

مَدْرسة الخَلِيج النَّمُوذَجِيَّة Gulf Model School



RISK ASSESSMENT POLICY



INTRODUCTION

It is not only a legal requirement, but also our School's belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in GMS school on a regular basis and cover all identified risks to our students, staff, buildings, public and environment, in our daily routine and at all school events.

1.1. What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular 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 occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

1.2. Who Conducts Risk Assessment?

Risk Assessments are conducted by the Safety Officer, Head of Administration, Nurse, Caretaker and the concerned teacher. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit.

Risk assessments should be obtained and utilized from individuals, groups and organizations who are on site and relevant information about students should be shared with them, as appropriate, to ensure safety and welfare.

2. RISK ASSESSMENTS

There are two main types of risk assessment, generic and specific.

2.1. Generic risk assessments should be completed for hazards or activities that are common throughout the school



2.2. Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks.

The essential steps that are taken in order to comply with this policy are:-

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects and deficiencies and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

2.3. Who May be Affected?

- a) Students
- b) Employees
- c) Others (Cleaning Staffs, Contractors, Parents etc)
- d) Public (Visitors beyond the school timing).

2.4. Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.



2.5. Risk Control

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure that the staff are aware of each child's needs.
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional equipment/staff** – can an additional person be utilized to avoid or reduce the risk?
- **Personal Protective Equipment** – consider the value of using such things as gloves, over garments.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire.

The Safety Officer monitors the control measures instigated to ensure that they are effective and implemented correctly.

2.6. Risk Assessments for taking children off site

Staff responsible for taking children off site must carry out an attendance sheet of the class. Attendance is taken before leaving the school and at reaching the venue. The group is divided into groups and is given charge to teachers who accompany them. Disciplined movements are instructed all the time. The group leaves the venue only after the attendance taken. The class teachers report to the concerned supervisor and the safety officer after reaching back to school.

2.7. Specialist Risk Assessment

The Head of the Administration arranges for specialists to carry out the following risk assessments:

- Fire safety
- Electrical safety



2.8. Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

2.9. Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work required it. However, staff are responsible for taking reasonable care of their own safe ty, together with that of students. They are responsible for cooperating with the Safety officer 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 or defects to the Safety Officer.

2.10. Rolling Annual Survey

Rolling Risk Assessments are carried out inside and outside of the premises every 6 months in GMS, with the addition of an overall Assessment in the summer term.

2.11. Reporting Procedures for Surveys

The results of the periodic risk assessment surveys are reported to the Senior Level Team without fail by the Safety Officer.

3. RISK ASSESMENT TEAM

Safety Officer	- Mr. Sumesh
Administrative Officer	- Ms. Ghsfoor
Nurse	- Ms. Vijila Nesa & Ms. Richu Samuel
Maintenance In charge	- Mr. Manjunath