

**Gulf English School**  
مدرسة الخليج الإنجليزية



# Risk Assessment Policy

**Created by:** Sandra Harris  
**Reviewed by:** John McGrath  
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## SCHOOL RISK ASSESSMENT POLICY

The Proprietors and management of Gulf English School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimizing them. Our pupils need to be educated into how to cope safely with risk.

- A risk assessment is a tool for conducting a formal examination of the harm or hazard to all staff and students in Gulf English School that could result from a particular activity or situation.
- A hazard is something with the potential to cause harm (e.g.fire).
- A risk assessment is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, fire alarms, fire practices, electrical shut down points. Day to day wear and tear of furniture or safety railings on all stairwells.

Risk assessments need reviewing and updating regularly. At GES school risk assessments of the rooms, buildings and grounds are carried out on a termly basis. All school trips are approved by the Ministry of education.

There are numerous activities carried out at GES which require a separate risk assessment. The most important of these cover:

Fire safety, procedures and risk assessments, Educational visits and trips. But risk assessments are also needed for many other areas, including Educational activities, Science experiments, Sport and PE activities, After School clubs and enrichment, Art, Music, Drama etc. We ensure that up to date risk assessments are maintained for teaching in the following areas: Science (including COSHH and flammable materials) – Head of Science/Science Technician.

All outdoor games – Head of Department

Swimming – Head of Department,

Athletics– Head of Department.

EYFS – Deputy Head Teacher

EYFS all lessons (indoor and outdoor) –Deputy Head Teacher

All visits and trips –Deputy Head Teachers of all Key Stages

At GES we make use of generic proforma risk assessments, for our trips, educational activities and visits and rooms/areas of the school.

All school trips must have the ministry approvals in order to ensure that school visits and trips are safe. Any school trip deemed unsafe must be blocked from future trips.

Risk assessments for staff's areas are to be completed at the start of each school year.

Risk assessments are an integral part of preparation for trips and visits for pupils and these will not be signed off until completed.

Risk assessments are signed off by a designated member of the SLT or Head of Primary/Secondary or the School Director.

Completed risk assessments are held on file by the relevant leader.

Training to complete risk assessments and mitigate against risks is provided periodically as part of the professional learning process and INSET.

We employ an external company who provides a site wide risk assessment for Health and Safety and for Fire, the Company Engineer oversees this.