

## Risk Assessment Policy

### Purpose

The purpose of this policy is to ensure the safety of all students, staff, and visitors at IBSB. The Leadership and Governance of IBSB are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also best practice. The School is committed to assessing the risks to our employees, pupils, visitors, and wider community who could be affected by our activities. This policy applies to the whole school.

### Overview

We have formulated this policy to help us comply with our legal obligations to staff, students and visitors under Romanian law and under the requirements for a British School Overseas. The aim of this policy is to protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are properly identified and managed, ensure consistency of approach and management across the wide range of activities that the School is involved in.

By focusing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

### What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organization) that could result from a particular activity or situation.

- **A hazard** is something with the potential to cause harm.
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
- **A risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk control measures** are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), compliance (child protection issues) and environmental (asbestos, legionella). Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

The essential steps that are taken in order to comply with this policy are:

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary.

Assessments identify significant risks, such as defects, deficiencies, and prescribe remedial action.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?



- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

## Types of Risk Assessments

There are two main types of risk assessment, generic and specific.

- **Generic risk assessments** should be completed for hazards or activities that are common throughout the school.
- **Specific assessments** should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks.

## Risk Assessments – a responsibility for all staff?

All members of staff are given a thorough induction into the school’s arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work required it. However, members of 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 members of the Senior Leadership Team (SLT) in order to enable the school to comply with the health and safety duties.

Overall responsibility for risk management within the school is with the SLT. Individual specific risk assessment (trips, events on school campus, science department, art department, physical education) responsibilities are delegated to heads of departments across both schools, but the overall responsibility lies with the Heads of Schools.

All members of staff are responsible for reporting any risks or defects to the SLT.

## Who Conducts Risk Assessment?

Risk Assessments are conducted by the members of the Senior Leadership Team, the site manager, representatives from the local fire department (Health and Safety local authorities) or delegated to teachers. Risk Assessments will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented. The risk assessment should be shared with all staff and voluntary helpers as appropriate to the visit.

## Areas requiring Risk Assessments and specific responsibility

Type of Risk Assessment	School section	Responsible
Fire risk assessment	Whole School	SLT member
Radicalisation risk assessment (Prevent)		
General Health and Safety around the school risk assessment		
Safeguarding risk assessment		CPO and Head of School
Events on school site risk assessment (UN Day, Citizenship days, etc....)		Event organizer with the respective Head of Primary/Secondary School
Events off school site risk assessment (Sports Day, Carol Service, Drama productions, etc....)		Event organizer with the respective Head of Primary/Secondary School
Taking children off campus risk assessment		Responsible for the event and respective Head of Primary/Secondary School
Specific subject risk assessment (Science, Art, EY, PE, Drama, ICT)		Head of Department or Subject Leader



Science lab and chemicals storage risk assessment	Secondary School	Head of Department
Trips risk assessment (local and residential)	Whole School	The member of staff taking the lead on organising the trip
Classrooms risk assessments	Whole School	Heads of Department or Class teachers
Duke of Edinburgh risk assessment	Secondary School	DOE responsible and respective Head of School
School buses risk assessment	Whole School	Event organizer with the respective Head of Primary/Secondary School

## Risk assessment – timeline and approval

All risk assessments done for the Primary School must be approved by the Head of Primary and all risk assessments for the Secondary School must be approved by the Head of Secondary, before these are then shared with the staff and students involved in the event or trip. If the respective Head of School is not in, the Deputy Head or the Head of School will take responsibility for checking and signing of the Risk Assessment.

The risk assessments must be approved by the respective Head of School within a period of one month before the event taking place (this is 1 month for international trips or events that need specific preparation and 1 week for the local trips or events that do not imply special preparation)

The event will only take place if the risk assessment has been checked and approved by the member of the SLT within a reasonable time frame that would give the organizer enough time to share the information and take any necessary precaution.

## Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks needs to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

## Risk Control

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- Avoid the hazard – can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure that the staff are aware of each child’s needs.
- Setting management – such as the monitoring of exits and entrances.
- Additional equipment/staff – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- Personal Protective Equipment – consider the value of using such things as gloves, over garments.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fore.



## Risk Rating Actions

Grade	Risk mitigation actions
Low – L	<b>LOW:</b> These risks should be recorded, monitored, and controlled by the responsible manager.
Medium – M	<b>MEDIUM:</b> These risks should be recorded, monitored, and controlled with mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed at SLT level.
High – H	<b>HIGH:</b> This level of risk could pose a significant impact on an individual/group of individuals or overall school community. No risks assessed as “high” will be taken by the school. The Head of School/Executive Director should be advised of identified risks which have been graded at this level.

All means of restricting or avoiding risk should be considered. Where an event/activity is identified as HIGH risk it will not be allowed to continue.

## Risk Assessments Folder

All risk assessments should be saved by the Head of Primary or Secondary in the WS/Health and Safety/Risk Assessment folder online ready to be reviewed as needed and for inspection purposes.

[Risk Assessments](#)

## Review of risk assessments

All generic risk assessments should be regularly reviewed (annually or each time there is a change in space or facilities where children and staff have access for educational activities in the school campus)

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident.

Document Control	
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