



BRIGHTON COLLEGE DUBAI

BCD Risk Assessment Policy

Please see Brighton College Dubai Policies and Guidelines

1. Policy Statement

This policy is designed to enable the school to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all school business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

The school must take a proactive approach to managing risk and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

2. Aims

The aims of this policy are:

- To meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.
- This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the school ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.
- The school must take a proactive approach to managing risk and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.



3. What is a Risk Assessment?

- A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to staff and pupils and to identify actions needed to reduce the level of risk.
- A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.
- Risk control measures are the measures, actions, and procedures that are put in place in order to minimize the consequences of unfettered risk (e.g. substituting harmful chemicals, staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).
- Risk assessments are used to identify potential hazards to people from the School's activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.

4. Responsibilities for Risk Assessments

The school's responsibility:

- It is the school's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved in meeting this responsibility is delegated to key roles within the school; namely Heads of Departments or Managers, their direct line managers (e.g. Deputy Head (Academic) and the Health and Safety Officer. The Health and Safety Officer monitors and evaluates risk assessments, and reports on risk assessment to CLT.
- Brighton College Dubai will utilize risk assessments at all levels to manage risk.

Heads of Teaching and Support Departments

- Heads of Departments or Managers should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.
- Assisted by the Health and Safety Officer risk assessments are the responsibility of Heads of Departments, however, responsibilities for specific assessments are as follows:



ACTIVITY	RISK ASSESSMENT RESPONSIBILITY
Trips and Visits	Trip leader
Maintenance Activities	Facilities Manager
Fire Risk Assessment	Health & Safety Officer/ Facilities Manager
Individual Classrooms	Head of Department/Teacher
Swimming Pool & Sports Complex	Director of sport.
Playing Fields/Pitches/Courts	Director of Sport
Machinery/Equipment	Head of Department owning the equipment
Events	Event Organizer
House Activities	House Master/Mistress

- Heads of Department or Managers should ensure that risk assessments are stored in the shared area for ease of access and reference. Heads of Department or Managers should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis.

5. Responsibilities

- All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties.
- All staff are expected to participate in the completion of risk assessments when requested to do so, follow safety-related instructions and safe systems of work identified in risk assessments. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order to assist with reducing risks.

6. General Arrangements

- Each department is responsible for ensuring risk assessments are in place for all work activities, the Health and Safety Officer will work with all departments to provide advice and support.
- Risk assessments should consider the following general hazards/situations:
 - Safeguarding of pupils
 - Supervision arrangements
 - Manual handling
 - Working at height
 - Slips and trips



- Hazards from equipment/machinery used
 - Lone working
 - Substances hazardous to health (COSHH)
 - Noise
 - Access and egress
 - Preventing unauthorized access to high-risk areas
- Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see appendix 2.
- Completed risk assessment should be made available on the shared drive and the Health and Safety Officer notified.

7. Training

- All new members of staff are given an induction into the school's arrangements for risk assessments and health and safety.
- Line Managers and Heads of Departments are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff

8. Educational Areas

There are number of higher risk pupil focused activities which take place at Brighton College Dubai, each of which requires risk assessment:

- outdoor adventurous training and overnight trips
- science lessons
- design and technology equipment and tasks
- each sport and PE activity
- Duke of Edinburgh award and Adventure Skills scheme activities
- art activities and equipment (including the clay and print studios)
- CCA activities

Schemes of work and lesson plans for the above educational areas should include details of the hazards and risks associated with the activity, to ensure pupils are aware of the risks involved and general health and safety arrangements.

Those organizing CCA's and Duke of Edinburgh Award Scheme activities, and those leading trips, are responsible for the completion of detailed risk assessments, with support from the Health and Safety Officer.



Classroom and Office Risks:

In recognition of the limited risks involved in classroom teaching, the school will use a Health and Safety Checklist for classrooms, such as English, History and Geography classes. The Health and Safety checklist will be provided to teachers annually; each teacher should complete the checklist and return it to the Health and Safety Manager. All responses will be collated and an action plan created with risk levels and priorities identified, this plan will be given to the Maintenance department to implement the necessary remedial measures.

- All teaching subjects will be asked to complete the H&S checklist to assist with providing a safe environment for teaching and learning to take place.
- Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work environments it's important to ensure safe access/egress, suitable lighting and ventilation for example.
- Access by pupils to risky areas
- Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards or the swimming pool, the Science Laboratories, the Design Technology Laboratories.
- Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff.
- Pupils do not have access to the operational areas of the school, such as the Grounds, Maintenance, and Catering Departments.
- Pupil Welfare and Supervision
- When completing risk assessments, staff, particularly teaching staff, should ensure safeguarding risks to pupils are considered and documented. One of the controls used to protect pupils will be adequate competent supervision. The 'Supervision of Pupils and Missing Pupil Procedure' details the expectations of how pupils are supervised during various activities and times of the day. Staff ratios and availability play a key part in ensuring appropriate supervision of pupils.
- Requirements for contractors engaged on behalf of Brighton College Dubai.
- Contractors are responsible for undertaking their own risk assessment, in order to protect the health and safety of their staff, Brighton College Dubai pupils and staff (and others). The contractor "owns" the risk involved with their work activities. However, Brighton College Dubai has an obligation to ensure competent contractors are used, sufficient time for planning is allowed and risk assessment forms part of the planning and work processes.
- If a contractor is employed to undertake work on behalf of Brighton College Dubai the person engaging the contractor must ensure suitable and sufficient risk assessments are in place to cover the work prior to starting work.



Events at Brighton College Dubai:

- Planning for events at Brighton College Dubai will also involve risk assessments at different levels depending on the scale of the event. These should be completed by the event's organizer.

7. Monitoring and Review

This policy is monitored on a termly basis by the Health & Safety Committee.

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, e.g. new equipment/ways of working
- After an accident or incident
- If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science.
- In all other cases regularly (annually)
- Risk assessments should also be reviewed and recorded when major structural work is planned, if work practices change or in the event of an accident. As each department (teaching and support), reviews and develops their risk assessments it will be possible to maintain a "library" of risk assessments on our shared drive for staff to refer to and adapt for their own use.
- The Health and Safety Officer will carry out a health and safety review of all departments with a focus on risk assessments, to ensure they are kept up to date, reviewed at least annually and of a quality to be deemed 'suitable and sufficient'. Such reviews will take place annually but may be more frequent if there are significant improvements required.
- The Health and Safety Officer will periodically provide an overview of school wide risk assessments, focusing on high level risks, to the Health and Safety Committee for review, to action is taken where necessary through planned improvements to reduce risk.

References, Resources and Related Policies:

- [The Management of Health and Safety at Work Regulations 1999](#)
- [The Health and Safety at Work Act etc. 1974](#)
- [HSE Publication "Risk Assessment – A brief guide to controlling risks in the workplace."](#)
- [HSE publication "5 Steps to Risk Assessment"](#).
- [Brighton College Dubai 'Health and Safety Policy'](#).



Appendices:

- How to conduct a risk assessment
- Risk Assessment Template

8. Approved by

Head Master on behalf of the College:

Simon Crane, Head Master

Chair on behalf of the Governors:

Craig Lamshed, Board Member

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Initial Policy written	DRI	Dec 19
2.0	Annual Update	DRI	Sep 20
3.0	Annual Update	JGO	Aug 21



4.0	Annual Update	JGO	Aug 22
5.0	Annual Update	JGO	Aug 23
6.0	Annual Update	DBI	May 25

Brighton College Dubai Policies and Guidelines

Policy Statement

Brighton College Dubai policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.

At the time of writing, policies aligned with the following:

- KHDA Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework
- DSIB School Inspection Supplement
- The College's Academic Plan written for KHDA approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance

Bloom Education and Bloom Holding policies where applicable

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure

Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development

Policies will continue to be developed as strategic priorities are set.

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Verify that this is the correct version before use



Appendix 1 – How to Conduct a Risk Assessment

Appendix 1 contains a template document and guidance on how to undertake a risk assessment. The template is based on the HSE's Five Steps to risk assessment. A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations.

To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures.

It's crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.

When completing a risk assessment, the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless school/work activities increase the risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce identified risks. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

- Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- Substitution - Replace the material or process with a less hazardous one.
- Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.



- Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.



Appendix 2 - Activity Risk Assessment Form

Activity Risk Assessment Form

This form should be completed for any classroom activity.

Name of Teacher	
Other Staff present	
Activity	
Location	

Hazard	Likelihood	Severity	Risk	Control Measures	Residual Risk

If the activity scores 4 or 5 for some risks, please speak to the Health & Safety officer or your line manager. You should probably change the activity or adapt it to keep everyone involved safe.

Signed		Date	
Approved (CLT)		Date	



		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5