



RISK ASSESSMENT POLICY

Harvest Private School

Document Control

Item	Details
Policy Name	Risk Assessment Policy
Policy Reference	RAP-2026-01
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Date of Issue	August 2026
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Next Review Date	August 2028
Approved By	School Principal
Prepared By	Health and Safety Officer
Applicable To	All Staff, Students, Contractors, Visitors and School Activities

1. Introduction

Harvest Private School recognizes that effective risk assessment is fundamental to maintaining a safe, healthy, and secure learning and working environment. Risk assessment is a proactive process that enables

the school to identify hazards, evaluate risks, and implement appropriate control measures before incidents occur.

The school is committed to integrating risk assessment into all aspects of its operations, activities, events, and decision-making processes to ensure the safety and wellbeing of all stakeholders.

1.1. Purpose

The purpose of this policy is to:

- Establish a systematic approach to risk assessment.
- Prevent accidents, injuries, illnesses, and property damage.
- Ensure compliance with UAE regulations and educational requirements.
- Support informed decision-making.
- Promote a culture of risk awareness and prevention.
- Ensure hazards are identified and controlled effectively.
- Reduce risks to an acceptable level.

1.2. Scope of Application

This policy applies to:

- All school employees.
- Students.
- Visitors.
- Contractors and suppliers.
- Volunteers.
- School management.

The policy applies to all areas and activities including:

- Classrooms, laboratories, and workshops.
- Sports facilities and playgrounds.
- School transportation and vehicles.
- Educational visits and excursions.
- School events and extracurricular activities.
- Maintenance, construction, and administrative operations.
- Emergency situations and drills.

2. Definitions

Term	Definition
Hazard	Anything that has the potential to cause injury, illness, damage, or loss.
Risk	The likelihood that a hazard will cause harm and the severity of that harm.
Risk Assessment	A systematic process of identifying hazards, evaluating risks, and determining suitable control measures.
Control Measure	Any action taken to eliminate or reduce risk.
Residual Risk	The remaining risk after control measures have been implemented.
Risk Owner	The person responsible for managing and controlling a specific risk.

3. Policy Statement

Harvest Private School is committed to ensuring that all significant hazards and risks are identified, assessed, documented, monitored, and controlled. No activity shall commence unless hazards have been

assessed and appropriate control measures have been implemented. Risk assessment shall form an integral part of all school operations and activities.

4. Risk Assessment Objectives & Principles

4.1. Objectives

The school aims to:

- Identify hazards before harm occurs and reduce accidents and incidents.
- Protect students, staff, and visitors while supporting safe educational activities.
- Improve emergency preparedness and meet legal and regulatory requirements.
- Promote continuous improvement across all school management processes.

4.2. Principles of Risk Assessment

All risk assessments conducted within the school shall:

- Be suitable, sufficient, and properly documented.
- Be reviewed regularly and communicated to all relevant persons.
- Consider vulnerable individuals, including Students of Determination.
- Be proportionate to the level of risk and include appropriate control measures.

5. Roles and Responsibilities

School Principal

The principal shall ensure overall implementation of this policy, provide necessary resources, review significant risks, and support risk management initiatives.

Health and Safety Officer

The Health and Safety Officer shall develop and maintain risk assessment procedures, conduct and periodically review assessments, provide guidance and training, monitor control implementation, and maintain comprehensive records.



Department Heads

Department Heads shall identify hazards within their respective departments, ensure assessments are completed, monitor control measures, and report significant risks.

Teachers and Staff

Teachers and Staff shall participate in risk assessments, report hazards immediately, adhere strictly to control measures, and support safe working practices.

Contractors

Contractors shall conduct activity-specific risk assessments, comply with school safety requirements, and report hazards and incidents promptly.

6. Risk Assessment Process and Methodology

The school follows a structured five-step risk assessment process:

6.1. Five-Step Process

- **Step 1: Identify Hazards** (including fire, electrical, chemical, biological, manual handling, slips/trips/falls, security, and environmental hazards).
- **Step 2: Identify Who May Be Harmed** (considering students, staff, visitors, contractors, Students of Determination, and vulnerable persons).
- **Step 3: Evaluate Risks** (assessing likelihood, severity, existing controls, and additional required controls).
- **Step 4: Implement Control Measures** (following the Hierarchy of Controls).
- **Step 5: Monitor and Review** (reviewing annually, after incidents, or following significant operational changes).

6.2. Hierarchy of Controls

1. **Elimination:** Remove the hazard completely.
2. **Substitution:** Replace with a safer alternative.
3. **Engineering Controls:** Install physical safeguards.
4. **Administrative Controls:** Develop clear procedures, policies, and training.



5. **Personal Protective Equipment (PPE):** Provide protective equipment where necessary.

6.3. Risk Rating Matrix System

The school calculates risk ratings by evaluating Likelihood and Severity:

Rating	Likelihood Description	Severity Description
1	Rare	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Major
5	Almost Certain	Catastrophic

Score Range	Risk Level	Action Required
1 – 4	Low	Manage by routine procedures.
5 – 9	Medium	Specific control measures required; monitor regularly.
10 – 16	High	Urgent action required; senior management review needed.
17 – 25	Extreme	Immediate cessation of activity until risk is reduced.

7. Application across Specific School Activities

Documented risk assessments are mandatory for:

- **Educational Visits & Trips:** Evaluating transportation, supervision, venue hazards, medical arrangements, and environmental conditions.
- **Events & Competitions:** Covering venue safety, crowd management, security, weather, and emergency procedures.

- **Science Laboratories:** Addressing chemical, electrical, equipment hazards, fire risks, and hazardous waste disposal.
- **Emergency Preparedness:** Assessing risks related to fire emergencies, lockdowns, shelter-in-place, severe weather, and security threats.
- **Transportation & Maintenance:** Managing school bus safety, contractor works, and maintenance operations.

8. Documentation, Monitoring, and Compliance

8.1. Documentation and Record Keeping

The school maintains a Risk Assessment Register, individual Risk Assessment Forms, review records, incident reports, inspection reports, and corrective action logs in accordance with retention standards.

8.2. Training and Competence

Staff receive training in risk assessment principles, hazard identification, control implementation, incident reporting, and emergency preparedness. Specialized training is provided for high-risk roles.

8.3. Monitoring, Non-Compliance, and Continuous Improvement

Regular audits and inspections verify control effectiveness. Non-compliance may lead to corrective action, additional training, or disciplinary measures. Continuous improvement is driven by incident reviews, audit findings, and regulatory updates.

9. References and Legal Framework

This policy is aligned with and complies with:

- UAE Federal Laws and Regulations
- Ministry of Education (MOE) Requirements
- Ras Al Khaimah Department of Knowledge (RAK DOK) Standards
- UAE Civil Defense Regulations and Fire & Life Safety Code
- Occupational Health and Safety Standards

- Related School Policies (Health & Safety, Emergency Management, Educational Visits, School Transportation, Child Protection)

10. Contact Information

School: Harvest Private School

Location: Ras Al Khaimah, United Arab Emirates

General Email: Harvestp.school@gmail.com

Telephone: +971 7 235 5005

Responsible Department: Health and Safety Department

Responsible Officer: Health and Safety Officer

Emergency Services:

- Police: 999
- Ambulance: 998
- Civil Defence: 997
- Non-Emergency Police: 901

For risk management inquiries, hazard reports, or safety concerns, staff, parents, and stakeholders should contact the Health and Safety Department via official channels.

11. Conclusion

Harvest Private School is dedicated to providing a safe, secure, and supportive environment for all students, staff, and visitors. Effective risk assessment forms the foundation of our proactive health and safety management system. Through rigorous hazard identification, risk evaluation, control implementation, and ongoing monitoring, the school strives to prevent accidents and minimize risks across all educational and operational activities.



This policy reflects our adherence to RAK DOK standards and UAE regulations. Continuous review, regular audits, staff training, and active stakeholder collaboration ensure that risk management practices remain robust, effective, and aligned with educational best practices.

12. Revision History

Version	Date of Issue	Review Date	Next Review Date	Updated By
1.0	August 2026	August 2027	August 2028	School Administration