Shining Star
International School

SHINING STAR INTERNATIONAL SCHOOL
RISK ASSESSMENT POLICY
2024-25

AIM:

The aim of risk assessment policy is to identify hazards and evaluate any associated risks to health and safety of school community arising any of the activities and enabling informed decisions to be taken as per WHO/ADEK/GOVT. to be followed in order to eliminate, decrease or minimize any risk or harm to SSIS community.

This risk assessment policy will lead to the clear picture and documenting of (risk assessment team) protocols and procedures that are already in place and decided beforehand. The analytical process involved with risk assessment and control will give clear picture of existing risk assessments and procedures. It can also result in efficiencies in existing processes being identified.

RESPONSIBILITIES:

The following people have responsibilities:

1. SLT and Health and Safety Officer has responsibility of undertaking risk assessment, identifying and implementing control measures, effectively communicating the outcomes to Senior Leadership team, employees and others as appropriate.
2. Emergency response team has responsibility of assisting with and participating in the process of risk assessment.
3. Whole SSIS Staff has responsibility of immediately informing about any risk or hazard on the premises to SLT or OSH officer or School Clinic to be informed immediately in case student in the class have symptoms of dry cough and fever.

OBJECTIVES:

This policy & guidance has the following key objectives:

• To ensure that suitable and sufficient risk assessments are carried out for SSIS all departments, tasks, activities, trips and educational visits where there is likely to be significant risk.

• To ensure that identified control measures are implemented to control risks so far as is reasonably practicable.

• To ensure that those affected by School activities have received suitable information and instruction on the hazards present and how to control them.

• To ensure that School risk assessments are recorded, checked by Principal, and documented in proper file for review.

DEFINITIONS:

For the policy some important definitions are as follows:

1. RISK ASSESSMENT: It is a term used to describe the overall process or method where you: Identify hazards and risk factors, afterwards appropriate ways to eliminate the hazards are determined.
2. RISK: Factors that have potential to cause harm.
3. HAZARD: Something with the potential to cause harm
4. HAZARDOUS OUTCOME: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard
5. RISK RATING: The overall judgment of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
6. CONTROL MEASURES: Method used to reduce or control risks arising from identified hazards
7. RESIDUAL RISK: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

HAZARD IDENTIFICATION:

SLT, OSH Officer Emergency Response Team is responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility.

Once this exercise is complete it will be possible to describe activities in a meaningful way for the purposes of risk assessment to avoid unnecessary paperwork, rather than producing a number of very similar documents. Whenever possible OSH officer should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity they do and know how the activity is actually carried out. All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in. Hazards can also arise from not following guidelines of health and safety as well as EHS policy.

RISK EVALUATION AND ESTIMATION:

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard. When identifying who could be harmed, identify how they could be harmed. The next stage is to examine the likelihood of a hazardous event occurring. In frequently occurring hazards, present less risk than frequently occurring hazards. Once likelihood has been determined the probable consequence of the hazardous event, should be considered. Consequences can be considered in terms of severity of spreading a virus or people getting infected but consequence also can be considered in broader terms, including reputational consequences.

For the purpose of illustration risk assessment model used by SSIS is attached below:

Assess the Level of Risk

Consider the hazards identified in Step 2 and use the risk assessment matrix below as a guide to assess the level of risk.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	5	10	15	20	25
Likely	4	8	12	16	20

Possible	3	6	9	12	15
Unlikely	2	4	6	8	10
Rare	1	2	3	4	5

Consequence	Description of Consequence
1. Insignificant	No injury and no treatment required.
2. Minor	Minor injury/ill health requiring first aid treatment (e.g. minor cuts, bruises, bumps).
3. Moderate	Injury/ill health requiring medical treatment or lost time.
4. Major	Serious injury or (injuries) requiring specialist medical treatment or hospitalization.
5. Critical	Loss of life, permanent disability or multiple serious injuries.

Likelihood	Description of Likelihood
1. Rare	Will only occur in exceptional circumstances.
2. Unlikely	The event may occur sometimes, maybe once in 10 years.
3. Possible	The event could occur at some-time, maybe once in 3 years.
4. Likely	The event will probably occur in most circumstances, maybe once a year.
5. Almost certain	The event is expected to occur in most circumstances, maybe many times a month.

Assessed Risk Level		Description of Risk Level	Actions
☐	20 - 25 Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Alternative activities must be considered. Significant control measures will need to be implemented to ensure safety.
☐	9 - 16 High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be put in place before the activity is undertaken.
☐	5- - 10 Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
☐	1 - 4 Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with existing controls in place.

RISK CONTROL:

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure. Risk control measures are methods used which reduce/control risks arising from the hazard. Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them.

Step 2: Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
☐ Blood / Bodily fluid	☐ Virus / Bacteria / Disease	☐ Air Quality (mold, humidity)

Other / Details:		
Chemicals (Refer to the label & Safety Data Sheet for the classification and management of all chemicals).		
☐ Non-hazardous chemical	☐ Hazardous chemical	
Name of Chemical / Details:		
Environment		
☐ Sun exposure	☐ Water	☐ Sound / Noise
☐ Animals / Insects	☐ Storms / Weather	☐ Temperature (heat)
Other / Details:		
Facilities		
☐ Buildings & fixtures	☐ Driveway / Paths	☐ Workshops / Work rooms
☐ Playground equipment	☐ Furniture	☐ Swimming pool
☐ Electricity		
Other / Details:		
Machinery, Plant & Equipment		
☐ Machinery (fixed plant)	☐ Machinery (portable)	☐ Hand tools
☐ Vehicles		
Other/Details:		
Manual Tasks / Ergonomics		
☐ Manual tasks (heavy, repetitive)	☐ Working at heights	☐ Restricted space
Other/Details:		
People		
☐ Students	☐ Staff	☐ Parents / Others
☐ Physical	☐ Psychological / Stress	
Other/Details:		
Other Hazards / Details:		

Hierarchy of Risk Control

1) List the hazards you identified in Step 2.
2) Rate their risk level (refer to the information contained in step 3 for this).
3) Detail the control measures you will implement to eliminate or minimize the risk.
   Note: Control measures should be implemented according to the **'hierarchy of control'**. If lower level controls (e.g. administration, PPE) are implemented without higher level controls, please give reasons why.

Hierarchy of Control	
Most Effective (High Level) 	**Elimination:** Remove the hazard completely from the workplace or activity.
	Substitution: Replace the hazard with a less dangerous one.
	Engineering (Redesign): Changing a machine or work process to make it safer.
	Engineering (Isolation): Separate people from the source of the hazard.
	Administration: Putting rules, procedures, signage or training in place to make the workplace safer.

Least Effective (low level)	**Personal Protective Equipment (PPE):** Protective clothing and equipment.

When considering additional control measures:

1. It should be ensured that they will not introduce any new COVID-19 hazards.
2. When the control measures have been identified and agreed they must be prioritized, placed into an action plan and implemented.
3. The action plan needs to be clear about exactly what needs to be done, when and by whom with **SMART objectives (Specific, Measurable, Achievable, Realistic and Timed)**.
4. Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimize the risk.
5. The implementation of the action plan must be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented.

COMMUNICATION:

Transparency is of utmost importance in tackling communication of OSH rules and guidelines. Schools shall develop a parent communication plan. School shall regularly communicate with parents, many who are extremely anxious about sending their children to school.

Communication to happen on weekly basis. School to take responsibility for any additional communication from the school to the parents of Students of Determination. This may happen in the form of a Home-School Diary, Daily Planner or daily email communication

Relevant latest information identified in the risk assessment regarding the hazards (as per GOVT. ADEK and WHO), their associated risks to health and safety and the appropriate risk control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate.

OSH officer and Emergency Response Team need to ensure that the findings of the risk assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons (Whole school community) covered in the assessment.

MONITORING AND REVIEW:

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate. Risk assessments must be reviewed:

· If there has been a significant change in the matters to which it relates.

· If there is reason to suspect that it is no longer valid.

Step 5: Monitor and Review Controls

Complete during and/or after the activity	Yes	No
1) Are planned control measures sufficient and effective in minimising the level of risk?	☐	☐

2) Have there been any changes to the planned control measures?	☐	☐
3) Are further control measures required in future?	☐	☐

Details:

Review completed by: Admin Manager	Checked by : Principal
Signature:	Signature:
Position:	Position:
Date:	Date: 20/4/24

CONCLUSION:

Risk assessments Policy of SSIS is regularly reviewed to evaluate and monitor their effectiveness. Due to the complex nature and seriousness of safeguarding the school environment, this Risk Assessment Policy excludes direct reference to Safeguarding and Keeping Children Safe in Education legislation as these warrant, and have, their own specific policies, procedures and assessments. It is, however, inherent within all risk assessments in the school that safeguarding is a contributing factor in the way assessments are planned and managed.