CRANLEIGH
ABU DHABI

Risk Management Policy

Policy Statement

It is the policy of the school to place Health and Safety in the position of paramount importance. The school recognizes that the establishment of clearly defined Risk Management procedures which in line with best practice is therefore essential.

This procedure applies to all school facilities and events and also applies to the activities of all employees, contractors, pupils and visitors, including curriculum activities.

Aims

Outline the process for identifying, assessing, controlling, monitoring and reviewing health and safety risks within the school's environment.

Definitions

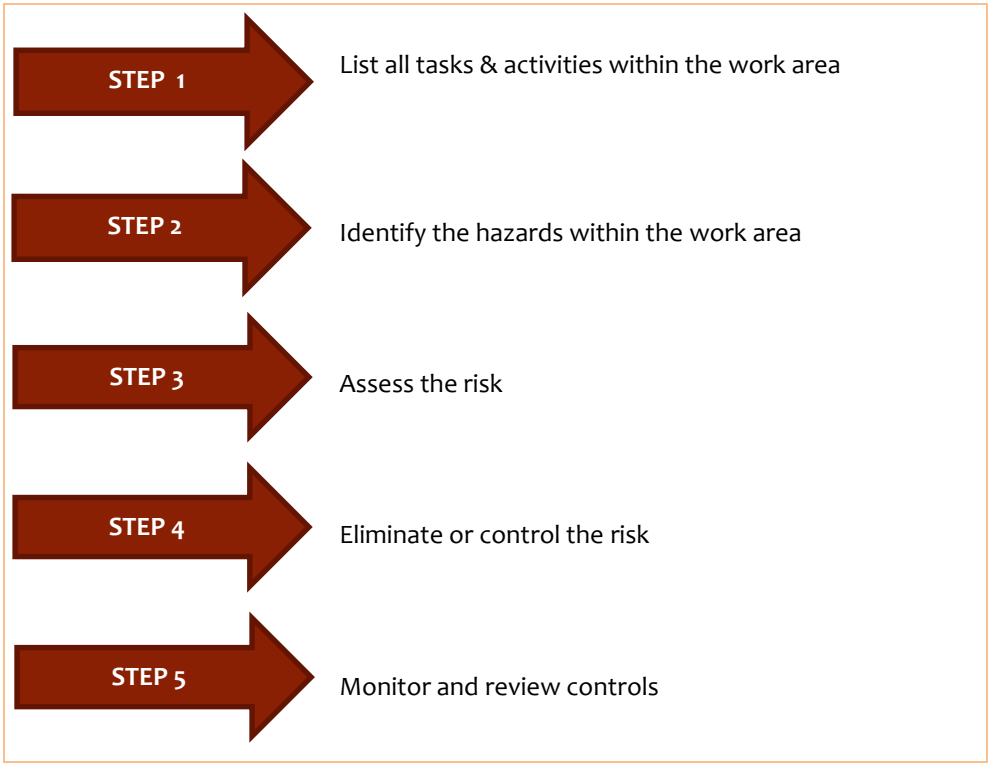
- **Control measures**: Actions taken to eliminate or reduce the level of risk using the 'hierarchy of control' where the elimination of the hazard will be the first strategy considered. Control measures should be reviewed to ensure their effectiveness, particularly after a near miss or incident.
- **Risk**: A description of the likelihood and consequence of a hazard causing injury or ill health.
- **Hazard**: A source or situation with the potential to cause harm, injury, illness or loss.
- **Inherent risk**: The initial risk level of a hazard prior to the application of any controls.
- **Residual risk**: The level of risk remaining after control measures have been applied.
- Risk register: A list of hazards, associated risks (before and after treatment) and controls.
- **Risk assessment**: The part of the risk management process that involves:
    - Identifying hazards associated with an activity;
    - Assessing the level of risk of an activity by determining the likelihood of an incident occurring and the severity of the consequences (e.g. injury) if the incident did occur; and
    - Determining controls to manage the risks

Practice and Procedure

A standard approach to identifying hazards and assessing risks ensures that:

- Hazards that people may be exposed to are proactively identified;
- An assessment is conducted to determine the level of risk (likelihood of the hazard occurring and its consequences) and
- Consideration is given to eliminating the hazard, or where that is not possible to reducing the risk to an acceptable level.

Risk management is best completed by the team of people wo are associated with the activity and assisted by the senior staff. It consists of the following steps:



Step 1: List all tasks & activities within the work area

List all work tasks within the work area including people, activities, processes, equipment & substances.

Step 2: Identify the hazards within the work area

Hazards come in many forms. Some are common and easy to identify (e.g. infectious Illnesses, cutting tools), but some may be more complex or uncommon and therefore much harder to identify (e.g. a normally low risk activity being done differently –with younger children, or a larger group). Hazards can be identified from various sources of information or triggered by a particular event, such as:

- Incidents (near misses and accidents) and investigations;
- Inspections;
- Consultation with staff and contractors involved in particular activities or tasks;
- Observation of work activities and practices;
- Purchasing chemical substances or plant and equipment;

Any hazards not already identified on the School Risk Register need to be added by the H&S Officer through a process of consultation with the people potentially exposed to the hazard (e.g. teachers, lab staff, admin staff, etc).

Step 3: Assess the Risk

Risk assessment is the process of determining the 'level of risk' associated with a hazard. This involves considering the likelihood that a harmful consequence (e.g. injury) will occur if people are exposed to the hazard. The risk level is made up of two elements that need to be considered in combination:

- The likelihood of an incident occurring; and
- The consequences if it did occur.

Since various factors, the nature of the activity and the specific context will influence the level of risk, all risk assessments must be conducted in consultation with those affected and consider the following:

- Who will be involved in the activity (e.g. previous experience, physical capability, number of people);
- What they will be doing (e.g. lifting heavy objects);
- What they will be using (e.g. hazardous chemicals, tools);
- Where they will be (e.g. outdoors, near water, at height);
- How often the activity happens and for how long (e.g. every day for 1 hour);
- Who will be leading the activity (e.g. experience, qualifications).

The risk assessment must be documented on the template and the risk level qualitative using the following risk assessment matrix as a guide.

RISK ASSESSMENT MATRIX					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Almost Certain/ Frequent	Med	High	Extreme	Extreme	Extreme
Often	Med	High	High	Extreme	Extreme
Possible	Low	Med	High	High	Extreme
Unlikely	Low	Med	Med	High	High
Rare	Low	Low	Low	Med	Med

Using the Matrix

To use the matrix, map the consequence of the risk, followed by the likelihood of an incident occurring for each particular hazard to arrive at the assessed level of risk.

The following table provides a description of each of the consequence and likelihood categories.

Consequence	Description of Consequence
Insignificant	Insignificant impact on surrounding communities. Minor injuries which may require self-administered first aid. Injured person can continue to perform normal duties.
Minor	Minor Complaints. Injuries requiring on-site treatment by medical practitioner. Injured person unable to perform normal duties.
Moderate	Ongoing complaints from community. Serious Injuries requiring off-site treatment by medical practitioner or immediate evacuation to hospital. Potential long-term or permanently disabling effect.
Major	Major ongoing long term health effects likely to surrounding communities. Single fatality.
Critical	Extreme health risk potential for death in community. Multiple fatalities.

Likelihood	Description of Likelihood
Rare	Never occurred.
Unlikely	Has Occurred.
Possible	Has occurred more than once
Often	Occurs several times per year.
Almost Certain/Frequent	Occurs frequently.

The Health & Safety Advisor will ensure that a risk assessment is completed for each specific hazard that is added to the school's risk register.

The 'inherent risk' is assessed first and involves scoring the risk level of the hazard ***without*** consideration of any control measures. The inherent risk level is used to determine the actions and controls that are required to reduce the risk to an acceptable level.

The 'residual' risk is then assessed and involves scoring the risk level of the hazard ***after*** considering all the control measures. If the existing controls don't reduce the level of risk sufficiently, additional controls will need to be added and the risk assessed again. The residual risk rating should be regularly reviewed as new controls are identified and implemented. The following table provides a guide to prioritizing risks so that appropriate action can be taken to reduce the risk to an acceptable level.

Assessed Risk Level	Description of Risk Level	Actions
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	The activity cannot continue it its current form, alternatives must be considered. Significant control measures will need to be implemented to ensure safety.
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.
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.
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.

Step 4: Eliminate or Control the Risk

Once hazards have been identified and assessed, control measures to either eliminate or lower the level of risk are to be developed and implemented. The types of control measures are categorized according to the 'hierarchy of control.' The assessor must consider control strategies in order from 'most effective' to 'least effective' according to the diagram below

Hierarchy of Controls		Examples
Most Effective (High Level)	**Elimination:** Remove the hazard completely from the workplace or activity.	• Fill in a hole to eliminate a trip hazard • Contract tasks out to experts with specialist equipment
	Substitution: Replace the hazard with a less dangerous one.	• Use a less hazardous chemical that still does the job • Choose an alternative excursion site
	Engineering (Redesign): Changing a machine or work process to make it safer.	• Raise a bench to reduce bending • Adding guards on a machine
	Engineering (Isolation): Separate people from the source of the hazard.	• Erect safety barriers around a hazard • Using a fume cupboard to handle chemicals in the lab
Least Effective (low level)	**Administration:** Putting rules, procedures, signage or training in place to make the workplace safer.	• Not mowing near people • Painting a trip hazard
	Personal Protective Equipment (PPE): Protective clothing and equipment.	• Gloves, hats, aprons, footwear, hearing protection.

When considering control measures, often, more than one control will need to be used in combination to reduce risk. For example, use of hazardous substances may require ventilation (engineering), a review of handling procedures and training (administrative) and the allocation of respirators (PPE).
All affected employees must be informed about the control measures being implemented. The School Principal and Health and Safety Advisor must make sure that adequate information, instruction, training and supervision is provided to employees, contractors, students and visitors at all times during the implementation of controls to ensure they are applied correctly.

Step 5: Monitor and Review Controls

The final step in the risk management process is to monitor and review the effectiveness of control measures that have been implemented –both as the activity is being conducted and after the activity is completed.

If necessary, modify or add control measures to ensure safety. This will be required if new hazards are identified, or if the existing controls are inadequate (e.g. there was an incident that caused an injury, or a near miss).

Record any changes to control measures in the monitor and review section of the documented risk assessment for future reference. This information will be helpful to improve the activity the next time it is conducted.

The risk register should also be reviewed when triggers (e.g. an incident) occur. The EHS Officer will need to review the hazard and residual risk rating in order to determine if the controls are effective in reducing residual risk.

Risk Register
Cranleigh Abu Dhabi utilises and adapts the Risk Registers provided by ADEK EHS Section.

PPE Register
The school or its contractors shall provide the appropriate Personal Protective Equipment (PPE) based on the hazards and risks in the school's environment to the staff coming into direct contact with those hazards. Where the need for PPE has been identified in Risk Assessments, it is the principal's responsibility to ensure adequate provision of suitable PPE.

For example, School management shall provide the necessary PPE in the laboratory to be used by the lab technician and pupils. PPE shall be appropriate for the nature of the substances used in the laboratory. A PPE Register is maintained by the Appointed H&S Officer for all PPE used in the school.

School management and the appointed H&S Officer, assisted by the relevant Heads of Department are responsible for adequate storage, inspection and regular maintenance of PPE to ensure their appropriate use and control of hazard using the above mentioned health and safety hierarchy of control.

School management and the EHS Officer shall ensure that all service providers working on the school premises all using the appropriate PPE relevant to their activities (e.g. Catering, maintenance, cleaning, etc).

Where a need for PPE has been identified it must be worn by any staff member or pupil who might be at risk of injury or harm to health.

Any staff member or pupil who refuses to use the PPE will be subject to disciplinary action.

PPE must be kept clean and stored in designated areas. Staff must report any lost or damaged PPE to their line manager.

Assessment and Record Keeping

Initial Review of the Risk Register

The Principal and H&S Advisor will conduct an initial review of the risk register in consultation with the relevant staff (and contractors). (Advice regarding this process can be obtained from ADEC EHS Section).

During the initial review, the H&S Advisor will review each entry to determine whether its applicable to the school and only delete the risks if they are not.

Any additional hazards not already identified on the generic risk registers should be added.

Once the risk register is finalized, the Principal and H&S Advisor must ensure the recommended controls as identified on the register are implemented. The H&S Advisor is then responsible for making sure the risk register is maintained on an ongoing basis.

Ongoing Review of Risk Register

The H&S Advisor will review the risk register:

- When first implementing the risk register into the College;
- Annually;
- When hazards are reported;
- When incidents or near misses occur;
- When controls are not effective and need review;
- When new substances or plant and equipment are introduced;

- When new or additional information regarding a hazard is made available or is communicated to schools by ADEK EHS Section.
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Record Keeping

The EHS Officer is responsible for keeping a record of the College's risk register and making it available to ADEC EHS inspectors during their annual EHS inspection.

Staffing and Resources

Principles

- Establish risk management processes at the school that meet the requirements of this procedure.
- Provide adequate resources to maintain and review risk controls within the school.
- Ensure that staff, contractors, students and visitors have relevant information, instruction and training in the principles of risk management
- Ensure that potential hazards are identified and that risk assessments are completed for all significant risks in the school.

The School Leadership Team

- Ensure general risk assessments are carried out.

Nominated H&S Advisor

- Conduct risk assessments within the risk assessment methodology outlined in this procedure.
- Review reported hazards and incidents to identify risks.
- Identify, document, implement and review controls to eliminate or reduce H&S risks.
- Maintain records of the risk assessment process in the risk register.
- All risk assessments will be held in a central register managed by the nominated H&S advisor.

Academic Staff

- Participate in risk assessment activities.
- Report hazards and incidents within the school.
- Advise the H&S advisor where risks need reviewing or inclusion in the risk register.
- Implement risk controls and report back on the suitability of those controls.
- Follow safe work procedures and instructions.

Curriculum Safety (including out of school learning activities)

Heads of Departments are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and appropriate support staff and reviewed regularly.

Facilities Manager

- Ensure risk assessments for maintenance and cleaning tasks are carried out.

Contractors

- Conduct, record and provide risk assessments of their work activities.
- Participate in risk assessment activities being conducted at the school.
- Report hazards and incidents within the school.
- Implement risk controls and report back on the suitability of those controls.
- Follow safe work procedures and instructions.

Monitoring and Review

This policy and associated procedures will be reviewed and if necessary, updated annually, or whenever a new release from the ADEC EHS Section is published of their Risk Management Procedures.