

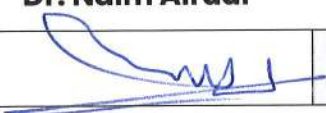


BELVEDERE
INTERNATIONAL SCHOOL

RISK ASSESSMENT POLICY

2026 – 2027

Policy No.	POL-HS-008
Revision No.	000
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Approvals:			
Principal	Mr. Ismat Daou		
Signature		Date:	16/9/26
BIS Board of Governors	Dr. Naim Alradi		
Signature		Date:	20/9/26

1. Policy Statement

Belvedere International School is committed to providing a **safe, healthy and secure environment** for students, staff, contractors, visitors and all members of the school community.

The school shall identify hazards, assess associated risks, implement appropriate control measures, and monitor the effectiveness of those controls.

Risk assessment shall be an **ongoing and proactive process**, integrated into normal school operations, teaching and learning, extracurricular activities, facilities management, transportation, events and off-site activities.

This policy is designed to support compliance with the **ADEK School Health and Safety Policy**, applicable Abu Dhabi Public Health Centre (ADPHC) / Occupational Safety and Health requirements, and other applicable UAE regulatory requirements. ADEK requires schools to maintain risk assessments, a risk register, control measures, and systems for monitoring and reviewing those controls.

2. Purpose

The purpose of this policy is to:

1. Identify hazards before they cause injury, illness or damage.
2. Assess the level of risk associated with identified hazards.
3. Implement appropriate risk-control measures.
4. Protect students, staff, contractors, visitors and other stakeholders.
5. Prevent injuries, ill health and unsafe conditions.
6. Ensure risk assessments are completed for relevant school activities and operations.
7. Maintain an effective **School Risk Register**.
8. Ensure corrective actions are assigned, tracked and closed.
9. Provide a clear framework for reviewing and updating risk assessments.
10. Promote a strong **Health & Safety culture** throughout the school.

3. Scope

This policy applies to:

- Students
- Teaching staff
- Administrative staff
- Senior Leadership Team

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- Health & Safety personnel
- Contractors and subcontractors
- Volunteers
- Visitors
- Parents/guardians when participating in school activities
- All school buildings and facilities
- School grounds and external areas
- School transportation activities
- Educational activities
- PE and sports activities
- Laboratories and practical activities
- School events
- Extracurricular activities
- Field trips and off-site activities
- Maintenance and construction activities
- Emergency situations

ADEK requires health and safety procedures to cover school and extracurricular activities, including activities taking place off campus.

4. Responsibilities

4.1 School Principal

The Principal shall:

- Provide leadership and support for risk management.
- Ensure adequate resources are available.
- Ensure significant risks are addressed.
- Approve high-risk activities where required.
- Ensure corrective actions are implemented.
- Review significant incidents and associated risk assessments.
- Ensure the school's Health & Safety Policy and related procedures are implemented.

ADEK places ultimate accountability for school health and safety with the **Principal and Governing Board**.

4.2 Health & Safety Officer

The Health & Safety Officer shall:

- Develop and maintain the school's risk assessment system.

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- Coordinate hazard identification and risk assessments.
- Maintain the **Risk Assessment Register / Risk Register**.
- Review high and significant risks.
- Monitor corrective and preventive actions.
- Conduct workplace inspections.
- Provide guidance to departments and staff.
- Ensure appropriate risk assessments are completed for activities.
- Coordinate risk assessment training.
- Monitor compliance with control measures.
- Review risk assessments following incidents or significant changes.
- Report significant risks to Senior Leadership.
- Maintain appropriate Health & Safety records.

ADEK specifically requires the Health & Safety Officer to carry out hazard identification, risk assessment and control measures, including areas such as school transport, pick-up/drop-off and traffic management.

5. Department Heads / Managers

Department Heads shall:

- Ensure risks within their areas are identified.
- Participate in risk assessments.
- Ensure staff understand relevant controls.
- Monitor implementation of control measures.
- Report new hazards immediately.
- Ensure corrective actions are completed within assigned deadlines.
- Review risk assessments when activities or conditions change.

6. Teachers and Staff

All staff shall:

- Identify and report hazards.
- Follow approved control measures.
- Participate in relevant risk assessments.
- Consider student-specific needs and vulnerabilities.
- Report incidents, near misses and unsafe conditions.
- Stop or suspend an activity where there is an immediate serious risk.
- Ensure students are appropriately supervised.
- Follow emergency procedures.

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7. Students

Students shall be encouraged to participate appropriately in Health & Safety awareness and hazard reporting.

Students shall:

- Follow safety instructions.
- Report hazards to staff.
- Follow classroom, laboratory, PE, transport and emergency procedures.
- Avoid unsafe behaviour.
- Not attempt to repair or remove hazards themselves.
- Participate in age-appropriate safety education and awareness activities.

8. Contractors and Visitors

Contractors shall:

- Comply with school Health & Safety requirements.
- Provide relevant method statements and risk assessments where required.
- Follow site rules and permit-to-work requirements where applicable.
- Use appropriate PPE.
- Report hazards and incidents.
- Ensure their employees are competent and appropriately trained.
- Comply with applicable UAE and Abu Dhabi regulatory requirements.

Visitors shall follow school instructions and remain under appropriate supervision where required.

9. Risk Assessment Process

Belvedere International School shall follow a systematic risk assessment process:

Step 1 – Identify the Activity

Clearly define the activity, location, people involved and equipment used.

Step 2 – Identify Hazards

Identify anything that could cause:

- Injury
- Ill health
- Fire

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- Environmental harm
- Property damage
- Security concerns
- Safeguarding concerns
- Operational disruption

Step 3 – Identify People at Risk

Consider:

- Students
- Staff
- Contractors
- Visitors
- Pregnant employees where relevant
- Students of determination
- Students with medical conditions
- Young or inexperienced workers
- Other vulnerable persons

Step 4 – Assess the Risk

Determine:

Likelihood × Severity = Risk Rating

The school's approved risk matrix shall be used consistently.

Step 5 – Implement Controls

Controls shall be selected using the **Hierarchy of Controls**, where reasonably practicable:

1. Eliminate
2. Substitute
3. Engineering controls
4. Administrative controls
5. Personal Protective Equipment (PPE)

Step 6 – Record

The assessment shall be documented using the approved school Risk Assessment Form.

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Step 7 – Communicate

Relevant staff, students and contractors shall be informed of applicable controls.

Step 8 – Monitor and Review

Controls shall be monitored to confirm that they remain effective.

10. When Risk Assessments Are Mandatory

A risk assessment shall be completed or reviewed for:

Routine Activities

- Classroom activities
- Laboratories
- PE and sports
- Workshops
- Cleaning
- Maintenance
- School transport
- Food preparation
- Swimming pool operations

Non-Routine Activities

- School events
- Assemblies
- Exhibitions
- Special activities
- Construction/maintenance projects
- Contractors working on site

Off-Site Activities

- Field trips
- Educational visits
- Sports competitions
- Camps
- External events
- International trips

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ADEK requires risk assessments for activities and appropriate mitigation measures, particularly where the nature of the activity, venue and participating students create specific risks.

11. Dynamic Risk Assessment

A **dynamic risk assessment** shall be undertaken when conditions change unexpectedly.

Examples include:

- Water leakage
- Fire or smoke
- Severe weather
- Damaged equipment
- Electrical faults
- Crowd congestion
- Security concerns
- Unexpected hazards
- Changes in student numbers
- Changes to an activity or location

Where an immediate serious risk exists, the activity shall be **stopped, isolated or controlled** until appropriate measures are implemented.

12. Risk Assessment for School Transportation

Specific risk assessments shall be maintained for:

- School buses
- Student boarding and disembarking
- Bus parking areas
- Parent pick-up/drop-off
- Traffic movement
- Bus routes
- Bus supervision
- Driver safety
- Emergency evacuation from buses

ADEK specifically identifies school bus services, parent pick-up/drop-off and traffic flow management as areas requiring hazard identification, risk assessment and control measures.

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13. Risk Assessment for Off-Site Activities

Before an off-site activity:

1. A documented risk assessment shall be completed.
2. The activity shall receive the required school approval.
3. Emergency arrangements shall be identified.
4. Appropriate supervision shall be established.
5. Medical requirements shall be considered.
6. Transport arrangements shall be assessed.
7. Relevant staff shall receive the required information.
8. The risk assessment shall be communicated to those responsible for the activity.

For extracurricular activities, ADEK requires risk assessments and emergency plans to consider the **nature of the activity, venue, age, gender, ability and number of participating students**, as well as required medical care or supervision.

14. Risk Register

The Health & Safety Department shall maintain a **School Risk Register** containing, as applicable:

No.	Hazard Activity	Location	Person at Risk	Initial Risk	Control Measures	Residual Risk	Action Required

The Risk Register shall be reviewed regularly and updated when significant risks, incidents, changes or new activities are identified.

15. Corrective and Preventive Actions

Where a risk assessment identifies an unacceptable or significant risk:

- Immediate controls shall be implemented where necessary.
- An action owner shall be assigned.
- A target completion date shall be established.
- Progress shall be monitored.
- Evidence of completion shall be retained.
- The risk assessment shall be reviewed following completion.
- Residual risk shall be reassessed.

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Outstanding high-risk actions shall be escalated to Senior Leadership.

16. Reporting New Hazards

All staff shall report newly identified hazards **as soon as reasonably practicable**.

Examples include:

- Damaged furniture
- Electrical defects
- Water leakage
- Slippery floors
- Damaged playground equipment
- Fire safety defects
- Unsafe chemical storage
- Blocked emergency exits
- Unsafe student behaviour
- Transport hazards

Where there is an immediate danger, the area shall be isolated or controlled and the Health & Safety Officer notified immediately.

17. Incident and Near-Miss Review

Risk assessments shall be reviewed following:

- Serious incidents
- Injuries
- Near misses
- Property damage
- Fire incidents
- Security incidents
- Student safety concerns
- Significant complaints
- Regulatory inspections
- Changes in legislation or requirements

The review shall determine whether existing controls remain adequate.

ADEK requires schools to maintain incident investigation records and report through the applicable ADEK/ADPHC electronic systems within the required timeframes.

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18. Training and Competency

Relevant staff shall receive training appropriate to their responsibilities and the risks associated with their work.

Training may include:

- Risk assessment
- Hazard identification
- Emergency procedures
- Fire safety
- First aid
- Manual handling
- Chemical safety
- Laboratory safety
- PE/sports safety
- School transportation safety
- Contractor management

ADEK requires schools to assess their training needs based on their own risk assessment and applicable Abu Dhabi/UAE requirements.

19. Communication and Consultation

The school shall promote consultation and communication regarding Health & Safety through:

- Health & Safety Committee meetings
- Staff meetings
- Department meetings
- Safety inductions
- Training
- Safety campaigns
- Student Health & Safety Ambassadors
- Hazard reporting systems
- Safety notices and signage
- Emergency drills

The aim is to ensure that relevant stakeholders understand the hazards and controls applicable to them.

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20. Display and Accessibility

Relevant risk assessments shall be made available to personnel who need to understand the risks and controls.

Specific risk assessments may be displayed in relevant areas, such as:

- Science laboratories
- Clinic
- PE areas
- Swimming pool
- Workshops
- Maintenance areas
- Food preparation areas

The school's overall Health & Safety Policy shall be accessible to relevant stakeholders as required by ADEK.

21. Review and Monitoring

Risk assessments shall be reviewed:

- At least annually;
- Following an incident or near miss;
- Following identification of a new hazard;
- When legislation or regulatory requirements change;
- When equipment or processes change;
- When the use of an area changes;
- When there is a significant change in student or staff population;
- When existing controls are found to be ineffective.

The Health & Safety Officer shall monitor compliance and report significant findings to Senior Leadership and the Health & Safety Committee.

22. Records

The following records shall be maintained:

- Completed risk assessments
- Risk Register
- Inspection reports
- Hazard reports

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- Corrective action records
- Incident and near-miss reports
- Training records
- Contractor risk assessments
- Method statements
- Off-site activity risk assessments
- Emergency plans
- Monitoring and review records
- Regulatory inspection records

Records shall be retained and made available for internal review and regulatory inspection in accordance with the school's records requirements. ADEK requires schools to maintain inspection records, observations and notifications from relevant authorities.

23. Emergency Risk Management

Risk assessments shall link with the school's **Emergency Response Plan**.

Emergency scenarios shall include, as applicable:

- Fire
- Serious injury
- Medical emergency
- Missing child
- Lockdown/security incident
- Severe weather
- Structural failure
- Utility failure
- Hazardous substance release
- Transport emergency
- Major environmental incident

ADEK requires schools to develop, maintain and periodically update an Emergency Response Plan and an Occupational Injuries Register.

24. Risk Assessment Approval

Risk assessments shall be reviewed by the responsible competent person and, where required by the school's approval matrix:

Prepared by → Reviewed by → Approved by → Communicated → Implemented → Monitored → Reviewed

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High-risk activities shall not commence until the required controls and approvals are in place.

25. Compliance

Failure to follow this policy may result in:

- Suspension of an activity;
- Additional control measures;
- Corrective action;
- Management escalation;
- Contractor corrective action; or
- Other appropriate action in accordance with school procedures.

The school shall comply with applicable **ADEK, ADPHC/DoH, Civil Defence, transport, food safety, municipal and other relevant UAE regulatory requirements**. ADEK requires schools to comply with applicable policies, regulations, frameworks, checklists, circulars and instructions issued by relevant authorities.

26. Policy Review

This policy shall be reviewed **annually** and whenever there is:

- A change in ADEK requirements;
- A change in applicable legislation;
- A significant incident;
- A major operational change;
- A significant change to the school's facilities or activities;
- Evidence that the policy is no longer effective.

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