

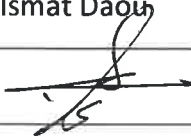
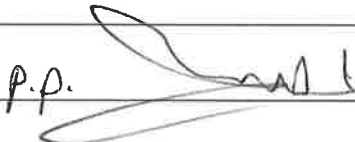


BELVEDERE INTERNATIONAL SCHOOL

RISK ASSESSMENT POLICY

2024-2025

Review Date:	November 2024
Next Review Date:	November 2025

Principal	Mr. Ismat Daouh		
Signature		Date:	Nov 2024.
BIS Board of Governors	Dr. Salem Aldarmaki		
Signature		Date:	

Introduction

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

Conduct of Risk Assessments

Assessments are conducted by the Health and Safety Officer (HSO), or delegated to senior managers, teachers or other competent persons.

Nature of Risk Assessments

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

Risk Assessments will follow the guideline administered in Environmental Health and Safety regulations of ADEK.

Copies of all completed risk assessments are kept in the Health & Safety folder held by the HSO and shared with the school management.

Thorough risk assessment involves the following procedures:

- Identifying risks;
- Assess the risk using Risk Assessment templates;
- Eliminate or control the risk;
- Monitor and review controls.

Responsibilities

Children must be actively involved from a young age in assessing risks to their own safety; the use of PAT (Pause and Think) is encouraged.

As part of class induction, every year children are taken on a hazard walk around the school.

Reporting Procedures

The results of our periodic risk assessment observations are reported termly to the Health & Safety Sub-Committee and then to Senior Leadership Team and Board of Governors.

Reporting Procedures for Newly Identified Hazards

All staff are aware of the need to report any new hazards as soon as they are identified and take appropriate emergency measures. All staff in turn are notified immediately any major new hazard is reported.

Display of Risk Assessments

Whenever a major new hazard is identified staff are notified immediately through online internal school communication.

The caretaker carries out a daily 'risk' assessment on the building and grounds and informs staff immediately of any hazards.

EYFS staff also carries out their own risk assessments on each occasion when they use the premises.

Assessments for specific places, such as the clinic, music and laboratory rooms, are displayed where they apply

Risk assessments for taking children off site

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Staff responsible for taking children off site must carry out a risk assessment using the standard pro forma. Before it can take place, the activity must be authorised and the form signed by the Extra-Curricular Activity Coordinator who is a member of the MLT.

Copies of all completed risk assessments are kept in a file in the office. (also refer to Risk Assessment Register).