

Service Guideline

Service Guideline	Risk Assessment
Service Pillar	Operations Operational Risk
Policy Number	SG-OP-OR-005
Effective Date	9 th March 2022
Assessment Cycle	Annual or as required
Modified	01 July 2026 v6.0

الدار للتعليم
ALDAR EDUCATION



Implementation and Exemptions

All schools are required to observe and implement this Service Guideline as a minimum expected service level. Exemptions will only be granted for legal (contravention of local and/or federal legislation), technological, cultural, or physical reasons. Sufficient supporting documentation must be submitted and approved to obtain an exemption

Objective and/or Scope

1.1 Objective

The purpose of this Service Guideline is to ensure that **significant hazards are systematically identified, assessed, controlled, and monitored** through the completion of **suitable and sufficient risk assessments**, in line with Aldar Education, ADEK, and ADOSH-SF requirements.

1.2 Scope

This guideline applies to:

- All **activities, equipment, substances, and environments** that present a significant risk
- All **persons who may be exposed to risk**, including:
 - Teaching staff
 - Students
 - Administrative and support staff
 - Contractors
 - Visitors

This guideline supports compliance with **ADEK School Health & Safety Policy, ADOSH-SF, and ISO 45001**.

Guidelines

2. General Principles

- 2.1 Hazard identification and risk control are fundamental to reducing incidents and improving health, safety, and environmental performance. Aldar Education has established a structured framework for risk assessment and control, which all schools must follow. Compliance will be monitored through operational audits.
- 2.2 Group Head of Operational Risk and Safety shall ensure that the risk management is an integral part of management and

embedded in the school culture practices.

- 2.3 Risk assessments are intended to identify practical and proportionate control measures and need not be overly complex.
- 2.4 Schools are required to identify and control reasonably foreseeable risks — risks that a reasonable person could anticipate (e.g. open manholes, unstable fixtures, unsafe behaviours).
- 2.5 Risk assessments must be conducted for specific tasks or activities where significant risk exists, including non-routine activities such as maintenance, events, and school trips.
- 2.6 The OSM shall ensure that employees who will be conducting risk assessment shall be trained in risk assessment process and shall have a valid Risk Management / Risk assessment training certificate. The Risk assessors shall also demonstrate an understanding of the processes being assessed.
- 2.7 The risk management program shall be based on consultation with employees, contractors and other relevant stakeholders.
- 2.8 OSM understands that risk assessment is an on-going process and shall be undertaken at various times including:
 - When planning or making changes to a work procedure, activity and/or practices
 - When introducing new plant, equipment, materials or substance into the workplace
 - After an OSH incident (including near misses)
 - Introduction of new workers
 - Presence of a high level of risk associated with specific work activity
 - At regular or scheduled intervals appropriate to the nature of the workplace and the hazard present
 - When legislative obligations change (including regulation)
 - Before work activities begin

3. ALDAR Education Risk Assessment Procedure

- 3.1 Generic risk assessments are provided by Aldar Education and may be adapted to suit individual school environments.
- 3.2 Each school must establish a Risk Assessment Committee. The Health & Safety Committee may fulfil this role.
- 3.3 The committee should consist of no more than six members, led by the Operations & Safety Manager (OSM), and may include department heads, teachers, administration staff, and deputy OSMs.
- 3.4 All committee members must receive formal risk assessment training and be deemed competent.
- 3.5 A structured walkthrough of the school must be conducted to identify activities requiring risk assessment.
- 3.6 A Risk Register must be established and maintained for each school. Each assessment must have a unique reference number.
- 3.7 Typical activities requiring risk assessments include (but are not limited to):
 - Swimming pools
 - Cleaning operations
 - Maintenance works
 - Student drop-off and collection
 - Chemical handling
 - Food service and delivery
 - Working at height
 - PE and sporting activities
 - After-school activities
- 3.8 Separate risk assessments must be completed for hazardous substances.
- 3.9 Contractors and after-school activity providers must submit risk assessments prior to commencing work, which must be reviewed and approved by the OSM.
- 3.10 The risk register shall be reviewed and updated as necessary; this may include depends on the following situations:

- Changes in legislation
- After an incident, or near miss
- On introduction of new equipment, new technology or processes
- On major staff or organizational changes
- to respond to feedback from monitoring activities, incident investigation, emergency situations
- external factors, e.g. emerging occupational health issues
- advances in control technologies
- changes proposed by corrective and preventive action

4. HSE 5 Steps to Completing a Risk Assessment

4.1 Identify the Hazards

- The Risk Assessors shall identify the OSH hazards relevant to the company's activities. The Risk Assessor shall perform the hazard identification in the following ways:
 - Walk around the workplace and look at what could reasonably be expected to cause harm
 - Consulting with the employees who are working in that workplace.
 - Consultation with the contractors and other stakeholder where applicable.
 - Considering the previous incident records.
 - Checking manufacturer safety data sheets for the chemicals and equipment being used.
- When identifying the hazards, the Risk Assessor shall take into account the following:
 - routine and non-routine activities
 - activities of all persons having access to the workplace (including contractors, members of the public, service engineers, emergency services)
 - human behaviour, capabilities and other human factors including people with special needs and young persons.
 - applicable legal obligations.
 - plant, equipment and materials at workplace
 - the design or work areas
 - supply chain and contractor undertakings
 - hazards outside the workplace capable of adversely affecting the OSH of employees
 - potential risk to persons not in the company's employment
 - hazards presented by inclement weather and / or emergency situations
- Once the hazards are identified the Risk Assessor shall assess the consequences / risks associated with the hazards.
- Wherever school needs to do renovation, or any construction work it is necessary to ensure proper risk management to all phases of project / development (from design to decommissioning) by means of the following:
 - That during the designing phase, risks are identified that could threaten the viability of the project. Mitigation options are considered to see if they would be sufficient to protect the health and safety of all interested parties.
 - During the planning phase, risks are identified and analyzed for each activity group in a risk breakdown structure, and mitigation is planned for each risk.
 - The execution phase, risks are checked off as activities are completed or mitigation is performed if loss does occur. New risks are identified and added to the plan.
 - During the decommissioning phase, contracts are cancelled, and successes and failures of the risk management plan are summarized and saved with the projects documentation to add to the company's corporate knowledge.

4.2 Decide Who May Be Harmed and How

Consider employees, students, contractors, visitors, and vulnerable persons.

4.3 Evaluate the Risks and Decide on Precautions

Risk ratings shall be calculated using **Likelihood × Severity**, both **before controls** and **after controls (residual risk)**.

Risk rating of the hazards shall be determined based on likelihood and severity of risks. The rating is based on Risk Rating Matrix.

- **Likelihood of the risk**

The likelihood shall be based on the worst-case scenario, ranging from a remote possibility to the inevitable.

Factors affecting the likelihood include:

- Number of times the situation occurs
- Location of the hazard
- Duration of the exposure
- Environmental conditions
- Competence of the people involved
- The condition of equipment

Descriptor	Likelihood	Probability
Frequent	Occurs frequently	5
Often	Occurs several times per year	4
Likely	Has occurred more than once	3
Possible	Has occurred	2
Rare	Never occurred	1

- **Severity of the risk**

The severity shall be expressed in terms of the effect on the person, whether injury or ill health, and ranging from minor injury to death. Factors affecting the severity of the effects shall include:

- The number of people who may be affected
- Any individuals particularly at risk because of disabilities or medical conditions
- The properties of materials, speeds, heights and weights

Hazard severity	Definition	Points rating
Catastrophe	Multiple Fatality	5
Major	Single Fatality	4
Moderate	Serious Injuries requiring medical treatment by a medical practitioner or immediate evacuation to hospital. Personnel unable to continue normal duties	3
Minor	Injuries requiring medical treatment by a medical practitioner. Personnel unable to continue normal duties	2

Insignificant	Minor injuries which may require self-administered first aid. Injured personnel can continue to perform normal duties	1
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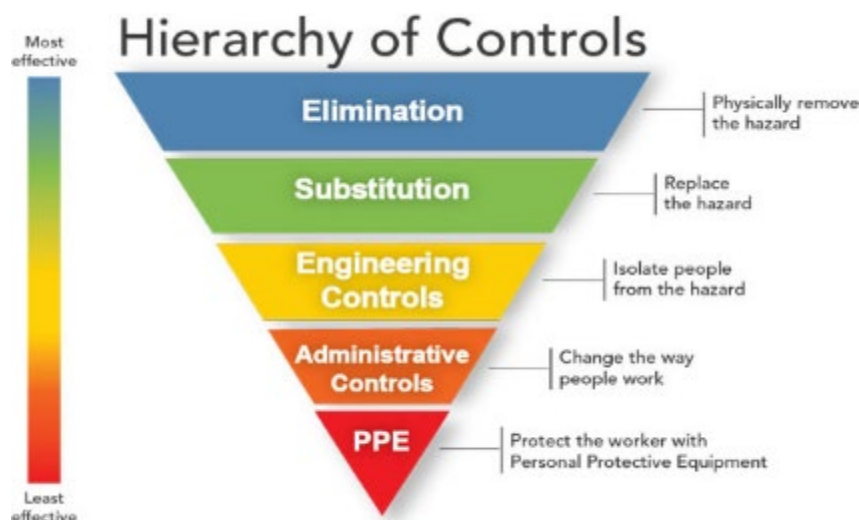
- **Risk Rating**

By multiplying the scores for the severity and likelihood, the risk is given a rating ranging from 1 (insignificant and Rare) to 25 (Catastrophe and Frequent). Below is the Risk Rating Matrix.

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Possible (2)	2	4	6	8	10
Likely (3)	3	6	9	12	15
Often (4)	4	8	12	16	20
Frequent almost certain (5)	5	10	15	20	25
15 - 25	Extreme Risk	Activity should not proceed in current form			
8 - 12	High Risk	Activity should be modified to include remedial planning and action and subject to detailed OSH assessment			
4 - 6	Moderate Risk	Activity can operate subject to management and/or modification			
1 - 3	Low Risk	No action required unless escalation of risk is possible			

4.4 Control Measures

- When the risk is categorized, the Risk Assessor should identify the control measures in order to eliminate if not manage the hazard at an acceptable level.
- In the evaluation of which control measures shall be taken, consideration shall be given to reducing the risk to level deemed ALARP. This includes consideration of the following:
 - Legal requirements
 - International standards / guidelines
 - OSH Policy and objectives
 - Availability of resources
 - Costs, benefits and the status of scientific and technical knowledge
- Control measures identified by the risk assessment, whether protective or preventative, must be implemented in line with the following hierarchy of control. In many cases a combination of control measures will be needed.



- The Risk Assessor shall calculate the residual risk rating with the control measures mentioned.
- If the existing /implemented control measures are insufficient to reduce the risk to an acceptable level, further controls shall be taken to bring it to the acceptable level.
- Once the control measures are identified, the Management shall prioritize the actions needed to be taken based on the high risk to low risk activities.
- The results of risk management activities shall be documented and recorded in the risk register.

4.5 Record the Findings

All risk assessments must be recorded using **approved Aldar risk assessment forms** and written clearly.

4.6 Review and Update

Risk assessments must be reviewed:

- Annually
- Following an incident or near miss
- When activities, equipment, processes, or personnel change

Training

- 5.1 The Operations Department will provide risk assessment training to committee members and other identified personnel.
- 5.2 Findings of risk assessments must be communicated to all affected persons through briefings, inductions, or toolbox talks.
- 5.3 All employees share responsibility for identifying hazards and ensuring appropriate risk assessments are completed.

Communication of findings

- 6.1 The findings of the risk assessments must be communicated to all persons that may interact with the activity/equipment/substance. This can be done via a simple briefing and can be provided by the person conducting the activity, the OSM or any other appointed competent person
- 6.2 The Group Head of Operational Risk and Safety is responsible for ensuring that the risk assessment service guideline is available, reviewed at regular intervals and communicated to all relevant stakeholders.
- 6.3 Risk assessments can be conducted by any persons that have received suitable training and are deemed as competent.

This can include, teachers, OSM's, principals, senior leaders and third-party contractors.

- 6.4 All employees have a responsibility for ensuring that risk assessments are completed for activities, equipment and substances that represent a significant risk.
- 6.5 The operations department will provide risk assessment training to those that require it. All OSM's and their deputies should receive risk assessment training.
- 6.6 The OSM is responsible for keeping a register of all risk assessments for their school and ensuring that the risk assessments are reviewed annually or following an incident.
- 6.7 It is the responsibility of the person completing the risk assessment to ensure all relevant stakeholders are briefed on the findings of the risk assessments, these include, the hazards identified and subsequent controls.
- 6.8 In most circumstances the risk assessment committee are responsible for reviewing and approving the risk assessments. In urgent cases, any educational risk assessments should be reviewed and approved by the head of year group. Any facility related risk assessments must be reviewed and approved by the OSM.
- 6.9 For activities/equipment/substances which create higher than average risks, the operations department will review and approve the risk assessment. Examples could include, confined spaces, working at height which requires scaffold or mobile working platform, electrical isolation etc. If in doubt, please contact the operations department.
 - Operations Department: Oversight, high-risk approvals, training provision
 - OSM: Risk register maintenance, reviews, approvals, contractor compliance
 - Risk Assessment Committee: Review and approval of assessments
 - Employees: Compliance and participation
 - Contractors: Submission and implementation of risk assessments
- 6.10 High-risk activities (e.g. confined spaces, scaffolding, electrical isolation) require Operations Department approval.

Definitions

- 7.1 **Risk Assessment** - is a careful examination of what in the workplace could cause harm to people so that the company can weigh up whether enough precautions have already been taken or whether more precautions need to be taken to prevent harm.
- 7.2 **Hazard** - is anything that has the potential to cause harm. Examples include but not limited to chemicals, electricity, working from ladders, oil on the floor, etc.
- 7.3 **Risk** - is the chance, high, medium or low, that someone could be harmed by these and other hazards, together with and an indication of how serious the harm could be (LIKELIHOOD X SEVERITY = RISK).
- 7.4 **Control measure** - a form of mitigating the risk from a identified hazard, this can be done through, elimination, reduction or any of the other risk controls defined within the hierarchy of risk control.
- 7.5 HSE – Health & Safety Executive - national independent watchdog for work-related health, safety and illness. It acts in the public interest to reduce work-related death and serious injury across Great Britain's workplaces (<http://www.hse.gov.uk/index.htm>).

References

- Aldar Education SG-OP-OR-006 – Operations Risk Register
- Management of Health and Safety at Work Regulations 1999
- ISO 45001:2018 – Clause 6.1.2
- ADOSH-SF Element 02 – Risk Management, Version 4.0, July 2024
- ADEK School Health & Safety Policy