



## Risk Assessment Policy

### 1. Purpose

The purpose of this policy is to establish a clear and consistent approach for identifying, assessing, controlling, and reviewing risks across all school activities, facilities, and operations.

This ensures that **students, staff, contractors, and visitors** are protected from harm, and that all school practices comply with **ADEK, ADOSH, and Federal safety legislation**.

### 2. Scope

This policy applies to:

- All school buildings, classrooms, laboratories, sports areas, and outdoor facilities.
- All school-related activities including teaching, maintenance, events, and excursions.
- All employees, students, contractors, and visitors within school premises or on school-organized activities.

### 3. Policy Statement

The school group is committed to implementing an effective **risk management process** to ensure that:

- All foreseeable hazards are identified and evaluated.
- Appropriate control measures are implemented and maintained.
- Risk assessments are reviewed regularly and updated when changes occur.
- Staff are trained and competent in risk identification and control.
- Compliance is maintained with **ADEK Health & Safety Framework (2024)** and **ADOSH 4.0** requirements.

### 4. Legal and Regulatory Framework

This policy is based on:

- **ADEK Health, Safety and Environment Framework (2024)**
- **ADOSH 4.0 – Risk Management Requirements**
- **Federal Law No. 8 of 1980 – UAE Labour Law**
- **NCEMA 6000 – Emergency Preparedness Standard**
- **UAE Fire and Life Safety Code of Practice (2018)**

### 5. Roles and Responsibilities

#### 5.1 Principal / School Director

- Ensure risk assessment processes are fully implemented.
- Allocate resources and support for hazard control measures.
- Approve significant risk assessment reports and ensure compliance.

#### 5.2 OSH Officer / Safety Department

- Lead the **risk assessment process** for all school operations.
- Ensure all risk assessments are documented using the **School Risk Assessment**



- Conduct regular site inspections and monitor the effectiveness of control measures.
- Provide training to staff on hazard identification and risk control.
- Review assessments after any incident, accident, or significant change.

### 5.3 Department Heads / Supervisors

- Identify and report hazards in their respective areas.
- Participate in the completion of risk assessments.
- Ensure that staff and students comply with safety procedures and use control measures properly.

### 5.4 All Employees and Contractors

- Follow all safety rules, procedures, and control measures.
- Report hazards, unsafe acts, or near-misses immediately to the OSH Officer.
- Participate in safety training and contribute to the continuous improvement of the system.

## 6. Risk Assessment Process

The school follows a **five-step risk assessment approach**:

### Step 1: Identify Hazards

- Observe all school operations, classrooms, and outdoor areas.
- Consider hazards related to people, equipment, materials, and environment (e.g., slips, electrical risks, fire, chemicals, manual handling).

### Step 2: Identify Who Might Be Harmed

- Include staff, students, visitors, contractors, and vulnerable groups (e.g., students with additional learning needs).

### Step 3: Evaluate the Risks

- Assess the **Likelihood** and **Severity** of each hazard.
- Determine the **Risk Level** ( $L \times S = R$ ) using the school's numerical risk matrix.
- Prioritize actions for **high and medium risks**.

### Step 4: Implement Control Measures

- Apply the **Hierarchy of Controls**:
  1. Eliminate the hazard
  2. Substitute with something less risky
  3. Apply engineering controls
  4. Introducing administrative controls
  5. Use Personal Protective Equipment (PPE) as a last resort

### Step 5: Review and Monitor

- Review all assessments annually or following:
  - An incident or near-miss
  - A change in process, layout, or staff
  - Introduction of new materials or equipment
- Document reviews in the **Risk Register**



## • 7. Types of Risk Assessments

- **General Risk Assessments** – Routine school operations and areas (classrooms, corridors, etc.).
- **Activity-Specific Assessments** – For experiments, sports, maintenance, or special events.
- **Contractor and Project Assessments** – For external works or construction.
- **Emergency and Crisis Assessments** – For lockdowns, fire, or natural hazards.

## 8. Documentation

The following documents must be maintained:

- **School Risk Register**
- **Completed Risk Assessment**
- Control Measure Implementation Reports
- Training records for all staff involved in risk assessments

All documents must be securely stored and readily available for **ADEK or ADOSH inspections**.

## 9. Training and Awareness

- All staff involved in risk assessments must receive **basic risk management training**.
- Induction sessions shall include awareness of hazard reporting and safety responsibilities.
- Refresher training will be conducted **annually** or when significant changes occur.

## 10. Monitoring and Review

- Risk assessments will be reviewed at least **once per academic year** or as needed.
- The OSH Committee will monitor compliance during its quarterly meetings.
- Review findings will be reported in the **Annual OSH Performance Report**.

## 11. References

- **ADEK Health, Safety & Environment Framework (2024)**
- **ADOSH 4.0 – Risk Management Guidelines**
- **UAE Fire and Life Safety Code (2018)**
- **Federal Law No. 8 of 1980 – Labour Law**
- **NCEMA 6000 – Emergency Preparedness Framework**

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