

Risk Assessment Policy

Ratified: October 2026
Due for Review: October 2027

1. Purpose and scope

The School is committed to keeping pupils, staff, visitors and contractors safe and to promoting pupils' wellbeing. Risk assessment is the main way we identify what could cause harm, decide whether we are doing enough to prevent it, and record what more needs to be done.

This policy sets out:

- who is responsible for risk assessment, and the authority they hold;
- the full range of risks we assess, including risks to pupils' physical, emotional and mental wellbeing;
- how risk assessments are carried out, recorded, communicated and reviewed;
- the training staff receive so that they can carry out risk assessments competently;

The policy applies to all activities on the school site, on offsite visits and at school events, and to all staff, including temporary and volunteer staff. It should be read alongside the Health and Safety Policy, which sets out the school's wider health and safety organisation.

The school's approach is proportionate. Only significant risks need a written risk assessment. Everyday classroom activities and routines that present no more than everyday risks do not need a written risk assessment, provided staff follow normal school procedures.

The School follows recognised UK good practice, including the approach set out in the Management of Health and Safety at Work Regulations 1999 and the guidance of the Health and Safety Executive, as well as the expectations of the British Schools Overseas standards. The School complies with Moroccan legislation; if any part of this policy contradicts Moroccan legislation, Moroccan legislation will prevail.

2. Key terms

- **Hazard:** anything with the potential to cause harm, for example a wet floor, a pupil's severe allergy, an unlocked gate or a pupil's risk of self-harm.
- **Risk:** the likelihood that the harm will happen, combined with how serious it would be.
- **Control measure:** an action or arrangement that removes the hazard or reduces the risk, for example supervision ratios, a locked gate, a care plan or staff training.
- **Risk assessment:** a careful, recorded look at what could cause harm and whether enough is being done to prevent it.
- **Dynamic risk assessment:** the ongoing judgement staff make during an activity when conditions change, for example sudden bad weather on a trip.

3. Roles and responsibilities

3.1 The Proprietors

The Proprietors have ultimate responsibility for ensuring that the resources needed to control risks are provided.

3.2 The Director

The Director has overall responsibility for risk assessment in the school. The Director:

- approves high-risk whole-site, fire, offsite visit and higher-risk individual pupil risk assessments;
- delegates authority to the Risk Assessment Coordinator and supports the Coordinator in using it;
- ensures staff receive the training set out in section 8;
- manages Health and Safety;

3.3 The Risk Assessment Coordinator (Administration Officer)

The Office manager is the school's Risk Assessment Coordinator. The Coordinator:

- maintains the risk assessment register, one simple spreadsheet listing each written risk assessment, its owner and its review date;
- ensures risk assessments are completed for new activities, events, contractors' work and changes to the site;
- checks the quality of risk assessments;
- follows up overdue reviews flagged;
- ensures risk assessments are communicated to the staff who need them;
- keeps the staff risk assessment training record;
- leads on site, premises, fire, equipment, contractor and hazardous substance risk assessments.

Authority of the Coordinator. So that the Coordinator has sufficient authority to carry out this role, the Director has delegated the following authority to the Coordinator. The Coordinator may:

- require any member of staff, including senior and teaching staff, to complete or review a risk assessment by a set date;
- refuse to pass a risk assessment for approval if it is incomplete or does not adequately control the risks;
- stop or postpone an activity, close an area of the site or take equipment out of use where risks are not adequately controlled, pending a decision by the Director;
- report directly to a designated proprietor if serious concerns about risk are not addressed.

The Coordinator attends senior leadership meetings for health and safety items, so that risk is considered in school decisions. Staff are expected to co-operate fully with the Coordinator. Any member of staff who disagrees with a decision made by the Coordinator may raise it with the Director, but the decision stands until the Director has reviewed it.

The Coordinator's role is to coordinate and quality-assure. Risk assessments that need specialist professional judgement, in particular those relating to pupils' mental health, safeguarding, behaviour, SEND and medical needs, are led by the staff named in 3.4, not by the Coordinator.

3.4 Leads for pupil wellbeing risk assessments

- **Designated Safeguarding Lead (DSL) - Mrs Donna Williams:** leads risk assessments relating to safeguarding, child protection, self-harm, suicidal thoughts and complex mental health needs, working with external professionals where appropriate.
- **Head of Teaching and Learning - Mrs Donna Williams:** leads curriculum, supervision, behaviour and offsite visit risk assessments, and approves them before they go to the Director for final approval.
- **SENCo / Inclusion Lead - Mrs Donna Williams:** leads individual risk assessments for pupils with SEND, including behaviour that may put the pupil or others at risk.
- **School Nurse – Mrs Nadia Aftat:** leads individual risk assessments for pupils and staff with medical needs, linked to Individual Health Care Plans.

3.5 Teachers, trip leaders and other staff

Teachers and trip leaders carry out risk assessments for their curriculum activities, events and offsite visits. All staff must read and follow the risk assessments that apply to their work, carry out dynamic risk assessment during activities, and report any hazard, incident or near miss that suggests a risk assessment needs to be reviewed.

4. The scope of risks we assess

The School assesses risks to pupils' physical safety and to their emotional and mental wellbeing. The table below sets out the main areas, with examples. It is not exhaustive: any activity or situation presenting a significant risk must be assessed.

Area of risk	Examples	Lead
Pupil mental health and emotional wellbeing	Pupils with complex mental health needs; self-harm or suicidal thoughts; eating difficulties; anxiety and school refusal; return to school after a crisis or hospital stay; bereavement	DSL, with SENCo and School Nurse
Safeguarding	Child protection concerns; pupils at risk of harm outside school; online safety; peer-on-peer abuse; bullying; adults on site (visitors, contractors, volunteers)	DSL
Supervision of pupils	Supervision ratios in class, at break and lunch, at arrival and dismissal and in clubs; pupils who abscond; collection of pupils by authorised adults; pupils left uncollected	Head of Teaching and Learning
Security of the site	Gates, perimeter and entrances; visitor sign-in and identification; access control; lockdown/invacuation; intruders; CCTV	Risk Assessment Coordinator
Behaviour and SEND	Pupils whose behaviour may put themselves or others at risk; pupils who need physical intervention; pupils with SEND who need extra supervision or adjustments	SENCo, Head of Teaching and Learning
Medical needs	Allergies and anaphylaxis; asthma; diabetes; epilepsy; administration of medicines; infectious illness	School Nurse
Premises and environment	Fire; play equipment; pool area; slips, trips and falls; work at height; electrical safety; hazardous substances; extreme heat	Risk Assessment Coordinator
Curriculum activities	Science, PE, design technology, art, cooking and swimming	Class/subject teacher, approved by Head of Teaching and Learning
Offsite visits and transport	School trips, residential visits, swimming at public pools, school transport	Trip leader, approved by Head of Teaching and Learning and Director
Events and lettings	Performances, sports days, parents' events, use of the site by outside groups	Event lead / Risk Assessment Coordinator
Staff	Pregnant or new mothers; staff with medical conditions; lone working; manual handling; violence or aggression towards staff; workload and stress	Line manager, with the Director

5. Types of risk assessment

- **General (site-wide) risk assessments** cover the premises and routine activities, for example fire, site security, play equipment and arrival and dismissal.
- **Activity risk assessments** cover curriculum activities, clubs and events.
- **Offsite visit risk assessments** are completed for every visit, in line with the Offsite Visits arrangements in the Health and Safety Policy.
- **Individual pupil risk assessments** are completed for pupils whose needs present a significant risk to themselves or others (see section 7).
- **Individual staff risk assessments** are completed for staff with medical conditions, pregnancy or other circumstances that may affect their work.
- **Contractor risk assessments and method statements** are obtained from contractors before work starts and checked by the Coordinator.
- **Dynamic risk assessment** is carried out by staff during activities. Where a dynamic decision leads to a significant change, it is recorded afterwards and the written risk assessment is reviewed.

6. How risk assessments are carried out

Risk assessments are completed on the school's risk assessment template (Appendix B), following five steps:

1. Identify the hazards. Walk the area or think through the activity, and talk to the staff and, where appropriate, pupils involved.
2. Decide who might be harmed and how. Consider pupils, staff, visitors and contractors, paying particular attention to pupils with SEND, medical or mental health needs, and to younger pupils.
3. Evaluate the risk and decide on control measures. Record the controls already in place, rate the remaining risk using the matrix in Appendix A and add further controls until the risk is as low as reasonably practicable.
4. Record the findings and put them into practice. Name who is responsible for each action and by when. Send the assessment for approval as set out in section 3.
5. Review and update. Review the assessment by its review date, or sooner if anything changes (see section 9).

An activity rated as high risk after control measures must not go ahead until further controls have been added and the Director has approved the risk assessment.

Approved risk assessments are shared with all staff involved, at a staff or team briefing that is recorded in the meeting minutes.

7. Individual risk assessments for pupils' wellbeing

An individual risk assessment is completed when a pupil's needs present a significant risk to themselves or to others. Triggers include:

- complex mental health needs, including self-harm, suicidal thoughts or an eating disorder;
- a return to school after a mental health crisis, hospital stay or long absence;
- safeguarding concerns that affect the pupil's safety in school;
- behaviour that may put the pupil or others at risk, including absconding;
- medical needs that require more than an Individual Health Care Plan alone;
- SEND that requires extra supervision or adjustments to keep the pupil safe;
- a significant change in the pupil's circumstances.

The assessment is led by the appropriate person in section 3.4. Wherever possible, it is drawn up with the pupil's parents or carers, the pupil (in a way that suits their age and understanding), and any external professionals involved, such as a doctor, psychologist or therapist. It sets out the warning signs to look for, the support and supervision the pupil needs, what staff should do if there is a concern, and who to contact.

Where the pupil already has an Individual Health Care Plan or SEN support plan, the risk assessment is included in that plan rather than written as a separate document.

Individual pupil risk assessments contain sensitive information. They are shared only with staff who need to know in order to keep the pupil safe, stored confidentially in the office, and handled in line with Moroccan data protection law (Law 09-08). They are reviewed at the pupil's existing review meetings and immediately after any incident or change in the pupil's needs.

8. Training

Staff must not carry out or approve a risk assessment unless they have received the training set out below. The Director is responsible for ensuring this training is provided, and the Risk Assessment Coordinator will follow up with staff. Staff must tell the Director if they do not feel competent to carry out a risk assessment they have been asked to complete.

Who	Training	When	Refresher
All staff	Introduction to this policy, hazard spotting, dynamic risk assessment and how to report hazards and near misses: EduCare – Health and Safety for International Schools	Induction	Annually, at the start of the school year
Risk Assessment Coordinator, Director and Head of Teaching and Learning	Risk assessment and health and safety management training: EduCare – Health and Safety for International Schools	Within first term	When required
DSL and deputy DSL	Safeguarding lead training, including assessing risk for pupils with mental health needs and self-harm: EduCare – Understanding the Role of the Safeguarding Lead, Understanding Self-Harm for International Schools and Children's Mental Wellbeing in International Schools (self-harm, low mood and depression, anxiety)	On appointment	Every 2 years, with annual updates
SENCo and School Nurse	Assessing risk for pupils with SEND and medical needs: EduCare – Promoting SEND inclusion for International Schools, Administration of Medication in Schools (anaphylaxis, asthma, diabetes, epilepsy)	On appointment	Every 3 years

9. Review and record keeping

Every risk assessment has a named owner and a review date. Risk assessments are reviewed:

- at least once a year, or more often where the risk assessment says so (individual pupil risk assessments at least termly);
- after an accident, incident or near miss connected with the activity;
- when the activity, the people involved, the site or the equipment changes;
- when new guidance or legislation applies;
- when an inspection or a member of staff identifies a concern.

The risk assessments are kept at the office. Superseded risk assessments are kept for at least 1 year, and risk assessments connected to an accident or incident are kept for as long as records of that incident are kept.

10. Monitoring the policy

This policy is reviewed annually, or sooner if there is a significant change.

Appendix A: Risk rating matrix

Risk = Likelihood × Severity. Rate the risk that remains after the existing control measures are taken into account.

Likelihood \ Severity	1 – Minor (first aid only, mild upset)	2 – Serious (medical treatment, significant distress)	3 – Major (hospital, lasting harm, serious risk to life or wellbeing)
3 – Likely	3 Medium	6 High	9 High
2 – Possible	2 Low	4 Medium	6 High
1 – Unlikely	1 Low	2 Low	3 Medium

- **Low (1–2):** acceptable. Keep existing controls in place and monitor.
- **Medium (3–4):** add further controls where reasonably practicable. The activity may go ahead once the risk assessment is approved.
- **High (6–9):** the activity must not go ahead until further controls reduce the risk and the Director has approved the risk assessment.

Appendix B: Risk assessment template

Activity / area / pupil (initials)	Assessed by	Date	Review date

Hazard	Who is at risk and how	Control measures	Risk rating (L×S)	Further action (who / when)

Approved by (name, role and date): _____