ICDET

Workplace Risk Assessment & Prevention Policy

1. Policy Statement

ICDET (International Center for Development of Education and Training) is dedicated to maintaining a safe, healthy, and inclusive environment for all individuals engaged in our projects, programs, and daily operations.

This **Workplace Risk Assessment & Prevention Policy** defines how ICDET systematically identifies, evaluates, and prevents risks across **THE SPACE (Physical Hub)**, **THE SPACE Centre (School Hub)**, **Accommodation Facilities**, **External Sites**, and all **ICDET-led activities**.

The policy is aligned with:

- **Bulgarian Occupational Health & Safety legislation**.

- **European safety directives**.

- **Erasmus+ and European Solidarity Corps (ESC) standards**.

- ICDET's internal **Code of Conduct**, **Transparency Framework**, and **Duty of Care Policy**.

2. Objectives

- To centralise the **identification of risks** across all ICDET spaces and activities.

- To **evaluate and classify risks** using a standardised risk matrix.

- To establish clear **preventive and protective measures** for all identified risks.

- To define **responsibilities** for staff, coordinators, and participants.

- To create a culture of **safety, accountability, and continuous improvement**.

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3. Scope

This policy applies to all **locations** and **activities** connected to ICDET.

A) Locations

1. **THE SPACE (Physical Hub – LABs & ZONEs)**

LABs – Learning Through Practice

- **IT LAB** – Coding, software development, cybersecurity.

- **TECH LAB** – Electronics, engineering, applied technology.

- **DESIGN LAB** – Product design, 3D prototyping, printing.

- **ART LAB** – Arts, creativity, storytelling, cultural innovation.

- **AERO LAB** – Aerospace projects, drones, aeronautics.

- **MED LAB** – Health projects, diagnostics, medical prevention.

- **ROBO LAB** – Robotics, AI, automation.

- **PROD LAB** – Professional media production (audio, video, digital storytelling).

- **CONS LAB** – Architecture, sustainable construction, urban planning.

- **SENS LAB** – Sensory environments to enhance inclusivity and empathy.

ZONEs – Expanding Learning Horizons

- **GEO Zone** – Geography, mapping, drones, field studies.

- **BIO Zone** – Biology, biodiversity, environment.

- **NUTRI Zone** – Nutrition, food innovation, healthy living.

- **WELLNESS Zone** – Sports, martial arts, yoga, resilience training.

- **CULTURE Zone** – Intercultural exchange, traditions, languages.

- **WELLBEING Zone** – Mental health, emotional growth, stress management.

- **XR Zone** – Virtual/augmented reality, immersive learning.

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2. **THE SPACE Center (School Hub)**

- Classrooms, IT & language labs, sports halls, libraries, cafeterias.

- Operates under the **school's Risk Assessment & Prevention framework**.

- ICDET ensures complementary measures for its volunteers, trainees, and mobility participants.

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3. **Accommodation Facilities**

- Apartments for volunteers and trainees.

- **Double and triple rooms**, **shared kitchenettes**, and **communal areas**.

- Covered by ICDET's **Housing Rules & Safety Guidelines**.

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4. **External Sites**

- **Event Venues** – conferences, trainings, cultural venues.

- **Partner Institutions** – NGOs, schools, universities, municipalities, companies.

- **Mobility Destinations** – local, national, and international sites.

- At external sites, **host/venue rules apply first**; ICDET ensures alignment, pre-briefings, and insurance coverage.

B) Activities

This policy applies to all ICDET activities, including:

- **Erasmus+ mobilities** (learners, staff, VET).

- **ESC volunteering and internships/traineeships**.

- **Training courses, workshops, seminars, hackathons**.

- **Youth exchanges and blended mobility**.

- **Cultural activities** (media productions, cooking events).

- **Sports, wellness, and outdoor education**.

- **Community events, conferences, public activities**.

- **Hybrid and online activities**.

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4. Methodology

ICDET applies a **systematic four-step cycle**:

1. **Hazard Identification**

   - Inspections of labs, zones, accommodation, and activity venues.

- Staff, volunteer, and participant feedback.

- Analysis of past incidents.

2. **Risk Evaluation**

- **Likelihood**: Rare / Possible / Likely.

- **Impact**: Minor / Moderate / Severe.

- **Risk Level**: Low / Medium / High.

3. **Prevention & Control Measures**

- Elimination (remove hazard).

- Substitution (replace hazard with safer option).

- Engineering controls (fire alarms, cable covers, ergonomic furniture).

- Administrative controls (policies, rules, schedules).

- Personal measures (mentorship, PPE, behavior guidelines).

4. **Monitoring & Review**

- Annual reviews by ICDET Safety Officer.

- Quarterly checks in THE SPACE and accommodation.

- Post-activity reviews after mobilities and events.

- Immediate update after incidents.

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5. Risk Categories by Location

A) THE SPACE – LABs

- **IT LAB**: risks of long screen exposure, cyber threats → prevention: ergonomic setups, cybersecurity rules.

- **TECH LAB**: electrical shock, soldering burns → PPE, tool training, shut-off switches.

- **DESIGN LAB**: 3D printer burns, fumes → ventilation, goggles, gloves.

- **ART LAB**: paint/chemical exposure → non-toxic materials, ventilation.

- **AERO LAB**: drone crashes, battery hazards → goggles, restricted flight zones, handling protocols.

- **MED LAB**: biohazards, equipment misuse → hygiene rules, simulations only.

- **ROBO LAB**: robotic arm injury → safety shields, emergency stop.

- **PROD LAB**: heavy equipment, tripping → cable covers, tripod use.

- **CONS LAB**: sharp tools, dust → masks, safe workspace checks.

- **SENS LAB**: sensory overload → supervised use, calming protocols.

B) THE SPACE – ZONEs

- **GEO Zone**: outdoor accidents → safety briefing, drone limits.

- **BIO Zone**: specimen handling risks → gloves, hygiene.

- **NUTRI Zone**: cuts, burns, hygiene → supervision, food safety checks.

- **WELLNESS Zone**: sports injuries → warm-ups, professional trainers.

- **CULTURE Zone**: intercultural tension → mediation, facilitation.

- **WELLBEING Zone**: emotional stress → safe space, confidentiality.

- **XR Zone**: dizziness, falls → time limits, cleared floor.

C) THE SPACE Center

- Risks managed by school framework (fire, sports, labs).

- ICDET ensures intercultural mediation, mobility briefings, and participant safety support.

D) Accommodation Facilities

- **Rooms**: overcrowding, fire risk → evacuation maps, electrical checks.

- **Kitchenettes**: burns, food hygiene → cooking rules, cleanliness inspections.

- **Communal Areas**: conflicts, stress → house rules, quiet hours, mediation.

E) External Sites

- **Event Venues**: overcrowding, fire → follow venue plans, pre-event check.

- **Partner Institutions**: school/NGO risks → comply with host policies, ICDET oversight.

- **Mobility Destinations**: travel accidents, theft → travel insurance, safety briefings, secure housing.

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6. Risk Register (Sample Extract)

Location	Hazard	Likelihood	Impact	Risk Level	Preventive Measures	Responsible	Review Date
TECH LAB	Electrical shock	Possible	Severe	High	PPE, training, shut-offs	Lab Supervisor	01/2026
NUTRI Zone	Food poisoning	Possible	Severe	High	Hygiene checks, supervision	Event Coordinator	01/2026
XR Zone	VR dizziness	Likely	Moderate	High	Session limits, supervision	XR Coordinator	01/2026

| Accommodation | Fire hazard | Possible | Severe | High | Evacuation plan, inspections | Housing Officer | 01/2026 |
| External Mobility | Theft abroad | Possible | Moderate | Medium | Insurance, briefings | Mobility Manager | 01/2026 |

7. Emergency Procedures

- **Evacuation plans** displayed in all spaces.

- **First aid kits** in every LAB, ZONE, apartment, and external activity.

- **Trained first aiders** in each location.

- **Emergency contacts** distributed to all participants.

- **Incident reporting system**: incident → immediate response → written report → Safety Officer review → updated measures.

8. Monitoring & Review

- Annual review by the Safety Officer.

- Quarterly inspections in THE SPACE and housing.

- Safety briefings before all external events/mobilities.

- Feedback loops with participants and staff.

9. Publication & Access

- **Safety & Compliance Desk (Public Access)**

- ○ Published as a **PDF** for transparency with partners, stakeholders, and participants.

- ● **Crew Access → Safety Station (Internal Use)**

  - ○ Editable version

  - ○ Includes Risk Register, reporting templates, inspection logs.