SAFA COMMUNITY SCHOOL

Nurture ~ Believe ~ Discover ~ Achieve

Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Risk Assessment Policy 2023 - 2024

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Risk Assessment Policy

Safa Community School acknowledges its duties to conduct suitable and sufficient assessments of health and safety risks to all who reside in and use school facilities and of others who may be affected by its undertakings, including all activities organised by the school which take place outside the school.

SCS acknowledges its duties to ensure that the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy, with appropriate action taken to reduce risks that are identified.

SCS will make appropriate arrangements, having regard to the size and nature of its business, for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The risk assessments will record these arrangements.

The implementation of preventative and protective measures are to follow the principles below:

- Avoid intolerable risks.
- Evaluate the risks which cannot be avoided.
- Combat the risks at the 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 ongoing 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, organisation 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 a number of supervising adults.

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 will be recorded by those who undertake the assessment.
The Health and Safety Manager will keep a record of all key risk assessments undertaken and record with a deadline for each one to be updated. He/She will review half-termly whether each assessment has been updated and chase outstanding assessments (if any). Failure to carry out risk assessments in the time allocated and communicated by the Health and Safety Manager is prima facie, a disciplinary offence
Upon induction and thereafter as part of INSET training days, those staff identified as responsible for operational risk will be instructed in the identification of risk, risk assessment and the implementation of control measures to reduce risk. Control measures or safe systems of work identified in the risk assessment shall be implemented where appropriate; and effectively communicated and monitored.
A risk assessment document, together with blank risk assessment forms, is available on the school's google drive. However, staff can use any risk assessment format they choose, provided the format is suitable and sufficient.

Guidelines for Conducting Risk Assessments

Risk assessment is a fundamental element in the successful implementation of an Occupational Health and Safety (OH&S) management system. It embodies the key principle of proactive management, identifying the hazard and controlling

the risk before harm occurs and/or damage is sustained to any person, plant and equipment or other.

The process of identifying hazards, assessing risks, and implementing and reviewing risk controls should be the basis of the OH&S management system. It is impracticable to make the workplace free from risk but the aim should be to identify and manage all foreseeable risks. In the UK, this is a legal requirement. The main purpose of risk assessment is to decide whether existing or planned controls are adequate. This is a proactive process, i.e. controlling risks before harm (or damage) can occur. It is not a one-off exercise, as the measures taken will need to be reviewed from time to time depending on the gravity of the risk and changing circumstances (including change in legislation or the maturity or volume of pupils carrying out work); assessments should be reviewed at least annually. To ensure that the risk assessment approach works, it is essential to involve all staff and ensure their commitment to this proactive approach.

Risk assessment considers the risks to which each person is exposed, whether employee, pupil, contractor, visitor or anyone else who might suffer harm, and arrives at a judgement as to whether each risk is:

1. Tolerable – so small that nothing new needs to be done; or
2. Minor – something needs to be done to reduce it to the tolerable level, but this is not
   immediately urgent; or
3. Serious – something needs to be done right away to reduce it (in extreme cases this
   may involve stopping the activity altogether or until new methods or controls can be introduced).

It is important that the purpose of risk assessment remains clear in the minds of everyone involved in the process in order to avoid unnecessary work which is not only wasteful, but might obscure risks that require urgent attention. Good judgement, rather than a mechanistic approach, should always be used in assessing risk.

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Risk Assessment Terminology

Hazard: source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these.

Risk: Combination of the likelihood and consequence(s) of a specified hazardous event occurring.

3.1 Determining Hazards

There are three key questions in determining hazards in any activity:

1. Is there a source of harm?
2. Who (or what) could be harmed?
3. How could harm occur?

3.2 Determining Risks

The risk from hazard should be determined by assessing:

1. The potential severity of harm; and
2. The likelihood that harm will occur

4. Hierarchy of Control

Hazard and Risk are directly related. Using the 'Hierarchy of Control' steps (E. R. I. C. P. D.) below in the following order, one lessens the hazard and thereby ultimately lessens risk:

E. Eliminate hazard at source.

R. Reduce hazard.

I. Isolate hazard.

C. Control hazard.

P. Protect the person, area or equipment.

D. Discipline.

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5. Likelihood of Harm

When establishing the likelihood of harm, the existing risk controls already in place need to be considered. For specific hazards, legal requirements, codes of practice or guidance from manufacturers/suppliers, etc are helpful in the assessment. Information may also be available about the number and nature of previous incidents. Further factors to consider are:

- Age, maturity and understanding of those exposed;
- Number of personnel exposed;
- Frequency and duration of exposure to the hazard;
- Impact of the failure of services, e.g. electricity and water;
- Impact of the failure of plant and machinery components and safety devices;
- Impact of the exposure to the elements;
- Protection afforded by personal protective equipment (PPE) and usage rate of PPE;
- Unsafe acts (unintended errors or intentional violations of procedures) by persons, for example who:
    - ➢ May not know what the hazards are;
    - ➢ May not have the knowledge, physical capability or skills to carry out the work in the environment;
    - ➢ Underestimate risks to which they are exposed;
    - ➢ Underestimate the practicality and usefulness of safe working methods;
    - ➢ Underestimate or ignore the potential impact of adopting unsafe working methods (e.g. by taking shortcuts to complete tasks, indulging in horseplay, etc.).

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Table 1: Examples of Categories for Likelihood of Harm

Categories for likelihood of harm	**Very likely**	**Likely**	**Unlikely**	**Very unlikely**
Typical occurrence	Typically experienced at least once every six months by an individual	Typically experienced once every five years by an individual	Typically experienced once during the working lifetime of an individual	Unlikely to be experienced by an individual during their working lifetime

Table 2: Simple Risk Estimator

Likelihood of harm	**Severity of harm**		
	Slight harm	**Moderate harm**	**Extreme harm**
Very unlikely	Very low risk	Very low risk	High risk
Unlikely	Very low risk	Medium risk	Very high risk
Likely	Low risk	High risk	Very high risk
Very likely	Low risk	Very high risk	Very high risk

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Table 3: A Simple Risk - based Control Plan

Risk level	Tolerability: Guidance on necessary action and timescale
Very low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low	No additional controls are required although they can be implemented if there is little impact on operations at very low cost (in terms of time, money, effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Medium	Consideration should be given as to whether the risks can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the impacts of additional risk reduction measures should also be taken into account. Where deemed appropriate, risk reduction methods should be implemented within a defined time period. Arrangements should be made to ensure that controls are maintained, particularly if the risks are associated with harmful consequences.
High	Effort should be made to reduce the risk. Risk reduction measures should be implemented within a short time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences.

	implemented within a defined time period. Arrangements should be made to ensure that controls are maintained, particularly if the risks are associated with harmful consequences.
Very high	These risks are unacceptable. Substantial improvements in the operations or risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk, the work should remain prohibited.
NOTE: Where the risk is deemed to have extremely harmful consequences, further assessment is necessary to increase confidence in the assessment.	

Note: please contact the leadership team if you require any assistance for reviewing your risk assessments.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The School's Academic Plan written for KHDA approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance

Monitoring and Review

This policy will be reviewed **November 2023**