




DUBAI SCHOLARS
PRIVATE SCHOOL



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SCHOOL RISK ASSESSMENT POLICY

Revision date	August 2023
Circulation	
Approval Signature	

This policy will be reviewed every two years unless an incident; new legislation or guidance suggests the need for an interim review



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RISK ASSESSMENT POLICY

Previous date	22/08/2023
Next review date	22/08/2025
Owner	Head of administration and medical team
Version number:	3
Working date:	22/08/2021
legal sign:	DHA / DM/ PHC
Type of policy:	Statutory
Authorized by:	Principal
Authorized by board:	Yes
Effective date of policy:	22/08/2021



1.Aims

To evaluate hazards, then remove that hazard or minimize the level of its risk by adding control measures, as necessary.

2.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 a 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
Control measure	Action taken to prevent people being harmed



3. Roles and responsibilities

3.1 The Corporate Board

The corporate board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head of School, Frank Scarcelli and the Head of Administration, Biniya Jacob.

3.2 The School Leadership

The Head of School, Frank Scarcelli and the School Administrator, Biniya Jacob are responsible for ensuring that all risk assessments are completed and reviewed.

3.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarizing themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Head of School or School Administrator to any risks they find which need assessing

3.4 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.

3.5 Contractors

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

4. 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.



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 them and do everything that is reasonably practicable to protect people from harm.

Step 4: 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 learned anything from accidents or near misses?

Monitoring arrangements

Risk assessments are written as needed and reviewed by the Management.

References

1. https://www.google.com/search?q=aim+of+risk+assessment&rlz=1C1BNSD_enAE1053AE1053&oq=Aim+of+risk+a&aqs=chrome.0.0i512j69i57j0i22i30l8.11254j0j7&sourceid=chrome&ie=UTF-8