



LITTLE FLOWER ENGLISH SCHOOL DUBAI

RISK MANAGEMENT POLICY

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. TAQUIYA
Role	ADMIN MANAGER
Date of review	20-03-2025
Date of next review	20-03-2026
Signature	



TYPE: SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	PAGE NO.	Page 1 of 7
	DOCUMENT NO.	LFES-HSE- PR-01
TITLE: RISK MANAGEMENT	REVISION No.	0
	EFFECTIVITY DATE	02-09-2018

DCN NO.	EFFECTIVITY DATE	REV NO.	REVISION TYPE	REVISION HISTORY	PAGE EFFECTED	ORIGINATOR
LFES-HSE-PR-01	02-09-2018	0				SCHOOL ADMIN.

DISTRIBUTION LIST

HOLDER																			
Received																			
Retrieved																			
HOLDER																			
Received																			
Retrieved																			

Prepared By: School Administrator	Reviewed By: School Principal	Approved By: School Principal
--------------------------------------	----------------------------------	----------------------------------



	TYPE:	PAGE NO.	Page 2 of 7
	SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	DOCUMENT NO.	LFESS-HSE- PR-01
		TITLE:	REVISION No.
	RISK MANAGEMENT	EFFECTIVITY DATE	02-09-2018

Table of Contents

1. PURPOSE	3
2. RESPONSIBILITIES	3
3. SCOPE OF APPLICATION	3
4. REFERENCE AND/OR RELEVANT DOCUMENTS	3
5. DESCRIPTION/PRINCIPLES	3
6. VERIFICATION	7
7. APPROVAL	7

LFES

	TYPE:	PAGE NO.	Page 3 of 7
	SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	DOCUMENT NO.	LFESS-HSE-PR-01
	TITLE:	REVISION No.	0
	RISK MANAGEMENT	EFFECTIVITY DATE	02-09-2018

1. PURPOSE

The purpose of this procedure to ensure that Little Flower English School identifies and assesses the School Facilities HSE hazards that is associated with its activities.

2. RESPONSIBILITIES

- 2.1 It is the responsibility of the School Principal, School Administrator, and Appointed School HSE Officer to ensure that these procedures are properly implemented and School Staff/School Teachers requiring the use of this procedure have access to it.
- 2.2 School Principal, School Administrator, and Appointed School HSE Officer will be responsible to identify any possible hazards of school facilities and record to School HSE Risk Register.

3. SCOPE OF APPLICATION

This procedure shall apply to all school activities of Little Flower English School included within the scope School HSE Management System and shall be administered by the school management.

REFERENCE AND/OR RELEVANT DOCUMENTS

- 3.1 General School HSE Risk Register- (LFES-HSE- PR-01) Appendix 1
- 3.2 Periodic Hazard Observation- LFES-HSE-03
- 3.3 Risk Assessment Register- LFES-HSE-01
- 3.4 General Risk Assessment- LFES-HSE-02

4. DESCRIPTION/PRINCIPLES

5.1. Initial Hazard Assessment

- 5.1.1. Use the Hazard Walkthrough Form for initial hazard identification& assessment

5.2. Identifying the Hazard


- 5.2.1. Identify the likely risk issues around the school facilities that could be related to school activity, facilities, known hazard/near misses and incident reports using Hazard Identification and Assessment form.

5.3. Identifying who will be harmed/what can be damaged and how

- 5.3.1. Make a list of groups of people and other components that can be harmed by the hazard such as: students, school staff, parents, visitors, public, environment, facilities, school equipment and property damage.
- 5.3.2. Take into account persons that may have additional difficulties such as expected mothers, disabled persons, young/inexperienced school staff.

5.4. Evaluate and Control the Risks

- 5.4.1. Use existing control procedure and additional control measures if required

	TYPE:	PAGE NO.	Page 4 of 7
	SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	DOCUMENT NO.	LFESS-HSE- PR-01
		TITLE:	REVISION No.
	RISK MANAGEMENT	EFFECTIVITY DATE	02-09-2018

5.4.2. The level of risk is calculated by multiplying the consequence score and likelihood of occurrence

5.5. Understanding the Consequence of a Hazard

To understand the harm that can be resulted from the hazard and provide a consistent method of assessment, table 1 shall be used.

Area Impacted	Insignificant Consequence (Score =1)	Minor Consequence (Score =2)	Moderate Consequence (Score =3)	Major Consequence (Score =4)	Catastrophic Consequence (Score =5)
Health					
Health Effects	Insignificant impact on surrounding communities	Two minor complaints or exposures per year	Ongoing Complaints. Significant emission or discharge that impacts on surrounding population.	Major ongoing long-term health effects likely to surrounding communities and workers.	Extreme health risk –potential death for worker/community member
Safety					
Human Health and Safety	Minor injuries, that may require self-administered first aid. Injured personnel can continue to perform normal duties.	Injuries requiring on-site treatment by medical practitioner. Personnel unable to continue to perform duties.	Serious injuries requiring off-site treatment by medical practitioner or immediate evacuation to hospital. Potential long-term or permanently disabling effects	Single fatality.	Multiple fatalities

Table 1 – Hazard Consequence

5.6. Understanding the Likelihood of a Hazard

5.6.1. To understand the likelihood of a hazard and to provide a consistent method of assessment, table 2 shall be used.

Descriptor	Likely Frequency	Probability
	Health and Safety	
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

Table 2 – Likelihood of a Hazard

5.7. Assigning a Risk

5.7.1. Assign a risk rating to the health and safety hazard

5.7.2. Use below matrix to conduct a consistent assessment of the health hazard



TYPE: SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	PAGE NO.	Page 5 of 7
	DOCUMENT NO.	LFESS-HSE-PR-01
TITLE: RISK MANAGEMENT	REVISION No.	0
	EFFECTIVITY DATE	02-09-2018

Probability	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 or Industry Should Not Proceed in Current Form			
8 - 12	High Risk	Activity or Industry should be modified to include remedial planning and action and be subject to detailed HSE Assessment			
4 - 6	Moderate Risk	Activity or industry can operate subject to management & Modification			
1 - 3	Low Risk	No Action Required, Unless Escalation of Risk is Possible			

5.8. Implement Selected Control Measures at Workplace

5.8.1. Identify corrective action that will bring the risk to an acceptable level as low as reasonably practicable (ALARP).


5.8.2. The health and safety hierarchy of controls are as follows:

- .8.2.1. Elimination of health hazard if possible
- .8.2.2. Substitution (e.g. use of less hazardous material)
- .8.2.3. Engineering/Isolation for machinery and equipment (e.g. exhaust ventilation)
- .8.2.4. Procedural (e.g. improving housekeeping)
- .8.2.5. Personal Protective Equipment as the last resort when above measures are not practicable

5.9. Monitor Control Measure

5.9.1. Ensure that the selected control measures are working properly

5.9.2. Attention shall be given the risk that may be easy to fix but have low priority score (e.g. power leads across the floor). Particular attention shall be given the risks that may have very low likelihood but may result in major consequences

	TYPE:	SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	PAGE NO.	Page 6 of 7
			DOCUMENT NO.	LFESS-HSE-PR-01
	TITLE:	RISK MANAGEMENT	REVISION No.	0
			EFFECTIVITY DATE	02-09-2018

5.10. Recording the Risk

5.10.1. Record each School HSE risk in the Hazard Identification and Assessment Register

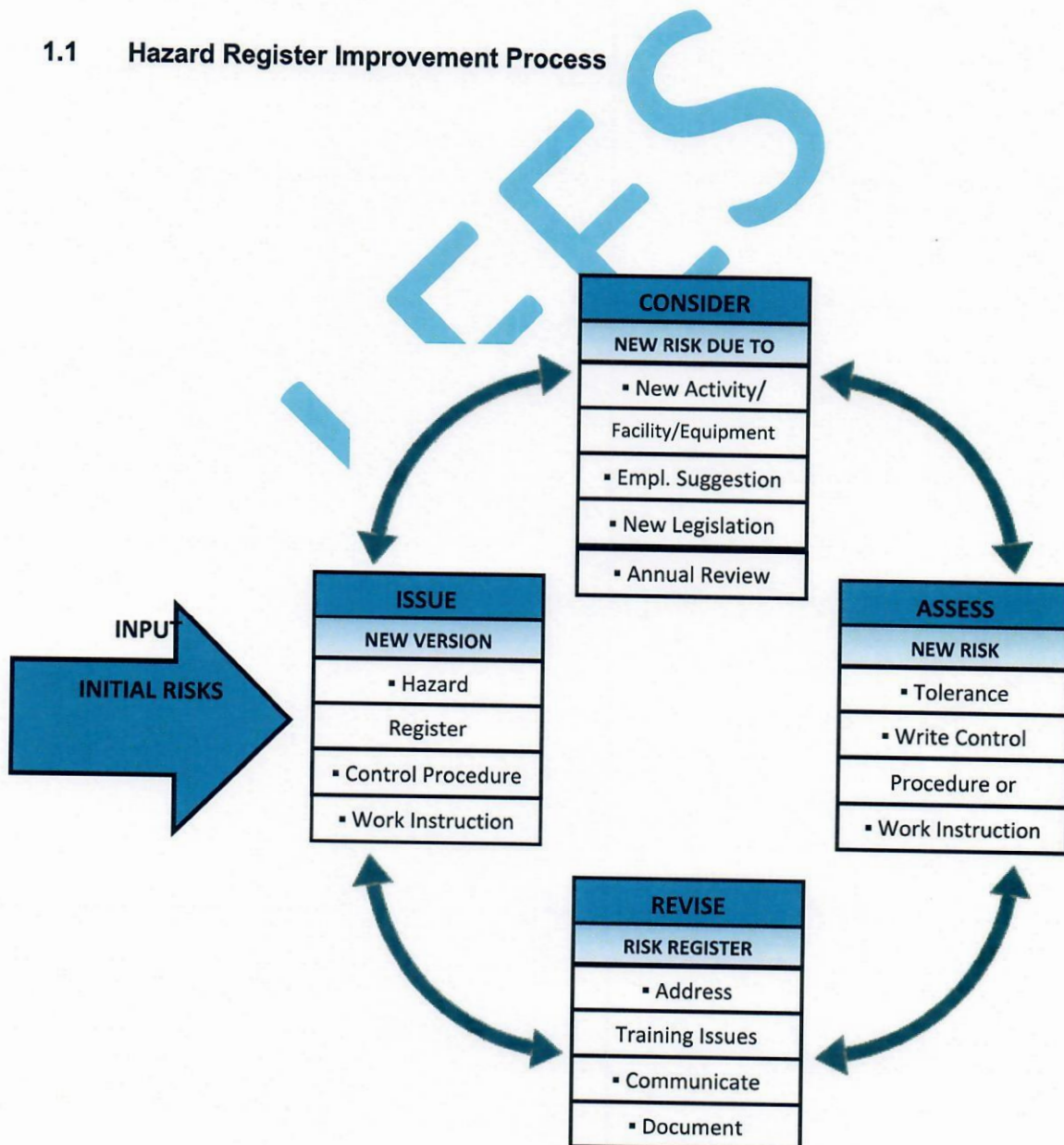
5.11. Review of Risk Register

5.11.1. To ensure its updating, the School Hazard Identification and Assessment Register shall be reviewed in the annual School Management Review Meetings.

5.11.2. Appointed HSE Officer shall report any recommended changes of the Hazard Identification and Assessment Register or any new layout of school facilities/equipment to the School Principal and School Administrator

5.11.3. School Administrator and Appointed HSE Officer shall maintain School HSE Aspects/Hazards Registers

1.1 Hazard Register Improvement Process




	TYPE:	PAGE NO.	Page 7 of 7
	SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	DOCUMENT NO.	LFESS-HSE- PR-01
		TITLE:	REVISION No.
	RISK MANAGEMENT	EFFECTIVITY DATE	02-09-2018

Figure 1 Hazard Register Improvement Process

1.2 Workflow for Hazard Evaluation Process

The following workflow shall be used for hazard evaluation:

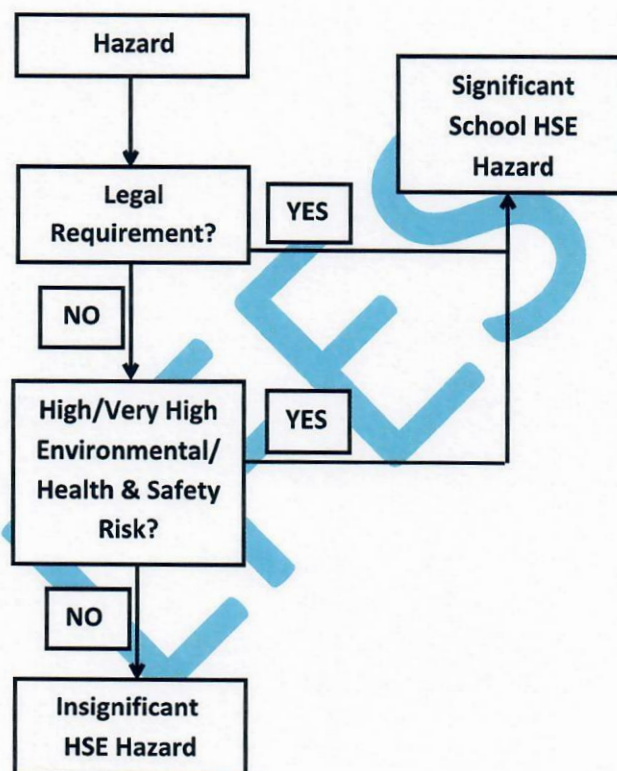



Figure 2 HSE Hazard Evaluation Process

5. VERIFICATION

The School HSE Hazards shall be reviewed as per the requirement coming from a school facility change, and change in work area, personal performing task etc.

The activities of school staff with respect to this procedure shall be subject to regular internal audits by the Appointed School HSE Officer, School Principal and/or the Internal Auditors.

6. APPROVAL

 مدرسة الورود الصغيرة الانجليزية LITTLE FLOWER English School	TYPE: SCHOOL HSE MANAGEMENT SYSTEM PROCEDURE	PAGE NO. DOCUMENT NO.	Page 8 of 7 LFESS-HSE- PR-01
	TITLE: RISK MANAGEMENT	REVISION No. EFFECTIVITY DATE	0 02-09-2018

The School Principal of Little Flower English School has approved this procedure.

LFES