No lift in the school.	It is recommended for the school to ensure that the school building must be barrier free for all the students to access.	Medium


27.	Do open wells/ponds (if exists) in the school campus have protective walls and iron grills covering it?	Visually	Visually Checked	N.A	N.A	N.A	N.A
28.	Is the movement of students towards wells/ponds/river/canal/tanks (if exists) restricted?	Visually	Visually Checked	N.A	N.A	N.A	N.A
29.	Are there any cracks in the school structures? If yes, are steps being taken to repair them?	Visually	Visually Checked	N.A	It was found that: -RCC members were damaged by cracks in the First Floor (LHS). -Block A RCC member around the building was cracked. -Block B ramp beams were cracked.	It is recommended that urgent repairs shall be carried out to assist cracks.	Medium
30.	Is the school building old or dilapidated? If yes, has it been brought to the notice of the local authorities or management so that adequate steps can be taken for the relocation of the school?	Visually	Visually Checked	N.A	It was observed that the school building was not old & dilapidated.	N.A	N,A
31.	Is the school located near any railway track? If yes, is the impact of such locations being examined by the local authorities for the safety of the students?	Visually	Visually Checked	N.A	It was observed that school was not located near the railway line.	N.A	N.A



Safety from Constructional Hazards							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Does the school have any ongoing construction? If yes, has permission been taken from local authorities for the construction/repair?	Visually	Visually checked	N.A	It was observed that there was no ongoing construction going on. However, the ground was being damaged in a low- lying area of the school compound, where no barricading had been provided.	It is recommended to barricade the Low-lying areas in the school compound and ensure that the necessary repairs are made in the damaged area.	Medium
2.	Has the school installed barricades and signboards around the construction area to restrict the movement of students?	Visually	Visually checked	N.A	It was observed that there was no ongoing construction going on.	N.A.	N.A
3.	Are all the water storage sources for the construction activities covered to prevent any possible mishap?	Visually	Visually checked	N.A	It was observed that there was no ongoing construction going on.	N.A.	N.A
4.	Is there any welding activity going on in the school premises? If yes, are all preventive measures like fire extinguishers in place?	Visually	Visually checked	N.A	It was observed that there was no ongoing welding going on.	N.A.	N.A
5.	Has all the construction areas been cordoned off for general movement of the student?	Visually	Visually checked	N.A	It was observed that there was no ongoing construction going on.	N.A.	N.A
6.	Are guards available on the construction site to prevent children from entering the area?	Visually	Visually checked	N.A	It was observed that there was no ongoing construction going on.	N.A.	N.A


Electrical Safety



S. No.	Location/ Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs/ Evidence (If any)	Observation	Recommendation	Risk Level
1.	Does the school have a valid NOC from the electrical inspector?	Records/Documents	NOC Document not available		It was observed that the school did not have a NOC from any electrical inspector. Only an energy bill was available. Electrical Load of one meter was 39.170 KW and the other was 45.680 W Solar panel was installed on the roof of the school but not maintained in a proper manner. In one building the solar was unconnected.	It is recommended to the school that a valid NOC from an electrical Inspector is required under Regulation 2D of Electricity Supply Act 2010. It is recommended that school should provide the actual energy consumption bill with updated Solar load and solar should be properly maintained so that they can Generate Electricity as per Installed Capacity	High
2.	Is the electrical installation room in the school cordoned off with access to authorised persons only?	Visually	Visually checked	N.A	It was observed that there was a main electrical Room in the school. All Main Panels were Installed. Signage for access to authorised persons only was not found.	It is recommended that there should be a proper electricity panel duly cautioned for the electrical system of the school.	Medium


3.	Are there any uncovered live wires?	Visually	Visually checked		It was observed that some uncovered live wires were found in Electrical panel Some 3-P 440 Volts cable inside the premises were laid without Pipe.	It is recommended that all the wires inside the premises should be in a well-insulated and conduit manner.	High
4.	Are warning signs displayed near electric poles?	Visually	Visually checked	N.A	It was observed that no warning signs were displayed near the electric poles/ panels in the school premises.	It is recommended that warning signs should be displayed near the electric board panel and cabinet as per IS 1956 and NBC 2005 Part 8 (Electrical installation and maintenance setup).	Medium
5.	Is a static hazard awareness poster displayed?	Visually	Visually checked	N.A.	It was observed that there was no static hazard sign displayed near the electrical panel or cabinet.	It is recommended that static hazard poster should be displayed near the electrical panel computer lab, electrical room and all other electronics equipment as per IS 7689:1989 or NBC 2016	Medium
6.	Has “2hr fire resistant door “been used for the electrical room?	Visually	Visually checked	N.A.	It was observed that there was no fire rating enclosed panel found inside the premises.	It is recommended that as per Indian Electricity Act 1956, Electrical panel cabinet and electrical room should be of ‘2 hrs fire rating capacity’, so that it can resist the electrical fire for at least 2 hrs.	Medium


7.	Is a rubber insulating mat installed in front of the electrical panel?	Visually	Visually checked	N.A.	It was observed that there was no electric rubber insulating mat in front of the electrical panel.	It is recommended that the rubber insulating mat should be provided in front of the electrical panel, as per IS 15652:2006.	High
8.	Is 30 milliamps RCCB installed inside the panel?	Visually	Visually checked	N.A.	It was observed that there was no 30 milliamp RCCB found inside the distribution panel.	It is recommended that 30 milliamp RCCB should be installed in all the distribution panels, as per IS 2003 and NBC 2016 Part 4.	High
9.	Does the school have any overload circuits where multiple appliances are used?	Visually	Visually checked	N.A.	It was observed that there was Aluminium wiring present and so many overload circuits were found in the school, which can lead to dangerous electrical hazards at any point of time.	It is recommended to avoid all such types of activity or remove all the extension boards inside the premises. Use a proper wall mounted electric fitting fixture and cord.	High
10.	Are the wire entries done safely?	Visually	Visually checked		It was observed that many cables and wires were positioned in an improper manner, without conduit, inside the electrical panel.	It is recommended that all the wires should be installed in the electrical panel in a safe manner with proper conduit as per IS 732:1989.	High



11.	Does the school have a proper ventilation system (dual type ventilation / dual exhaust fan) available?	Visually	Visually checked		It was observed that a proper ventilation system was not available in the Electrical Room which created a rising in temperature and heating effect.	It is recommended to the school to provide a dedicated ventilation system/ dual exhaust fans in the electrical room with fire resistance of at least 2 hr fire rating as per electrical rule 1956 and NBC 2016, Vol-2, Part-8 (Building Service).	High
12.	Does the school have a trained or certified electrician and proper PPEs for the work?	Visually	Visually checked	N.A	It was observed that there was no trained or certified electrician along with proper PPEs for electrical work. Government's electrical work concerned people came for work when needed.	It is suggested that there should be a trained certified electrician for all electrical concerns and the school should have proper PPEs.	High
13.	Is the electrical changeover manual or automatic?	Visually	Visually checked	N.A.	It was observed that the electrical changeover was not installed for the external power sources.	It is recommended that the school should install an electrical change over for the external power source as per electrical rule 1956 and NBC-2016, VOL-2, PART-8 (Building Service).	High
14.	Is a grid type earthing system available?	Visually	Visually Checked		It was observed that earthing pits were available but not maintained.	It is recommended that the earthing system should be in grid, as per IS 3043:1987.	High



15.	Has the school installed D.G in a safe manner with a vibration pad?	Visually	Visually checked	N.A.	It was found at the time of audit that no D.G set was available inside the school premises.	N.A	N.A
16.	Is D.G fuel away from vegetation or hazardous material?	Visually	Visually checked	N.A.	It was observed that DG fuel was not used in the school since there was no DG set in the premises.	N.A	N.A
17.	Is the UPS room well ventilated?	Visually	Visually checked	N.A.	It was observed that there was no Separate UPS room in the school.	N.A	N.A
18.	Is the battery setup properly maintained?	Visually	Visually checked	N.A.	It was observed that there was no Battery setup in the school.	N.A	N.A
19.	Is a modular type fire suppression system available?	Visually	Visually checked	N.A.	It was observed that no modular type fire suppression system was present inside the school premises or specifically for electrical panels.	It is recommended to provide modular type fire fighting installation for self-fighting action in case of spontaneous fire occurring.	High
20.	Is a 9 kg fire extinguisher available outside/inside the electrical room?	Visually	Visually Checked	N.A.	During the audit it was observed that a 9 kg fire extinguisher was not available in the school electrical main panel room.	It is recommended that a 9 kg fire extinguisher should be installed near the electrical panel cabinet or distribution box, as per electrical rule 1956 or IS 2190: 2010.	High
21.	Are the electrical fittings in the classrooms and corridors working properly and are they secured properly?	Visually	Visually Checked		It was observed that the electrical fittings in the classrooms and corridors did not work properly and were unsecured, from any electrical hazard.	It is recommended that electrical fittings in the classrooms and corridors should be working and secured properly from any electrical hazard, as per IS 1956 and NBC-2016 PART-4.	High





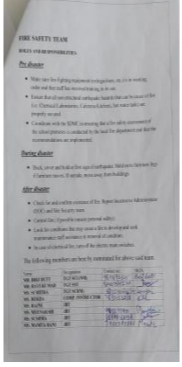
22.	Are switchboards/ main switches working properly? Are the switchboards covered and cautioned?	Visually	Visually Checked	N.A 	It was observed that the switchboards/ main switches were not working properly and were not covered and cautioned, which offered electrical hazard.	It is recommended to the school to ensure that all the switch boards / main switches are working properly, and the switch boards should be covered and cautioned properly as per IS 1956.	High
23.	Are electrical gadgets, water coolers, etc. checked to eradicate the possibility of transferring shock? If yes, what remedial measures have been taken?	Earthing Document	Visually checked		It was observed that the setup of the water cooler was not in a safe manner because electrical connection provided to the water cooler was without earthing and the water cooler structure was also not earthed properly.	It is recommended that all the metallic structures should be earthed, as per IS 3043:1987.	High
24.	Has there been any case of electric shock or problems of any type reported by the staff/students?	Interview	Interview/Interaction with staff	N.A	It was observed that there was no data available regarding any such electric shock cases reported.	It is recommended that schools should maintain all the necessary records/documents regarding electrical hazards reported properly in format.	Low
25.	Has there been any sparking or short circuit in the past week?	Interview	Interview/Interaction with coordinator	N.A	During the audit it was observed that after discussing with the school coordinator no sparking occurred in the building during the previous month.	It is recommended that the school must ensure the same condition is met in future.	Low





26.	Are there any high voltage wires/cables/towers in the school premises? If yes, is access prohibited?	Visually	Visually Checked		It was observed that 3 phase 440 V cables were available in the back side of the school which were found without guarding and without pipe.	It is recommended that all high voltage wires should not be in the school premises. The school sent the application to the electrical department for the relocation of the high voltage wires or removal from the school premises. proper arrangement of high voltage wires should be ensured with the help of the electrical department.	High
27.	Is lightning conductor in place and working properly (especially prior to and during the rainy season)?	Visually /Document	Document Not Available		It was observed that the school had a lightning arrester installed at the rooftop but was not maintained properly.	It is recommended that a lightning conductor should be installed on the rooftop of the building with height 3 meter above the roof, to safe against surge and lighting, as per IS 2309:1989.	High




Fire Safety							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Does the school liaison with the nearest fire fighting station?	Visually/ Document	Document not available	N.A	It was observed that after discussion with the school staff Mr. Navjot the school had liaison with the nearest fire station Sec-38, but official documents were not available with school authority.	It is recommended that the school should be connected with the fire fighting station at any time. All emergency no. should be displayed near the main entrance, principal office, and concerned department as per NBC 2016, Part 4.	Medium
2.	Are emergency procedures in place in the school for fire safety management	Visually	Visually checked		During the audit it was observed that school premises had public address system working, evacuation map was available, sand buckets were available, headcount board, ERT team member list was available but not displayed on the school notice board.	It is recommended that the school should display the Emergency Response team member list in respective fields as per NBC 2016, Part 4 & National Disaster Management Association, 2018.	Medium
3.	Does the school have internal or external fire hydrant systems?	Visually	Visually checked	N.A	It was observed that the school had not installed an internal or external fire hydrant system at the time of audit.	It is recommended that the school should install fire hydrant systems for external and internal fire as per NBC Part-4 Section C and CBSE school safety guidelines also follow IS3884:1989 & IS 13039:1991.	High

4.	Does the school have an operational smoke detector system?	Visually	Visually checked	N.A	During the audit it was observed that no smoke detectors system was installed in the school building. Only the PA system was available in school. No other detection system was available.	It is recommended that the schools should install smoke detector systems in the electrical panel, computer room & server room, if any as per NBC, 2016 Part -4 and IS 2189:2008.	High
5.	Are fire exit route signage present?	Visually	Visually checked		It was observed that in school building arrow markings for exit routes but they did not have Fire exit signage available in school buildings at the time of audit.	It is recommended that the school should display all the fire exit route signage properly with self-glowing paper or radium tape (fluorescent sheet), as per IS 12349:1988 or NDMA, 2018 guidelines or NBC, 2016 Part-4.	Medium
6.	Are there dual entry or exit routes in the building?	Visually	Visually checked		It was observed that as per physical round school buildings had dual entry or exit routes available and school building blocks and all buildings were connected with each other.	It is recommended to ensure that the same conditions are met in the future also.	Low

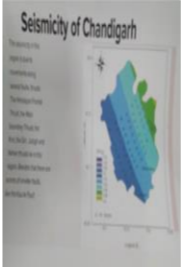
7.	Is the assembly point distinctly located and marked?	Visually	Visually checked		It was observed that in evacuation maps the assembly point was not marked but the assembly area marked in Ground Place at the time of audit.	It is recommended that all the assembly points should be clear in any manner, no parking, and no gathering were allowed in the assembly point area, proper marking and assembly point board should be displayed as per NDMA, 2018 & NBC, 2016 Part-4 Section C.	Medium
8.	Is the assembly point route clear from obstructions?	Visually	Visually checked		It was observed that the emergency evacuation door was not up to the mark, door wreath less than the norms and door gate opens inwards direction. -It was observed that the emergency evacuation door was not fire rated.	It is recommended that all the assembly point route should be clear in any manner, unwanted material & proper signage or escape route should be described properly with self-glowing paper marking and the assembly point board should be displayed as per NDMA, 2018 & NBC, 2016 Part-4 Section C.	High
9.	Does the school have a fire safety certificate?	Document	Documents not available	N.A	During the audit it was observed that the school did not apply for a fire safety certificate (NOC) to the consulted department.	It is recommended that the school should be protected from all fire emergencies or all the fire safety equipment should be operational As per the local fire safety department or CBSE guideline	High
10.	Is the fire safety certificate of the school updated and renewed periodically?	Document	Documents not available	N.A	It was observed that the school authority did not apply for a fire safety certificate.	It is recommended that the school should have a valid fire NOC certificate from the local fire safety department.	High

11.	Does the school have adequate fire fighting systems in place to meet any emergency?	Visually	Visually checked	 	<p>During the audit It was observed that total 21 No's Fire Extinguisher and 12 no's of sand buckets no other type of fire fighting system was available in the school building.</p> <p>-Sand buckets were also available near the electrical panel board.</p>	It is recommended that the school must have a valid fire fighting NOC from the concerned department and complete the proper arrangement of firefighting equipment like fire extinguisher, PA system, smoke detector, hydrant system etc as per fire department guidelines & NBC 2016 Part -4.	High
12.	Does the school conduct fire mock drills regularly?	Records	Records/Documents was available	 	<p>During the audit it was observed that The school had conducted a fire mock drill as of January 2022, but date and documentary evidence was N.A with school authority, only photographs were available at the time of the audit.</p>	It is recommended that the Fire Mock drill report and records should be maintained by concerned staff & were periodically every 6-month min. 1 mock drill should be connected by the school authority.	Low
13.	Is there a trained management team available in the school for initial fire emergency management?	Records	Records/Documents was available		It was observed that school ERT members were trained with a management team available for initial fire emergency evacuation.	It is recommended that the ERT team should be aware of all the emergency handles and guide all other staff and students as per NDMA, 2018.	Low

14.	Is the school getting staff, students, and teachers trained on fire safety and evacuation?	Records	Records/Documents was available	 	During the audit it was observed that school ERT Members were trained for rules responsibility and guidelines on fire safety and emergency evacuation by RIE.	It is recommended that the school should ensure the same conditions in future All the school staff and students should be aware of fire safety and emergency evacuation. ERT should be responsible for guiding and conducting the event from time to time as NDMA, 2018.	Low
15.	Was the supportive person provided from school end competent or not?	Competent	Supportive Staff competent	N.A	During the audit it was observed that Mr. Navjot Singh provided by the school was supportive of fire safety parameters.	N.A	N.A
16.	Was the proper housekeeping done in critical rooms or not?	Visually	Visually checked		During the audit it was observed that poor housekeeping was observed electric panel wires were not in proper conduit and wire not properly maintained.	It is recommended that as per guidelines minimum housekeeping is maintained and SOP Should be displayed outside the panel. Maintain a monthly checklist for panel maintenance. According to 732:1989, installing and maintenance of electric wire and NBC-2016, part 4 wires were always kept in proper conduit.	High
17.	Was the structure of the critical room fireproof or not?	Visually	Visually checked		-It was observed that the door of the electrical room was not fire rated even though the fire rating certificate was not available with the school team.	It is recommended that fire rated doors should be installed in the electrical panel room. Other measures according to Electric Act 1956 and Electric Act 1976 should be followed.	High

18.	Were fire extinguishers properly maintained or inspected on a regular interval of time?	Visually	Visually checked		During the audit it was observed that there was total 21 no's fire extinguishers in the school building but they had not been maintained or inspected at regular intervals at times even 01 no's of fire extinguishers found empty.	It is recommended that fire extinguishers should be installed as per IS 2190:2010 (first aid fire extinguisher installation and maintenance) and NBC-2016, part 4, table 19.	High
19.	Damaged electrical distribution setup?	Visually	Visually checked		It was observed that a damaged electrical distribution setup was found inside the school premises which create any electrical or fire hazard.	It is recommended that wiring setup should be ensured as per IS 732:1989 & remove all the damaged electrical distribution setup.	High
20.	Is combustible material safe stored in the electoral room?	Visually	Visually checked		It was observed that the electrical room kept unwanted combustible material stored.	It is recommended that remove all the combustible material from front electoral panel close all the electoral panel door to avoided the electoral hazard, insured proper earth of the panel proper clamping routing should be ensured as per IS-3043:1989, ELECTORAL act 1956, IS-732,1989.	Medium

Disaster Management							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Does the school have a disaster preparedness plan and emergency response plan?	Document	Document not verified	N.A	During the audit it was observed that the school was having a disaster preparedness plan and emergency response plan but not updated.	It is recommended that there is a need to update disaster preparedness and emergency response plans.	Medium
2.	Does the school have early warning / detection and monitoring equipment?	Visually	Visually checked	N.A	During the audit It was observed that the school did not have early warning /detection and monitoring equipment. There was a lack of knowledge in school staff regarding early warning/detection and monitoring equipment.	It is recommended that the school should contact local authorities of disaster management regarding early warning/detection and monitoring equipment.	Medium
3.	Does the school have an emergency response team?	Document	Document available	N.A	During the audit it is observed that the school was having a designated emergency response team.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
4.	Are the teams being trained as per their roles and responsibilities?	Document	Document available	N.A	During the audit it was observed that the teachers were trained as per their roles and responsibilities.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
5.	Is the disaster management plan being shared with the stakeholders?	Document	Document not available	N.A	During the audit it was observed that disaster management plans were not shared with the stakeholders.	It is recommended that there is a need to prepare a disaster management plan and share it with all stakeholders.	Medium
6.	Does the school have disaster management equipment inventory as per requirement?	Document	Document not available	N.A	During the audit it was observed that the school did not have disaster	It is recommended that the school should maintain disaster management	Medium

					management inventory as per requirements.	equipment inventory as per requirement.	
7.	Does the school have tie ups with external support mechanisms/bodies for help in case a disaster happens?	Document	Document not available	N.A	During the audit it was observed that the school did not have any tie-up with external support mechanisms.	It is recommended that school should have written evidence of tie up with external support.	Medium
8.	In which earthquake risk zone is the school situated?	Document	Zone IV / V		As per the observation the school is located in Chandigarh which is a high earthquake prone zone and is subdivided into two seismic zones i.e., Zone IV -Zone V	It is recommended to the school to get in touch with local disaster management authority and comply with the requirements as per them for preparedness against disasters.	High
9.	Are periodic earthquake drills being conducted as per the guidelines of NDMA?	Document	Document checked	N.A	During the audit it was observed that earthquake drills were periodically conducted at school.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
10.	Have necessary steps been taken during construction of the building for earthquake safety for the building and retrofitting structure?	Document	Document not available	N.A	During the audit it was observed that there was no document regarding necessary steps taken during construction of the building for earthquake safety for the building and retrofitting structure. It was observed that the school building was built twenty years ago and there were no documents regarding necessary steps taken during construction of the building for earthquake safety for the building and retrofitting structure as per school staff.	It is recommended to conduct a visit from the structural and engineering department regarding earthquake safety of buildings.	Medium
11.	Is the school staff trained/oriented for initial response w.r.t disaster management?	Document	Document not available	N.A	During the audit it was observed that the school staff was not trained/oriented for initial response w.r.t disaster management. It is observed that there is no certification/document provided by school regarding initial response w.r.t disaster management.	It is recommended that the school should organise third party training to staff regarding initial response w.r.t disaster management.	Medium

12.	Is the school in touch with the local disaster management authorities?	Document	Document not available	N.A	During the audit it was observed that the school was not in touch with the local disaster management authorities. It was also observed that there was no document/record with the school that the school was in touch with the local disaster management authorities.	It is recommended that the school should contact local disaster management authorities.	Medium
13.	Are all the staff and students aware about the disaster management escape routes?	Interview/Interaction	Interaction with staff and students	N.A	It was observed through interviews of students and teachers that the staff and students were aware about the disaster management escape routes.	It is recommended that there is a need to display more signage in the premises.	Medium
14.	Are signage/posters on disaster management displayed inside the premises?	Visually	Visually checked	N.A	During the audit it was observed that there were no signage/posters regarding disaster management displayed inside the premises.	It is recommended to display signage/posters on disaster management inside the premises as per NDMA guidelines.	Medium
15.	Are clear do's and don'ts displayed inside the building for disaster management?	Visually	Visually checked	N.A	During the audit it was observed that, there were no clear do's and don'ts displayed inside the building for disaster management.	It is recommended to display do's and don'ts inside the building for disaster management as per NDMA guidelines.	Medium
16.	Is the school situated near a seashore or a river? If yes, are adequate measures taken to avoid easy access by children?	Visually	Visually checked	N.A	During the audit it was observed that the school was not situated near a seashore or a river.	N.A	N.A
17.	Are there any contingency plans prepared by the school for dealing with natural disasters such as floods/flash floods, cyclones, cloud bursts and heavy rains?	Visually	Visually checked	N.A	During the audit it was observed that, there were no contingency plans prepared by the school for dealing with natural disasters such as floods/flash floods, cyclones, cloud bursts and heavy rains.	It is recommended that contingency plans must be prepared by the school for dealing with natural disasters such as floods/flash floods, cyclones, cloud bursts and heavy rains.	Medium
18.	Is there a transport mechanism in place for emergency transportation of students?	Document	Document not available	N.A	During the audit it was observed that there was no transport mechanism in place for emergency transportation of students.	It is recommended that schools should have a transport mechanism in place for emergency transportation of students.	Medium



19.	Is the school situated on hilltops or where there is a possibility of landslide? If yes, are adequate measures in place to evacuate children, if required?	Visually	Visually checked	N.A	During the audit it was observed that the school was not situated on hilltops or where there was a possibility of landslide.	N.A	N.A
20.	Is the school located near an industry or a chemical factory producing fatal chemical products? If yes, are adequate measures in place to evacuate children or perform first aid, if required?	Visually	Visually checked	N.A	During the audit it was observed that the school was not located near an industry or a chemical factory producing fatal chemical products.	N.A	N.A
21.	Is a windsock available on top of the building?	Visually	Visually checked	N.A	During the audit it was observed that no windsock was available on the top of the building.	It is recommended that the windsock should be available on the top of the building.	Medium
22.	Is a life safety jacket available near the riverbank?	Visually	Visually checked	N.A	During the audit It was observed that the school was not situated near a riverbank.	N.A	N.A

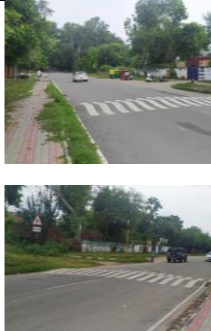
Transport Management and Safety							
S. No.	Location/ Area Audited	Checking Methodology (document/ visual / records)	Document reference/ Records Checked	Photographs/ Evidence (If any)	Observation	Recommendation	Risk Level
1.	Have the school buses been painted yellow, as per the norms?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
2.	Is the school's name mentioned prominently on both sides of the buses?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
3.	Are the details of the (a) driver (name, address, license number, badge number) (b) telephone no. of the school and the concerned staff displayed at prominent places inside and outside the bus in a contrasting colour?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
4.	Are emergency exit doors installed and marked in each school bus?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
5.	Are doors fitted with reliable locks?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
6.	Are the buses fitted with speed governors with a maximum speed limit of 40 km/h?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
7.	Do the buses have two fire extinguishers of ABC type of 5 kg capacity, each having ISI mark (one kept in driver's cabin and second near the emergency exit door)?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
8.	Is the driver, conductor and female attendant/guard trained to operate the fire extinguisher?	Records	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
9.	Is the Global Positioning System (GPS) and CCTV cameras installed and in working condition?	Visually	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A



10.	Is the name and contact details of the transport manager displayed outside and inside the school bus?	Visually	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
11.	Does the driver have a valid driving license with minimum five years of experience in driving heavy vehicles?	Visually	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
12.	Is there valid insurance for the school bus and the passengers in the bus?	Visually/ Document	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
13.	Is a periodical fitness certificate regarding roadworthiness of the school bus obtained?	Visually/ Document	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
14.	Are school buses fitted with alarm bells and sirens so that in case of an emergency everyone can be alerted?	Visually	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
15.	Is the bus free of curtains and glass films?	Visually	Visually checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
16.	Has the school maintained a database of various public transport vehicles, engaged in ferrying to and from the school, which include buses, autos, cabs, rickshaws, etc.?	Visually	Visually checked	N.A	It was observed during the audit that the database of various public transport vehicles engaged in ferrying to and from the school which include buses, autos, cabs, rickshaws, etc was available with the school.	It is recommended that the database of various public transport vehicles engaged in ferrying to and from the school should be maintained as per the guidelines by NCPCR.	Low
17.	Is there any training and audit mechanism to check and improve the defensive driving skills of the driver?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
18.	Does the school engage with the public transport owners/drivers on safety aspects of the students?	Visually	Visually Checked	N.A	It was observed during the audit that the school did not engage with the public transport owners/drivers on safety aspects of the students.	It is recommended that the school should conduct a general awareness program for the transport owners/drivers on safety aspects of the students.	Medium
19.	Has the school complied with the rules and regulations stipulated by the local transport authorities and guidelines by the Ministry of Road Transport and Highways (MORTH)?	Visually/ Document	Visually Checked	N.A	It was found during the audit that the school did not comply with the rules and regulations stipulated by the local transport authorities and guidelines by MORTH.	It is recommended that the school should abide by the guidelines stipulated by the local transport authorities and MORTH.	Medium

20.	Are the teachers delegated with responsibilities for transport management?	Visually/ Document	Visually Checked	N.A	It was observed that a teacher was delegated with responsibilities for transport management.	It is recommended that the school should delegate the responsibility to an authorized person for the dispersal management of the students.	Low
21.	Are all school bus drivers trained on defensive driving and do they possess a proper license?	Visually/ Document	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
22.	Does the school ensure whether the students are cautioned to keep a safe distance before starting the bus?	Visually/ Document	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
23.	Are the students trained by the school in maintaining orderliness in buses?	Visually/ Document	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
24.	Have the children been exposed to traffic rules?	Visually/ Document	Visually Checked	N.A	It was observed that the children had been exposed to the traffic rules. Road safety awareness books had been distributed among them.	It is recommended that the school should organise road safety programmes for the students on a regular basis.	Medium
25.	Are seats reserved for children with locomotor disability in the bus?	Visually/ Document	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
26.	Is there a serviceable first aid box in the school bus?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
27.	Is there a student feedback system with regard to transport facility, driver/conductor, etc.?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
28.	Does a teacher or attendant escort the children till their stop after de-boarding the bus?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
29.	Are headlights, taillights, indicators & fog lamps installed and are they working properly?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A

30.	Are seat belts installed and in working condition for children and drivers?	Visually	Visually Checked	N.A	It was observed during the physical audit that the school did not have dedicated transport available for the students.	N.A	N.A
31.	Are road conditions around and inside the school premises adequate? (Wide/ Narrow)	Visually	Visually Checked		It was observed that the road conditions were adequate around and inside the school premises.	It is recommended that the school should maintain the roads as per the guidelines issued by MORTH and speed breakers, speed limit indicators, blind spot mirrors, etc., should be installed properly.	Low
32.	Does the road have Low, moderate or high-speed traffic?	Visually	Visually Checked		It was observed that the road has moderate-speed traffic.	It is recommended that the speed limit of 10Km/hr should be displayed inside the school premises and a speed limit of 25 Km/hr should be displayed outside the school premises as per Chandigarh administration and traffic police guidelines.	Medium
33.	Does the school have one common entrance or separate entrances for both staff and students?	Visually	Visually Checked		It was observed that there was only one common entrance for both the staff and students. There was a small gate adjacent to the main gate, which was designated for pedestrians.	It is recommended that there should be dual entrance gates for both staff and students.	Medium
34.	Does the teacher escort students of their respective classes from the gate in the morning?	Visually	Visually Checked	N.A	It was observed that there was a dedicated teacher present to escort the children from the main gate to the classroom.	It is recommended that a dedicated teacher should be aligned for escorting the children from their respective classrooms to the school main gate.	Low

35.	What number of students commute by cycle, rickshaw, and motorcycle/scooter or on foot?	Visually	Visually Checked	N.A	It was observed that there were a total of 50 students who commuted with their bicycle to reach the school; 50-60 students used the auto-rickshaw. And the rest of the students are accompanied by their parents.	It is recommended that the school should provide road safety training to the students and the respective transport owners.	Medium
36.	Total strength of school and number of shifts?	Visually	Visually Checked	N.A	During the audit, the below mentioned data was found: Total strength -1400 approx. Number of shifts- 1 Timing- 8 AM to 2 PM (Morning)	It is recommended that the school should conduct road safety awareness sessions on road rules and regulations for all the students commuting to the school by their personal means of transport to avoid any injury or road fatality.	Low
37.	Does the school have separate parking facilities for staff (vehicles) and students (bicycles)?	Visually	Visually Checked		It was observed that there was a separate parking facility available inside the school premises for both staff and students. But there was no proper signage/indication for the same. Also, the parking space was not adequate for all the vehicles.	It is recommended that there should be a dedicated parking area for both students and staff. And proper signage/indication should be placed to indicate the same.	Medium
38.	Speed limit marking?	Visually	Visually Checked		It was observed that there was no Speed Limit signage/markings displayed on the road near the school.	It is recommended that the speed limit of 10Km/hr should be displayed inside the school premises and a speed limit of 20-25 Km/hr should be displayed outside the school premises as per Chandigarh administration and traffic police guidelines.	Medium

39.	Speed Breaker?	Visually	Visually Checked		It was observed that there were speed breakers installed on the road connecting to the school main gate.	It is recommended to the school that a minimum two speed breakers should be installed on both sides of the main road.	Medium
40.	Vehicle parking fencing?	Visually	Visually Checked		It was observed during the audit that the vehicle parking fencing was not available inside the school premises.	It is recommended to the school that a dedicated vehicle parking area with proper barricades should be provided inside the school.	Medium
41.	Vehicle entry registration?	Visually	Visually Checked	N.A	It was found during the audit that the vehicle entry register was not maintained by the school.	It is recommended that a vehicle entry register should be maintained & regularly checked by the school authority.	Low
42.	Convex Mirror/ Blind spot mirror?	Visually	Visually Checked		It was observed that no convex mirror/blind spot mirror was installed near the main gate.	It is recommended that a convex mirror/blind spot mirror should be installed near the main gate to avoid heavy traffic or accidents.	High
43.	CCTV for traffic control?	Visually	Visually Checked		It was observed that a CCTV camera was installed in the school main gate to monitor the traffic inside the school. But there was no camera placed in such a way to have surveillance upon the traffic outside the main gate. The administrative camera was installed to monitor both inside and outside the school premises. Also, the view of the camera placed outside was obstructed by leaves.	It is recommended that CCTV should be operational with at-least 30 days of backup.	Medium

							
44.	Street Dog?	Visually	Visually Checked		It was observed that there were a few street dogs present inside the school premises. The dogs may bite or cause any harm to the school faculty or children.	It is recommended to contact the concerned authority and get the dogs out of the school premises and prevent things like these from happening in the future.	High

Sports and Play Ground Safety Management							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Is the entire playground free from miscellaneous debris or litter such as branches, cans, glass, animals or reptiles?	Visually	Visually checked	N.A	It was observed during the audit that the entire playground was free from miscellaneous debris or litter such as branches, cans, glass, animal or reptiles as per physical visit.	It is recommended to the school that the entire playground should be free from miscellaneous debris or litter such as branches, cans, glass, animals or reptiles.	Low
2.	Is all equipment free of sharp points or dangerous corners or edges?	Visually	Visually checked	N.A	It was observed during the audit that all the equipment was free of sharp points or dangerous corners.	It is recommended to the school that all the equipment should be free of sharp points or dangerous corners or edges.	Low
3.	Is the playground area free of any trip hazards, such as exposed footings and anchoring devices, and rocks, roots, or any other environmental obstacles?	Visually	Visually checked	N.A	It was observed that the playground was free from trip hazards, such as exposed footings and anchoring devices, and rocks, roots, or any other environmental obstacles.	It is recommended that the playground should be free of trip hazards, such as exposed footings and anchoring devices, and rocks, roots, or any other environmental obstacles.	Low
4.	Are all the equipment free of rust, rot, cracks or splinters, especially where it comes in contact with the ground?	Visually	Visually checked	N.A	It was observed that all equipment in the playground was unbroken and in good condition (e. g. handrails, guardrails, protective barriers, steps or rungs on ladders). as per physical verification	It is recommended that all the equipment installed should be free of rust, rot, cracks or splinters, especially where it meets the ground.	Low
5.	Are all equipment in the playground unbroken and in good condition (e.g., handrails, guardrails, protective barriers, steps or rungs on ladders)?	Visually	Visually checked	N.A	It was observed that all equipment in the playground was unbroken and in good condition (handrails, guardrails, protective barriers, steps or rungs on ladders) as per physical verification.	It is recommended that all equipment in the playground is unbroken and in good condition (e.g., handrails, guardrails, protective	Low

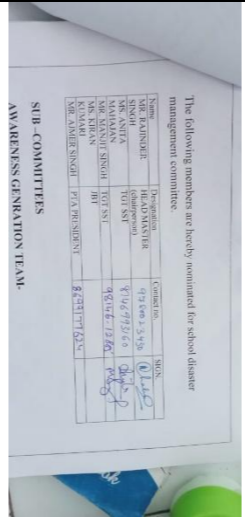
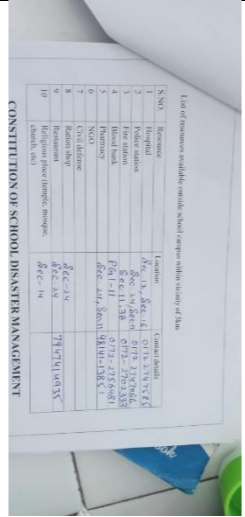
						barriers, steps or rungs on	
6.	Does the entire play area have satisfactory drainage, especially in heavy use areas such as under swings and slide areas?	Visually	Visually checked	N.A	It was observed that the drainage points were not identified in the ground; as per discussion with concerned staff, there was no water logging in the playground.	It is recommended that the playground should be provided with drainage.	Medium
7.	Is the school following guidelines and norms and standards laid down by Sports Authority of India (SAI)?	Document	Document checked	N.A	It was observed that the school followed the guidelines, norms, and standards laid down by Sports Authority of India (SAI).	It is recommended that the schools should abide by the guidelines, norms, and standards laid down by Sports Authority of India (SAI).	Low
8.	Has the school obtained NOC from the competent authority before starting sports facilities?	Document	Document checked	N.A	As per the observation, there was absence of such sports facilities in the school premises.	It is recommended for the school to obtain NOC for the same, in case the facilities are to be provided.	Medium
9.	Has the school conducted police verification of the staff employed for sports activities in the school?	Document	Document checked	N.A	It was observed that Mr. Harvinder Singh was a regular member of the school's sports staff.	It is recommended that the school should conduct police verification of the staff employed for sports activities in the school.	Low
10.	Are the coaches employed in the school qualified and trained?	Document	Document checked	N.A	It was observed that there was no staff employed for sports activities in the school as per school records.	It is recommended that schools should have staff employed for sports related activities in the school.	Low
11.	Are sports specific standard safety equipment like helmet, lifeguard jackets, safety guards, etc. made available to the players?	Visually	Visually checked	N.A	It was observed that there were no sports associates. In case if school was planning to have a swimming pool, then school should follow SAI guidelines with this specific standard equipment in the school.	It is recommended to the school that the school should provide sports specific standard safety equipment like helmets, lifeguard jackets, safety guards, etc.	Medium
12.	Does the school have a swimming pool? If yes, are the SAI (Sports Authority of India) guidelines for the swimming pool being followed?	Visually	Visually checked	N.A	It was observed that the school did not have swimming pool facilities.	N.A	N.A


Laboratory Safety Management							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Are the laboratories in the school positioned as per rules?	NCPCR	Visually checked	N.A	It was observed that the laboratories were available but infrastructural issues were found.	It is recommended that the lab in school should be as per rules.	Medium
2.	Do the teachers and students know the location and use of all safety and emergency equipment (i.e., safety shower, eyewash, first-aid kit, fire blanket, fire extinguishers and mercury spill kits)?	Interview	Interview/Interaction with lab teacher	N.A	It was observed that the common lab was available but the teacher was not aware regarding lab safety.	It is recommended that the lab teachers and students should be aware of all safety equipment.	Medium
3.	Does the school conduct regular inspections of the inventory chemicals?	Records/Documents	Document not available	N.A	It was observed that the inventory register was not available.	It is recommended that inventory records should be maintained and updated on a regular interval of time.	Medium
4.	Are the concerned teachers educated on storage, handling and disposal requirements of each chemical used?	Visually	Visually checked	N.A	It was observed that the dedicated teacher was available for the chemical lab but disposal of chemicals was not done as per rules.	It is recommended that the concerned teachers should be educated on storage, handling and disposal requirements of each chemical used.	Medium
5.	Do the teachers follow the Material Safety Data Sheet properly?	Visually	Visually checked	N.A	During the audit it was observed through interview teachers did not follow Material Safety Data Sheets properly.	It is recommended that teachers should follow Material Safety Data Sheets properly to know hazards, properties and safety related to chemicals.	Medium
6.	Are the chemicals in their original containers?	Visually	Visually checked	N.A	During the audit it was observed that chemicals were stored in their original containers.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
7.	Is there space for free mobility for students in the case of an emergency?	Visually	Visually checked	N.A	During the audit It was observed that there was no space for free mobility of students in the case of an emergency.	It is recommended there should be space for free mobility of	Medium

						students in the case of an emergency	
8.	Are the chemicals and instruments kept safely beyond the access of others?	Visually	Visually checked	N.A	During the audit it was observed that chemicals and instruments were kept safely beyond the access of others.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
9.	Is there a first aid box available in the laboratory?	Visually	Visually checked	N.A	It was observed that the first aid box was available in the lab.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
10.	Is there a proper ventilation and exhaust facility in the laboratory?	Visually	Visually checked	N.A	During the audit it was observed that there was no proper ventilation as no exhaust fans facility was not available in the laboratory.	It is recommended to have proper ventilation and exhaust fan facilities in the laboratory.	Medium
11.	Has the school displayed the first aid procedures for the students in the laboratory?	Visually	Visually checked	N.A	It was observed that the first aid procedures for students were not displayed in the laboratory.	It is recommended that the first aid procedures posters should be displayed in labs.	Medium
12.	Is the school team trained to meet any emergency that happens in the laboratory?	Visually	Visually checked	N.A	During the audit it was observed that the school team was not trained to meet any emergency that happens in the laboratory.	It is recommended that school teams should be trained to meet any emergency that happens in the laboratory.	Medium


Emotional and Personal Safety:



Trauma Management

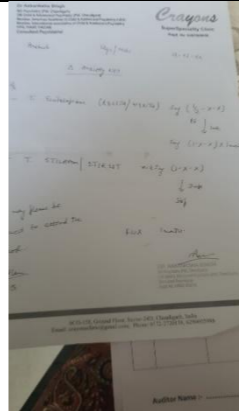

Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Does the school have a trauma management team to meet any accident or disaster?	Visually/ Document	Document checked		It was observed during the audit that the trauma management team was there in the school to meet any accident or disaster.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
2.	Does the school have the contacts available for trauma management?	Visually/ Document	Document checked		During the audit it was observed that the school had the contacts available for trauma management.	It is recommended to the school to ensure that the same conditions are met in the future.	Low

3.	Are the important telephone numbers of administration displayed at the entry point and near the administration office of the school?	Visually	Visually checked		During the audit, it was observed the important telephone numbers of the administration were displayed at the entry point in the school premises.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
4.	Are the staff aware about first aid safety for trauma?	Interview	Interaction with coordinator	N.A	It was observed during the audit that the school staff was not trained in first aid safety for trauma.	It is recommended to the school that at least the key staff members should be trained in first safety for trauma.	High





Safety of the children with disabilities

Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Are there designated officials in the school who are entrusted with the exclusive responsibility of the needs of differently abled in case an emergency situation occurs?	Document	Document not available	N.A	It was observed during the audit that there was a designated official in the school for differently abled students. (Mr Amandeep)	It is recommended to the school to ensure that the same conditions are met in the future.	Low
2.	Are students who are differently abled accompanied by a teacher or attendant when using toilets?	Visually	Visually checked	N.A	It was observed during the audit that only fellow students helped the CWSN to accompany them to the washroom and there were no separate attendants for these children.	It is recommended that there should be special attendants for CWSN while using the toilets.	High
3.	Are teachers and students educated and sensitive to fellow students who are differently abled?	Interview	Interaction with coordinator	N.A	It was observed during the physical interview that teachers and students were being sensitized about how to behave with fellow students who are differently abled.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
4.	Are there any plans in place for differently abled persons during an emergency?	Visually	Visually checked	N.A	It was observed during the audit that there was no special plan for CWSN. Ramps are available in schools. So, they use that in case of emergency.	It is recommended to the school that there should be separate plans for CWSN during emergencies.	High
5.	Are wheelchairs available in the school?	Visually	Visually checked		It was observed during the audit that a wheelchair was available in the school.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
6.	Are there ramps at the entry to the school, classrooms, toilets, playground, library, canteen and auditorium for children with disabilities?	Visually	Visually checked	N.A	It was observed during the audit that ramps were available in the school.	It is recommended to the school to ensure that the same conditions are met in the future.	Low



Health Safety							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Are parental awareness programmes regarding adolescent concerns held at regular intervals by the schools?	Visually/ Document	Document not available	N.A	It was observed during the audit that there were no parental awareness programmes regarding adolescent concerns done in the school but there was a parental awareness committee in school.	It is recommended that there should be parental awareness programmes regarding adolescents should be held at regular intervals by the schools.	Medium
2.	Does the school canteen provide healthy snacks which can be monitored by the Health Clubs of the schools?	Visually	Visually checked		During the audit, it was observed that the health club of the school monitored the school canteen for providing healthy snacks but they had no record of maintenance for it.	It is recommended that health clubs should monitor the canteen regularly and should maintain the record.	Medium
3.	Does the school have an AED machine and trained people to operate this machine?	Visually/ Document	Visually checked	N.A	It is observed during the physical audit that there was no AED machine available in the school and did not have trained people to operate this machine.	It is recommended that an AED machine must be there in the medical room to handle the medical emergencies.	High
4.	Does the school have adequate first aid supplies?	Visually/ Document	Visually checked		It was observed during the audit that the school had adequate first aid supplies but they were not kept properly.	It is recommended to the school that all the first aid material should be kept properly.	Low

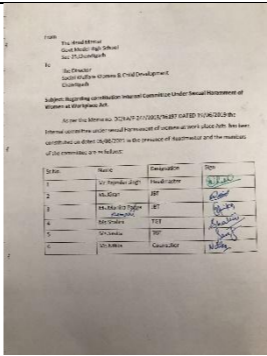

	Is the school canteen audited for hygiene and quality of food?	Visually	Visually checked	N.A	It was observed during the audit that the school canteen was audited for hygiene and quality of food. The hygiene in the canteen was maintained.	It is recommended to the school to ensure that the same conditions are met in the near future.	Low
5.	Does the school keep the medical records of students with special health problems?	Visually/ Document	Document not available	N.A	It was observed that class teachers only keep the medical record of students with special health problems.	It is recommended to the school to ensure that the same conditions are met in the near future.	Low
6.	Is there a doctor-on-call for emergencies in the school?	Interview	Interaction with coordinator	N.A	It was observed during the audit that there was no doctor on call for emergencies in the school.	It is recommended that there should be a doctor- on -call for emergencies in the school.	High
7.	Does the school hold regular health check-ups as prescribed by the Department of Education (DoE)?	Visually/ Document	Document checked	 	It was observed during the audit that schools hold regular health check-ups as prescribed by the DOE.	It is recommended to the school to ensure that the same conditions are met in the near future.	Low
8.	Is an individual child health card/file maintained and updated periodically?	Visually/ Document	Document not available	N.A	It was observed during the audit that health cards were maintained before COVID-19 but after COVID-19 they do not maintain cards but they keep records in the register.	It is recommended that the school should maintain individual health cards for the students.	Medium
9.	Do parents communicate their child's health issues to the school authority?	Interview	Interaction with coordinator	N.A	It was observed that the parents did communicate their child's health issues to the school authority.	It is recommended to the school to ensure that the same conditions are	Low


						met in the near future.	
10.	Does the school have a tie up with the nearest hospital?	Interview	Interaction with coordinator	N.A	During the audit, it was observed that the school did not have a tie-up with any nearest hospital.	It is recommended to the school that the school should have to tie up with the nearest hospital.	High
11.	Is the medical room equipped to handle medical emergencies?	Visually	Visually checked	N.A	It was observed that the medical room was not well equipped to handle medical emergencies.	It is recommended that medical rooms should be equipped to handle medical emergencies.	High
12.	Is a basic medicine kit/first- aid box available in the school?	Visually	Visually checked		It was observed that a basic first aid box was available in the school.	It is recommended to the school to ensure that the same conditions are met in the near future.	Low
13.	Are the first-aid protocols for common injuries displayed at prominent places in the school?	Visually	Visually checked	N.A	It was observed during the audit that no first aid protocol for common injuries was displayed at prominent places in the school premises.	It is recommended that schools display posters related to first aid protocols for common injuries.	Medium
14.	Are contact numbers of doctors, hospital, ambulance, including private service, for emergency medical care displayed in prominent locations?	Visually	Visually checked		It was observed during the audit that contact numbers of hospital and ambulance were displayed at the prominent locations.	It is recommended to the school to ensure that the same conditions are met in the future	Low
15.	Are teachers and key staff trained in first aid and CPR? And do they have basic training in counselling, identification of disabilities, learning difficulties, etc.?	Visually/ Document	Document not available	N.A	It was observed during the audit that no teacher or key staff was trained in first aid and CPR. Only a counselling teacher (Nitika mam) was trained in giving first aid.	It is recommended to the school that at least the key staff members should be trained in giving first aid and CPR.	High


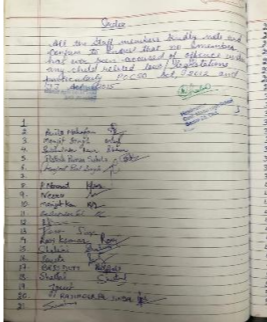
16.	Is health education provided to students on various health issues including balanced diet, nutritious alternatives to junk food, regular eating habits, personal hygiene, etc.?	Visually/ Document	Photographic evidence		It was observed during the audit that health education was provided to students on various health issues including balanced diet, personal hygiene, and alternatives to junk food.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
17.	Is a dietician/meal planner available for mid-day meals?	Visually	Visually checked	N.A	It was observed during the audit that there was no dietician or meal planner in the school as the mid-day meal comes from sector 12 Chandigarh.	N.A	N.A
18.	Is a separate kitchen with a store facility available for the mid-day meal program?	Visually	Visually checked		It was observed during the audit that there was no separate kitchen with a store facility available for mid-day meals.	N.A	N.A
19.	Is the kitchen kept clean, hygienic, rodent and pest free?	Visually	Visually checked	N.A	It was observed during the audit that there was no kitchen in the school	NA	N.A
20.	Are the gas stoves ISI certified and are they kept in a safe place, maintained and checked regularly?	Visually	Visually checked	N.A	During the audit, it was observed that there was no kitchen, and there were no gas stoves.	NA	Low
21.	Are teachers present when students have their meals and do they observe their eating habits?	Visually	Visually checked		It was observed during the audit that teachers were present when students had their meals and they observed their eating habits.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
22.	Is the school taking necessary steps for health and wellness promotion?	Document	Photographic evidence		It was observed during the audit that the school was taking necessary steps for health and wellness promotion. Regular sessions were taken by Nitika mam.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
23.	Is the sick room and wellness room kept free from any other activities?	Visually	Visually checked	N.A	During the audit, it was observed that the sick room and wellness room were kept free from other activities.	It is recommended to the school to ensure that the same conditions are met in the future.	Low

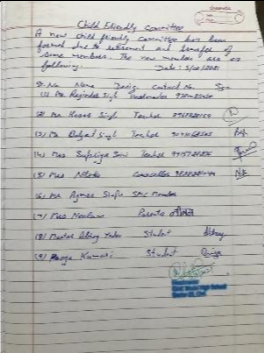
24.	Are beds and screens available in the sickroom and wellness room, and are they well maintained?	Visually	Visually checked		It was observed that only one bed, one foldable stretcher, and one wheelchair were available in the sick room and wellness room and were maintained.	It is recommended to the school that there should be one screen (green) also in the sick room.	Low
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Safety Of Children against Sexual Abuse							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Are children taught early to differentiate between 'good touch/bad touch' and encouraged to speak out at the first instance?	Document	Photographic evidence		It was observed during the audit that the Children were taught early to differentiate between good touch/ bad touch and encouraged to speak out at the first instance by the school counsellor. Name:- Nitika	It is recommended to the school to ensure the same conditions are met in the future.	Low
2.	Have schools mandatorily created and implemented a Child Protection Policy? Is child protection efficiently included in their processes, curriculum and staff recruitment?	Document	Document not available	N.A	It was observed during the audit that there was no Child Protection Policy created or implemented by the school but there was a child protection committee in the school.	It is recommended to the school that the school should create and implement a child protection policy.	High
3.	Is the Child Protection Policy summarized and displayed at the reception or main lobby area of the institution along with the 1098 child helpline number, and is it available in English as well as in Hindi?	Document	Document not available		It was observed during the audit that there was no Child Protection Policy created or implemented by the school but there was a child protection committee in the school. It was not summarized or displayed anywhere in the school.	It is recommended to the school that the school should create and implement the child protection policy. The policy should be summarized and displayed at the reception or main lobby area of the institution along with the 1098 child helpline number.	Medium


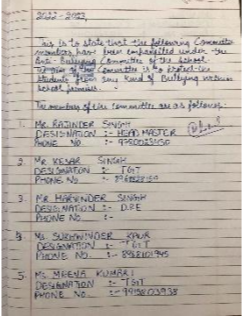

4.	Does the school have a grievance committee for Child Sexual Abuse (CSA)?	Document	Document checked		It was observed during the audit that that school had a grievance committee for Child Sexual Abuse.	It is recommended to the school to ensure the same conditions are met in the future.	Low
5.	Are all teaching, non-teaching, contractual and other staff sensitized on the CSA committee and child laws?	Interview	Interaction with coordinator	N.A	It was observed during the audit that teaching, non- teaching staff were sensitized on CSA committee and child laws by the school counsellor.	It is recommended to the school to ensure the same conditions are met in the future.	Low
6.	Are all teaching and non-teaching staff specifically trained to be alert to signs and indicators of child abuse?	Interview	Interaction with student and staff	N.A	It was observed during the audit that teaching and non- teaching staff were not specifically trained to be alert signs and indicators of child abuse.	It is recommended that teaching and non- teaching staff should be trained to be alert signs and indicators of CSA.	High
7.	Are parents and students sensitized from time to time on the Child Protection Policy/Guidelines/child laws and reporting mechanisms?	Document	Photographic evidence		It was observed during the audit that Parents and students were sensitized from time to time on the child protection policy/ child laws and reporting mechanisms.	It is recommended to the school to ensure the same conditions are met in the future.	Low
8.	Is there a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children?	Document	Document not available	N.A	It was observed during the audit that there was a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary, and other staff, before they are allowed to work with the children.	It is recommended to the school to ensure the same conditions are met in the future.	Low
9.	Is there a clearly laid out procedure and line of reporting for teachers and other members of the staff to be followed, in the event of a child abused by teaching or non-teaching staff or anyone else connected with the school?	Interview	Interaction with coordinator	N.A	It was observed during the audit that there was a clearly laid out procedure and line of reporting for teachers and other members of the staff to be followed in the event of Child Sexual Abuse.	It is recommended to the school to ensure the same conditions are met in the future.	Low

10.	Does the school undertake on-going training for teaching and key non-teaching personnel on protection of child rights, child safety and child development, child abuse and related issues?	Document	Document not available	N.A	It was observed during the audit that the school undertake ongoing training for teaching and key non-teaching personnel on the protection of child rights, child safety and child development, child abuse and related issues.	It is recommended to the school to ensure the same conditions are met in the future.	Low
11.	Are child safety posters displayed in prominent locations of the school?	Visually	Visually checked	N.A	It was observed during the audit that Child safety posters were displayed in prominent locations of the school.	It is recommended to the school to ensure the same conditions are met in the future.	Low
12.	Are there books/reading materials on child safety and protection available in the school library and can they be easily accessed by students and teachers?	Visually	Visually checked	N.A	It was observed during the audit that the reading material on child safety and CSA were not available in the school library.	It is recommended to the school that the reading materials on child safety and protection should be available in the school library and should be easily accessed by students and teachers.	Medium
13.	Does the school have a qualified Child Counsellor/Psychologist – part time or full time or on-call consultant who can be accessed when there is a requirement related to a mental health related emergency?	Document	Document checked		It was observed during the audit that the school had a qualified child counsellor (Nitika) (M.sc in applied psychology)	It is recommended to the school to ensure the same conditions are met in the future.	Low
14.	Are children regularly oriented towards good touch and bad touch?	Document/ Visually	Document not available	N.A	It was observed during the audit that the Children were regularly oriented towards the good touch and bad touch.	It is recommended to the school to ensure the same conditions are met in the future.	Low
15.	Are children made aware regarding preventive steps to be taken w.r.t Child Sexual Abuse?	Interview	Interaction with staff and student	N.A	It was observed during the audit that the Children were made aware by the school counsellor regarding preventive	It is recommended to the school to ensure the same	Low


					steps to be taken w.r.t child sexual abuse	conditions are met in the future.	
16.	Does the school conduct awareness programs to sensitise students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behaviour or action, including penalisation under law such as JJ Act, 2015 and POCSO Act, 2012?	Document	Photographic evidence		It was observed during the audit that the school counsellor conducted awareness regarding the harms of substance abuse, gender sensitivity, social responsibility including POCSO Act.	It is recommended to the school to ensure the same conditions are met in the future.	Low
17.	Has the school obtained a signed affidavit from all its employees that they have not been accused of offence under any child related laws/legislations, particularly POCSO Act, 2012 and JJ Act, 2015?	Document	Document checked		It was observed during the audit that the school has not obtained any signed affidavit from its employees that they have not been accused of an offence under any child related laws/legislations, particularly POCSO Act, 2012 and JJ Act, 2015.	It is recommended that the school should obtain a signed affidavit from all its employees that they have not been accused of an offence under any child related laws/legislations, particularly POCSO Act, 2012 and JJ Act, 2015.	High



18.	Does the school have Children's Forums or Clubs that promote children's participation and provide a platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues?	Document	Document checked	 <p>The image shows a handwritten document titled "Child Friendly Committee". It lists several members and their roles, such as "Chairperson", "Secretary", "Members", and "Observers". The text is written in a cursive script.</p>	It was observed during the audit that a child-friendly committee was there in school to provide a platform for them to discuss and share with the teachers on safety, protection and other relevant issues.	It is recommended to the school to ensure the same conditions are met in the future.	Low
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Social and Emotional Safety



Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Are children given guidance and trained on adequate social skills in managing emotions and building healthy peer relationships?	Visually/ Document	Photographic evidence		It was observed during the audit that all children were guided and trained on adequate social skills in managing emotions and building healthy peer relationships. (Ms. Nitika)	It is recommended to the school to ensure that the same conditions are met in the future.	Low
2.	Does an Anti- Bullying Committee composed of Vice- Principal, a Senior teacher, School Doctor, Counsellor, PTA representative, School Management representative, Legal representative, Peer Educators etc. exist in the school?	Visually/ Document	Document checked		It was observed during the audit that the school had an anti-bullying committee. Members are:- Mr. Ravinder Singh Mr.Keshav Singh Mr. Harvinder Singh Mrs. Sukhwinder Kaur Mrs. Meena Kumari Ms. Nitika	It is recommended to the school to ensure that the same conditions are met in the future.	Low
3.	Are children aware of the Anti-Bullying Committee (ABC)?	Interview	Interaction with staff and students	N.A	It was observed during the audit that the children were aware of the anti-bullying committee.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
4.	Is school conducting sessions on life skills, are students taught coping skills to manage fear, anger and stress and prevent abuse of self or others to build self-esteem and confidence among students?	Visually/ Document	Photographic evidence		It was observed during the audit that sessions were conducted by school counsellor on life skills, managing fear, anger, and stress, preventing abuse of self, and building self -esteem among children.	It is recommended to the school to ensure that the same conditions are met in the future.	Low

5.	Are all types of bullying discouraged and prohibited in the school premises and are students asked to refrain from bullying, ragging, criticising, using rude language, and malicious gossiping?	Interview	Interaction with staff and students	N.A	It was observed during the audit that the school discouraged and prohibited any kind of bullying, ragging, criticising, rude language and malicious gossiping in the school premises.	It is recommended to the school to ensure that the same conditions are met in the future.	Low
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Horticulture Management							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Is the school identifying old trees or the trees which have a risk of falling?	Visually	Visually checked		During the audit it was observed that Sheesham, mango, pilkhan, big Eucalyptus and shahtoot were some old trees standing in the backside of the school lawn.	It is recommended that the trees should be pruned of extended branches or removed.	Medium
2.	Are hedges, bushes and plants checked for sharp thorns?	Visually	Visually checked	N.A	During the audit it was observed that no plants had sharp thorns.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
3.	Are checks for bee hives conducted and if found, are they removed immediately?	Visually	Visually checked	N.A	It was observed that there were no bee hives present in the school premises during the audit.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
4.	Is any tree or branch in touch with a live electrical line?	Visually	Visually checked	N.A	It was observed during the audit that no tree or branch was in touch with a live electrical line.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
5.	Are there any poisonous plants or weeds growing in and around the schools?	Visually	Visually checked	N.A	It was observed that no poisonous plants or weeds were growing in the school premises.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low


6.	Are the trees, bushes and plants regularly pruned?	Visually	Visually checked	N.A	It was observed that trees were not being regularly pruned.	It is recommended that school needs proper pruning from time to time and according to the season.	Medium
7.	Are there adequate preventive measures to ensure that nobody climbs on the trees?	Visually	Visually checked	N.A	It was observed that no such trees were present in the school premises that required preventive measures to prevent children from climbing.	It is recommended to the school to ensure that the same conditions are met in the future also.	Low
8.	Is there an adequate drainage system near large trees to prevent the water logging in and around the trees?	Visually	Visually checked		During the observation it was seen that though the drainage system was fine but the water tanks were seen overflowing.	It is recommended that the school takes crucial plumbing steps to stop the overflowing of water tanks making the drainage system well overall.	Medium
9.	Is the school ensuring that there are no mole hills around the large trees?	Visually	Visually checked	N.A	During the audit, it was realized that there might be some mole hills under wild growth, under the boundary wall.	It is recommended that proper conditions are met so that no mole hills are around the large trees.	Low
10.	Is the school ensuring that there is no wild growth in and around the school premises?	Visually	Visually checked		It was seen during the audit that wild growth existed all along the boundary wall around the trees, but the lawn area had recently been cut and the cutted grass was lying on the ground.	It is recommended to do proper pruning of any such wild growth.	Low






11.	Are there any standing dead or dry trees?	Visually	Visually checked	N.A	During observation it was found that there were no standing dead or dry trees in school premises.	It is recommended to the school to ensure that the same conditions are met in the future also..	Low
12.	Are the trees in healthy condition, free from any disease, insect pest or any physical damage / disorder?	Visually	Visually checked		It was observed that the trees along the boundary wall were in healthy condition whereas few trees like ceiba, papri, neem were stem borer affected.	It is recommended that all the affected trees be removed as they are dangerous.	Low
13.	Are the trees standing in a balanced position?	Visually	Visually checked		It was observed that the trees were having bent stems.	It is recommended that they should be removed or pruned on regular intervals.	Medium
14.	Is breathing space left for the roots of trees and are the roots near to the main trunk free from concrete structure?	Visually	Visually checked	N.A	It was seen during the audit that few trees were standing in the paved area of interlocking brick.	It is recommended that the interlocking area around the trees should be clear by at least 6-8 ft.	Medium

15.	Have the trees grown too large that it might cause damage to life and property?	Visually	Visually checked		<p>It was observed that the silver oak tree was too high and needed pruning, and the shahtoot tree required pruning.</p> <p>The outside boundary wall was bending inwards. Neem tree was touching the front boundary wall near the gate & breaking it .</p> <p>Shehtoot had been affected by the stem borer and had to be removed. Bael was bending on side pruning.</p>	<p>It is recommended that the silver oak should be pruned till 25 ft and other trees should be pruned according to their length and some should be removed which has been bending.</p>	Medium
16.	Is the lawn/ground free from wild growth of grass/ parthenium weed?	Visually	Visually checked		<p>It was observed that the lawn was full of wild growth & full of mowed grass. Also, the garbage of the school was dumped on one side of the lawn.</p>	<p>It is recommended that the mowed grass be cleaned, at the time when it is cut and the garbage is dumped in garbage vans and not kept open as moles and snakes may be present under them.</p>	Medium

Water Safety							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Has safety certificate for drinking water been obtained and is regular check of water being done as per the norms?	Visually/ Document	Document available	N.A	It was observed that there was a safety certificate for drinking water obtained by the school.	It is recommended to have a safety certificate for drinking water obtained and regular check of water must be done as per the Water (Prevention and Control of Pollution) Act 23 March 1974.	Low
2.	Is the water source well protected?	Visually	Visually Checked	N.A	It was observed during the audit that the water source was well protected.	It is recommended that the school ensures that the same conditions must be met in the future also.	Low
3.	Is the water provided to the students tested by the local authorities periodically?	Visually/ Document	Document not available	N.A	It was observed that the water provided to the students was not tested by the local authorities periodically.	It is recommended to test water provided to the students by the local authorities periodically.	Medium
4.	Is the water tank regularly cleaned?	Visually	Visually Checked	N.A	It was observed that the water tank was regularly cleaned	It is recommended that the school ensures that the same conditions must be met in the future also.	Low
5.	Is the water tank free from vegetation, algae, and insects?	Visually	Visually Checked	N.A	It was found that the water tank was free from vegetation, algae and insects.	It is recommended that the school ensures that the same conditions must be met in the future also.	Low
6.	Is the water tank properly locked/sealed?	Visually	Visually Checked	N.A	At the time of audit, it was found that the water tank was properly locked.	It is recommended that the school ensures that the same conditions must be met in the future also.	Low
7.	Is the R.O water system properly serviced and maintained?	Visually	Visually Checked	N.A	It was noticed that the R.O water system was properly serviced and maintained.	It is recommended that the school ensures that the same conditions must be met in the near future also.	Low

Cyber Safety							
Sr No.	Location / Area Audited	Checking Methodology (document / visual / records)	Document reference/ Records Checked	Photographs / Evidence (If any)	Observation	Recommendation	Risk Level
1.	Are children allowed to access only pre-selected websites appropriate for their age group?	Visually	Visually checked	N.A	It was observed during the audit that internet access was available in the school and children could access any website they wanted due to lack of firewall.	It is recommended that a firewall must be installed in all computers of the school.	Low
2.	Are the usernames and passwords of those who leave the school disabled promptly?	Visually	Visually checked		During the audit it was observed that almost all the computers were password protected.	It is recommended to the school to ensure that the same protocol is followed in the future also.	Low
3.	Is the compliance with all relevant legislation on copyright, property theft, fraud, discrimination and obscenity on all forms of IT enabled devices being ensured?	Visually	Visually checked		It was found during the audit that no compliance was followed in regard to legislation on copyright, property theft, fraud, discrimination and obscenity on all forms of IT enabled devices.	It is recommended that the school must follow all compliances with relevant legislation and record for inventory must be maintained.	Low
4.	Is access to computer rooms and use of electronic and technological devices by students supervised by teachers?	Visually	Visually checked	N.A	It was observed during the audit that use of electronic and technological devices by students were supervised by teachers.	It is recommended to the school to ensure that the monitoring is carried out properly.	Low

5.	Are social networking sites blocked in the school computers?	Visually	Visually checked	N.A	It was observed that the social networking sites were not blocked in the school computers.	It is recommended that social networking sites should be blocked in school.	Medium
6.	Are students regularly educated on safe usage of technology and how to be a responsible digital citizen – sensible use of mobiles, SMS, MMS, internet, mail or net chats, effect of plagiarism and how to avoid risky behaviour?	Visually	Visually checked	N.A	During the time of audit, it was observed that teachers educated students in the theory classes only. No practical classes were conducted in the school with regard to this.	It is recommended that the school should conduct practical classes for students frequently.	Low
7.	Are students educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment, etc.?	Visually	Visually checked	N.A	It was observed that teachers educated the students about cyber misuse, harassment, and bullying through seminars and sessions. But while having a conversation with the students, very few were able to say something with regard to it.	It is suggested that regular sessions must be conducted for cyber bullying and harassment.	Low
8.	Are school authorities and children oriented on procedures to be followed and steps prescribed within the legal framework in the event of cyber abuse or crime – legal recourse and information about the Cyber Crime Department in the Police?	Visually	Visually checked	N.A	It was observed during the audit that the cyber security sessions were taken by teachers in school.	It is recommended to the school that the school should conduct regular sessions on cybercrime with the help of the Cyber-crime department.	Low
9.	Are cyber-crimes handled with sensitivity and confidentiality?	Visually	Visually checked	N.A	It was observed that till date no such crime incidents were reported.	It is recommended that a team must be there in school to handle any future cybercrime incidents.	N.A
10.	Are children made explicitly aware of the rule on the acceptable use of the Internet and are rules in this regard displayed prominently?	Visually	Visually checked	N.A	It was observed that children were partially aware about the acceptable use of the internet. Also, students were allowed to use the internet under teacher's supervision.	It is recommended that children are made aware about the rules on the acceptable use of the Internet and the rules are displayed prominently in the labs.	Low
11.	Are effective firewalls, filtering & monitoring software mechanisms installed in all the computers, and are filtering and blocking policies & procedures regularly reviewed?	Visually	Visually checked		It was observed during the physical audit that there were no firewalls installed on the computers and all blocking and filtering policies and procedures were not regularly reviewed.	It is recommended that a dedicated firewall should be installed in all the computers in the school. And the filtering and blocking policies and	High

						procedures should be regularly reviewed for better security.	
12.	Are various types of unsolicited content available on the internet being blocked?	Visually	Visually checked	N.A	During the audit it was seen that none of the sites with unsolicited content were blocked.	It is recommended that all unwanted websites should be blocked on school computers.	High
13.	Are computer devices configured with parental control filters / antivirus of appropriate standard?	Visually	Visually checked		It was seen during the audit that most of the computer devices had antivirus in them but were not configured with parental control.	It is recommended that antivirus and parental control filters must be installed on all the computers.	Low
14.	Are digital surveillance systems deployed?	Visually	Visually checked		It was observed that there was a 1 DVR in the school and had 16 channels ,15 cameras out of which 5 cameras were working with no UPS backup	It is recommended that high quality cameras and UPS backup must be installed by the school. Also, all the cameras should be in working conditions.	Low
15.	Are children using the Internet working in highly-visible areas of the school?	Visually	Visually checked		It was observed that students were only allowed internet access under teacher's supervision.	It is recommended that more cameras should be installed in the computer lab.	Low
16.	Is supervision and monitoring of all online activities in the light of educational objectives being done?	Visually	Visually checked		During the audit, it was observed that Online activities were being monitored in the multimedia room on smart TV under teacher's supervision.	It is recommended to the school to ensure that the same protocol is followed in the future.	Low
17.	Is the CCTV monitoring system monitored regularly?	Visually	Visually checked		It was noticed during the audit that the CCTV monitoring system was installed in the headmaster's room.	It is recommended that CCTV monitoring should be done regularly by a specific person.	Low

6.0 STANDARDS AND PROCEDURE REFERRED TO

- National Building Code, 2016.
- RTE act
- Environment (Protection) Act 26 May 1986
- Air (Prevention and Control of Pollution) of 15 May 1981
- Water (Prevention and Control of Pollution) Act 23 March 1974
- Emergency action plan
- The Chemical Accidents (Emergency Planning, Preparedness, and Response) Rules, 1996.
- The E-Waste (Management) Rules, 2016.
- IS 1881 :1998 code of practice for Indoor installation of public address system
- IS 3043 EARTHING PIT
- IS2190 standard for proper selection of portable extinguishers
- IS 13039:1991
- IS 2190:2010 (Fire extinguisher Norms)
- IS 1956 (For electrical Installation)
- IS 3043:1987 (Earthing Installation)
- IS 2309:1989 (Lighting Arrestor System)
- NDMA
- IS 2189:2008 (For Fire alarm System)
- IS 12456:2004 (For Electronic system setup or Server Room)
- POSH Safety
- POSCO ACT-2012
- IS For transport safety-1989 (Ministry of Road Transport & Highway)



RISK RATING TABLE	Likelihood				
	A Rare	B Unlikely	C Possible	D Probable	E Almost Certain
Level 5: Catastrophic	Medium	Medium	High	High	High
Level 4: Severe	Low	Medium	Medium	High	High
Level 3: Moderate	Low	Low	Medium	Medium	High
Level 2: Normal	Low	Low	Low	Medium	Medium
Level 1: Small	Low	Low	Low	Low	Low

In this report, the following risk matrix has been used in identifying the categorization of risk level into High, Medium and Low priority. All the observations have been categorized into three different levels after implementation of Risk Assessment Technique.

7.0 CONCLUSION AND WAY FORWARD

This audit involved extensive consultation with all the school team, interactions with key personnel on wide range of issues related to safety standards, procedures, chemical management, waste management, fire safety, and emergency preparedness etc. The audit has identified several observations in different areas with the recommendations for those observations further classified according to risk level associated in high, medium and low priority.

The audit team opines that the site needs to give immediate attention to evolving safe Behaviour observation committees, developing incident management system and internal safety inspection and do preparation of Safety SOP's and implementing occupational health and safety policy.

The auditor recommends preparing an action plan for all observation and responsibilities must be assigned to implementation team to ensure focus and timely closure of all the observations. The next step for the site should be preparing an action tracker for regular follow ups of the observations till closure.

Way Forward: The site needs to evolve a team of multiple departments having different experts and assign all the observation points mentioned in table. Apart from the observation table, the recommendation mentioned in report will help the site team in overall improvement of Safety Culture in premise. Some section of report highlights the important components of Safety & Health Management System (or EHS Management System) that will help in establishing the safety culture by involving all the individuals in premise.



END OF REPORT

DISCLAIMER

Audit report has been compiled based on the site visit / documents and areas of concerns shared by the school. Although great effort has been made to carry out a diligent audit however the results and outcomes are limited to areas of concerns shared and information provided to the audit team. While the information included herein is believed to be accurate and reliable, by delivery of this Report neither the consultants nor the clients accept to make any representations or warranties, expressed or implied, as to the accuracy or completeness of such information.

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