

RISK ASSESSMENT POLICY

PURPOSE AND SCOPE

Amity English School Dubai clearly recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to pupils, staff, visitors, the general public, and contractors. This policy aims to ensure that all risks are identified and all control measures that are reasonably practicable are in place to avoid injury or harm. It also ensures that risk assessments are conducted and reviewed on a regular basis.

DEFINITIONS

Term	Definition
Risk Assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether sufficient precautions have been taken to prevent harm, based on likelihood and potential severity.
Hazard	Something with the potential to cause harm to people, such as chemicals, electrical equipment, or working from height.
Risk	The chance (high or low) that people could be harmed by a hazard, together with an indication of how serious the harm could be.
Control Measure	Action taken to eliminate or reduce the risk of harm to an acceptable level.
Residual Risk	The level of risk remaining after all control measures have been applied.

ROLES AND RESPONSIBILITIES

Stakeholder	Responsibilities
Health & Safety Lead	• Ultimate responsibility for health and safety matters within the school. • Assess risks to staff and others affected by school activities and introduce health and safety measures necessary to manage those risks. • Inform employees about risks and the measures in place to manage them. • Ensure risk assessment records are maintained, reviewed, and accessible. • Wear school lanyard on site at all times
School Staff	• Assist with and participate in risk assessment processes as required. • Familiarise themselves with relevant risk assessments. • Implement control measures identified in risk assessments. • Alert the Health & Safety Lead to any risks that need assessing. • Wear school lanyard on site at all times

Stakeholder	Responsibilities
Students and Parents	- Follow the school's advice in relation to identified risks, both on-site and off-site. - Report any hazards or safety concerns to a member of staff. - Wear school lanyard on site at all times
Contractors	- Provide evidence that all planned work has been adequately risk assessed. - Maintain worksheets and checklists demonstrating compliance. - Work in accordance with the school's health and safety requirements at all times. - Wear visitor lanyard on site at all times

RISK ASSESSMENT PROCESS

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

Step 1 — Identify the hazard

Step 2 — Decide who or what might be harmed and how

Step 3 — Evaluate the risks and decide on precautions

Step 4 — Record significant findings and implement them

Step 5 — Review the assessment and update if necessary

Line managers should adopt a team approach to risk assessment wherever possible and involve staff members with practical experience, as they often have the best understanding of the hazards involved.

RISK RATING MATRIX

A 5x5 matrix is used for risk assessments. Multiply Severity x Likelihood to obtain the risk rating.

	RARE (1)	REMOTE (2)	OCCASIONAL (3)	FREQUENT (4)	CERTAIN (5)
CATASTROPHIC (5)	5	10	15	20	25
MAJOR (4)	4	8	12	16	20
MODERATE (3)	3	6	9	12	15
MINOR (2)	2	4	6	8	10
INSIGNIFICANT (1)	1	2	3	4	5

Risk Score	Rating & Action Required
1–4	LOW — Acceptable risk. Monitor and maintain current controls.
5–10	MEDIUM — Action required. Implement additional controls; review regularly.
11–25	HIGH — Immediate action required. Activity should not proceed until risk is reduced.

RISK CATEGORY

Risk assessments must be completed for all the following categories:

- Premises and facilities (classrooms, corridors, outdoor areas, car parks)
- Educational visits, school trips, and off-site activities
- Extracurricular activities and sporting events
- Science experiments, Design Technology, and Food Technology activities
- Students of determination and those with additional physical or medical needs
- Visiting contractors and maintenance work on school premises
- Emergency procedures: fire evacuation, lockdown, first aid
- Events and assemblies involving large gatherings of students

REVIEW OF RISK ASSESSMENTS

All risk assessments are reviewed:

- Annually as a minimum, or prior to the relevant activity each academic year.
- Following any incident, near-miss, or significant change in circumstances.
- When there is a change in personnel responsible for the activity.
- When new equipment, substances, or processes are introduced.
- Following any KHDA inspection finding related to health and safety.

RECORD KEEPING

All risk assessments are documented and maintained on file by the Health & Safety Lead. Records include: the identified hazard, who might be harmed and how, risk rating (before and after control measures), control measures in place, residual risk rating, review date, and the name of the person responsible.

Authorised by: Principal

Review date: August 2027