



CAMBRIDGE
ENGLISH SCHOOL
مدرسة كيمبردج الإنجليزية

‘Students achieving their full potential as active thinkers
and self-motivated, life-long learners within a supportive environment’

Welfare, Health and Safety of Pupils

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Risk Assessment Policy

Policy Statement

Cambridge English School is committed to ensuring the safety and welfare of all pupils, staff, visitors, and contractors. The school recognises its legal and moral responsibilities to identify, evaluate, and control risks within the school environment, during school activities, and on educational trips. This policy establishes a framework for conducting systematic risk assessments in accordance with international best practices, UK BSO standards, and Kuwait Ministry of Education requirements.

Scope

This policy applies to:

- All areas of the school, including classrooms, laboratories, playgrounds, sports facilities, and outdoor spaces.
- All school-organised activities, including educational trips, sports events, excursions, and off-site visits.
- All staff, pupils, visitors, contractors, and volunteers on school premises or under school supervision.

Objectives

1. To identify, evaluate, and manage all potential hazards that may compromise the safety and welfare of pupils and staff.
2. To ensure that risk assessments are carried out for all school activities where there is a significant risk of harm.
3. To implement appropriate control measures to reduce risks to a level that is as low as reasonably practicable.
4. To ensure that all staff, pupils, and relevant stakeholders are informed of risks and trained in risk mitigation procedures.
5. To maintain accurate, up-to-date records of risk assessments and ensure regular reviews in line with changes in activities, legislation, or best practice.
6. To assign clear responsibility for risk assessment management, monitoring, and review to designated personnel.

Principles of Risk Assessment

Risk assessments are conducted with reference to the following principles:

- **Hazard Identification:** Determining anything with the potential to cause harm (e.g., fire, chemical hazards, slips and falls, electrical equipment, unsafe playground equipment).
- **Risk Evaluation:** Assessing the likelihood of a hazard occurring and the potential severity of its consequences.
- **Control Measures:** Identifying preventative or mitigation measures to reduce risk (e.g., training, signage, supervision, emergency procedures, personal protective equipment).

- **Proportionality:** Ensuring that control measures are proportionate to the level of risk.
- **Documentation and Communication:** Ensuring that risk assessments are recorded, communicated to all relevant personnel, and accessible for review.

Risk Assessment Procedure

The risk assessment process should be systematic and documented as follows:

1. **Hazard Identification:** Identify hazards in all school environments and activities.
2. **Risk Analysis:** Evaluate the likelihood and potential impact of each hazard.
3. **Identify People at Risk:** Consider who may be affected, including pupils of varying ages, staff, visitors, and contractors.
4. **Implement Control Measures:** Determine measures to eliminate, reduce, or manage risks. Examples include:
 - Staff training in health, safety, and emergency procedures.
 - Regular maintenance of facilities and equipment.
 - Installation of safety systems such as fire alarms, CCTV, and emergency lighting.
 - Clear procedures for evacuation, first aid, and incident reporting.
5. **Assign Responsibilities:** Specify which staff members are responsible for monitoring and implementing control measures.
6. **Communicate Risks:** Inform staff, pupils, and visitors of hazards and safe practices.
7. **Review and Update:** Risk assessments must be reviewed regularly and updated in response to:
 - Changes in the activity, equipment, or environment.
 - Accidents, near misses, or incidents.
 - Changes in participant numbers or characteristics.
 - Legislative or regulatory updates.
 - Annually, if no other triggers occur.

Types of Risk Assessments

1. **General School Risk Assessments:** Cover hazards in classrooms, corridors, playgrounds, laboratories, and other on-site facilities.
2. **Activity-Specific Risk Assessments:** Conducted for sports, science experiments, practical lessons, or hazardous activities.
3. **Off-Site Risk Assessments:** Required for educational trips, excursions, and external activities. Must include transportation safety, emergency contacts, and site-specific hazards.
4. **Dynamic Risk Assessments:** Conducted in real-time, where staff identify and manage risks as they arise during activities.

Role	Responsibility
Head of School / Principal	Overall accountability for health and safety compliance and risk management.
Health & Safety Officer / Coordinator	Oversees risk assessments, ensures implementation, monitors compliance, and updates policy.
Teachers / Activity Leaders	Conduct risk assessments for lessons, trips, and activities; communicate risks to students; implement control measures.
Administrative Staff	Maintain records of risk assessments and training; ensure information is accessible.
All Staff	Follow risk assessment guidance, report hazards, participate in training, and ensure pupil safety.

Review and Monitoring

Risk assessments will be formally reviewed:

- Annually, as a minimum.
- Following incidents, near misses, or accidents.
- When activities, facilities, or staff change.
- When there are legislative or regulatory updates.
- When new hazards are identified or best practices are revised.

Monitoring of the implementation of risk control measures will be undertaken by the Health & Safety Officer and reported to the senior management team.

Documentation

All risk assessments must be:

- Recorded in a standardised template.
- Stored electronically and/or in hard copy, accessible to staff and inspectors.
- Reviewed and signed off by responsible personnel.

Training

- All staff shall receive regular training on risk assessment procedures, emergency response, and child safeguarding.
- Training will be documented and updated in line with new risks, activities, or regulatory requirements.

Policy Review

This policy will be reviewed annually or sooner if required by changes in legislation, school activities, or operational needs.