

SHAIKH KHALIFA BIN ZAYED BANGLADESH ISLAMIA SCHOOL

ABU DHABI EDUCATION COUNCIL
(Licence No. 109/1 Dated 1/10/1980)

P. O. Box : 8174, ABU DHABI, UAE
Tel. : 02-4446904, Fax : 02-4446899
Email : bdschool80@yahoo.com



مدرسة الشيخ خليفة بن زايد البنغلاديشية الإسلامية

مجلس أبوظبي للتعليم
ترخيص رقم 109/1 بتاريخ 1/10/1980م
ص.ب : 8174 - أبوظبي
الإمارات العربية المتحدة
تلفون : 02-4446904 - فاكس : 02-4446899

School Risk Management Policy

2026-2027

Policy Owner	Principal / Health and Safety Officer
Applies To	All students, staff, parents, visitors, contractors, volunteers, school facilities, curriculum activities, trips, events and school operations
Related Areas	Health and Safety, Safeguarding, Inclusion, Student Wellbeing, Facilities, Transport, Emergency Evacuation, Curriculum and Co-curricular Activities
Review Cycle	Annually, or earlier when required by incident, audit, regulatory update or change in school activity
Next Review	January 2027

1. Vision and Purpose

This Whole School Risk Management Policy establishes a consistent, proactive and documented approach for identifying, assessing, controlling, monitoring and reviewing risks across the whole school. The purpose is to protect the health, safety, wellbeing, dignity and learning access of all students, staff, parents, contractors and visitors. The policy supports a safe school culture in which risks are anticipated, reported, managed and reviewed before harm occurs.

2. Scope

This policy applies to all areas of school life, including classrooms, laboratories, playgrounds, corridors, offices, clinics, resource rooms, assemblies, transport arrangements, school trips, extracurricular activities, events, maintenance work, contractors, visitors, emergency procedures, safeguarding arrangements and curriculum activities. It applies to all students, including students of determination and students with additional learning needs, but it is not limited to those groups. It is a whole school policy for every person and every activity within the school environment.

3. Policy Objectives

- To identify hazards and risks in all school activities, facilities and operational areas.
- To assess risks using a clear likelihood and consequence matrix.
- To eliminate risks where possible and reduce unavoidable risks to an acceptable level.

- To ensure that risk controls are communicated, implemented, monitored and reviewed.
- To maintain an updated whole school risk register and related risk assessment records.
- To ensure that emergency, safeguarding, inclusion, health, safety and wellbeing risks are managed through coordinated school procedures.
- To promote shared responsibility among leaders, teachers, support staff, students, parents, contractors and visitors.

4. Guiding Principles

- Prevention: Risks must be identified and controlled before they cause harm.
- Whole school responsibility: Risk management is not the duty of one person only; all members of the school community must report hazards and follow controls.
- Inclusion and equity: Risk controls must protect all learners and must consider age, ability, mobility, communication, medical, emotional and behavioural needs.
- Consultation: Risk assessment should involve people who understand the activity, including teachers, support staff, health and safety personnel, the school nurse, the inclusion team and relevant contractors.
- Documentation: Significant risks, controls, reviews and incidents must be recorded and retained.
- Continuous improvement: Controls must be reviewed after incidents, near misses, audits, new information, or changes in school operations.

5. Definitions

Term	Meaning
Hazard	A source, situation, behaviour, condition, substance, activity or environment with the potential to cause harm, injury, illness, distress, disruption, loss or damage.
Risk	The likelihood and consequence of a hazard causing harm or adverse impact.
Risk Assessment	A documented process used to identify hazards, assess risk level, determine controls and review whether those controls are effective.
Inherent Risk	The level of risk before any control measures are applied.
Residual Risk	The level of risk remaining after control measures are applied.
Control Measure	An action taken to eliminate or reduce risk through safer design, substitution, isolation, procedures, training, supervision, equipment or other safeguards.
Risk Register	A whole school record of identified hazards, risk ratings, control measures, responsible persons, review dates and status updates.
Near Miss	An incident that could have caused harm but did not.
Incident	An event that causes or has the potential to cause injury, illness, distress, damage, disruption or safeguarding concern.

6. Whole School Risk Management Methodology

The school uses a five step risk management process for all significant activities, facilities and operational areas.

1. The school lists the activity, task, area or event that needs to be assessed.

2. The school identifies hazards that may affect students, staff, visitors, contractors or the wider school community.
3. The school assesses the level of risk by considering likelihood and consequence.
4. The school eliminates or controls the risk using the hierarchy of controls.
5. The school monitors, reviews and updates the controls and the risk register.

6.1 Step 1: List School Activities, Areas and Tasks

The school identifies all relevant tasks, activities and areas, including teaching activities, physical education, laboratories, school clinics, playgrounds, corridors, transport, events, trips, assemblies, maintenance, contractor work, cleaning, food handling, ICT use, emergency evacuation and administrative processes.

6.2 Step 2: Identify Hazards

The school identifies hazards through inspections, staff consultation, student or parent concerns, incidents, near misses, medical information, safeguarding concerns, behaviour concerns, curriculum planning, facilities checks, new equipment, new chemicals, weather conditions, transport arrangements and external provider activities.

6.3 Step 3: Assess the Risk

The school assesses each identified risk by considering who is affected, what harm may occur, where the activity takes place, how often it occurs, how many people are involved, who supervises it, and whether any vulnerable groups or additional needs are considered. The school assesses both inherent and residual risk.

6.4 Step 4: Eliminate or Control the Risk

Where possible, the school removes the hazard completely. Where elimination is not possible, the school reduces risk by applying suitable controls and prioritises the most effective controls before relying on procedures or personal protective equipment.

6.5 Step 5: Monitor and Review Controls

The school monitors controls during activities and reviews them after completion. The school also reviews controls after any incident, near miss, new hazard report, complaint, audit finding, change in activity, new student need, contractor work, new equipment, new substance or regulatory update.

7.Risk Assessment Matrix

The school uses the following qualitative risk matrix to determine the level of risk.

Likelihood / Consequence	Insignificant	Minor	Moderate	Major	Critical
Almost Certain / Frequent	Medium	High	Extreme	Extreme	Extreme
Often	Medium	High	High	Extreme	Extreme

Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Medium	Medium	High	High
Rare	Low	Low	Low	Medium	Medium

8. Risk Level and Required Action

Risk Level	Required Action
Extreme	Activity must not continue in its current form. Immediate leadership review is required. Alternative arrangements and significant controls must be implemented before the activity proceeds.
High	The school implements controls before the activity begins. The responsible leader verifies that controls are suitable and communicated.
Medium	The school considers additional controls where required. The activity proceeds only when existing controls are confirmed and supervision is appropriate.
Low	The activity proceeds with existing controls, routine supervision and ongoing monitoring.

9. Hierarchy of Controls

The school considers controls in order from the most effective to the least effective. More than one control is used where required for the same risk.

Control Type	Whole School Examples
Elimination	The school removes the hazard completely, such as cancelling an unsafe activity or repairing a dangerous surface before use.
Substitution	The school replaces the hazard with a safer alternative, such as a safer chemical, safer equipment or alternative trip venue.
Engineering or Isolation	The school redesigns the environment or separates people from the hazard, such as barriers, locked storage, guards, ventilation, safe access routes or restricted areas.
Administrative Controls	The school uses procedures, supervision, signage, training, duty rosters, permissions, emergency plans, checklists and communication systems.
Personal Protective Equipment	The school uses gloves, masks, lab coats, safety shoes, hats or other protective equipment where required. PPE is not used as the only control for significant risks unless no higher control is reasonably possible.

10. Whole School Risk Areas

The risk register considers, where applicable, the following school risk areas:

- Classroom teaching and learning activities.
- Science laboratories, practical work, equipment and chemicals.
- Physical education, sports, playground and outdoor activities.
- Kindergarten and early years supervision, movement, toileting and play.
- Student behaviour, bullying, safeguarding and wellbeing concerns.
- Medical conditions, first aid, infection control and school clinic processes.
- Students of determination, additional learning needs, mobility, communication and emergency support requirements.
- School trips, transport, external venues and extracurricular activities.
- Emergency evacuation, fire drills, lockdown, PEEP requirements and crisis response.
- Facilities, maintenance, cleaning, electrical safety, water safety, slips, trips and falls.

- Visitors, contractors, volunteers and external providers.
- ICT, online safety, data protection and digital learning risks.
- School events, assemblies, parent meetings and large gatherings.
- Food safety, canteen arrangements and allergy management.

11. Roles and Responsibilities

11.1 Principal

The Principal has overall responsibility for ensuring that the whole school risk management system is established, implemented, resourced, monitored and reviewed. The Principal ensures that staff, contractors, students and visitors receive appropriate information, instruction and supervision. The Principal also ensures that serious risks are escalated and addressed promptly.

11.2 Vice Principal / Health and Safety Officer

The Vice Principal and nominated Health and Safety Officer coordinate the risk assessment process, maintain the whole school risk register, review hazards and incidents, support staff with risk assessments, monitor the implementation of controls, and prepare records for inspection or audit.

11.3 Head of Inclusion and Inclusion Team

The Head of Inclusion and Inclusion Team ensure that risk assessments consider the needs of students of determination, students with additional learning needs, medical needs, mobility needs, sensory needs, communication needs, behaviour support needs, and emergency evacuation requirements. They support PEEP, ILP, IEP and other relevant planning where required.

11.4 School Nurse

The School Nurse advises on medical, first aid, medication, allergy, infection control, and health related risk controls. The School Nurse supports emergency planning for students with medical needs and maintains relevant health records in coordination with school leadership.

11.5 Teachers

Teachers identify classroom and activity risks, apply approved controls, supervise students, adapt activities safely, report hazards and incidents, and ensure that students understand relevant safety expectations.

11.6 Support Staff and Administrative Staff

Support staff and administrative staff follow safe working procedures, report hazards, support emergency arrangements, maintain safe environments, and implement assigned controls.

11.7 Students

Students follow school rules, use equipment safely, report hazards or unsafe behaviour, cooperate during drills and emergencies, and respect the safety and wellbeing of others.

11.8 Parents and Guardians

Parents and guardians provide accurate medical, behavioural, mobility, learning and emergency information, cooperate with school risk controls, and support safe participation in school activities.

11.9 Contractors, Visitors and External Providers

Contractors, visitors and external providers comply with school procedures, provide risk assessments where relevant, report hazards or incidents, and follow all school instructions while on site or delivering activities for students.

12. Whole School Risk Register

The school maintains a whole school risk register containing identified hazards, affected persons, inherent risk rating, existing controls, residual risk rating, additional actions, responsible persons, target dates, completion status and review dates. The school updates the register when new hazards are identified or when existing controls require revision.

13. Review of the Risk Register

The school reviews the risk register when it is first implemented, at least annually, after any incident or near miss, after inspection findings, when hazards are reported, when new substances or equipment are introduced, when a school activity changes, when a student need affects safety planning, or when regulatory guidance changes.

14. Record Keeping

The school retains risk assessments, risk register updates, incident and near miss reports, inspection records, emergency drill records, contractor risk documents, training records, medical risk information, PEEP records where applicable and review evidence. The school securely maintains records and makes them available to authorised inspectors, school leadership or relevant authorities when required.

15. Incident and Hazard Reporting

All staff report hazards, incidents and near misses as soon as possible to the Health and Safety Officer, Principal or relevant senior leader. Serious risks are escalated immediately. Reports are reviewed to identify causes, corrective actions and any required updates to the risk register.

16. Communication and Training

The school communicates relevant risk controls to staff, students, parents, contractors and visitors as appropriate. Staff receive guidance or training in risk assessment, emergency procedures, safeguarding, first aid awareness, student supervision and any specialist controls relevant to their duties.

17. Safeguarding, Wellbeing and Inclusion Considerations

Risk management includes safeguarding, emotional wellbeing, behaviour, bullying, supervision, medical and inclusion related risks. Risk controls do not exclude students unnecessarily. Where additional controls are required for safe participation, the school seeks reasonable, proportionate and inclusive arrangements.

18. Emergency Preparedness

The school maintains emergency procedures for fire, evacuation, lockdown, medical emergencies, severe weather, transport incidents and other foreseeable emergencies. Personal Emergency Evacuation Plans are prepared where required for students or staff who need individual support during evacuation.

19. Monitoring and Evaluation

The school monitors the effectiveness of this policy through inspections, incident reviews, risk register updates, emergency drills, staff feedback, parent feedback, student concerns, leadership review and compliance checks. Findings are used to improve procedures and controls.

20. Compliance and Related Documents

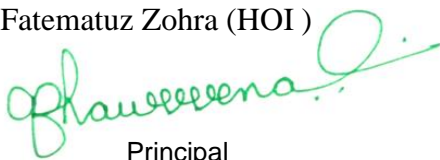
This policy aligns with school health and safety responsibilities, ADEK expectations, OSH risk management principles and the school's commitment to safe, inclusive and equitable education. Related documents include the Whole School Risk Register, Risk Assessment Template, Incident Report Form, Emergency Evacuation Plan, PEEP records, Inclusion Policy, Safeguarding Policy, Health and Safety Policy, Medical Policy and Contractor Safety Procedures.

21. Policy Review

The school reviews this policy annually, or earlier if required due to an incident, near miss, audit finding, regulatory update, operational change or identified school need. The next scheduled review takes place in January 2027.

Prepared by: Fatematuz Zohra (HOI)

Approved by:



Principal