



JSSPS

Risk Assessment

Policy

Reviewed in September 2023

JSSPS Vision Statement on Wellbeing

At JSS Private School (JSSPS) we promote, develop, equip and prepare healthy learners for life. We are committed to making it our mission to promote resilience, positive wellbeing and mental health for all our pupils and staff. We understand wellbeing to be a state of being comfortable, healthy and happy. We aim to drive this message forward, and to ensure that mental health and well-being is “**everyone’s business**” across the whole school community. We strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We put Wellbeing at the heart of our school to ensure successful learning, and commit to our policies reflecting this practice.

JSSPS Vision Statement on Inclusion

At JSSPS, we adopted a legislative frame work for inclusive education based on UAE Federal Law No.(29), 2006 & Law No.(2) 2014. The implementation and impact of the standards included within Dubai Inclusive Education Policy Framework (2017) are monitored and regulated by the Knowledge and Human Development Authority (KHDA).

We understand that a diversity and inclusion plan will be effective only when founded on a ***true belief in and understanding of the value of diversity and inclusion***. Therefore, we aspire to create a school culture that reflects appreciation for diversity and inclusion at all levels. We know that our mission of driving personal and economic growth through learning and our vision of becoming the best community will only be achieved by hiring and retaining the best people possible while creating a school community that is reflective of the diverse audiences we serve.

JSSPS recognizes that the vibrancy of our community is enhanced by **diversity**, which we define as the range of human differences. We believe a culture of **inclusion** puts diversity into action by creating an environment of involvement, respect and engagement – where a multiplicity of beliefs, interests, experiences, and viewpoints are harnessed to accomplish our goals.

We work to achieve diversity and inclusion by:

- Delivering services in a culturally sensitive manner.
- Fostering an environment in which students and staff embrace and promote inclusion and understanding of the value of diversity as demonstrated through interactions with one another.
- Integrating diversity into strategies, decisions, and teaching-learning processes.
- Aligning diversity and inclusion efforts with strategic imperatives.
- Increasing effectiveness and accountability of efforts by developing measurable goals.

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1. INTRODUCTION

At JSSPS, we strongly believe that an enriched learning environment should be safe and hassle free hence are committed to provide a safe child friendly environment. The goal of the School Safety Program is not only to minimize the risk of injury in the school premises and school transport but provide provision and promote safe and healthy living.

2. AIM AND OBJECTIVE

- The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.
- This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.
- The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.
- The range of risk assessments used across the school will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls. High level strategic business risks will be captured by the school, owned and reviewed by the Health and Safety Committee meeting every half term

3. RESPONSIBILITIES

3.1 SLT

- It is the School's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely Heads of Departments or Managers, their direct line managers
- JSS PS will utilize risk assessments at all levels to manage risk , from the Risk Register to risk assessments for individuals.
- JSS PS will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments, as a minimum all teaching staff will undertake training in risk assessment. Key staff in support departments with a responsibility for completing risk assessments will also undertake the training or obtain the required knowledge and skills via other training methods.

3.2 HEADS OF TEACHING AND MAINTAENACE DEPARTMENTS

- Heads of Sections or Managers should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.
- Assisted by the Health and Safety officer, risk assessments are the responsibility of Heads of Departments
- Heads of Section or Managers should ensure that risk assessments are stored on the shared area for ease of access and reference. Heads of section or Managers should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis.

3.3 RESPONSIBILITIES OF ALL STAFF

- All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties.
- All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order assist with reducing risks.

3.4 RESPONSIBILITIES OF PARENTS

- Parents will be asked to sign a consent form for each field trip.
- Parents need to inform the school if the child has any health-related issues.
- The physical and psychological health is taken care of in the school and parents need to fill in the consent form provided by the school.
- Parents work in close relation with the class teacher and the school counsellor.

3.5 RESPONSIBILITIES DURING PANDEMIC

Student:

- Follow the strategies to support physical distancing.
- Adhere to face masks rules.

Staff:

- Reinforce physical distancing between adults.
- Adhere to face masks recommendations for staff.
- Apply density limits in staff areas, for example staff lunchrooms, and any areas accessed by visitors.
- education and training for staff on the appropriate use of personal protective equipment (PPE) when managing someone displaying symptoms of coronavirus (COVID-19), where relevant.
- Hold meetings online and encourage staff to meet outside only (to avoid interaction in closed place).
- Create safe working bubbles

Facility Management:

- Conduct regular environmental cleaning of facilities.
- Ensure the provision of adequate hygiene facilities and supplies, including soap, running water and hand sanitizer.
- Improve ventilation
- Keep a record of visitors and contractors to the facility (as well as keeping records of all students and staff).
- Implement appropriate infection prevention and control at facility health clinics/infirmaries, including appropriate use and supply of PPE and social distancing requirements.

4. PROCEDURE/PROCESS

4.1 GENERAL

Each department is responsible for ensuring risk assessments are in place for all work activities, the Health and Safety officer will work with all departments to provide advice and support.

Risk assessments should consider the following general hazards/situations:

- Safeguarding of pupils
- Supervision arrangements
- Manual handling
- Slips and trips
- Hazards from equipment used
- Substances hazardous to health
- Noise
- Access and egress
- Preventing unauthorized access to high risk areas

Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks

Completed risk assessment should be made available on the shared drive and the Health and Safety officer notified.

4.2 DYNAMIC RISK ASSESSMENT

Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore staff has a role which they think has uncontrolled risks, they must inform their line manager or the Health and Safety officer.

Levels of risk can change from day to day, and tasks that have been assess and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assessment risk from every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking moment to think before acting. Staff must still take the time to assess the risks before undertaking a task, even if there is an up-to-date risk assessment.

Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially pupils at the school.

4.3 TRAINING TO STUDENTS

- Students are educated on the location and use of all safety and emergency equipment.
- Students are educated with verbal and written safety procedures to follow in the event of an emergency /accidents which is inbuilt in their curriculum.
- The premises are also designed according to the need of the special children.
- Our school Assemblies and Science classes are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. It also encourages students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

4.4 SAFETY AND EMERGENCY SCOPE

4.4.1 Classrooms

- are spacious
- well light
- equipped with child friendly furniture.

4.4.2. Washrooms

- The toilet fixtures are at low level easily accessible to the students.
- The pathway in the washroom is lined with rubber mats to ensure that the floor is anti-slippery.
- The dispensers are filled in periodically with antiseptic solution.
- Regular cleaning of the washroom is monitored by the supporting staff.

4.4.3. Swimming pool

- It is well maintained. A log book is maintained to ensure periodic follow up of PH and chlorine level of water.
- The premises are well equipped with life jacket and other rescue equipment's.
- It is double checked that students use the pool under the guidance and supervision of well trained teaching faculty and assistants (in the ratio of 10 students: 2 supervisors).
- The pathway in the washrooms is covered with rubber mats.

4.4.4. Play area

- Students are monitored constantly by the PE faculty.
- The sports room is well equipped with cabinets to store the play kits.
- The flooring is coated with anti slippery supplies.
- The poles and other play equipments used are child friendly.

4.4.5. Laboratories

- are spacious
- well lit
- Students use the lab only under the supervision of teachers.
- All safety equipments like fire extinguisher, fire blankets, first aid kits, safety charts, fume hoods etc. are well maintained.

- The gas connections and electrical circuits are checked periodically.
- All flammables are kept securely locked.
- Students are aware of the safety facilities of the laboratory, ie location of safety showers, eyewash stations, fire extinguishers and emergency exits.
- Students are aware that working spaces are to be kept clean. Broken glass sharps, and laboratory waste must be placed in the marked bins in the laboratory. No waste is to be left or placed in the sinks, and under no circumstance must waste be placed down the sink.

4.4.6. Break times

- Students are monitored by the teaching staff during break time.
- Students are made aware of the injuries that may happen during break time which is inbuilt in the curriculum.
- Pupils do not have access to the Maintenance, Catering, laboratory and Caretaking areas of the school unsupervised.
- We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories etc.

4.4.7. School transport

- All buses are regularly maintained.
- All the buses are periodically checked for the first aid kit and seat belts.
- Students are supervised under the care of bus monitors.
- Parked in such a way that students exit and enter on the bus using the pathways in the bus bay area.
- Teachers see off students in the bus bay.

4.4.8. Fire extinguishers

- Are available at fixed points all round the campus.
- Fire alarm is installed.
- Periodical Fire evacuation drills are conducted to train staff and students on speedy and safe evacuation.
- Particular emphasis in training is given to minimizing the risk of fire

4.4.9. Isolation room

- Is available to handle infection emergencies
- According to the protocols of DHA
- Having attached washroom
- Closer to the exit gate and away from academic block

4.5 HEALTH AWARENESS AND MEDICAL EMERGENCIES SCOPE

4.5.1. Clinic

- A well-equipped clinic.
- In house nurse.
- Visiting doctor.
- The clinic has risk assessments and records for first aid and all other treatments and procedures.
- The accident records are maintained in the clinic and the School Nurse is responsible for ensuring that accident reports and the information are passed to the supervisor and the class teacher.

4.5.2 Canteen

The school strives continuously to improve its School Safety Program by reviewing the existing equipment and resources through regular reviews and revises.

4.5.3 Health and Safety team

School has formed the team to fight against pandemic and the team regulate the protocols and update themselves with various training

5.SUMMERY

In summary, JSS PS applies a risk-based approach to setting priorities and carrying out risk assessment work. This approach follows the principles and processes outlined in the Program's Risk Assessment Framework. Risk assessments inform risk management actions which could result in the application of a range of different tools such as enforcement, regulation, outreach to stake holders, or monitoring

6. REVIEW OF POLICY

The Risk Assessment policy will be reviewed by SLT on an annual basis.

Policy Details	
Version date	May 2021
Last review	September 2023
Next review	September 2024
Responsible SLT	Mr. Subodh Dhyani

Reviewed and Approved by (Sd/-)

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