



# Al Ain English Speaking School

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## RISK ASSESSMENT POLICY

### PURPOSE

This policy ensures that all students, staff, and visitors at AAESS are cared for in a safe and secure environment. It sets out how risks are identified, assessed, and managed to prevent harm and to promote health, safety, and wellbeing. AAESS follows a proactive approach to risk management by preventing, eliminating, or reducing risks and reviewing procedures regularly to maintain compliance with the highest safety standards.

### ROLES AND RESPONSIBILITIES

#### Health & Safety Officer

- A trained and appointed member of staff oversees daily risk management, including risk checks, assessments, and follow-up on corrective actions.
- Ensures compliance with ADEK and Abu Dhabi health and safety requirements.

#### School Leadership

- The Principal, Senior Leadership, Health and Safety Officer and Team ensure this policy is implemented, monitored, and reviewed.

#### Staff

- All staff share responsibility for reporting hazards, following risk procedures, and keeping children safe.
- Staff receive training in risk management, safeguarding, and health & safety procedures.

### RISK ASSESSMENT PROCEDURES

AAESS has the following procedures in place to carry out risk assessments and record them. Health and safety and maintenance teams meet regularly to review risk assessments.

1. Identify the hazards
2. Assess the risk
3. Evaluate the risk
4. Implement control measures

## RISK MANAGEMENT METHODS

### Daily Risk Checks

- Classrooms, toilets, outdoor play areas, corridors, and entry/exit points are checked daily for hazards.
- A record of checks is maintained and any issues reported immediately.

### Risk Assessments

- Completed for all high-risk activities or if there is a change in environment/equipment.
- Reviewed periodically and after any incident.
- Consider likelihood, severity, and impact before implementing control measures.
- Completed for any off-site trips including travel, supervision ratios, medical needs, and emergency procedures.
- Conducted for children with specific medical, behavioural, or learning needs to ensure they can participate safely in all activities.
- Conducted for all specialist rooms and equipment

### Hazard Prevention and Control Measures

- Environment: Premises maintained to meet health and safety codes (fire safety, pest control, cleaning, and water testing in line with authority requirements).
- Equipment: Regularly inspected, serviced, and maintained by licensed providers.
- Emergency Preparedness: Staff trained in fire drills, first aid, and incident management.

## TRAINING AND AWARENESS

- Staff receive training on risk assessment procedures
- Risk assessment expectations are included in staff induction

## MONITORING AND COMPLIANCE

- Compliance is monitored through audits and leadership review
- Non-compliance is addressed promptly

## RECORDING AND REVIEW

- Risk assessments are documented and stored securely
- Reviewed regularly and following incidents, changes, or concerns
- Findings inform training, planning, and improvements
- This policy is reviewed annually or following significant changes