



المدرسة الهندية الجديدة
NEW INDIAN SCHOOL

RISK ASSESSMENT POLICY

Signed

Principal

:

Date : 02/03/2026

Health and Safety Officer

:

Date : 02/03/2026

Next Review Due By

Date : 02/03/2027



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NEW INDIAN SCHOOL RISK ASSESSMENT

1. INTRODUCTION

At NISRAK, the **safety, health, and well-being of students, staff, visitors, and contractors** are our top priority. The purpose of this policy is to ensure that risks in all school activities, premises, and operations are **identified, assessed, and mitigated proactively**.

This policy provides a **practical, implementable framework** for risk management, aligning fully with **RAK DOK Health & Safety requirements**, UAE regulations, and international best practices.

Key principles:

- Safety is everyone's responsibility, from leadership to students.
- Risk assessments are **systematic and documented**.
- Control measures are **practical, implementable, and regularly reviewed**.
- Emergency preparedness and child protection are integral to all school operations.

2. Purpose

The purpose of this policy is to:

1. Provide a **structured framework** for identifying, assessing, and managing risks.





2. Protect students, staff, and visitors from **preventable accidents or incidents**.
3. Establish clear roles, responsibilities, and accountability for risk management.
4. Ensure compliance with RAK DOK Health & Safety standards and UAE regulations.
5. Promote a **proactive culture of safety** and continuous improvement.
6. Support decision-making for off-campus trips, special events, and new school activities.
7. Ensure proper documentation, monitoring, and reporting of all risks and incidents.

3. Scope

This policy applies to:

- All school premises including classrooms, laboratories, playgrounds, sports facilities, administrative offices, and transport areas.
- All on-campus and off-campus school activities, events, trips, and special programs.
- All staff, students, contractors, volunteers, and visitors.
- All health, safety, child protection, and security practices.
- Emergency situations including fire, medical, security, and natural hazards.





4. Definitions

- **Hazard:** Any object, activity, or condition that has the potential to cause harm.
- **Risk:** The likelihood and severity of harm resulting from exposure to a hazard.
- **Risk Assessment:** A structured process to identify hazards, assess risks, and implement effective control measures.
- **Control Measures:** Actions taken to eliminate hazards or reduce risks to an acceptable level.
- **Near Miss:** An event that could have caused harm but did not, which should still be recorded and analyzed.

5. Roles & Responsibilities

5.1 Governing Board / Leadership

- Approve and provide resources for the Risk Assessment Policy and its implementation.
- Ensure the school meets **RAK DOK Health & Safety requirements** and UAE regulations.
- Monitor overall school safety performance and review high-risk areas.
- Review reports from the Principal and HSO regarding serious incidents or persistent hazards.





- Ensure emergency preparedness plans, policies, and procedures are in place and effective.
- Promote a culture of accountability and proactive risk management.
- Support staff development programs in safety, first aid, and emergency preparedness.

5.2 Principal

- Oversee the **implementation of all risk assessments** in the school.
- Ensure all staff follow safety procedures and control measures.
- Review incidents, near misses, and safety audits to identify preventive measures.
- Approve off-campus trips, ensuring risk assessments are completed and mitigation plans are in place.
- Lead emergency planning and response coordination in collaboration with HSO and Vice Principal.
- Conduct regular briefings and communicate safety expectations to staff, students, and parents.
- Facilitate training programs in safety, child protection, and emergency preparedness.
- Ensure continuous improvement through monitoring, reporting, and feedback mechanisms.





5.3 Vice Principal

- Assist the Principal in implementing and monitoring the Risk Assessment Policy.
- Supervise day-to-day compliance with safety procedures in classrooms, labs, playgrounds, and administrative areas.
- Coordinate with the HSO, Clinic Staff, Security, and Department Heads to implement control measures.
- Review incident reports and near misses, and recommend corrective actions.
- Oversee evacuation drills, lockdowns, and other emergency procedures.
- Act as a secondary point of contact in emergencies when the Principal is unavailable.
- Support staff training programs and maintain awareness of compliance requirements.
- Monitor student behaviour and safety, including off-campus activities.

5.4 Health & Safety Officer (HSO)

- Lead all school risk assessments, maintain records, and update the **risk register** regularly.
- Inspect all areas of the school, including classrooms, laboratories, playgrounds, and administrative offices.





- Advise staff and management on safety protocols, risk control measures, and emergency preparedness.
- Conduct audits and review incidents, near misses, and hazards to ensure continuous improvement.
- Ensure compliance with RAK DOK Health & Safety standards and UAE regulations.
- Support training and awareness programs for staff and students.
- Monitor the effectiveness of risk mitigation measures and follow up on corrective actions.
- Coordinate with clinic staff, child protection officer, and security staff in case of incidents.

5.5 Child Protection Officer

- Safeguard the welfare of all students in line with UAE child protection laws.
- Conduct risk assessments for child safety in classrooms, playgrounds, trips, and extracurricular activities.
- Report child protection concerns or incidents immediately to Principal, Vice Principal, and authorities as required.
- Provide guidance and training to staff, volunteers, and students on child safety risks.
- Maintain detailed records of child protection incidents, actions taken, and follow-up.
- Participate in planning for high-risk events and trips to ensure child safety is considered.





- Collaborate with HSO, Principal, and Vice Principal in risk evaluation and mitigation planning.

5.6 Clinic Staff / School Health Team (Nurses & Doctor)

❖ **Medical Care & First Aid:**

- Provide immediate first aid and emergency medical care.
- Stabilize serious injuries and coordinate emergency hospital transfers.

❖ **Health Monitoring & Records:**

- Maintain accurate health records for students and staff (vaccinations, allergies, chronic illnesses).
- Track health trends to identify emerging risks.

❖ **Risk Identification & Mitigation:**

- Identify hazards like infectious diseases, unsafe activities, or unsafe handling of medications.
- Advise on control measures to reduce health risks.

❖ **Emergency Preparedness:**

- Participate in fire drills, lockdowns, and medical emergency simulations.
- Ensure medical equipment and first aid supplies are functional and stocked.

❖ **Training & Awareness:**

- Train staff and students on first aid, hygiene, and health safety procedures.





❖ **Collaboration & Compliance:**

- Coordinate with Principal, Vice Principal, HSO, and Child Protection Officer.
- Ensure compliance with UAE health regulations and RAK DOK standards.
- Report health incidents and near misses promptly.

5.7 Compliance Officer

- Ensure all risk assessments meet UAE legislation and RAK DOK requirements.
- Conduct audits and inspections to verify compliance.
- Maintain records of audits, inspections, and corrective actions.
- Advise school leadership on regulatory changes and compliance requirements.
- Support staff training in compliance awareness.
- Monitor the implementation of corrective actions after inspections.

5.8 Security Staff

- Maintain the security of the school premises, students, staff, and visitors.
- Monitor access points, campus boundaries, and high-risk areas.
- Respond promptly to incidents, emergencies, and breaches.
- Assist in evacuation, lockdowns, and emergency response.
- Conduct patrols and inspections regularly.





- Report hazards and suspicious activities to HSO, Principal, and Vice Principal.
- Support risk assessments related to school security and events.

5.9 Department Heads / Staff Leaders

- Identify hazards in their department or activity areas.
- Ensure staff implement risk control measures correctly.
- Promote a safety-conscious culture among staff and students.
- Review new programs, equipment, or activities for potential risks.
- Report incidents, near misses, and hazards.
- Participate in risk assessment reviews and staff training sessions.

5.10 All Staff

- Follow safety procedures and implement control measures consistently.
- Report hazards, incidents, or near misses immediately.
- Supervise students and ensure safe practices.
- Participate in emergency drills and safety training.
- Maintain awareness of potential hazards in classrooms and activity areas.
- Use PPE where required and ensure students do as well.
- Support documentation of hazards and risk mitigation actions.





5.11 Students

- Follow safety instructions and school rules.
- Report hazards or unsafe conditions to staff immediately.
- Participate in drills and awareness programs.
- Maintain awareness of personal and peer safety.
- Use equipment responsibly and safely.

5.12 Visitors, Contractors, Volunteers

- Comply with all school safety procedures and instructions.
- Report hazards or unsafe conditions encountered during visits.
- Participate in orientation or briefings as required.
- Follow specific safety instructions in restricted or high-risk areas.

6. Risk Assessment Process

Explain **how hazards are identified, assessed, and controlled.**

Include step-by-step guidance so staff can follow it in practice.

1. Hazard Identification

- Inspect all school areas (classrooms, labs, playgrounds, admin offices).
- Identify hazards in daily activities, special events, trips, and maintenance tasks.
- Consider environmental, behavioural, chemical, physical, and medical risks.





2. Risk Analysis

- Assess **Severity (S)** – how serious the harm could be.
- Assess **Likelihood (L)** – how likely the hazard is to occur.
- **Risk Score (R) = Severity × Likelihood**

3. Risk Evaluation

- Use a **5×5 Risk Matrix** to classify risks as Low, Medium, High, or Very High.
- Prioritize high and very high risks for immediate mitigation.

4. Control Measures

- Eliminate the hazard if possible.
- Apply engineering controls (barriers, signage, safe equipment).
- Apply administrative controls (procedures, supervision, training).
- Provide PPE where required.
- Monitor and review the effectiveness of control measures regularly.

2.RISK RATING METHODOLOGY (5 × 5 RISK MATRIX)

- The school follows a structured risk assessment process using a **Five by Five (5 × 5) Risk Matrix**. This method evaluates risk by considering two key factors: the Severity of potential harm and the Likelihood of occurrence.





- This approach ensures that hazards are assessed consistently and appropriate control measures are implemented to maintain a safe and secure school environment.

3.RISK SCORE CALCULATION

- The Risk Score is calculated using the following equation:
- **Risk Score (R) = Severity (S) × Likelihood (L)**
- The calculated score determines the level of risk and the urgency of action required.

4.SEVERITY (CONSEQUENCE) RATING

Severity refers to the potential level of harm or impact if a hazard occurs.

Severity Level	Description
1 – Insignificant	No injury or negligible impact
2 – Minor	Minor injury requiring first aid
3 – Moderate	Injury requiring medical treatment
4 – Major	Serious injury requiring hospitalisation
5 – Catastrophic	Fatality or permanent disability



5. LIKELIHOOD RATING

- Likelihood refers to the probability of the hazard occurring under existing conditions.

Likelihood Level	Description
1 – Rare	May occur only in exceptional circumstances
2 – Unlikely	Could occur at some time
3 – Possible	Might occur occasionally
4 – Likely	Will probably occur in most circumstances
5 – Almost Certain	Expected to occur frequently

6. 5 × 5 RISK MATRIX

Severity ↓ / Likelihood →	1	2	3	4	5
5 – Catastrophic	5	10	15	20	25
4 – Major	4	8	12	16	20
3 – Moderate	3	6	9	12	15
2 – Minor	2	4	6	8	10
1 – Insignificant	1	2	3	4	5



7.Risk Level Interpretation

Risk Score	Risk Level	Required Action
1 – 5	Low Risk	Manage through routine procedures and monitoring
6 – 10	Medium Risk	Implement additional control measures and monitor
11 – 15	High Risk	Immediate corrective action required
16 – 25	Very High Risk	Stop activity until risk is reduced and inform management

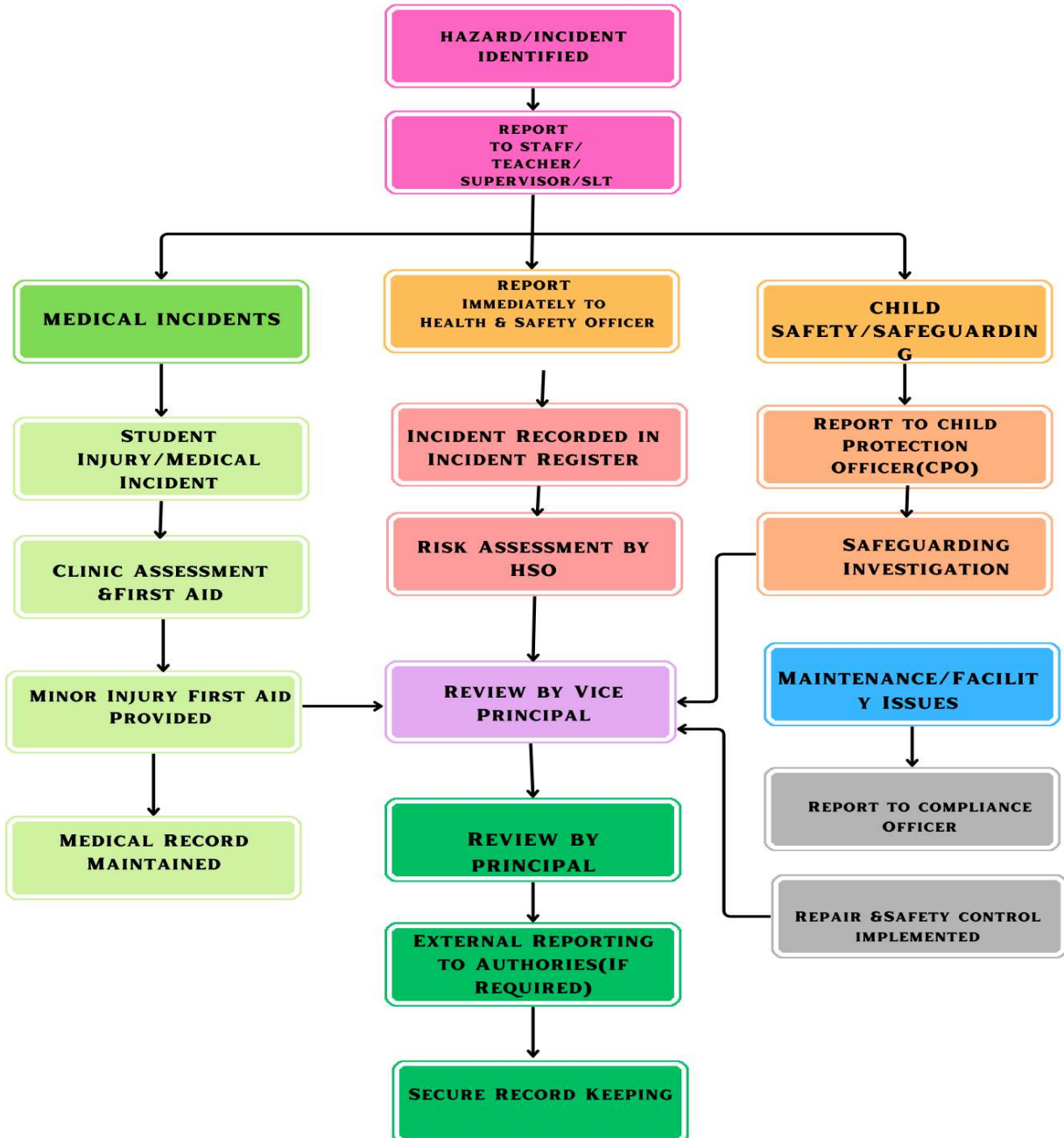


8. RISK ASSESSMENT PROCESS FLOWCHART



9. INCIDENT REPORTING FLOW CHART

INCIDENT REPORTING FLOW CHART





10.EMERGENCY RESPONSE FLOWCHART





10.CONTROL MEASURES

- **Eliminate hazards** wherever possible through design changes or removal of risk sources.
- **Engineering controls:** Install barriers, handrails, non-slip flooring, signage, safety equipment, and safe storage for chemicals or heavy objects.
- **Administrative controls:** Implement procedures, supervision, schedules, safety checklists, task rotation to reduce fatigue, and restricted access to high-risk areas.
- **Personal Protective Equipment (PPE):** Provide gloves, helmets, safety goggles, masks, high-visibility vests, and other required equipment based on activity.
- **Emergency drills and simulations:** Conduct regular fire, lockdown, evacuation, and medical emergency drills; evaluate outcomes and update procedures.
- **Health monitoring and hygiene protocols:** Monitor communicable diseases, allergies, chronic conditions, and vaccination compliance. Promote hand hygiene and infection control.
- **Training and awareness:** Ensure staff, students, and volunteers understand control measures, correct equipment use, and emergency procedures.





- **Maintenance and inspection:** Schedule regular maintenance for electrical systems, lab equipment, playgrounds, and sports facilities.
- **Incident reporting:** Encourage staff and students to report near misses, hazards, and unsafe conditions.
- **Regular review and feedback:** Continuously evaluate control measures' effectiveness; update based on incident data and regulatory changes.

11. RECORDING & MONITORING

- Maintain a **central Risk Register** for all identified hazards.
Include:
 - Hazard description
 - Location and activity
 - Severity and likelihood
 - Risk score
 - Assigned responsible person
 - Control measures applied
 - Review date
- Update the register immediately after any incident, near miss, or change in school activities.
- Conduct **periodic audits and inspections** to verify effectiveness of control measures.





- Record all incidents, corrective actions, and follow-ups in a **log accessible to management.**
- Use data from the Risk Register to **inform training, preventive actions, and resource allocation.**
- Share monitoring reports with Principal, Vice Principal, and governing body for accountability.
- Integrate lessons learned from incidents into **policy improvements and staff awareness programs.**

12. EMERGENCY PREPAREDNESS & RESPONSE

- Develop written procedures for:
 - Fire emergencies
 - Medical emergencies and injuries
 - Lockdowns and intruder scenarios
 - Evacuation for all areas, including classrooms, labs, and playgrounds
- Assign **clear roles** for all key personnel (Principal, Vice Principal, HSO, clinic staff, security, department heads).
- Ensure all staff and students know **emergency exit routes, assembly points, and communication protocols.**
- Conduct **regular drills**, including unannounced exercises, to test readiness.
- Maintain and regularly inspect emergency equipment: fire extinguishers, alarms, first aid kits, AEDs.





- Ensure coordination with local authorities, medical services, and emergency responders.
- Review emergency procedures after every drill or real incident and update as needed.

13. TRAINING & AWARENESS

- Conduct **mandatory staff training** on hazard identification, risk assessment, safe work practices, and emergency response.
- Run **student awareness programs** for safety rules, evacuation procedures, and safe behaviour in labs, playgrounds, and transport.
- Provide **specialized training** for high-risk areas: laboratories, sports activities, and off-campus trips.
- Include **visitor, contractor, and volunteer induction** for safety rules and emergency procedures.
- Maintain **detailed training records** for compliance audits and RAK DOK inspections.
- Encourage ongoing **feedback and safety suggestions** from staff and students.
- Update training programs whenever **new hazards, equipment, or regulations** are introduced.

14. REVIEW & CONTINUOUS IMPROVEMENT

- Review policy **at least annually** or sooner if there are significant changes in activities, premises, or regulations.





- Evaluate incidents, near misses, and audits to identify **gaps in safety measures**.
- Update procedures based on feedback from staff, students, and parents.
- Conduct **risk register reviews** to ensure all hazards are current and adequately controlled.
- Benchmark practices against **RAK DOK standards** and other leading schools for continuous improvement.
- Encourage a **culture of proactive reporting, learning, and prevention**.
- Document all revisions and decisions for accountability.

14. CONCLUSION

- This policy ensures a **safe, healthy, and secure environment** for students, staff, visitors, and contractors.
- Risk management is integrated into all school activities, from classrooms to off-campus trips.
- The school promotes **proactive prevention, compliance with regulations, and continuous improvement**.
- Staff, students, and leadership share responsibility for **implementing and maintaining safety measures**.
- The policy reflects **RAK DOK Health & Safety standards** and provides a practical framework for everyday implementation.





15.CONTACT INFORMATION

For clarification regarding this policy, stakeholders may contact:

1..Principal: Ms.Beenarani Rajmohan

2.Vice Principal: Ms.Rajyasree Sanjeev

2.Health & Safety Officer: Ms.Firdouse, Ms.Devu

3.Child Protection Officer: Ms.Githu(Counsellor), Ms.Shabna

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16.Revision History

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