



Nurture
Lifelong
Learning

ARCADIA SCHOOL

Risk Assessment Policy (H&S)

2023 - 2024

Jumeirah Village Triangle
Dubai, United Arab Emirates



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Introduction and Purpose

The Management of Health and Safety at Work Regulations 1999 dictate that the school has an absolute duty to carry out risk assessments to ensure such obligations are met. The school must ensure the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified. The school must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils (and others) will be harmed through negligence and lack of foresight or proper planning.

Arcadia School acknowledges its duties to conduct suitable and sufficient assessments of health and safety risks to all individuals inside the school facilities and of others who may be affected by its undertakings, including all activities organized by the school which take place outside the school. The school will make appropriate arrangements, having regard to the size and nature of its business, for the effective planning, organization, control, monitoring and review of preventative and protective measures. The risk assessments will record these arrangements.

By focusing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

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Issue No:	04 – Rev. 00		
Doc. No.	APS/HSE/RAP/04		
Implementation Date:	August 2020		
Review Date:	July 2025		



What is a risk assessment?

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people, particularly in the school's case to staff and pupils that could result from a business activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g., loss of life, destruction of property).

Control measures

- are the measures, actions and procedures that are put in place in order to minimize the consequences of unfettered risk (e.g., staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers). Risk assessments are used to identify the potential hazards to people from the College's activities (e.g., safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste).

Risk Matrix

SEVERITY \ LIKELIHOOD		Rare Remote possibility (Yearly)	Unlikely Could happen but rare (Half Yearly)	Possible Could happen occasionally (Monthly)	Likely Could happen often (Weekly)	Almost certain Could happen frequently (Daily)
		1	2	3	4	5
Insignificant Environmental/ Occupational Health & Safety effect	1	Low 1	Low 2	Low 3	Low 4	Medium 5
Minor Environmental effect/ Minor injuries/ Minor property damage	2	Low 2	Low 4	Medium 6	Medium 8	Medium 10
Moderate Environmental effect/ Injuries with loss of less than 3 days/ Resource wastage	3	Low 3	Medium 6	Medium 9	High 12	High 15
Major Environmental effects which affect marine life, flora, fauna, global issues/ Resource depletion/ Reportable accidents/ Partial disability/ Major property damage	4	Low 4	Medium 8	High 12	High 16	High 20
Catastrophic Fatal to Human Life/ Fatal to Environment/ Annihilation (Catastrophic Ecological Destruction)/ Permanent disability	5	Medium 5	Medium 10	High 15	High 20	High 25



Responsibilities for Risk Assessments

School's Responsibilities

- It is the school's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely teachers, Heads of Department if applicable (e.g. Science), their direct line managers (e.g. Vice Principal (Academic/Pastoral) and the Health and Safety Manager. The school will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments. The teachers and Heads of Departments or Managers have control over the activities in that department and therefore need to ensure decisions made take into account safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely.

Health and Safety Officer's Responsibilities

- monitors and evaluates risk assessments, and reports on risk assessment to SLT and the school board.
- Together with Heads of Departments, if applicable, or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department.

Responsibilities of all staff

- Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.



IMPLEMENTATION of preventative and protective measures is to follow the principles below:

- Avoid intolerable risks.
- Evaluate the risks which cannot be avoided.
- Combat the risks at source.
- Adapt the work to the individual (especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods) with a view to alleviating monotonous work at a predetermined work rate and reducing its effects on health.
- Adapt to technological progress.
- Replace the dangerous with non-dangerous or the less dangerous - this should be an on-going process and may lead to the activity being brought to a halt. All staff should feel supported in a decision to bring an inappropriately high-risk activity to a close for health and safety reasons.
- Develop overall preventative procedures which cover technology, organization of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Give collective protective measures priority over individual protective measures.
- Give appropriate instructions to all.
- In the case of teaching activities – take into account the number, age and experience of the pupils involved, as well as the location of the activity, staff experience and number of supervising adults.

Conducting A Risk Assessment

- A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritize putting in place, appropriate and sensible control measures. It is crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks. When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless your work activities increase the risk. Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce risks you have identified. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.



- **Elimination** - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- **Substitution** - Replace the material or process with a less hazardous one.
- **Engineering controls** - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- **Administrative Controls** - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
- **Personal protective clothes and equipment** - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

REVIEW

Risk Assessments will be reviewed at least annually or more regularly by heads of departments where there is reason to suspect there have been significant changes in the matters to which they relate. Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. The College's arrangements for the management of health and safety, includes plans for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The College operates a fault reporting system that all staff members have access to, for the reporting of faults and hazardous conditions on the premises. As each department (teaching and support), review and develop their risk assessments it will be possible to maintain a log of risk assessments on the LSI shared drive for staff to refer to and adapt for their own use.

RECORD

Risk assessments will be recorded by those who undertake the assessment. The Health and Safety Officer will keep a record of all key risk assessments undertaken and record with a deadline for each one to be updated.