



RISK ASSESSMENT POLICY

Academic Year 2026-2027

1. Purpose

This policy sets out the school's arrangements for identifying hazards, assessing risks, selecting and implementing controls, and monitoring their effectiveness. It aims to prevent injury, ill health, unsafe conditions and foreseeable emergencies, and to protect students, employees, contractors, parents, visitors and other persons who may be affected by school activities.

2. Policy Statement

BBS will manage occupational safety and health risks in a systematic, proportionate and documented manner. Risk assessments will be suitable and sufficient for the activity, completed by competent persons with input from those undertaking or affected by the work, and reviewed whenever conditions change or controls may no longer be effective. Work must not start or continue where significant risks are not adequately controlled.

The school will apply the hierarchy of controls and seek to reduce risks to as low as reasonably practicable (ALARP), while meeting applicable UAE legislation, Abu Dhabi requirements, ADOSH-SF requirements, relevant sector requirements and school procedures.

3. Scope

This policy applies to all school premises, activities and work arrangements, including teaching and learning, laboratories, workshops, art and design, PE and sports, playgrounds, school transport interfaces, trips and events, clinics and first aid, kitchens and cafeterias, cleaning, maintenance, security, emergency response, distance-learning arrangements where relevant, and work carried out by contractors or service providers.

It applies during normal operations, after-school activities, events, holidays, maintenance periods and other occasions when people may be present on school premises.

4. Regulatory and Related References

Abu Dhabi Occupational Safety and Health System Framework (ADOSH-SF), Version 4.0, including Element 2 – Risk Management and applicable Codes of Practice, mechanisms and technical guidance.

ADOSH-SF Technical Guideline: Process of Risk Management, Version 4.0, 15 July 2024.

Applicable UAE federal and Abu Dhabi legislation, competent-authority requirements and sector-specific requirements relevant to the school.

School OSHMS documents, including the OSH policy, emergency and evacuation procedures, incident reporting and investigation procedure, contractor management procedure, permit-to-work procedure, inspection programme, training matrix and relevant safe operating procedures.

Applicable ADEK requirements and school policies, where relevant to student safety and education.

The Health and Safety Officer shall verify the current applicable versions and any sector-specific requirements before formal approval and during policy review. This policy supports compliance but does not replace the official framework, legislation or regulator instructions.

5. Definitions

Hazard: A source, situation or act with the potential to cause injury, ill health or other harm.

Risk: The combination of the likelihood of harm occurring and the severity of that harm.

Risk assessment: A systematic examination of hazards, persons exposed, existing controls and additional measures required.

Control measure: An action or arrangement used to eliminate a hazard or reduce risk.

Residual risk: The risk remaining after controls have been implemented.

Competent person: A person with appropriate training, knowledge, experience and understanding of the activity and its hazards to carry out the assigned assessment.

Dynamic assessment: A brief, ongoing assessment made when conditions change or an unexpected hazard arises. It does not replace a documented assessment where one is required.

ALARP: As low as reasonably practicable, achieved by taking appropriate measures to reduce risk, considering the risk and the effort needed to further reduce it.

6. Roles and Responsibilities

6.1 Principal / Senior Leadership Team

Provide leadership, resources, time and authority for effective risk management.

Approve this policy and ensure significant risks are escalated and addressed.

Ensure risk controls are included in planning, procurement, staffing, maintenance and school activities.

Review high-risk findings, overdue actions, significant incidents and unresolved resource needs.

6.2 Health and Safety Officer

Maintain this policy, risk assessment procedure, risk register and associated records.

Coordinate and advise on risk assessments, using competent specialists where required.

Verify that assessments identify hazards, exposed groups, existing controls, further actions, responsible persons and deadlines.

Review high and critical risks with relevant leaders and recommend stopping or restricting work where controls are inadequate.

Monitor completion of actions, conduct inspections and audits, analyse incidents and near misses, and report trends to leadership.

Provide guidance and awareness training on risk assessment and control measures.

6.3 Heads of Department, Key Stage Leaders and Line Managers

Ensure assessments are completed for activities under their control before work or activities begin.

Involve staff and others who understand the task, and ensure controls are communicated and implemented.

Provide suitable supervision, equipment and resources; monitor compliance and report deficiencies.

Ensure assessments are reviewed after incidents, changes or concerns and that assigned actions are closed by the agreed deadline.

6.4 Employees and School Staff

Participate in risk assessments and follow agreed controls, procedures and training.

Report hazards, near misses, incidents, damaged equipment and changes in conditions promptly.

Stop and report work or activities if an imminent danger or uncontrolled significant risk is identified.

Do not undertake tasks for which they lack the required training, authorisation or competence.

6.5 Contractors and Service Providers

Provide task-specific risk assessments and method statements (RAMS) where required, before work starts.

Comply with site induction, safeguarding arrangements, permit-to-work requirements, isolation arrangements and school restrictions on timing and access.

Coordinate with the school to identify risks to students, staff and visitors, including noise, dust, fumes, work at height, electrical work, hot work, lifting and vehicle movements.

Stop work and notify the school representative if conditions differ from the approved assessment or controls fail.

6.6 Employees, Students, Parents and Visitors

All persons must follow safety instructions and site rules, use designated routes, avoid restricted areas and report hazards or unsafe behaviour to a member of staff. Student activities must be assessed with age, maturity, supervision, accessibility and individual needs in mind.

7. Risk Assessment Process

- Define the activity, task, location, people involved, equipment and boundaries of the assessment.
- Gather relevant information, including previous assessments, incident and near-miss records, inspection findings, manufacturer instructions, safety data sheets, maintenance records, legal requirements and staff/student feedback.
- Identify hazards by workplace inspection, task observation, consultation, review of records and consideration of foreseeable abnormal and emergency conditions.
- Identify who may be harmed and the possible injury, illness or other consequence.
- Record existing controls and assess the initial risk using the school-approved risk matrix.
- Determine whether existing controls are adequate and identify additional controls using the hierarchy of controls.
- Assign an owner and deadline to each action. Specify interim controls where permanent action cannot be completed immediately.
- Reassess residual risk after the proposed controls are implemented. Obtain review and approval at the appropriate risk level.
- Communicate the findings to affected staff, contractors and other relevant persons; provide instruction, training and supervision as needed.
- Monitor controls and review the assessment at the required interval or when a review trigger occurs.

8. Risk Rating Method

The school shall use the consequence and likelihood scales and risk-rating matrix set out below, based on the ADOSH-SF Technical Guideline – Process of Risk Management, Version 4.0, dated 15 July 2024.

Risk scores support prioritisation but do not replace professional judgement, legal requirements or the need to act promptly on obvious hazards.

Likelihood (score)	Descriptor	Guideline meaning
1 – Rare	Rare	Never occurred
2 – Possible	Possible	Has occurred
3 – Likely	Likely	Has occurred more than once
4 – Often	Often	Occurs several times per year
5 – Frequent	Frequent / Almost Certain	Occurs frequently

Consequence (C) uses five levels:

1 Insignificant; 2 Minor; 3 Moderate; 4 Major; 5 Catastrophic.

Consider human health and safety, operational/production loss, and total cost/impact where relevant.

For health and safety, the guideline describes consequences ranging from minor injury requiring self-administered first aid (1), through on-site medical treatment and inability to continue normal duties (2), serious injury requiring off-site treatment or possible long-term/permanent disability (3), a single fatality (4), to multiple fatalities (5).

Use the most credible reasonably foreseeable consequence and document assumptions where necessary.

Risk score = Consequence Score × Likelihood of Occurrence..

Risk score	Risk level	Required response
15–25	Extreme	Activity or operation should not proceed in its current form. Stop/do not start; redesign or implement additional controls and reassess.
8–12	High	Modify the activity to include remedial planning and action; undertake a detailed OSH assessment and obtain management/H&S review.
4–6	Moderate	Activity may operate subject to management, controls and/or modification; record and monitor actions.
1–3	Low	No immediate action may be required, unless escalation of risk is possible. Maintain controls and monitor.

The school must define and use one consistent risk matrix across risk assessments and the risk register. Where a different approved matrix is already in use, the school should retain that matrix and update this section to match it. Any mandatory legal or regulator control takes precedence over the numerical score.

9. Hierarchy of Controls

Elimination – remove the hazard or avoid the hazardous activity.

Substitution – replace the hazardous substance, equipment or method with a safer alternative.

Engineering controls / isolation – physically separate people from the hazard, guard equipment, provide barriers, ventilation or other engineered safeguards.

Administrative controls – safe systems of work, procedures, permits, scheduling, access restrictions, signs, training, supervision and inspections.

Personal protective equipment (PPE) – provide suitable PPE as a final layer of protection, with fit, maintenance, replacement and training arrangements.

A combination of controls may be required. Reasons for relying on lower-level controls should be considered and recorded where significant risk remains.

ADOSH-SF Five-Step Risk Assessment Process

Step 1 – Identify hazards: conduct a workplace walk-through, observe actual work practices, consult the people doing the task, and review activities, plant/equipment, known hazards, incident and near-miss records, manufacturer instructions and safety data sheets.

Step 2 – Identify who or what may be harmed or damaged and how: consider employees, students as relevant to the activity, visitors, contractors, parents/members of the public, people with additional needs, property, equipment and the environment.

Step 3 – Evaluate the risk and select additional controls: consider consequences and likelihood, take existing controls into account, calculate the score, and select further measures using the hierarchy of controls. Give attention to low-scoring hazards that can be fixed easily and low-likelihood events with major consequences.

Step 4 – Implement selected controls: create an action plan stating the action, resources, responsible person, target date, training, procedure changes, maintenance/inspection needs, performance measures, and monitoring/reporting arrangements. Communicate the changes and provide supervision.

Step 5 – Monitor and review: verify controls are working and have not introduced new risks, track action progress, learn from incidents and near misses, and repeat the assessment cycle when conditions change or at appropriate intervals.

ADOSH-SF Risk Rating Matrix (Consequence × Likelihood)

Likelihood ↓ / Consequence →	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Possible	2	4	6	8	10
3 Likely	3	6	9	12	15
4 Often	4	8	12	16	20
5 Frequent	5	10	15	20	25

10. Approval and Escalation

Low and moderate assessments may be reviewed and approved by the responsible department/line manager, with H&S advice as needed.

High-risk assessments require review by the Health and Safety Officer and approval by the responsible senior leader before work starts.

Critical-risk activities must not proceed until the risk has been reduced, the assessment re-evaluated and written approval provided by authorised senior leadership with H&S input.

Specialist tasks such as electrical isolation, work at height, hot work, confined spaces, lifting operations or hazardous chemical work require appropriately competent persons and task-specific controls, permits and method statements as applicable.

If a risk cannot be reduced adequately, the activity must be redesigned, restricted or cancelled.

11. Contractors, Procurement and Change Management

The person commissioning work shall ensure risks are assessed before the work begins. Contractor routine area maintenance services must be specific to the work, location and timing.

Reviewed by a competent school representative and communicated to affected staff.

Where student presence creates additional exposure, work shall be scheduled outside student occupancy where reasonably practicable, or separated by effective physical barriers and controlled access.

A permit to work is required for tasks covered by the school's permit procedure.

Changes must be assessed before implementation. The change owner shall identify new hazards, update relevant assessments and procedures, communicate changes and verify that resources and training are in place.

12. Consultation, Communication and Training

Risk assessment should involve staff who perform or supervise the task, relevant department leaders, facilities/security/clinic personnel as applicable, and contractors or specialists where needed.

Student and parent input should be considered where relevant and appropriate.

Findings and control measures must be communicated in language and formats that the people concerned can understand.

Persons assigned to assess risks must be competent for the complexity of the task. Where expertise is insufficient, they must seek competent assistance rather than complete an assessment beyond their capability.

Staff must receive instruction and training on the controls relevant to their duties.

13. Monitoring, Inspection and Assurance

The H&S Officer and responsible managers shall conduct planned inspections and targeted checks to verify that risk controls work in practice.

Action items shall be tracked in a risk register or action tracker, including owner, due date, status, evidence of completion and verification.

Internal audits shall sample assessments for accuracy, consultation, control hierarchy, approval, communication and review.

Incident and near-miss trends, inspection findings, audit results and overdue actions shall be reported to leadership and used to improve the system.

A completed action must be verified before closure; paperwork alone is not evidence that a control is effective.

14. Non-Compliance

Failure to follow this policy, an approved risk assessment or required control may result in the activity being stopped, access being restricted, corrective action, contractor removal from site or other action under school procedures. Concerns shall be reported without delay and addressed proportionately. No person should be penalised for raising a genuine safety concern in good faith.

Review and Approval

Review Date: June 2026

Next Review Date: TBC

Approved by:

Principal

BBS Board of Governors

