

GES CAIRO



RISK ASSESSMENT

POLICY

Created by	Head of School/Senior Leadership Team
Applies to	All students, staff, parents and visitors
Approved by	Board of Directors
Date adopted	7 August 2026
Review cycle	Annual
Next review	7 August 2027

Safeguarding

GES Cairo is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and visitors to share this commitment. We maintain a culture of vigilance where the welfare of our students is always paramount. All school policies are underpinned by this principle and operate in full compliance with current statutory safeguarding guidance and global and local procedures.

1. Rationale

The purpose of this policy is to ensure that risks to health and safety are controlled wherever possible through structured risk assessments. This policy ensures a proactive approach to identifying, evaluating, and mitigating risks to our students, staff, buildings, grounds, daily routines, and school-sanctioned events.

2. Aims

GES Cairo aims to maintain a secure learning environment by implementing a formal examination of potential harms and hazards. The core aims are:

- To systematically avoid hazards that cause harm.
- To evaluate the probability and potential impact of occurring hazards.

- To enforce robust risk control measures, safety procedures, and staff training.

3. Procedures and Accountability Matrix

Risk assessments must be conducted, documented, and approved according to the following ownership framework:

- **Senior Leadership Team (SLT):** Responsible for overarching policy enforcement, reviewing high-risk operations, and monitoring the effectiveness of school-wide control measures.
- **Assistant Headteacher:** Responsible for ensuring generic and specific room/subject risk assessments are completed and kept up to date.
- **Science and PE Departments:** Members of these departments must conduct specific assessments for practical laboratory work and sporting activities.
- **Trip Leaders/Teaching Staff:** Any teacher organising a local or overseas educational visit must author the specific trip risk assessment.
- **Maintenance Manager:** Responsible for arranging certified external specialists to conduct annual risk assessments for fire safety, food safety, water safety (legionella), electrical safety, and gas safety across kitchens, heating systems, and science labs.

4. Types of Risk Assessment and Review Cycles

To prevent oversight, assessments are categorised into three areas and bound to strict timeline thresholds:

- **Generic Risk Assessments:** Completed for hazards or activities common throughout the school (e.g., classroom use, playground breaks). Formally reviewed annually before the start of each academic year.
- **Specific Risk Assessments:** Completed for particular tasks, specialized equipment, unique locations, and educational visits. Submitted and authorized at least 14 days prior to the scheduled event or trip departure.
- **Individual Risk Assessments:** Established for specific students with temporary or permanent medical, behavioural, or physical needs. Shared immediately with relevant staff and parents, and updated termly or as circumstances dictate.
- **Dynamic Post-Incident Reviews:** Any risk assessment associated with an environment or activity where a near-miss or accident occurs must be re-evaluated and revised within 48 hours of the incident.

5. Centralised Digital Workflow and Storage

To maintain legal compliance and readiness for school inspections, all records must follow a standardized digital protocol:

- **Standard Templates:** All assessments must be filled out using the official GES Cairo Risk Assessment Template Form (available on the staff intranet dashboard).
- **Digital Logging:** Completed and signed documents must be uploaded directly to the school's central management portal under the Health & Safety / Risk Assessment directory.
- **Archiving:** Physical paperwork is not accepted as a primary record. The digital log serves as the definitive legal archive.

6. Risk Level and Approval Matrix

Evaluations of risk levels (Low, Medium, High) determine the necessary tier of authorization before any activity or trip can legally proceed:

Assessed Risk Level	Definition & Action Required	Required Sign-Off Authority
Low Risk	Minor hazards with adequate existing controls. Normal routine applies.	AHT
Medium Risk	Moderate hazards requiring additional, documented procedural controls.	Deputy Head / Relevant SLT
High Risk	Significant hazards or specialized activities (e.g., international travel, high-contact sports).	Headteacher/Head of School/Managing Director

7. Essential Steps in Risk Assessment

Staff follow these five steps when creating or updating an assessment:

1. Identify the Hazards: Spot things with the potential to cause harm within the activity, learning environment, or setting.
2. Decide Who Might Be Harmed: Consider students, staff, cleaning crews, contractors, parents, or members of the public.
3. Evaluate the Risks & Implement Controls: Determine if existing measures are adequate. Apply the hierarchy of controls (Avoid, Substitute, Procedural Controls, Child/Setting Management, Additional Ratios, Personal Protective Equipment, Emergency Procedures).
4. Record Findings: Document the hazard, the controls, and the scoring on the central digital template.
5. Review and Revise: Update the document according to the designated school review cycles or post-incident mandates.

8. Training and Individual Responsibility

- Professional Development: All staff members are required to keep their compliance training up to date. Relevant health, safety, and safeguarding courses (including First Aid and Fire Safety) must be accessed via the **Tes/EduCare online learning platform.**
- Duty of Care: Every individual member of staff is legally responsible for taking reasonable care of their own safety, as well as that of students and campus visitors.
- Defect Reporting: Staff are required to cooperate fully with SLT guidelines and immediately report any newly discovered environmental risks, facility defects, or broken equipment to the SLT and Maintenance Team via the digital ticketing system.

GES Cairo



Risk Assessor Form

Activity/Location/Trip Name: _____

Assessor Name and Role: _____

Date of Assessment: _____

Initial Risk Rating (Low/Medium/High): _____

Risk Analysis

Ref #	What is the Hazard?	Who Might Be Harmed?	Current Controls	Additional Actions Required	Residual Risk	Action By Whom & When?
1	<i>Example: Chemical splash during science practical.</i>	<i>Students, Science Teacher, Lab Tech.</i>	<i>Safety goggles worn; teacher demonstration first.</i>	<i>Provide eye wash station next to the workbench.</i>	<i>Low</i>	<i>Mr. A (Teacher) Before next lesson</i>

2

3

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Sign-Off/Approvals Trail

Assessor Signature: _____ Date Submitted: _____

Tier	Required Authorization Level	Signature/Digital Stamp and Date
Tier 1	Headteacher (Mandatory for all assessments)	
Tier 2	Senior Leadership Team (SLT) (Required for Medium / High Risk & Trips)	