

Approval:	Headmaster	Audience:	All stakeholders
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Linked Policies:		CCTV Security Safeguarding and Child Protection Health & Safety	

Heathfield International School Risk Assessment Policy

1. Purpose and Scope

This Risk Assessment Policy outlines the framework and procedures used by **Heathfield International School Bangkok (HISB)** to identify, evaluate, manage, and monitor risks that may impact the safety, wellbeing, and educational outcomes of students, staff, visitors, and the wider school community.

This policy applies to all areas of school operations, including teaching and learning, extracurricular activities, school trips, facilities management, health and safety, safeguarding, and business continuity.

2. Policy Statement

HISB is committed to providing a safe, secure, and supportive learning environment. We recognise that risk is inherent in many school activities and that effective risk management is essential to safeguard our community, support compliance with Thai and international regulations, and maintain educational excellence.

3. Responsibilities

Headmaster

- Overall responsibility for ensuring risk assessments are conducted, recorded, monitored, and reviewed regularly.
- Ensures staff are aware of this policy and trained where necessary.

Senior Leadership Team (SLT)

- Support the Headmaster in implementing this policy across all departments.
- Oversee departmental risk assessments and ensure compliance.

Health & Safety Officer

- Advises on health and safety legislation and best practices.
- Assists in writing and reviewing risk assessments.

Staff Members

- Responsible for conducting specific risk assessments in their areas (e.g., science labs, PE, trips).
- Report hazards or concerns promptly to the SLT.

Students and Parents

- Expected to comply with safety procedures and report hazards or incidents.

4. What is a Risk Assessment?

A risk assessment is a structured process used to:

- Identify potential hazards.
- Evaluate the likelihood and severity of harm.
- Determine appropriate control measures.
- Monitor and review risks regularly.

5. Types of Risk Assessments at HISB

- General Premises Risk Assessments (e.g. classrooms, corridors, playgrounds)
- Activity-Specific Risk Assessments (e.g. science experiments, sports)
- Off-site and School Trip Risk Assessments
- Safeguarding and Child Protection Risk Assessments
- Medical and Individual Student Risk Assessments
- Emergency and Business Continuity Plans

6. Risk Rating Matrix

Risks are evaluated based on:

- **Likelihood** (Rare, Unlikely, Possible, Likely, Almost Certain)
- **Impact** (Minor, Moderate, Serious, Major, Critical)

This determines the **Risk Level** (Low / Medium / High / Critical) and guides the control measures required.

7. Control Measures

Control measures may include:

- Physical adjustments (e.g. safety barriers, ventilation)
- Procedural changes (e.g. supervision ratios, safety briefings)
- Training and awareness (e.g. first aid, emergency drills)
- Use of protective equipment (e.g. lab goggles, sports gear)

8. Recording and Documentation

All risk assessments must be:

- Documented using the HISB Risk Assessment Template
- Approved by the relevant Head of Department or SLT member
- Stored securely and made accessible to relevant staff
- Reviewed annually or when circumstances change significantly

9. Monitoring and Review

- The Headmaster and Health & Safety Officer will conduct **annual audits** of risk assessments. This policy will be updated annually.
- **After-action reviews** will be held following any serious incident, trip, or emergency.
- Risk assessments will be updated based on:
 - New legislation or guidance
 - Feedback from staff or inspections

- Changes to facilities, staff, or student needs

10. Training and Communication

- Staff will receive annual training on risk assessment procedures and updates.
- All new staff are briefed on the risk assessment policy during induction.
- Parents and students will be informed of relevant risks for trips and activities.

11. Legal and Regulatory Compliance

This policy ensures compliance with:

- Thai Ministry of Education (MOE) safety regulations
- International school best practices (EDT expectations)
- Child Protection and Safeguarding laws