



Risk Assessment Policy

1. Purpose

To establish a systematic process for identifying, evaluating, mitigating, and monitoring risks across all school operations, ensuring compliance with:

- **ADOSH 4.0** (Articles 11, 15, 18)
- **ADEK OSH Circulars** (2024–2026)
- **UAE Federal Law No. 8 of 1980** (Labor Law, as amended).

2. Scope

Applies to:

- All school premises (classrooms, labs, sports facilities, canteens, transport).
- Activities (curricular, extracurricular, off-site trips, events).
- Personnel (staff, contractors, volunteers, students, visitors).
- Equipment, chemicals, and emergency procedures.

3. Definitions

Term	Definition
Hazard	Source of potential harm (e.g., chemicals, faulty equipment, wet floors).
Risk	Likelihood of harm × Severity of consequences (per ADOSH 4.0 Risk Matrix).
Risk Assessment	Process of hazard identification, risk analysis, and control implementation.
Residual Risk	Risk remaining after controls are applied.
Competent Person	Trained staff (e.g., Safety Officer) authorized to conduct risk assessments.

4. Legal & Regulatory Framework

4.1 ADOSH 4.0 Requirements

- **Article 11:** Employers must conduct risk assessments for all hazardous activities.
- **Article 15:** Implement controls using the *Hierarchy of Controls*.
- **Article 18:** Document assessments and train employees.

4.2 ADEK Requirements

- **OSH Circular 12/2023:** Risk assessments mandatory for labs, workshops, and sports.
- **School Safety Manual:** Student-specific risk controls (e.g., chemical storage, supervision ratios).
- **Incident Reporting:** High risks reported to ADEK OSH within 24 hours.



5. Roles & Responsibilities

5.1 Governance

Role	Accountabilities
School Principal	Policy approval Resource allocation Compliance oversight
Safety Committee	Quarterly risk assessment reviews Incident trend analysis
Safety Officer	Conduct assessments Train staff Maintain records

5.2 Operational Staff

Role	Accountabilities
Teachers/Staff	Report hazards Implement controls Supervise students
Contractors	Comply with school risk controls Submit task-specific assessments
Students	Follow safety protocols Report hazards via designated channels

6. Risk Assessment Process

6.1 Step 1: Hazard Identification

- **Methods:**
 - Workplace inspections (daily/weekly).
 - Job Safety Analysis (JSA) for high-risk tasks (e.g., science experiments).
 - Incident/near-miss data review.
 - Student/staff feedback surveys.
- **Focus Areas:**
 - Physical (slips, trips, falls).



- Chemical (cleaning agents, lab substances).
- Biological (mold, pests).
- Ergonomic (workstation design).
- Psychosocial (bullying, stress).

6.2 Step 2: Risk Analysis

- Risk Matrix (ADOSH 4.0):

Likelihood	Severity	Risk Rating (L×S)	Action Level
Almost Certain (5)	Catastrophic (5)	25	STOP WORK
Likely (4)	Major (4)	16	Immediate Action
Possible (3)	Moderate (3)	9	Control in 7 Days
Unlikely (2)	Minor (2)	4	Monitor
Rare (1)	Insignificant (1)	1	Accept

6.3 Step 3: Control Implementation

- Hierarchy of Controls (ADOSH 4.0):

1. **Elimination:** Remove hazard (e.g., ban hazardous chemicals).
2. **Substitution:** Replace with safer alternative (e.g., non-toxic art supplies).
3. **Engineering Controls:** Isolate hazard (e.g., machine guards, fume hoods).
4. **Administrative Controls:**
 - Procedures (e.g., lab safety rules).
 - Training (e.g., chemical handling).
 - Signage (e.g., "Wet Floor").
5. **PPE:** Last resort (e.g., gloves, goggles).

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- **Control Timeline:**
 - **High Risk (13–25):** Immediate action + suspend activity.
 - **Medium Risk (5–12):** Control within 30 days.
 - **Low Risk (1–4):** Monitor during routine inspections.

6.4 Step 4: Residual Risk Evaluation

- Reassess risk after controls are applied.
- If residual risk \geq **Medium Risk**, implement additional controls.

7. Documentation & Recordkeeping

7.1 Required Records

- **Risk Assessment Register** (Template: Appendix A):
 - Hazard description, location, risk rating, controls, responsible person, review date.
- **Control Implementation Plans:**
 - Actions, timelines, assigned staff, verification methods.
- **Training Records:**
 - Staff competency certifications (e.g., risk assessment training).
- **Incident Reports:**
 - Linked to risk assessments for trend analysis.

7.2 Retention Policy

Document	Retention Period
Risk Assessment Registers	5 years
Training Records	3 years
Incident Reports	10 years

8. Training & Competence

8.1 Mandatory Training

- **Target Audience:** All staff, contractors, student leaders.
- **Curriculum:**
 - ADOSH 4.0 risk assessment methodology.
 - Hazard identification techniques.
 - ADEK incident reporting procedures.
 - Emergency response drills.
- **Frequency:**
 - Initial training for new hires.
 - Annual refresher for all staff.

8.2 Competency Verification

- Written exams (pass mark: 80%).



- Practical assessments (e.g., conducting a mock risk assessment).

9. Monitoring, Review & Audit

9.1 Monitoring

- **Daily:** Staff self-inspections of work areas.
- **Weekly:** Safety Officer spot-checks.
- **Monthly:** Safety Committee review of high-risk controls.

9.2 Audits

- **Internal:** Bi-annual audits using **ADEK OSH Audit Checklist**.
- **External:** ADOSH/ADEK inspections (minimum annually).
- **Audit Metrics:**
 - % of high-risk controls implemented on time.
 - Reduction in incident rates (target: 10% YoY).

9.3 Review Triggers

- After incidents/near misses.
- Introduction of new equipment/activities.
- Regulatory updates (ADOSH/ADEK).
- Feedback from staff/students.

10. Incident Reporting & Investigation

10.1 Reporting Protocol

- **High-Risk Incidents** (e.g., fractures, chemical burns):
 - Report to ADEK OSH within 24 hours via **Form G1**.
 - Notify ADOSH if required.
- **All Incidents:**
 - Record in **School Incident Register** (ADEK Form G2).

10.2 Investigation

- Root Cause Analysis (RCA) using **5 Whys** or **Fishbone Diagram**.
- Corrective actions integrated into risk assessments.

11. Policy Non-Compliance

- **Minor Breaches:** Verbal warning + retraining.
- **Major Breaches:**
 - Disciplinary action per UAE Labor Law.
 - Mandatory reporting to ADEK/ADOSH.
- **Penalties:** Fines up to **AED 50,000** (ADOSH 4.0, Article 42).

This policy will be reviewed annually.

Principal



Reviewed on 02 June 2026

Merryland International School is an outstanding, ISO 9001-certified, British Curriculum K-12 school located in Abu Dhabi, U.A.E. providing high quality education to pupils of more than 40 nationalities. Merryland has been a pioneer in education for the last four decades remaining true to its motto 'Changing lives... Nations wide'.

