



## Risk Assessment Policy

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Regional Director		Principal		Vice Principal		
Head of Foundation Stage		Head of Primary		Head of Secondary		

## Purpose

The school aims to ensure that:

All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm

Risk assessments are conducted and reviewed on a regular basis

## Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be. Risk is also the potential for harm or adverse effects on an individual's physical, emotional, or mental health
Control measure	Action taken to prevent people being harmed

## Responsibilities

### Operations and HSE Manager

- Operations and HSE Manager is responsible for overseeing the entire risk assessment process, ensuring that all potential hazards are identified and assessed systematically.
- Conducting thorough inspections and evaluations of the workplace to identify hazards related to operations, equipment, materials, processes, and the physical environment.
- Evaluating the likelihood and severity of identified risks, categorizing them according to their potential impact on health, safety, and wellbeing of employees, students, and visitors.
- Recommending appropriate control measures to eliminate or reduce the risks. This may include engineering controls, administrative controls, or personal protective equipment (PPE) where necessary.
- Ensuring all risk assessments are documented, findings are communicated, and records are maintained as per legal and regulatory requirements. This includes ensuring the documentation is reviewed periodically.
- Ensuring that all relevant personnel are adequately trained on risk assessment procedures and the implementation of control measures. This includes providing training on identifying and mitigating risks.

- Regularly reviewing and updating risk assessments, especially when there are changes in processes, operations, or new hazards are identified. Monitoring the effectiveness of control measures and making necessary adjustments.
- Reporting critical risks or findings that require immediate action to senior management and assisting in the development of action plans to mitigate those risks.

## School Staff

- Assisting with, and participating in, risk assessment processes, as required.
- Familiarizing themselves with risk assessments.
- Implementing control measures identified in risk assessments.
- Alerting the headteacher to any risks they find that need assessing.

## Pupils and parents

- Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

## Contractors

- Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## Areas of Risk

The school has identified key areas that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Student welfare
- Health and safety
- Security
- Equipment's and facilities.
- Transport including road safety and school buses and traffic flow management.
- Fire safety
- Educational visits and trips
- Lessons and activities
- Hazardous chemicals
- Early Years (EYFS)
- Staff recruitment
- Events

## Risk Rating

The school adopts the following risk ratings to determine the impact and severity of different Hazards

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent/Almost Certain (5)	5	10	15	20	25
15-25	Extreme Risk	Activity or industry should not proceed in current form.			
8-12	High Risk	Activity or industry should be modified to include remedial planning and action and be subject to detail risk assessment.			
4-6	Moderate Risk	Activity or industry can operate subject to management and /or modification.			
1-3	Low Risk	No immediate action required, unless escalation of risk is possible.			

## Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Consider what could reasonably be expected to cause harm – this could include anything related to the school premises or the delivery of its curriculum, whether on or off-site.

Give priority focus to significant hazards that could result in serious harm or affect several people.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the

level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Risk assessment staff will evaluate the risks arising from the hazards and decide whether existing precautions

Staff will ensure that managing additional hazards does not interfere with other control measures, such as fire safety.

Staff will ensure that the following are in place:

- Adequate information, instruction or training
- Adequate systems or procedures

When implementing control measures, staff will have due regard to whether the precautions:

- Meet the standards set by a legal requirement.
- Represent good practice.
- Change existing precautions in place.

To reduce risks as far as reasonably practicable, staff will aim to eradicate the hazard completely, or control the risk significantly to ensure that harm can be deemed unlikely, or the likelihood of harm occurring is sufficiently minimized.

Risk assessment in the context of Child safeguarding and Wellbeing aims to identify factors that may put an individual, particularly children and vulnerable adults, at risk of abuse, neglect, exploitation, or harm. It involves evaluating both the likelihood and potential impact of various risks, such as unsafe environments, emotional distress, neglect, or exposure to harmful behaviours or individuals.

At Newlands School, managing risk involves implementing policies, practices, and proactive measures to prevent harm, protect individuals, and promote a safe, supportive environment for wellbeing.

**Step 4: record significant findings** – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

**Step 5: review the assessment and update**, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with line managers, operations and HSE manager. Further independent advice can be obtained relating to specialist areas.

Risk assessments will be reviewed in line with the school's policies.

The school implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to personnel involved with the department or activity, especially if the authors of risk assessments need to be amended
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason

Reviews of risk assessments will be dynamic, as necessary.

A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

## Link to other Newlands school policies and References

- Newlands Child protection and safe guarding policy
- Newlands Well-being Policy
- Newlands Safer recruitment policy
- Newlands Positive Behavior Policy
- Newlands Health and Safety Policy
- UAE Fire and Life Safety Code of Practice
- Dubai Municipality Health and Safety Guidelines – Educational Institutions

Website link to the policies: [https://www.newlandsschool.ae/pages/school\\_policies](https://www.newlandsschool.ae/pages/school_policies)

## Monitoring arrangements

Risk assessments are written as needed and reviewed by Operations and HSE Manager.

This policy will be reviewed by the Operations department every year and approved by the principal