

## Service Guideline

Service Guideline	Risk Assessment
Service Pillar	Operations   Operational Risk
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Assessment Cycle	Annual or as required
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ALDAR EDUCATION



## Implementation and Exemptions

All schools are required to observe and implement this service guidelines as a minimum expected service level.

Exemptions will only be granted for legal (contravention of local and / or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation is required in order to obtain an exemption.

## Objective and/or Scope

The purpose of the service guideline is to ensure that significant hazards are identified, assessed and subsequently mitigated, via the completion of suitable and sufficient risk assessments.

The scope of the service guideline covers all activities, equipment and substances that represent a significant risk and subsequently require a risk assessment. The scope also includes all persons who may be exposed or at risk to the subsequent hazards that have been identified within the risk assessment, this includes, teaching staff, students, administration and support staff, contractors and visitors.

## Guidelines

### 1. General Principles

- 1.1 Hazard identification and control are an essential factor in reducing workplace incidents and increasing environmental and health and safety performance. In order to facilitate this, Aldar Education has developed a robust framework for risk assessment and control. The following service guideline sets out the requirements which all schools must adhere to. Compliance will be monitored during operational audits.
- 1.2 A risk assessment need not be a complex exercise, in fact the main purpose is to identify sensible measures to control risk within an organisation.
- 1.3 Organisations are required to identify and control only reasonably foreseeable risks. In its simplest terms, a reasonably foreseeable risk, is a risk which a reasonable person could anticipate. For example, an open manhole cover in a pedestrian area, a damaged or loose façade of a building or smoking next to combustible items.
- 1.4 Risk assessments must be carried out for specific tasks/activities where there is a significant risk involved. The HSE have developed a simple 5 step approach to risk assessment, this has been included below:

## 2. HSE 5 Steps to Completing a Risk Assessment

- 2.1 **Identify the hazards:** identify what could reasonably be expected to cause you harm, this can be done using a hazard spotting process. Look back at your incident records to identify any areas/activities which could be a concern. Consider non routine activities such as maintenance.
- 2.2 **Decide who may be harmed and how:** identify groups of people that could be harmed, e.g., employees, students, members of the public, contractors etc.
- 2.3 **Evaluate the risks and decide on precautions:** the likelihood x severity scoring system is used to rate the risk rating before suitable controls are implemented and after (residual risk). Look at what you are already doing to control the risk and what needs to be added to reduce the risk further. When deciding on precautions it is always best to follow a simple hierarchy of controls:
- 2.4 **Eliminate the risks:** from the tasks all together if possible if not, consider the below:
  - 2.4.1. Substitute the task for a less hazardous process.
  - 2.4.2. Put engineering controls in place, barriers, rubber matting etc.
  - 2.4.3. Administrative controls, i.e., using permit to work systems, safe systems of work, job. rotation etc.
  - 2.4.4. The final option should be personnel protective equipment.
  - 2.4.5. Remember, it may be that you have multiple controls for one hazard. This is perfectly fine, as long as the risk is reduced as low as practicably possible. In most cases you will never completely eliminate the risk altogether, although this should always be your initial aim.
- 2.5. **Record your findings:** using HS form 7 risk assessments. Remember to ensure they are clear and easy to understand. Review your risk assessments and update them when necessary – workplaces will not stay the same; there will be an inclusion of new equipment, processes, employees etc. at some point. This is when we must look to review our risk assessments.

## 3. ALDAR Education Risk Assessment Procedure

- 3.1. As a starting point a set of generic risk assessments have been established, schools are able to use these assessments and tailor them to their specific school environment.
- 3.2. Each school must establish a risk assessment committee; the risk assessment committee will essentially be responsible for the initial development of the school risk assessments. It is acceptable for the health and safety committee to act as the risk assessment committee.
- 3.3. It is recommended that a maximum of 6 persons are included within the committee. The OSM can identify suitable candidates and can be the lead person of the committee. Committee members could include, department heads, head of year, teachers, administration staff, deputy OSM's etc.
- 3.4. All members of the committee must receive risk assessment training, this can be provided by the operations department or the OSM if he/she is competent.
- 3.5. Review period will be every 2 years, or when an incident occurs deeming the necessity in the actions.

- 3.6. Once the committee is established and trained a detailed walkthrough of the school should be conducted. The walkthrough will be used to identify activities, equipment and substances that will require a risk assessment.
- 3.7. A list of activities, equipment and substances should be generated, this will then allow for individual risk assessments to be developed.
- 3.8. Basic examples where risk assessments would be required could include:
  - 3.8.1. Swimming pools
  - 3.8.2. Cleaning
  - 3.8.3. Maintenance
  - 3.8.4. School drop off and collect
  - 3.8.5. Working with chemicals
  - 3.8.6. Food service & delivery
  - 3.8.7. Working at height
  - 3.8.8. PE activities
  - 3.8.9. After school activities
- 3.9. A separate risk assessment format will be available for hazardous chemicals/substances.
- 3.10. Once the initial data base of risk assessments have been developed, additional assessments can be carried out and included within the register at any time.
- 3.11. Upon completion of any risk assessments there must be a review process, in most circumstances the risk assessments will be reviewed by the risk assessment committee. This requires adequate planning prior to the event/activity, in order to allow for review time. In some instances, risk assessments will need to be completed and approved as an urgent matter. In this case the assessment must be reviewed by either the head of year (educational related risk assessments) or the OSM (facility related risk assessments).
- 3.12. A risk register should be generated for each school, each risk assessment should be provided with a unique ref number, this can be the abbreviated school name, for example WY01, WY02 (refer to figure 1).
- 3.13. The register must be kept up to date by the OSM and provided to the operations department.

**Figure 1: Risk Register Example**

SCHOOL	REF	ACTIVITY/AREA BEING ASSESSED	DATE	DEVELOPED BY	REVIEW DATE
WY	WY1	BUS COLLECTION	01/06/19	Chris McCarthy	01/06/21
WY	WY2	SWIMMING POOL	01/06/19	Chris McCarthy	01/06/21

- 3.14. All contractors attending site to conduct work must provide a completed risk assessment, practically this must be submitted to the OSM prior to commencing the works, in order to allow for a review to be conducted.
- 3.15. All after school activity providers must also submit detailed risk assessments for their activities that represent significant risk. These must be submitted to the OSM. The company must ensure that the risk assessments are reviewed on an annual basis or following an incident. They must also ensure that all of their employees are briefed on the risk assessments. Evidence of the training may be requested by the

## Training

- 4.1. The operations department will provide risk assessment training to all risk assessment committee members. The training is also included within the OSM health and safety professional development plan. Furthermore, IOSH training will be provided to OSM's and other identified employees over time.
- 4.2. Training can also be provided to other persons who may be required to complete a risk assessment. A request should be sent to the operations department for such training.

## Communication of findings

- 5.1. The findings of the risk assessments must be communicated to all persons that may interact with the activity/equipment/substance. This can be done via a simple briefing and can be provided by the person conducting the activity, the OSM or any other appointed competent person
- 5.2. The Group Head of Operational Risk and Safety is responsible for ensuring that the risk assessment service guideline is available, reviewed at regular intervals and communicated to all relevant stakeholders.
- 5.3. Risk assessments can be conducted by any persons that have received suitable training and are deemed as competent. This can include, teachers, OSM's, principals, senior leaders and third-party contractors.
- 5.4. All employees have a responsibility for ensuring that risk assessments are completed for activities, equipment and substances that represent a significant risk.
- 5.5. The operations department will provide risk assessment training to those that require it. All OSM's and their deputies should receive risk assessment training.
- 5.6. The OSM is responsible for keeping a register of all risk assessments for their school and ensuring that the risk assessments are reviewed annually or following an incident.
- 5.7. It is the responsibility of the person completing the risk assessment to ensure all relevant stakeholders are briefed on the findings of the risk assessments, these include, the hazards identified and subsequent controls.
- 5.8. In most circumstances the risk assessment committee are responsible for reviewing and approving the risk assessments. In urgent cases, any educational risk assessments should be reviewed and approved by the head of year group. Any facility related risk assessments must be reviewed and approved by the OSM.
- 5.9. For activities/equipment/substances which create higher than average risks, the operations department will review and approve the risk assessment. Examples could include, confined spaces, working at height which requires scaffold or mobile working platform, electrical isolation etc. If in doubt, please contact the operations department.

## Definitions

- 6.1. **Risk Assessment** - is a careful examination of what in the workplace could cause harm to people so that the company can weigh up whether enough precautions have already been taken or whether more precautions need to be taken to prevent harm.

- 6.2. **Hazard** - is anything that has the potential to cause harm. Examples include but not limited to chemicals, electricity, working from ladders, oil on the floor, etc.
- 6.3. **Risk** - is the chance, high, medium or low, that someone could be harmed by these and other hazards, together with and an indication of how serious the harm could be (LIKELIHOOD X SEVERITY = RISK).
- 6.4. **Control measure** - a form of mitigating the risk from a identified hazard, this can be done through, elimination, reduction or any of the other risk controls defined within the hierarchy of risk control.
- 6.5. **HSE – Health & Safety Executive** - national independent watchdog for work-related health, safety and illness. It acts in the public interest to reduce work-related death and serious injury across Great Britain's workplaces (<http://www.hse.gov.uk/index.htm>).

## References

- 7.1. ALDAR EDUCATION SG-OP-OR-005a - Risk Assessment
- 7.2. MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
- 7.3. ISO 45001:2018 clause 6.1.2 – hazard identification, risk assessment and determining controls
- 7.4. OSHAD Regulations