


Taaleem Group Risk Assessments



Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
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Revision History


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Taaleem Group Signatory Page

The below signatories have reviewed this document and signed to agree that the content is appropriate prior to its formal release and circulation throughout the Taaleem Group.

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1. Purpose

The purpose of this document is to provide sample risk assessment templates that can be used as a basis to risk assess hazards that are present at Taaleem sites. The risk assessments contained in the appendices are a bank of partially completed documents, they should be added too by the relevant competent person conducting the risk assessment so that all activities have suitable control measures in place ensuring the safety of any Taaleem employees, students, contractors, visitors, and other stakeholders using or operating in Taaleem facilities. When a risk assessment is complete and in use it should be reviewed at a period of not less than 6 months for reoccurring tasks or activities, for specific events it should be assessed every time.

2. Risk Assessment

A risk assessment is nothing more than a careful examination of a workplace, location or event and the activities and tasks which take place there. It is to identify what could cause harm to the people who work there or visit i.e., students, parents, contractors, and other visitors, estimating the likelihood of the harm occurring and checking to ensure whether sufficient precautions are being taken to prevent that harm being realised. When a hazard has been highlighted and the risk of it occurring has been determined appropriate control measures should be identified and implemented to mitigate the risk. The first objective will always be to completely remove the possibility of harm occurring but, in many cases, this is not possible, so control measures aim to prevent harm by reducing the likelihood and consequences of an event. The residual risk remaining after control measures have been implemented will then determine if the activity can be carried out safely.

The terminology used in risk assessment is simple. It is, however, important that assessors understand it:

- Hazard - Something with the potential to cause harm to persons or property. For example, slippery floors, working with ladders, wood dust, individuals e.g., pupils with behavioral problems.
- Risk - The chances or likelihood of the harm occurring. For example, someone slipping on the floor, falling from the ladder, breathing in fine wood dust, being injured by the individual pupil or the pupil injuring themselves. Take specific care to identify those who may be particularly at risk from a hazard, i.e., asthmatics, those with existing back injuries, employees of childbearing age etc. Risk also considers the potential severity of the injury i.e., there may be a low probability of someone falling from a ladder but if they do the injuries could be extremely severe.
- Control Measure - What is done to prevent the harm occurring, e.g., replacing a slippery floor with slip-resistant flooring, training the user in ladder safety, introducing dust extraction, or supplying dust masks, training staff in diffusion techniques and other calming/reasoning strategies.

2.1 The Risk Assessment Process

- Look for the hazards
- Decide who might be at risk
- Assess the level of risk
- Evaluate the risk arising from the hazards
- Record your findings

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2.2 Risk matrix

A risk matrix is a matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity.

Severity Ranking		
Rating	Category	Consequence
5	Catastrophic	Single or multiple fatalities, or significant irreversible effects to more than one person.
4	Major	Severe irreversible disability (>30%) to one or more persons
3	Moderate	Serious injuries requiring off-site treatment by medical practitioner or immediate hospitalization. Potential long-term or permanently disabling effects.
2	Minor	Injuries requiring on site treatment by medical practitioner. Personnel unable to continue to perform duties.
1	Insignificant	Minor injuries, which may require first aid. Injured personnel can continue to perform normal duties.

Probability Ranking		
Rating	Category	Indicative Frequency (expected to occur)
5	Frequent	Occurs frequently
4	Often	Occurs several times per year
3	Likely	Has occurred more than once and probably will occur again sometime
2	Possible	Unlikely, has occurred
1	Rare	Very unlikely, has never occurred

Level of Risk

To establish a Risk Rating multiply the "Probability" rating value by the "Severity" rating value using the table below to identify if any further action is required:

Risk Assessment Matrix					
Consequence Probability	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 (5)	5	10	15	20	25

Score	Risk Category	Action to be Taken
15 to 25	Extreme Risk	Activity or industry should not proceed in current form
8 to 12	High Risk	Activity or industry should be modified to include remedial planning and action can be subject to detailed OSH assessment
4 to 6	Moderate Risk	Activity or industry can operate subject to management and modification
1 to 3	Low Risk	No immediate action required, unless escalation of risk is possible

Risk Assessment Explained

Hazard – The thing identified with the potential to cause harm e.g., a slippery floor.


Risk – The chance or likelihood of harm occurring e.g., the chance of someone slipping on the floor, it also considers the severity of the injury.

Risk level – To establish the risk level, the probability or likelihood 'L' is multiplied by the severity 'S' to give an overall risk rating 'R'.

Location: School to 58 in				Assessor: Name					
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus				Date of Review: xx Mar 22		Next Review Date: xx Aug 22			
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Limited parking space	Vehicle damage and injury to driving person, inappropriate parking	School staff, parents or visitors	2	3	6	<ul style="list-style-type: none"> Ensure that design and construction of parking area is as per the international standard or local requirement i.e. minimum should be 3.60m & recommended 3.90m Ensure that adequate numbers of first aiders and first aid kits are available Traffic management procedure is available Ensure that emergency procedures and rescue plan are in place Suitable safety signs are displayed at the parking area 	1	2	2
Inappropriate floor marking	Low visibility of marking can cause confusion leading to accidents	School staff, parents or visitors	2	2	4	<ul style="list-style-type: none"> Ensure that minimum marking should be 2 inch wide & recommended 2 inch to 6 inch wide or as per the local or international standard Routine inspection and safety tours by OSH person / FM or competent person Appropriate monitoring and supervision shall be in place Traffic management procedure is available Ensure that Emergency procedures and rescue plan are in place Suitable safety signs are displayed at the parking area 	1	2	2

Control Measures – Measures are then implemented to prevent harm from occurring e.g., slip resistant flooring is used.

Following the implementation of control measures the risk level is again calculated. There should be a reduction in the overall level of risk.

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1. Sports Risk Assessment

The below provides a sample risk assessment for sports activities, generically the majority of hazards will be the same at each school, however each school will have their own specific hazards that they will need to add to the risk assessment. Each school should make additions to this risk assessment so that other sporting activities taking place at the school that are not already covered below have appropriate control measures in place. It is the responsibility of the identified staff member or activity supervisor to ensure that the relevant risk assessment below is fully implemented prior to the delivery of any sporting activity.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organizations, security staff and facilities team									
Activity: General, effecting all sporting activities					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Incompetence or poor judgement by staff member Activity Organizer	Various but serious Injury	All visitors, staff, and students	2	4	8	<ul style="list-style-type: none"> Explicit authorization procedure Appropriate supervision of the activity Understanding of the procedures and risk assessments 	1	3	4
Anti-social interactions/ poor discipline	Verbal and physical abuse, impact injuries	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Clear instructions on standards of behavior Appropriate supervision of the activity Adequate security oversight Avoid unsupervised access to young people 	1	3	3


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organizations, security staff and facilities team									
Activity: General, effecting all sporting activities					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Exposure to weather	Heat injury, over exposure to the sun	All visitors, staff, and students	4	4	16	<ul style="list-style-type: none"> Have appropriate clothing and equipment, PE staff or Activity Organiser to have extra sun cream and hats Plan for individuals who do not bring suitable kit, have spares available PE Staff or Activity Organiser to provide clear information re suitable clothing and equipment There is to be adequate water provision prior to the activity commencing 	1	3	3
Spectator and visitor control	Verbal and physical abuse	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Adequate security oversight to be provided to control the number of visitors All visitors are to be recorded on site using VAMS/or other Spectators to remain in approved activity viewing areas 	1	2	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organizations, security staff and facilities team									
Activity: General, effecting all sporting activities					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Emergency	Injury, possible fatality	All visitors, staff, and students	2	4	8	<ul style="list-style-type: none"> Establishment of an emergency plan for dealing with an incident Contact details of parents, guardians and spouses to be held by Activity Organiser for ASAs Contact details of parents and guardians to be held by the school for all students All staff are aware of their actions in the event of an emergency Ensure all visitors have access to the relevant procedures prior to arrival 	1	3	3
Hyper allergens, insect stings nuts etc	Pain, discomfort, anaphylaxis (possible fatality) due to stings and nuts	All vulnerable visitors, staff and students	3	4	12	<ul style="list-style-type: none"> Staff or Activity Organiser to have medical information about vulnerable people Ensure those with known allergies carry medication such as epi pen treatment and/or medalert information if they have it All accompanying adults and staff to receive training in how to administer an epi pen Appropriate clothing and equipment 	2	3	6

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organizations, security staff and facilities team									
Activity: General, effecting all sporting activities					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Excessive stress/strain or incorrect execution of the activity	Muscular injury, pain and discomfort	All visitors and students undertaking the activity	4	2	8	<ul style="list-style-type: none"> Follow aerobic stretching warm up exercises Use appropriate size and weight of equipment Follow guidelines and adhere to safe practices 	2	2	4
Equipment failure	Various but serious Injury	All visitors and students undertaking the activity	2	3	6	<ul style="list-style-type: none"> Appropriate supervision of the activity Pre activity health and safety check of the activity equipment and area Participants to be made aware of dangers of misuse of equipment 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Invasion sports (football, rugby, basketball, netball, hockey)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Injury from contact with participants and the ball	Various potentially serious injury, bruises, breaks, cuts and general impact injuries	All visitors, staff, and students	4	3	12	<ul style="list-style-type: none"> Removal of all jewellery; tie back long hair Ensure specialist kit is worn where necessary i.e. hockey goal keepers The playing area should safely cater for the numbers involved Participants are to be made aware of dangers of misuse of equipment Opposing players should not widely vary in age / year groups Where the competition is non-contact e.g. tag rugby, ensure all participants are aware of the no tackling rule 	2	2	4
Slips, trips and falls	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> Pre activity health and safety check of the activity area for dangerous objects Appropriate kit and footwear to be worn e.g. football boots and shin pads; goal keeping gloves Ensure there is appropriate soft padding provision in areas adjacent to the playing area 	1	2	2

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Invasion sports (football, rugby, basketball, netball, hockey)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Unsecured equipment and goal posts	Various potentially serious injury, bruises, breaks, cuts and general impact injuries	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Netting should be well fitted fitting the frame of the goals only Participants to be made aware of dangers of misuse of equipment Participants should not climb or swing on goal posts Goals / Posts should be firmly secured and/or weighted down 	1	3	3
Any obstructions, e.g chairs, bags, benches around playing area	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Removal of any items a safe distance from around the sides of the activity area Pre activity health and safety check of the activity area for dangerous obstructions When obstructions cannot be removed ensure appropriate soft padding is applied to mitigate the risk 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Racket sports (badminton, squash, tennis)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Injury from contact with participants, balls, shuttlecocks	Various potentially serious injury, bruises, breaks, cuts and general impact injuries	All visitors, staff, and students	4	3	12	<ul style="list-style-type: none"> Removal of jewellery; tie back long hair Appropriately sized court to be used for age group Participants to be made aware of dangers of misuse of equipment Appropriate safety measure to be taken for inexperienced players Participants encouraged to be mindful of their opponents and/or partners court position during games to avoid accidental contact Nonplaying participants and spectators to be kept a safe distance from the playing area(s) 	2	2	4
Slips, trips and falls	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> Appropriate kit and footwear to be worn Pre competition health and safety check of activity area for dangerous objects Remind players of appropriate behaviour around the net 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Striking and fielding sports (cricket, golf, rounders, softball)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Injury from contact with participants, balls and equipment	Various potentially serious injury, bruises, breaks, cuts and general impact injuries	All visitors, staff, and students	4	3	12	<ul style="list-style-type: none"> Removal of all jewellery; tie back long hair All competitions to have sufficient space and area for safety of play away from other facility users Ensure safety restrictions enforced in terms of the distance of fielders from the batter Ensure appropriate equipment (bats, size and hardness of balls) are correct for age group(s) Participants to be made aware of dangers of misuse of equipment Ensure specialist safety equipment is worn where necessary in line with advice from the sport's governing body e.g. cricket helmets, pads, box etc 	2	2	4
Slips, trips and falls	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> Appropriate kit and footwear to be worn Pre competition health and safety check of activity area for dangerous objects When playing golf stick to the safe and approved route between holes 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Gymnastics (trampoline, gymnastics, cheerleading, dance)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Injury from contact with participants or equipment	Various potentially serious injury, bruises, breaks, cuts, and general impact injuries	All visitors, staff, and students	4	3	12	<ul style="list-style-type: none"> Removal of jewellery; tie back long hair Appropriately sized equipment to be used for age group / skill level Appropriate skills to be attempted dependant on experience Remind participants of appropriate behaviour in the gymnasium / dance studio Safety rules communicated and enforced (e.g. spotting) 	2	2	4
Slips, trips	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> Appropriate kit and footwear to be worn e.g. trampoline shoes or bare feet Pre competition health and safety check of activity area for dangerous objects and clear floor Remind participants of appropriate behaviour in the gymnasium / dance studio Participants to be made aware of dangers of misuse of equipment (e.g. trampoline, apparatus) All equipment to be in good condition. Damaged equipment to be removed / unused (e.g. mats) 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Gymnastics (trampoline, gymnastics, cheerleading, dance)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Drops and falls	Various potentially serious injury, bruises, breaks, cuts	All visitors and students undertaking activity	3	3	9	<ul style="list-style-type: none"> All equipment to be in good condition. Damaged equipment to be removed / unused (e.g. mats) Safety rules communicated and enforced (e.g. spotting) Participants to be made aware of dangers of misuse of equipment (e.g. trampoline, apparatus) Appropriate supervision of the activity When lifting each other individuals should not widely vary in age / year groups 	2	2	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Athletics (track and field, cross country)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Injury from contact with participants or equipment	Various potentially serious injury, bruises, breaks, cuts and general impact injuries	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> Check all equipment to be in good condition, including landing beds, sand pits and hurdles Removal of jewellery; tie back long hair Appropriately sized equipment to be used for age group / skill level Remind participants of appropriate behaviour Participants to be made aware of dangers of misuse of equipment especially for throwing activities Safety rules communicated and enforced (crossing track, throwing sectors etc) 	2	2	4
Slips, trips and falls	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> Appropriate kit and footwear to be worn e.g. spikes, shoes with grip for cross country Pre competition health and safety check of activity area for dangerous objects and to clear tracks Appropriately sized equipment to be used for age group / skill level 	2	2	4

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE staff, visiting organisations, security staff and facilities team									
Activity: Athletics (track and field, cross country)					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Fatigue related	Heat injuries, fainting, loss of consciousness	All visitors and students undertaking activity	3	2	6	<ul style="list-style-type: none"> Appropriate events and distances to be attempted dependant on age group There is to be adequate water provision prior to the activity commencing There is to be appropriate rest in between events when multiple activities are conducted 	2	1	2

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health & Safety Officer	Date: 13-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 14-10-2023

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2. Events Risk Assessment

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: All staff involved in the event, security staff and facilities team									
Activity: Events					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Incompetence or poor judgement by event organiser	Various but serious Injury	All visitors, staff, and students	2	4	8	<ul style="list-style-type: none"> Appropriate supervision of the event Understanding of the procedures and risk assessments The event to go through an adequate approval process 	1	3	3
Spectator and visitor control	Verbal and physical abuse	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Adequate security oversight to be provided to control the number of visitors All visitors are to be recorded on site using VAMS/or other Spectators to remain in approved event viewing areas 	1	3	3
Anti-social interactions/ poor discipline	Verbal and physical abuse, impact injuries	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Clear instructions on standards of behavior Appropriate supervision of the event Adequate security oversight Avoid unsupervised access to young people 	1	3	3
Exposure to weather	Heat injury, over exposure to the sun	All visitors, staff, and students	3	3	9	<ul style="list-style-type: none"> If the event is held outdoors, ensure appropriate sunshade and covering is provided Clear information provided regarding suitable clothing and equipment for the event There is to be adequate water provision at the event/ advise visitors to bring water with them 	2	2	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: All staff involved in the event, security staff and facilities team									
Activity: Events					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Cooking injuries from food stations	Burns, scolds or injuries from cooking station	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Only adults or trained staff to use the cooking stations Or All cooking to take place under adult supervision Visitors, staff and students are only to be in the vicinity when they are collecting food, they must then move elsewhere School nurse to be in attendance on site at the time of the event 	1	3	3
Fire from cooking	Various potentially serious injury, burns and scolds	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> All cooking stations are located outside, 2m from the building or only in the kitchen area with appropriate ventilation Hose reels and extinguishers are located nearby, hose reels can reach the cooking station Staff are trained in initial firefighting techniques Visitors are briefed on fire exit locations 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: All staff involved in the event, security staff and facilities team									
Activity: Events					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Allergic reaction to food, hennas and products on display	Pain, discomfort, anaphylaxis (possible fatality)	All visitors, staff, and students	2	4	8	<ul style="list-style-type: none"> All food to be clear of nuts as per school policy All students medical records are kept in nurses office in case of reaction Ensure those with known allergies carry medication such as epi pen treatment and/or medalert information if they have it All accompanying adults and staff to receive training in how to administer an epi pen 	1	4	4
Slips trips and falls	Various potentially serious injury, bruises, breaks, cuts	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Pre activity health and safety check of the event area for dangerous objects, trip hazards and obstructions Appropriate footwear to be worn for the event e.g. no high heels if unsuitable Stages and podiums will be secured together to prevent them coming apart All cabling to be clear of walkways and covered appropriately when an obstruction is unavoidable 	1	3	3


Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: All staff involved in the event, security staff and facilities team									
Activity: Events with animals					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Dog/ horse/ camel/ falcon causing injury	Various and potentially serious Injury, bruises, breaks, cuts and, scratches	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> All animals are muzzled to prevent biting Handlers to be suitably trained and to remain with the animals at all times Or <ul style="list-style-type: none"> No contact with the animals they will enter when everyone is seated, perform then leave Nurse is to be on site and available throughout the event. 	1	3	3
Dogs getting over excited near to the children	Bruises, breaks, cuts and, scratches	Younger visitors, and students	2	3	6	<ul style="list-style-type: none"> The dogs are highly trained but should not be left unattended The dogs are muzzled to prevent biting Handlers to be suitably trained and to remain with the animals at all times Safe distance to be kept and maintained where appropriate Do not attempt to feed the dogs 	1	3	3
Dog/horse/falcon hair causing allergic reaction	Pain, discomfort	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> All personnel will be at a safe distance from the dogs and horse No one is to come into contact with the animals unless supervised permission is granted Anti-septic wipes to be made available for anyone who 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: All staff involved in the event, security staff and facilities team									
Activity: Events with animals						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	touches the animals (nurse), followed by washing the hands in a restroom with soap			3
Germs from the animal causing illness	Discomfort, vomiting	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Anti-septic wipes to be made available for anyone who touches the animals (nurse), followed by washing the hands in a restroom with soap Animals to be inspected for general state of cleanliness before the event starts 	1	3	3
Animals using the school facilities as a toilet	Slipping, spreading of germs	All visitors, staff, and students	2	3	6	<ul style="list-style-type: none"> Bucket, spade and bags to be on standby for this eventuality Handler should clean up however cleaners will be on standby to remove any mess 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 13-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 14-10-2024

3. Pick Up and Drop Off Risk Assessment

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Daily travel of students from/to school at pickup/ drop off zones	Students may be at risk of run over accidents by other vehicles during pickup/ drop off	Students	2	5	10	<ul style="list-style-type: none"> Use of stop arm to make other vehicles aware on the road during pickup/ drop off of the students Provide Bus Supervisors to accompany students in the bus and help them during getting on and off the bus, escorting them to school/ home Cameras to be installed at different angles on the bus to provide better vision for the driver to monitor vehicles during pickup/ drop off of students Prohibit pickup/ drop off other than safe zones Ensure buses are stopped at entrance/ exit of school/ houses to avoid road crossing Ensure students (below 11 years) are delivered to their parents or guardians hand to hand Periodic training for drivers and supervisors about safe practices during pickup/ drop off Ensure traffic coordinators are periodically monitoring 	1	3	3

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	school buses during pickup/ drop off <ul style="list-style-type: none"> • Ensure for periodic maintenance of buses including cameras, stop arm and mirrors • Alert students/ parents on school bus safety requirements • Ensure drivers and supervisors are trained on first aid & firefighting techniques 			2
Daily travel of Bus supervisors & students from/ to school at pickup/ drop off zones	Students and Bus supervisors may trip and fall on the bus stairs causing injurie	Students and bus supervisors	2	3	6	<ul style="list-style-type: none"> • Appointing Bus Supervisors in buses • Disciplinary procedures to be implemented to ensure no horseplay between students during getting on and getting down the school bus • Ensure bus stairs are clean to prevent slipping especially in rainy weather • Provide handrails on exits • Provide warning in the danger areas near the automatic door closing and opening zone • Open/close bus door only when stationary • Provide first aid box to be used when necessary 	1	2	2

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Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Daily travel of Bus Supervisors from/ to school at pickup/ drop off zones	Bus Supervisors may be at risk of run over accidents by other vehicles while pickup/ drop off	Bus supervisors	2	4	8	<ul style="list-style-type: none"> Use of stop arm to alert other vehicles on the road to student pickup/ drop off Prohibit pickup/ drop off other than safe zones Ensure Bus Supervisors are using safety jackets during pickup/ drop off Ensure buses are stopped at entrance/ exit of school/ houses to avoid road crossing Ensure buses safety requirements are followed 	1	3	3
Daily travel of Bus supervisors & students from/ to school at pickup/ drop off zones	Students may be at risk of run over accidents by school bus itself during pickup/ drop off	Students	2	4	8	<ul style="list-style-type: none"> Cameras to be installed at different angles on the bus to provide better vision for the driver to monitor vehicles during pickup/ drop off Provide enough time while getting in and getting down from the school bus to keep a safe distance Ensure students are taken 10 steps away from the school bus so the driver can see students in a safe location Ensure for periodic maintenance of buses including cameras, stop arm and mirrors Alert students/ parents to school bus safety requirements Ensure drivers & supervisors are trained on first aid & firefighting techniques 	1	3	3

Location: Raha international School – Gardens campus	Assessor: Aysha Rababah
Distribution: Transportation Coordinator and Facilities Team	
Activity: Pick Up and Drop Off	Date of Review: 13 OCT 23
	Next Review Date: 09 OCT 24


Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Travel from/ to school: Road traffic accident	May have risk of serious injury or multiple fatality due to road traffic accident	Students, bus supervisors and driver	3	5	15	<ul style="list-style-type: none"> All drivers are trained to comply with traffic rules (specified speeds, traffic signals, overtaking, not driving under the influence of alcohol, not to block traffic during the stop for boarding and landing of students, not to stop in prohibited areas, giving priority to walk for those who are entitled by law, use of direction signs, Respect the right of pedestrian) Transportation coordinators periodically monitoring buses (during driving and parking) to make sure all drivers are strictly following the traffic rules Driving in reverse to be prohibited except when necessary Speed governors are installed in school buses, ensure they shall adhere to the speed limits at all time All group members to sit forward facing, well back in their seat wearing seatbelts where provided Ensure two students / adults maximum per seat Students not to sit on front seats or seats opposite stairs on upper decks of the service bus (unless seatbelts provided) All buses to be maintained periodically to ensure it is in a good condition to be used on roads Members of staff to be seated next to emergency exits. Students are not to speak to or distract the driver Driver not to use mobile phone whilst vehicle in motion. 	2	5	10

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Travel from/ to school : Falls in moving Bus / falls from moving Bus	May have risk of serious injury or fatality due to the falling in/from moving bus	Students, bus supervisors	2	4	8	<ul style="list-style-type: none"> Group members to stay seated when vehicle is moving, except to supervise the students on the bus Do not allow students to stand in the bus during the journey and inform the operator of any violation by students If adults need to supervise students they should walk down the vehicle holding seat tops at a slow pace Before starting a journey, ensure that entrances, exits and aisles of the bus, including emergency exits, are not obstructed in any way School bus supervisors to be positioned adjacent to emergency exits and close to bus exit School bus supervisors to be seated at varied locations throughout bus to ensure effective supervision Strict supervision at all times Students to be given clear safety instructions prior to disembarkation and told to stay seated until vehicle has stopped 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Travel from/ to school: Applying harsh brakes	Students, driver and bus supervisors may be injured from hitting seats in front of them or falling from open seats in the bus	Students, Bus supervisors	3	3	9	<ul style="list-style-type: none"> Ensure periodic training to be given to all drivers on traffic rules Ensure buses are equipped with speed controller (Max 80 KMPH) Ensure seat belts are installed in all seats Bus supervisors in busses ensure all student are seated, and using seatbelts Disciplinary and encouraging practices to be implemented on drivers' commitment to speed limits and traffic rules Disciplinary procedures implemented for students' behaviors in school busses Provide first aid box to be used when necessary Ensure bus supervisors are trained on first aid treatment 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah					
Distribution: Transportation Coordinator and Facilities Team											
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level				
			L	S	R		L	S	R		
Travel from/ to school : Blindspots in busses	Risk of hitting other vehicles in the blind zone causing injuries to students, driver, Bus supervisors and road users	Students, driver, bus supervisors and road users	3	3	9	<ul style="list-style-type: none"> Buses to be equipped with cameras that covers different angles in the bus to ensure better vision to the driver Periodic maintenance for busses including mirrors, windscreens and cameras to provide good vision to the driver Ensure drivers no to reverse driving for any reason except for emergencies Periodic medical eyes check for all drivers Train drivers and Bus supervisors about emergency procedures 	2	2	4		
Travel from/ to school : Tires explosion	Risk of hitting other vehicles or any objects on the road due to losing control of the bus causing injuries to students, driver, bus supervisors and road users	Students, driver, bus supervisors and road users	2	5	10	<ul style="list-style-type: none"> Tires are replaced periodically after a specific running distance Tire are checked and replaced if needed during preventive maintenance processes Daily check on tires are done by drivers, any problem is reported immediately for rectification Buses are equipped with speed controller (Max 80KMPH) Alert drivers about safe driving in case of tire explosion Train drivers and bus supervisors about emergency procedures 	1	5	5		

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Travel from/ to school: Driving in rain	Slippery road conditions, and low visibility causing accidents and injuries to students & bus supervisors or road users	Students, driver, bus supervisors and road users	3	5	15	<ul style="list-style-type: none"> All drivers are competent to drive in the rain Periodic bus maintenance to allow it to run in adverse weather conditions Regular training to drivers in emergency plan to drive in rain In storm weather with coordination with school, transportation service suspended, except emergency trips 	1	5	5
Travel from/ to school: Driving in fog	Low visibility which may cause accidents causing injuries to students and supervisors or road users	Students, driver, bus supervisors and road users	3	5	15	<ul style="list-style-type: none"> With coordination with schools, trips are suspended in case of foggy weather (as driving very slow and carefully, no flashers to be used while driving, parking aside and using flashers and inform traffic coordinators). Periodic bus maintenance to qualify it to run in adverse weather conditions 	1	5	5

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Late night/ early morning driving	Inadequate vision in the dark may cause traffic accidents, exposing the driver, passengers and road users to injuries	Students, driver, bus supervisors and road users	3	5	15	<ul style="list-style-type: none"> Train drivers on safety traffic rules to drive in darkness Periodic preventive maintenance to all school buses to qualify it to run in dark Daily bus check by drivers including lights and signals 	1	5	5

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Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Travel from/ to school : Vehicle Breakdown	May have risk of other vehicles colliding with school bus which may result in serious injury or multiple fatality	Students, driver, Bus supervisors and road users	2	5	10	<ul style="list-style-type: none"> Group leader to assess risks and decide on course of action dependent on weather, communications, position of breakdown age of students Liaise with bus driver. If possible, the driver should choose a safe place to stop and get the group off the vehicle, dependent on weather, age, behavior of students. Put hazard light on and call 999 if on roadside and cannot disembark Vehicle to be regularly serviced and maintained. Ensure that vehicle breakdown cover is maintained Ensure there is enough fuel for the whole journey Appropriate training is provided on how to deal in case of emergency or vehicle breakdown Ensure group has means of requesting assistance in case of breakdown If vehicle to be exited follow controls as per being struck by moving vehicles Ensure GPS system is installed to monitor the movement and location of buses and able to record school bus speed, acceleration, and braking Ensure reflective emergency warning triangle is in place in case of breakdown or other incidents 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Lost students / abduction	Risk to the students due the abduction which may cause injury	Students	2	3	6	<ul style="list-style-type: none"> Ensure that all students are seated while the bus is moving and are using seat belts wherever they are provided No student is to be seated in the center seat of the back row Periodic head counts undertaken either in groups or as a whole using roster schedule School bus supervisors to be positioned adjacent to emergency exits and close to bus exit Ensure CCTV system is installed having both audio and video recording capability Provision of passenger data recording shall be installed to record students' data when they are using the bus. Supervisor is trained on how to deal in case of lost students 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Sickness / medical conditions of students on the school bus	Students may faint or become unconscious due to sickness	Students	3	3	9	<ul style="list-style-type: none"> Sick bags / buckets & appropriate paper towels and disinfectants should be carried in case of sickness. When on long journeys, children who are prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards the front. They should make themselves known to staff members.. Medication for travel sickness is taken prior to journey if required School bus supervisors shall be trained on basic first aid safety Ensure the availability of first aid supplies and fire extinguishers in the bus Be aware of any allergies / medical conditions that children suffer from & ensure that proper precautions are taken to deal with them Ensure provision of CCTV system is in place having both audio and video recording capability 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Multiple school bus arrival, leading to large numbers of young persons at road side.	Injury from collision with vehicles due to overcrowded pavement.	Students, driver, bus supervisors and other school staff	3	3	9	<ul style="list-style-type: none"> Only one bus at a time to disembark, as required and marshalled by school bus supervisors/school staff. Bus drivers instructed not to proceed to disembarkation point and open doors until called to do so. When multiple schools attending, schools to be advised of a time to arrive in order to stagger the arrival of buses. All students to be supervised and marshalled by school staff/School Bus supervisors directly from bus into venue, eliminating waiting time and reducing numbers of students on pavement areas. Students are instructed to always walk and not run, behave sensibly at all times, bad behavior will be reported to the parents and the school 	2	3	6
Horseplay between the students in moving bus	Students being distracted which can result in minor or serious injury	Students	2	3	6	<ul style="list-style-type: none"> Students shall obey instructions given to them by the bus supervisors accompanying the bus Behave sensibly at all times, bad behavior will be reported to the parents and the school, persistent bad behavior will result in exclusion from the bus Students are instructed to always walk and not run 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
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Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Students in the Aisles	If students aren't sitting on their seats, they may be in the aisles which may result in injury to him/her or others	Students	2	3	6	<ul style="list-style-type: none"> Do not allow students to stand in the bus during the journey and inform the school administration of any violation by students Students shall obey instructions given to them by the bus supervisors accompanying the bus Before starting a journey, ensure that entrances, exits and aisles of the bus, including emergency exits, are not obstructed in any way Students are instructed to sit on their seats to control behavior and access/egress School bus supervisors shall ensure that students will not walk on a moving bus School bus supervisors to be positioned adjacent to emergency exits and close to bus exit School bus supervisors to be seated at varied locations throughout bus to ensure effective supervision Strict supervision at all times Provision of first aid kit in all the school buses 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Using mobile phone while driving	Lack of concentration resulting in accidents	Students, driver, bus supervisors and road users	3	5	15	<ul style="list-style-type: none"> Using mobile phone while driving is strictly prohibited Alert drivers of the necessity to park in a safe area in case of an urgent call Bus supervisors to inform the school for any violations done by the driver Disciplinary and encouraging practices to be implemented on drivers commitment to speed limits and traffic rules 	1	5	10
Travel from/ to school : Fire inside the bus	Students, driver and bus supervisors may be at risk of burns and/or suffocation	Students, driver, bus supervisors	2	5	10	<ul style="list-style-type: none"> Bus supervisors and drivers are trained to manage emergency evacuation and are trained in fire safety Train students on emergency evacuation procedures Ensure students don't carry any devices or substances that can cause fire in the school bus Emergency exits are available in all buses (windows or doors) in addition to emergency exits in the bus ceiling according to different types of buses Adequate number of fire extinguishers (suitable size) are available in all school buses, which are periodically checked and maintained Ensure periodic maintenance and technical inspections are carried out Provide first aid box to be used when necessary 	1	4	4

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Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Students asleep on the bus	Students are subject to suffocation if left behind in the bus	Students	1	4	4	<ul style="list-style-type: none"> Bus supervisors and drivers check the bus after every trip to ensure no students are left behind on the bus Use “Empty Bus”, “ Clear” sign to ensure driver have checked the bus before leaving it Panic button to be installed in the buses Transportation coordinators are continuously monitoring school buses during pickup/ drop off in order to ensure drivers are following the safety procedures by checking random buses periodically Using the daily attendance checklist by bus supervisors to ensure all students entered and left the bus 	1	2	2
Slipping, tripping and falling inside the bus	Slip and trip by obstacles or slippery objects on the bus floor causing injuries	Students, bus supervisors	2	3	6	<ul style="list-style-type: none"> Daily bus cleaning to be done Weekly deep cleaning to be carried out Bus supervisors to ensure floor clean and clear from any obstacles Ensure no obstacles or any slippery substances on aisles, near entrance or emergency exits Students are not allowed to eat or drink inside the bus (only water) Provide first aid box to be used when necessary 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
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Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Improper closing of the emergency door	May result in opening causing students or bus supervisors to fall and be injured	Students, bus supervisors	2	3	6	<ul style="list-style-type: none"> Drivers check if the emergency doors are closed properly after every trip Emergency doors are checked and maintain during buses preventive maintenance schedules Bus supervisors monitor students to prevent them from leaning on the emergency doors 	1	2	2
Students misuse of emergency doors	Misuse of emergency doors could result in door opening and falling from the school bus causing injuries	Students	2	3	6	<ul style="list-style-type: none"> Safety covers to be installed on emergency door handle which is connected to sound and light alarm that operates when someone is trying to open the door Drivers check on a daily basis the functionality of the alarms Drivers check if the emergency doors are closed properly after every trip Disciplinary procedures implemented to ensure no messing with the emergency doors Emergency doors are checked and maintain during buses preventive maintenance schedules Bus supervisors continuously monitoring students to prevent them from messing with the emergency doors 	1	2	2

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Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Emergency doors failure	Students, driver and bus supervisors may be trapped in the bus during emergencies which could lead to higher injuries chances	Students, driver, Bus supervisors	2	5	10	<ul style="list-style-type: none"> Emergency doors are checked and maintained during buses preventive maintenance schedules Drivers check on daily basis the functionality of the emergency doors Additional emergency exits are available such as labeled emergency windows (with hammers) in addition to ceiling exits Transportation coordinator or Facilities Manager check randomly buses to ensure the functionality of the emergency doors 	1	5	5
Bus evacuation through emergency door	Injury by falling from the emergency doors while evacuating	Students, driver, bus supervisors	2	3	6	<ul style="list-style-type: none"> Provide training for drivers and bus supervisors on the safe procedures during bus evacuation Drivers and bus supervisors manage the evacuation process Alert and train students on the safe procedures during bus evacuation Evacuation drills executed periodically by drivers, bus supervisors and students Train drivers and bus supervisors about emergency procedures as per the emergency plan 	1	3	3

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Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Students messing with the fire extinguishers in buses	Injury from inhaling fire extinguisher substances	Students, driver, bus supervisors	2	3	6	<ul style="list-style-type: none"> Fixing the fire extinguisher tightly in the bus Bus supervisors monitor students to prevent them messing with fire extinguishers Disciplinary procedures implemented for student behaviors in school buses 	1	2	2
Students messing with first aid boxes in buses	Students may cause injuries to themselves or to others from misusing materials and tools inside first aid boxes	Students, driver, bus supervisors	2	3	6	<ul style="list-style-type: none"> First aid boxes are stored in the upper shelf near the driver and bus supervisor in the bus Bus supervisors monitor students to prevent them from messing with first aid boxes Disciplinary procedures implemented for student behaviors in school buses 	1	2	2
Students messing with the emergency hammers in the buses	Injuries to themselves or to others when misusing the hammers	Students, driver, bus supervisors	2	3	6	<ul style="list-style-type: none"> Bus supervisors monitor students' behavior in buses Disciplinary procedures implemented for student behaviors in school buses 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Not using the seat belts in the bus	Students may suffer from injuries when bus suddenly stops or in case of an accident	Students, bus supervisors	2	3	6	<ul style="list-style-type: none"> Make sure that all seats are equipped with functional seatbelts Drivers check the seat belts daily and immediately inform the concerned about any problems Bus supervisors monitor students' behavior in buses Disciplinary procedures implemented for student behaviors in school buses 	1	2	2
Students not seated while bus is moving	Students at risk of falling or hitting with objects due to unbalance while the bus is moving or when sudden stop	Students	2	3	6	<ul style="list-style-type: none"> One seat is available for every student in the bus at all times It is forbidden to transport any student if no empty seat is available for him regardless of the travelling distance Bus supervisors monitor students' behavior in buses Disciplinary procedures implemented for students' behavior in school buses 	1	2	2
Students fighting on the bus	Injuries from fighting and from impact against objects on the bus	Students	2	3	6	<ul style="list-style-type: none"> Bus supervisors monitor students' behavior in buses Disciplinary procedures implemented for student behaviors in school buses 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
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Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Drivers Fatigue	Lack of concentration causing accidents	Students, driver, bus supervisors and road users	2	3	6	<ul style="list-style-type: none"> Drivers are not allowed to drive for more than 8 continuous hours, a 2 hours break should be taken Driver cannot make trips outside the Emirate of Abu Dhabi/ Dubai on two consecutive days Conduct periodic medical examination for drivers 	1	2	2
Seating for long and repetitive periods in the school bus	Individuals may suffer back and joint pain from fixed postures or incorrect seating	Drivers, bus supervisors	2	3	6	<ul style="list-style-type: none"> Alert drivers and supervisors on safe methods of seating whilst on the bus Ensure seats are safe from damage that may affect their health 	1	2	2
Personal attack on driver / bus supervisors by students in school bus	Bodily injury, or psychological abuse as a result of personal insult	Driver, bus supervisors	2	3	6	<ul style="list-style-type: none"> Do not allow anyone of the non-regular users of the vehicle to board the vehicle School buses equipped with internal cameras Drivers and supervisors to be trained to deal with aggressive behaviors Disciplinary procedures to be implemented for students' behaviors in school buses 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Students subjected to abuse from the drivers or bus supervisors	Bodily injury, or psychological abuse as a result of personal insult	Students	2	3	6	<ul style="list-style-type: none"> Drivers and bus supervisors to be trained on the ethics of dealing with students and the child protection policy Disciplinary procedures are implemented on drivers and supervisors to regulate the proper way of treating students School buses equipped with internal cameras 	1	2	2
Drivers and bus supervisors are subjected to abuse from road users or parents	Bodily injury, or psychological abuse as a result of personal insult	Drivers, bus supervisors	2	3	6	<ul style="list-style-type: none"> Alert drivers and bus supervisors to contact the transportation coordinator / school administration immediately and not to get involved in any assault 	1	2	2
School buses ageing	Higher failure rates and unsafe conditions of the buses that might cause accidents and injuries	Students, driver, bus supervisors and road users	2	5	10	<ul style="list-style-type: none"> Buses older than 15 years (from manufacturing year) are not used for school transportation as per the regulations Periodic preventive maintenance is conducted to all school buses All buses are inspected during the yearly registrations 	1	4	4


Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Defective fire extinguishers in school buses	Ineffective response to fire emergencies causing higher risk of burn injuries and bus damage	Students, driver, bus supervisors	2	5	10	<ul style="list-style-type: none"> All fire extinguishers in buses are inspected and maintained regularly by a competent person and civil defense approved company on periodic basis Daily check on fire extinguishers by drivers prior to trip Facilities Managers shall ensure for periodical check of fire extinguishers 	1	3	3
Construction works on the roads	Conditions of the road may increase the risk of accident	Students, driver, bus supervisors	3	4	12	<ul style="list-style-type: none"> Ensure all drivers are trained on safe driving on different road conditions Provide suitable buses (smaller sizes) for narrow roads Study traffic routes and make changes if possible in coordination with schools 	1	4	3
Traffic Marshals are exposed to traffic accidents while monitoring	Traffic marshals are exposed to run over accidents during their monitoring task	Traffic marshals	2	4	8	<ul style="list-style-type: none"> Marshals should wear visibility jackets during work Alert traffic marshals about traffic safety 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator and Facilities Team									
Activity: Pick Up and Drop Off						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Speeding vehicles during daily travel to and from school	Accident or increased severity of accident causing injury	Students, driver, bus supervisor and road users	2	5	10	<ul style="list-style-type: none"> • Periodic training given to all drivers on traffic rules • Ensure buses have speed controller (Max 80 KMPH) • Vehicles equipped with GPS to enable remote monitoring • Monitoring vehicles in roads by traffic coordinators • Drivers must follow the guidance and legal requirements set out in relevant traffic legislation • Speed limit on site with clear signs and markings displayed • Separate pedestrian and vehicle routes with barriers • Train drivers and supervisors on emergency procedures 	1	5	5

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 13-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 14-10-2023

4. Car and School Bus Risk Assessment

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Reversing vehicles while parking and departing	Death or major injury to pedestrians, damage to building or other vehicles	Students, school staff, other road users	2	4	8	<ul style="list-style-type: none"> Restrict the number of vehicles allowed on site, particularly during start and end of day Use one-way system for vehicles where possible Physical protection around vulnerable areas of buildings eg. bollards or barriers Ensure adequate lighting of car parking area Ensure that all vehicles have reverse/ blind spot vision camera Provision of assistant traffic marshal while reversing of vehicles Separate pedestrian and vehicle routes with physical segregation eg. barriers / fencing Provide designated place for disabled access / pick up and drop off of with a permanent or temporary disability Ensure school zone (red zone marking) are available Appropriate signages shall be displayed at prominent 	1	3	3

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					8	<ul style="list-style-type: none"> places Standard operating procedure for traffic management system shall be developed 			3
Impact with vehicle, building or pedestrian	Death or major injury to pedestrians, damage to building or other vehicles	Students, school staff, other road users	2	4	8	<ul style="list-style-type: none"> Separate pedestrian and vehicle routes with physical segregation eg. barriers / fencing Designated crossing points located at safe places with appropriate signs and markings. Provision of traffic marshal while reversing and parking of vehicle Adequate lighting of routes Pedestrian doors opening onto vehicular routes to have barriers to protect persons exiting Designated passing points for pedestrian routes to maintain footpath safety e.g. wheelchair / pushchair Ensure that Emergency procedures are in place 	1	3	3

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Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Speeding vehicles near parking area	Risk of major injury or death to pedestrian, damage to building or other vehicles	Students, school staff, other road users	2	5	10	<ul style="list-style-type: none"> Speed limit on site clearly displayed Ensure that all the staff and visitors adhere to the speed limit Communication of speed limit to staff and visitors Ensure that only competent and authorized driver with possession of a valid UAE Driving license is allowed to drive the school bus. Traffic Marshal is available all the time near the parking area Drivers must follow the guidance and legal requirements set out in the UAE RTA Code, and other relevant traffic legislation. Separate pedestrian and vehicle routes with physical segregation Ensure that Emergency procedures and rescue plan are in place 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Vehicles parked outside school entrance	Obscured view Access restricted / blocked Death or major injury to pedestrian	Students, school staff, other road users	2	4	8	<ul style="list-style-type: none"> Co-operation of parents sought e.g. persuading them to park away from the entrance. Instruct parents to encourage their children to walk to school (if they live in nearby areas) Barriers or rails in place to prevent pedestrians crossing at particularly dangerous points CCTV shall be installed for monitoring or recording Appropriate supervision and monitoring process by security person or traffic marshal Ensure that appropriate warning signs are displayed near the school entrance 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Lone working near parking area	Traffic marshal or parking attendants may experience stress and/ or injury from verbal abuse, and/or assault, from members of the public – particularly when taking enforcement action	Traffic marshal or parking attendants	3	3	9	<ul style="list-style-type: none"> Ensure that only competent and trained traffic marshal or parking attendants are allowed All parking attendants carry two-way radios for communicating with control room Emergency procedures in place should parking attendants not respond to radio calls Car parks well-lit and maintenance programme ensures that broken lights etc are promptly replaced All instances of abuse/assault investigated to see if lessons can be learnt Ensure that appropriate shaded area is provided CCTV shall be installed for monitoring or recording Ensure that first aid kit and fire extinguisher is readily available Appropriate safety signs and signals shall be displayed Ensure that suitable PPE is in place 	1	3	3


Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
School late evening events: Poor illumination at staff carparking area	Vehicle collision, injury to personnel such as sprain, bruises, laceration	School staff, students, parents or visitors	2	3	6	<ul style="list-style-type: none"> Ensure that adequate Lighting arrangements is available Ensure that periodic service and maintenance of lighting system near parking near Damaged equipment shall be replaced or serviced Ensure that traffic marshal available to assist Ensure that adequate numbers of first aiders and first aid kits are available Adequate monitoring and supervision shall be in place Traffic management procedure is available Emergency procedures and rescue plan are in place 	1	2	2
Non-availability of sign posts: Entry in wrong direction	Vehicle collision, injury to personnel such as sprain, bruises, laceration	School Staff, other road users	2	2	4	<ul style="list-style-type: none"> Ensure that appropriate and suitable signs are designed and displayed all over the parking area Routine inspection and safety tours by OSH person / FM or competent person Ensure that adequate numbers of first aider and first aid kits are available Traffic management procedure is available Ensure that emergency procedures and rescue plan are in place 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Non-availability of vehicle stoppers	Vehicle collision during reversing/ parking, injury to personnel such as sprain, bruises	School staff, parents or visitors	2	3	6	<ul style="list-style-type: none"> Ensure that suitable parking blocks wheel stoppers shall be installed at the parking lot All broken or damaged stoppers are replaced Routine inspection and safety tours by OSH person / FM or competent person Ensure that adequate numbers of first aider and first aid kits are available Traffic management procedure is available Ensure that emergency procedures and rescue plan are in place Suitable safety signs are displayed at the parking area 	1	2	2
Parking in non-parking areas	Vehicle damage and injury to driving person	School staff, parents or visitors	2	3	6	<ul style="list-style-type: none"> Ensure that suitable bollards and barriers are installed at the parking area All broken or damaged bollards and barriers are replaced or repaired Routine inspection and safety tours by OSH person / FM or competent person Traffic management procedure is available Ensure that emergency procedures and rescue plan are in place Suitable safety signs are displayed at the parking area 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Non-availability of handicap parking	Inconvenience to disabled people	School staff, parents or visitors	2	2	4	<ul style="list-style-type: none"> Ensure designated handicap parking is available and is appropriately marked Routine inspection/safety tour by competent person Make sure there is no incorrect use of disabled parking CCTV shall be installed for monitoring or recording Appropriate supervision and monitoring process by security person or traffic marshal 	1	2	2
Weather extremes	Parking attendants at risk of discomfort and possible ill health from exposure to weather extremes	School staff	3	3	9	<ul style="list-style-type: none"> Take rest in cool a place and drink more water Displaying of posters illustrating monitoring of hydration status Provision of shades and appropriate rest breaks Appropriate job rotation Ensure that appropriate training on safety in heat is provided to the parking attendants Alert the workers to avoid drinks with coffee and large amount of sugar Heat stress program shall be developed SOP for working in heat Ensure that suitable PPE is available such as hard hats, etc 	1	3	3

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Limited parking space	Vehicle damage and injury to driving person, inappropriate parking	School staff, parents or visitors	2	3	6	<ul style="list-style-type: none"> Ensure that design and construction of parking area is as per the international standard or local requirement i.e. minimum should be 3.60m & recommended 3.90m Ensure that adequate numbers of first aiders and first aidkits are available Traffic management procedure is available Ensure that emergency procedures and rescue plan are in place Suitable safety signs are displayed at the parking area 	1	2	2
Inappropriate floor marking	Low visibility of marking can cause confusion leading to accidents	School staff, parents or visitors	2	2	4	<ul style="list-style-type: none"> Ensure that minimum marking should be 2 inch wide & recommended 2 inch to 6 inch wide or as per the local or international standard Routine inspection and safety tours by OSH person / FM or competent person Appropriate monitoring and supervision shall be in place Traffic management procedure is available Ensure that Emergency procedures and rescue plan are in place Suitable safety signs are displayed at the parking area 	1	2	2

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Undesignated parking in front of fire extinguisher	No access to extinguisher during an emergency can worsen the fire situation or lead to an explosion	School staff, students, parents or visitors	2	5	10	<ul style="list-style-type: none"> Barriers to prevent from undesignated parking Ensure that clear floor marking is in place Traffic marshal or parking attendant is available to aware the staff / visitor on risk of parking vehicle in front of fire extinguisher. Ensure that at least once a month you should inspect your firefighting equipment Appropriate monitoring of fire extinguishers and to their physical condition is in place. Suitable safety signs are displayed at the parking area 	2	3	6
Extinguishers mounted in open sunlight	Extinguisher pressure may increase leads to cylinder integrity failure and explosion	School staff, students, parents or visitors	2	4	8	<ul style="list-style-type: none"> Ensure that outdoor fire extinguisher cabinets or sheltered is provided All the damaged extinguishers should be replaced Routine inspection and safety tours by OSH person / FM or competent person Appropriate monitoring and supervision shall be in place Appropriate training should be provided on routine inspection of parking areas and other areas Standard operating procedure for fire safety 	2	2	4

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha international School – Gardens campus						Assessor: Aysha Rababah			
Distribution: Transportation Coordinator, Security Staff and Facilities Team									
Activity: Car and School Bus					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Violence at parking area	Violence, fights result to personnel injuries	School staff, students, parents, visitors or road users	2	4	8	<ul style="list-style-type: none"> • Check security strategies eg access to premises • Periodic monitoring of incidents • CCTV can be installed are the parking area • Develop, practice and review of emergency procedures • Contact emergency services in case of violence actions 	1	2	2

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 13-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 14-10-2023

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5. Art and Design Risk Assessment

The below provides a sample risk assessment for Art and Design, some hazards will be the same at each school however each school will also have their own specific hazards that they will need to be added to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific Art and Design work in the school and to check if there's a need to undertake a specific COSHH risk assessment. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Art Teachers and Class Teachers									
Activity: Art and Design						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Painting material being used	Contact with eyes and skin cause irritation	Teachers, students	2	3	6	<ul style="list-style-type: none"> Have MSDS of all the paints and chemicals Ensure staff and students know how to review MSDS and work safely Students are supervised during each activity, staffing ratios according to children's ages and ability Ensure students thoroughly wash their hands and faces after each activity Staff to watch children for any allergic reaction to materials used Provide eye wash station at nearby area Where feasible use hand gloves during paint handling and usage 	1	3	3

Painting and clay material being used	Spillage's causing a slip hazard results with bruises and sprains	Teachers, students	2	3	6	<ul style="list-style-type: none"> Ensure spills are reported immediately and cautionary signs are be erected for further communication Any spillage is cleaned up immediately and the floor is in a dry, safe condition Ensure housekeeping activities being carried out at a regular interval Trained first aider shall be available 	1	3	3
Using clay	Contact with eyes and skin cause irritation	Teachers, students	2	2	4	<ul style="list-style-type: none"> Teachers watch for any adverse reaction when students are using the clay Students thoroughly wash their hands after using the clay Students are given instructions before the activity Suitable aprons are supplied to avoid getting clothing soiled Any tools used to work the clay must be appropriate for the age group and with no sharp edges Provide eye wash station at nearby area 	1	1	1
Using a glue gun	Burns, due to hot components and glue	Teachers, students	2	3	6	<ul style="list-style-type: none"> Low-melt glue guns are considered safer than hot-melt glue guns and should be use if possible If hot-melt glue guns are to be used, these should only be used by older children and under strict supervision Any electrical equipment should be regularly tested for electrical safety to prevent excessive heating A glue gun stand should be used; equipment should only purchase from a reputable supplier Provide heat resistant hand gloves 	1	2	2

Using sharp objects	Cuts & lacerations	Teachers, students	2	3	6	<ul style="list-style-type: none"> • All cutting tools and equipment must be kept sharp to avoid excess pressure being applied • If cutting tools are used, a cutting board or mat should be used to avoid damage to unprotected surfaces • Craft knives should only be used under strict supervision and by older children • Metal safety rules should be used when drawing straight lines • Craft knives with retractable blades should be used whenever possible. A "Quick Cutter" is a safer alternative for younger children • Adults should only use guillotines; Trimmers are a safer option 	1	2	2
Making holes in paper, card and plastic	Stabbing injuries, cuts & abrasions	Teachers, students	2	3	6	<ul style="list-style-type: none"> • When making holes in materials, a pointed pencil can be used if underside of material is supported by "Blue Tack" or similar • Screwdrivers and/or bradawls are not recommended to punch holes in materials. A hole punch or paper drill is suitable • If tools are used, a cutting board or mat should be used • If hand drills are to be used, they should be used on a drill stand and under the teacher's supervision to ensure accurate and safe work 	1	3	3

Using tools	Cuts, lacerations, impact injury and abrasions	Teachers, students	2	3	6	<ul style="list-style-type: none"> All children are shown how to use tools and implements correctly and safely Tools should not be left out. After each session they should be returned to the toolbox or cupboard and counted The storage facility or cupboard must not be above the reach of the children where they may have to stretch Horseplay should be actively discouraged 	1	3	3
Storage of art and craft materials	Slip, trip and fall causing physical injuries like bruises Risk of fire	Teachers, students	2	3	6	<ul style="list-style-type: none"> Equipment and substances stored appropriately and do not present a manual handling or trip, slip or fall hazard Heavy items stored at the appropriate level Flammable liquids (paint, white spirit, etc kept to a minimum and must not exceed 50 liters) All highly flammable substances should be stored in suitably labelled, lockable metal storage bin or cupboard designed for the purpose Rags, cotton waste, polyurethane foam or similar materials should not be allowed to accumulate or be stored near naked flames, very hot objects or immediately against electrical equipment Ensure fire identification and extinguishing system in place Ensure school staff are trained in firefighting techniques Ensure first aiders are available with adequate first aid kit 	1	3	3

Use of electrical appliances such as oven, glue gun etc.	Electric shock can result in burn injury or fire	Teachers, students	2	4	8	<ul style="list-style-type: none"> • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Main powered portable equipment protected by RCD to distribution board, wall socket or lead • Isolators for all circuits in readily accessible positions and local isolators fitted to each fixed machine • Sufficient outlets to support the range of equipment normally used with resorting to regular use of multi-socket adaptors • Visual check prior to use 	1	3	3
Poor lighting, illumination on the floors and corridors	Injury due to trip and fall while accessing floor, corridors and stair case	Teachers, students, other staff	2	3	6	<ul style="list-style-type: none"> • Provided lighting is suitable to meet the individual's needs • Ensure that lighting is suitably positioned so that it may be properly maintained or replaced, and disposed of to ensure safety • Ensure that light doesn't cause glare, flicker or have stroboscopic effect • Ensure that light intensity is maintained (30 foot candles) • Regular maintenance of all illumination system by authorized & competent electrician • Provision of first aid kit • Standard operating procedure for General workplace amenities to be developed 	1	2	2

Toxic paints	Some paint solvents are toxic by inhalation, in contact with skin or if swallowed, eg, carbon tetrachloride (tetrachloromethane) and trichloroethylene (trichlorethene) (limited evidence of a carcinogenic effect)	Teachers, students, other staff	2	4	8	<ul style="list-style-type: none"> Do not use toxic or very toxic pigments or household paints containing fungicides and carbon tetrachloride Food should not be consumed or brought into work areas where chemicals are used Only low hazard paints, glazes and inks used where possible COSHH management system in place Someone should be trained to carry out COSHH risk assessments Inventory of chemicals used within the department in place, identifies the quantity stored, that material safety data sheets have been obtained, level of risk from the substance has been identified and if there is a requirement to undertake a specific COSHH risk assessment 	1	3	3
Class size/ lack of supervision: horseplay & fighting	Horseplay & fighting can lead to physical injuries	Students	2	2	4	<ul style="list-style-type: none"> Group size should appropriate to the design and size of the room, take account of the nature of the task, the equipment, the age, ability, aptitude and special education needs of students Periodic monitoring to be done by class teacher and assistant (if available) Classroom disciplinary policy to be in place and communicated 	1	2	2

Substances including Paints, inks, adhesives etc .	May be toxic, cause allergic reactions, be irritants or react with other substances	Teachers, students, other staff	2	2	4	<ul style="list-style-type: none"> • Only low hazard paints, glazes and inks to be used where possible • Any known hazards from substances and appropriate controls must be communicated to people who may be exposed to any risk, including teaching, cleaning staff and students • COSHH assessment to be performed • Food should not be consumed or brought into work areas where chemicals are used • Controlled allocation of small quantities of glaze materials to the students • School staff must be aware of hazard related to the paints, inks etc • Proper Monitoring and supervision is in place • Eye wash station is placed at designated location • Appropriate safety instruction shall be provided to students and staff • Appropriate personnel protective equipment is in place like apron, gloves, etc 	1	2	2
Hot Oven	Operator may have risk of scalds / burns	Teachers, students, other staff	2	3	6	<ul style="list-style-type: none"> • Ensure that electric oven used by only art and craft teacher and their assistants not by students • Electrical equipment subject to regular safety inspection and test ('PAT testing') • Electrical appliances to be kept out of reach from the students • Warning signs to be in place • First Aid kit shall be placed at designated area • Heat resistant gloves to be used 	1	3	3

Poor housekeeping in the staff room-slip, trip and fall	Risk of injuries like fracture, head injury, etc. if they trip due to chairs, table, cables/rubbish poor hygiene standards – illness / infection.	Teachers and other staff	2	2	4	<ul style="list-style-type: none"> Ensure that active housekeeping team is in place Ensure that defect reporting and prompt repair Trailing cables from electrical machinery managed, permanent trailing leads fixed and covered Safe storage of articles Ensure that all egress and aisle ways kept clear Ensure regular removal of waste Repairs and maintenance carried out on periodic basis by maintenance team Standard operating procedure for housekeeping safety is to be develop Appropriate safety signages are placed 	1	2	2
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Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 14-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 15-10-2023

6. Library Risk Assessment

Libraries are generally offer students a safe place, there are nevertheless, minor risks and hazards which should be considered. School libraries differ vastly in their size and operations some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. The risk assessment below presents general guidance that can be used, a review of the generic measures below should be conducted to ensure they are suitable for the specific school facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Librarian									
Activity: Library					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Flooring conditions in library room	May have risk of slips, trips, falls which can lead to serious injury, fracture, laceration, etc.	Staff and students	2	3	6	<ul style="list-style-type: none"> Regular inspection of flooring Prompt maintenance of defects Active housekeeping team is in place Appropriate safety signages shall be displayed Housekeeping standards to be maintained through safety tours and by local management Provision of first aid box at prominent locations Standard operating procedure for general workplace amenities 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Librarian									
Activity: Library						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Falling objects such as shelves and books	Staff and students in Library room may suffer injury from material falling from overloaded or collapsing shelves or items stored at height.	Staff and students	2	3	6	<ul style="list-style-type: none"> All shelves are installed on load bearing structures Bookshelves secured to walls wherever possible Top shelves used for storage of light objects only, when possible material not stored above head height Shelves should not be overloaded Good housekeeping regime in place Provision of first aid box Standard operating procedure for general workplace amenities to be developed 	1	3	3
Reaching high for shelving of books	Staff and students in library room may suffer strains, serious injury like fractures or fatality (depends upon falling factor)	Staff and students	1	4	4	<ul style="list-style-type: none"> Where practicable, students should not reach for books higher than them, instead provide library assistant to supply books to students Where practicable, shelves should be no higher than an adult of average size For very high shelves, steps, handrails and a working platform should be provided Ensure heavy books are located at waist height Provision of first aid box at designated area Standard operating procedure for General workplace amenities to be developed 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Librarian									
Activity: Library						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Contact with electrical components such as switch boards, study lamps etc	Electrocution to all the staff and students coming in contact with electric points and equipment.	Staff and students	2	4	8	<ul style="list-style-type: none"> Ensure DB's with ELCB s done by authorized electrician Assign library assistant to do electrical operations including lighting, air conditioning etc., instead of students to prevent their contact Display safety signs & warning sign Library assistant/ librarian shall be aware of electrical hazards and control measure to be safe from risks Standard operating procedure for electrical safety to be developed 	1	4	4
Poor lighting, illumination	Injury due to trip and falls while accessing corridors and stair case.	Staff and students	2	3	6	<ul style="list-style-type: none"> Provide suitable lights to meet the individual's needs Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained (30 foot candles) Regular maintenance of all illumination system by authorized & competent electrician Provision of first aid kit at prominent locations Standard operating procedure for general workplace amenities to be developed 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Librarian									
Activity: Library						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Trailing electrical cables	Trip and falls can result into fracture, strain or head injury	Staff and students	2	3	6	<ul style="list-style-type: none"> Avoid use of extension leads Ensure that sufficient numbers of sockets are available Implement cable trunking where practicable/ trunking can be used on walls Implement industrial best practices and SOP for general workplace amenities Housekeeping standards to be maintained through safety tours and by local management Provision of first aid box at prominent locations 	1	2	2
Manual handling of paper, books etc.	All students or staff of contract paper suppliers could suffer from back pain if they carry heavy/bulky objects in awkward areas – for example printing/photocopying paper or equipment	Staff and students	2	2	4	<ul style="list-style-type: none"> Pellet trolley is provided with assistant helper to carry out the lifting operation Top shelves used for storage of light boxes only and wherever possible material not stored above head height Staff to receive manual handling training Third party inspection of all lifting equipment shall be carried out by approved service provider Have SOP for manual handling and ergonomics Implement industrial best practices and SOP for general workplace amenities to be developed 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Librarian									
Activity: Library						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Violence and Aggression	Students exposed to potentially confrontational situations and experiencing aggressive or violent behavior. Physiological, psychological and Behavioral effects.	Staff	2	3	6	<ul style="list-style-type: none"> Awareness is given to students on violence and aggression. Presence of other staff means to summon assistance, room layout, physical barriers etc. Monitoring of incidents and, where necessary, review existing arrangements. All the areas are monitored through CCTV system Non-violence policy to be in place and is communicated to the students. 	1	3	3
Verbal abuse	Psychological symptoms such as stress, irritability, guilt, loss of confidence etc.	Staff	2	3	6	<ul style="list-style-type: none"> School staff to be sensible to these things and shall monitor students continuously School staff to be trained to help students identify early sign of aggression and to avoid or deal with it CCTV cameras to be installed and monitored Supervision to reduce the chance of verbal abuse All staff and students to be aware on reporting such acts and management shall ensure to investigate and take necessary action to be taken Ensure disciplinary and encouraging practices to be implemented on such reporting 	1	3	3

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 14-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 15-10-2024

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7. Staffroom Risk Assessment

The Staffroom is the place where educators spend their majority of non-teaching time, it generally offers staff a safe place, there are nevertheless, minor risks and hazards which should be considered. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific school facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Staffroom					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor housekeeping in the staff room-slip, trip and fall	Risk of Injuries like fractures, head injury, etc. if they trip over trailing, stair case, cables/rubbish poor hygiene standards – illness / infection	Staff	2	2	4	<ul style="list-style-type: none"> Ensure that active housekeeping team is in place Ensure that defect reporting and prompt repair Trailing cables from electrical machinery managed, permanent trailing leads fixed and covered Safe storage of articles Ensure that all egress and aisle ways kept clear Floors, windows and doors cleaned on a regular basis Ensure that regular cleaning of work surfaces, fridges etc Ensure that regular removal of waste 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Staffroom						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Repairs and maintenance carried out on periodic basis by maintenance team Standard operating procedure for housekeeping safety is to be developed Appropriate safety signages are placed 			3
Hot water from kettle	Risk of injuries like scalds / burns	Staff	2	3	6	<ul style="list-style-type: none"> Ensure that kettles / boilers suitably sited Ensure that safe and suitable drink preparation area is provided Follow the manufacture instruction for safe use Periodic inspection (PAT Test) shall be conducted Provision of first aid kit in place Provision of trained first aider Standard operating procedure for first aid and medical treatment. 	1	3	3
Contact with electrical components	Electrocution and fire hazard to all the staff coming in contact with electric points and equipment.	Staff	2	4	8	<ul style="list-style-type: none"> DB's with ELCB s done by authorized electrician. Correct electrical installation designed by competent person Ensure that PAT testing is carried out Provision of portable fire extinguishers Display safety signs & warning signs 	1	4	4


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Staffroom						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Defective furniture / equipment	May have risk of personal injury like cuts, laceration etc. due to defective furniture or equipment	Staff	2	3	6	<ul style="list-style-type: none"> • Ensure equipment is kept in good condition • Ensure there are regular HSE inspections • All unsafe conditions and defects shall be reported • Prompt repair / replacement should be done • Provision of first aid kit and first aider • SOP for first aid and medical treatment • Appropriate safety signs are placed 	1	3	3
Poor lighting, illumination	Injury due to trip and falls while accessing floor, corridors and stair case	Staff	2	3	6	<ul style="list-style-type: none"> • Suitable lighting to meet the individual's needs • Ensure that light doesn't cause glare, flicker or stroboscopic effects • Ensure that light intensity is maintained (30 foot candles) • Regular maintenance of all illumination system by authorized and competent electrician • Provision of first aid kit at prominent places • Standard operating procedure for general workplace amenities to be developed 	1	2	2

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Staffroom						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor welfare facilities	May have risk of bacterial growth, illness, diseases	Staff	2	3	6	<ul style="list-style-type: none"> Welfare facilities shall be provided for staff and visitor and should be ventilated and kept clean Ensure facilities are maintained and periodically monitored by area supervisor/ head of department Rest rooms appropriate to the number of staff with toilets and hand basins, soap and hand-dryer Ready access to drinking water Appropriate first aid facilities are in place Rest facilities for pregnant women and nursing mothers 	1	2	2

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 14-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 15-10-2024

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Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

8. Canteen Risk Assessment

The school administration should guarantee that the canteen meets the legal requirements and standards for food preparation, storage, hygiene and safety. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school canteen facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Food receiving: off-loading the items, manual handling	Musculoskeletal disorders and back injuries	Catering Staff	2	3	6	<ul style="list-style-type: none"> Provide food carrying trolleys to avoid manual handling When possible, catering staff to be trained in correct lifting techniques Supervise the lifting activity to ensure heavy lifting activities are not being carried out Implement buddy system while carrying out lifting activities 	1	3	3
Food receiving: Poor ground condition	Trip and fall can cause laceration, sprain and fracture	Catering Staff	2	3	6	<ul style="list-style-type: none"> Ensure firm ground conditions Erect warning signs at uneven surfaces Provide helper for assistance Ensure first aiders are present during school hours 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Food receiving in canteen: poor housekeeping	Slip and fall may cause bruises, lacerations and sprain	Catering Staff	2	2	4	<ul style="list-style-type: none"> Ensure regular housekeeping activities to be done Introduce a wet and dry mops cleaning system Erect cautionary boards during housekeeping activities Provide slip resistant footwears Ensure first aiders are present during school hours 	1	1	1
Food Holdings: Hot holding	If Hot Holding temperature drops below 63 deg C: Pathogens growth, Illness / Food poisoning	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Temperature to be monitored and ensure it is not less than 63 deg C Temperature log to be registered Periodic monitoring to be carried out by safety officer 	1	2	2
Food Holdings: Cold holding	If Cold Holding temperature above 5 deg C: Fresh food spoilage, Illness / food poisoning	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Temperature to be monitored and ensure it is not more than 5 deg C Temperature log to be registered Periodic monitoring to be carried out by safety officer 	1	2	2
Serving food: Physical contamination	Physical contamination cause illness	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Staff to be well trained on food handling safety Ensure all staff are holding EFST(Essential Food Safety Training)Certificates Ensure food safety management system in place 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	to prevent physical contamination including contamination from the building, equipment, packing, food handler, pests etc <ul style="list-style-type: none"> Use PPE (Hairnets, uniform and gloves) 			3
Serving food: Spills	Slip, trip and fall may cause bruises, laceration, sprain and fracture	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Serve food in trays to prevent accidental spills Assist students when required Ensure regular housekeeping activities to be done Introduce a wet and dry mops cleaning system Erect cautionary boards during housekeeping Provide slip resistant footwear Ensure first aiders are present during school hours 	1	2	2
Dining area: Horseplay & fighting	Physical injuries & verbal abuse	Students	2	3	6	<ul style="list-style-type: none"> Regular supervision of students Appropriate training oand number of supervisors Separation of students by age Disciplinary procedures to be implemented to ensure no horseplay between students in school 	1	2	2
Defective flooring in the dining hall	May cause to slips, trips, falls which may lead to fracture, head injury, etc.	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Ensure regular inspection of flooring Prompt maintenance of defective flooring Problem areas should be cordoned off Provision of first aid kit is in place 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> SOP for general workplace amenities 			3
Spillage of food / liquids	Cause slips / falls to students and staff which can result into fracture, head injury, etc.	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Active housekeeping team is in place Any spillages immediately dealt with Appropriate spill kit shall be in place Provide spill response training for the employee who are working in dining hall Any damaged flooring made safe/repaired Appropriate safety signages shall be displayed 	1	3	3
Obstacles like school bags (Lunch Boxes) in the dining hall	Risk of causing trips & falls which can results into fracture, abrasion, head injury, etc.	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Walkways to be kept clear of bags etc Ensure adequate space allowed between tables for access Ensure adequate levels of supervision is in place School bags shall be stacked in safe place, so that, there should not be any obstruction in walkways Appropriate safety signages shall be displayed 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Defective furniture	May have risk of personal injury like cuts, laceration etc. due to defective furniture or equipment	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Ensure that furniture and equipment to be kept in good condition Ensure that regular HSE inspection are conducted All unsafe conditions and defects shall be reported Prompt repair / replace should be done Provision of a first aid kit and trained first aider Standard operating Procedure for first aid and medical treatment Standard Operating Procedure for housekeeping safety is to be developed Appropriate safety signages are placed 	1	3	3
Hot food / drinks	Risk of injuries like scalds / burns	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Appropriately trained staff Adequate trays shall be provided Ensure a suitable drink preparation area is provided Follow the manufacture instruction for safe use Adequate levels of supervision Provision of a first aid kit and trained first aider Standard operating procedure for first aid and medical treatment 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Electricity	Electrocution to all the staff coming in contact with electric equipment.	Catering Staff Students	2	4	8	<ul style="list-style-type: none"> DB's with ELCB s done by authorized electrician Correct electrical installation Ensure that PAT testing and fixed appliance testing is carried out, if deemed necessary Provision of portable fire extinguishers Ensure that cables are running at height Display safety and warning signs SOP for electrical safety to be developed 	1	4	4
Poor lighting, illumination on the floors and corridors	Injury due to trip and falls while accessing floor, corridors and stair case	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Provided lighting is suitable to meet the individual's needs Ensure that lighting is suitably positioned so that it may be properly maintained or replaced Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained (30 foot candles) Regular maintenance of all illumination system by authorized & competent electrician Provision of first aid kit is available Standard operating procedure for general workplace amenities to be developed 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Catering Staff									
Activity: Canteen						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Broken glasses	May cause cuts to the staff or students	Catering Staff Students	2	3	6	<ul style="list-style-type: none"> Plastic items preferred in the dining area for serving food to the students Breakages cleared up promptly Ensure that damaged items discarded safely Adequate levels of supervision are in place Provision of first aid kit is in place Provision of trained first aider Standard operating procedure for first aid and medical treatment 	1	3	3
Risk Assessment Created By									
Name: Aysha Rababah			Role: OSH Officer			Date: 15-10-2023			
Approved By									
Name: Rudi Pretorius			Role: Facilities Manager			Date: 16-10-2024			

9. Classrooms Risk Assessment

This Classroom Risk Assessment is used to ensure classrooms meet minimum health and safety requirements. It could be used by the management team to raise awareness of areas of improvement and control measures needed in the classrooms. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific school facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
<u>KG Classrooms</u> Defective Flooring	May cause to slips, trips, falls which may lead to fracture, head injury, etc.	Students, Teachers, Cleaning staff	2	3	6	<ul style="list-style-type: none"> Ensure regular inspection of flooring Prompt maintenance of defects All defect shall be reported to respective head Supervise use of liquids in class If the consequence of the defect is high, area shall be barricaded Provision of first aid kit is in place Immediate cleaning of spillages Appropriate edging strips used where different floor coverings meet SOP for general workplace amenities 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Injury from sharp objects	Risk of cuts to the students (accidental / deliberate)	Students, Teachers, Cleaning staff	2	2	4	<ul style="list-style-type: none"> Adequate supervision of students Immediate safe storage after use System to ensure all sharp objects are returned Identify suitable safer equipment Ensure that First aid kit is in place Provision of well-trained first aider is available 	1	2	2
Trailing electrical cables	Risk of Injuries like Fracture, Head injury, etc. if they trip over trailing electrical cables	Students, Teachers, Cleaning staff	2	2	4	<ul style="list-style-type: none"> Avoid use of extension leads Ensure sufficient sockets are available Use of cable covers where applicable Trailing cables from electrical machinery managed, permanent trailing leads covered Appropriate training is provided on trips and falls Standard Operating Procedure for general workplace amenities Appropriate Safety signages are placed 	1	2	2
Electrical equipment and sockets	Electrocution and fire hazard to all the staff or students coming in contact with electric points and equipment.	Students, Teachers, Cleaning staff				<ul style="list-style-type: none"> DB's with ELCB s done by authorized Electrician Correct electrical installation PAT testing carried out Provision of portable fire extinguishers Ensure that cables are running at height 			

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
			2	4	8	<ul style="list-style-type: none"> Adequate levels of supervision Display safety signs & warning signs SOP for electrical Safety in place SOP for general workplace amenities 	1	4	4
Open windows	Students may have injuries from the open windows	Students	1	4	4	<ul style="list-style-type: none"> Ensure all the windows are closed all the time Limiters fitted to windows above ground level Adequate levels of supervision students are strictly instructed to not to open the windows SOP for general workplace amenities to be developed 	1	3	3
Poor lighting, illumination on class room	Injury due to trip and falls while accessing floor, corridors and stair case. students may suffer eye strain due to poor lighting	Students, Teachers, Cleaning staff	2	3	6	<ul style="list-style-type: none"> Lighting is suitable to meet the individual's needs Ensure that lighting is suitably positioned so that it may be properly maintained or replaced, and disposed of to ensure safety Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained (30 Foot candles) Regular maintenance of all illumination system by authorized & competent electrician 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					9	<ul style="list-style-type: none"> Provision of First aid kit is available. Standard operating procedure for General Workplace Amenities to be developed. 			3
Primary and Middle School Classrooms									
Use of DSE for long hours like laptops, iPad, computers, etc.	Risk of eye strain, eyesight problems, muscular skeletal disorders (From maintaining a stationary position for long periods of time).	Students, Teachers, Cleaning staff	3	3	9	<ul style="list-style-type: none"> Ergonomic assessment to be performed on Classrooms provided to ensure the work facility provided is suitable and comfortable to individual Ensure that all DSE have anti-glare display Appropriate safety instruction of display screen equipment to the staff and students Ensure that sufficient lighting intensity Trained first aiders is readily available Prevent overexposure to screens: 5-minute break from screen work every hour SOP for manual handling and ergonomics 	1	3	3
					9	<ul style="list-style-type: none"> Lifting and handling aids to be provided where necessary Shared lifting practices to be adopted when required 			3


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Manual handling	Staff may be injured as a result of using incorrect lifting techniques and attempting to lift heavy/cumbersome loads. Such injuries may result in sprains, strains, Muscular Skeletal Disorders (MSD's) and back injury.	Cleaning staff, contractors	3	2	6	<ul style="list-style-type: none"> Provision of appropriate rest breaks is in place Large/heavy items to be assessed before handling Ensure that staff have received manual handling training. Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk of manual handling Ergonomic assessment shall be carried out SOP for manual handling and ergonomics to be developed 	1	2	2
Defective flooring	May have risk of slips, trips, falls which can lead to serious injury, fracture, laceration, etc.	Students, teachers, cleaning staff	2	3	6	<ul style="list-style-type: none"> Ensure regular inspection of flooring is in place Prompt maintenance of defects and snag Ensure that active housekeeping team is in place Appropriate safety signages shall be displayed Housekeeping standards to be maintained through Safety Tours and by local management Provision of first aid box at prominent locations Standard operating procedure for general workplace amenities to be developed 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Falling items from height	Staff and students in Class room may suffer injury from material falling from overloaded or collapsing shelves or items stored at height.	Students, Teachers, Cleaning staff	2	3	6	<ul style="list-style-type: none"> All shelves are installed by competent staff on loadbearing structures Top shelves used for storage of light objects only and wherever possible material not stored above head height Bookshelves secured to walls wherever possible. Shelves should not be overloaded Good housekeeping regime is in place Provision of first aid box at prominent place 	1	3	3
Contact with Electricity	Electrocution and fire hazard to all the staff and students coming in contact with electric points and equipment.	Students, Teachers, Cleaning staff	2	4	8	<ul style="list-style-type: none"> All portable Information and Communication Technology equipment to be PAT testing All equipment visually inspected prior to use and any defective equipment not to be used DB's with ELCB s done by authorized electrician Correct electrical installation Provision of portable fire extinguishers Appropriate number trained fire fighters Ensure all cables are running at height Display safety and warning signs SOP for electrical safety to be developed 	1	4	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Exposure to adverse environmental conditions (Including noise, lighting, ventilation, temperatures etc...)	Staff and students may be subject to injury / ill health as a result of exposure to adverse weather conditions and poor environmental conditions within the school. For example, a child may suffer ill health as a result of a classroom being too cold. Other injuries may include sun burn, hypothermia, dehydration, eye strain and earache.	Students, Teachers, Cleaning staff	2	3	6	<ul style="list-style-type: none"> All classrooms are regularly inspected for adequate ventilation, lighting and temperature. Any inadequacies to be reported to the site duty holder for rectification Lighting is suitable to meet the individual's needs. Ventilation and room temperature maintained Ensure that lighting is suitably positioned so that it maybe properly maintained or replaced Ensure that light doesn't cause glare, flicker or stroboscopic effects. Ensure that light intensity is maintained (30 foot candles) Regular maintenance of lights and ventilation system Provision of first aid kit is available Ensure that environmental monitoring process (include noise, light and air) to be carried out Standard operating procedure for general workplace amenities to be developed 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Trailing electrical cables or any other obstructive material on the walkways	Trip and falls due to trailing cables can result into fracture, strain or head injury	Students, teachers, cleaning staff	3	2	6	<ul style="list-style-type: none"> Avoid use of extension leads Ensure that sufficient numbers of sockets Use cable covers where when necessary Students instructed to keep chairs suitably tucked in when using computers All material to be positioned to ensure that no obstructive material can obstruct a walkway Housekeeping standards to be maintained through safety tours and by local management. Provision of first aid box at prominent locations 	1	2	2
Violence and aggression	Staff and Students may suffer stress, bruising and potentially fractures if violent incidents occur during teaching / learning activities.	Students, Teachers, Cleaning staff	2	3	6	<ul style="list-style-type: none"> Adequate supervision and awareness of students behaviors at all times during classroom activities Students encouraged to be polite and courteous towards their fellow students and teachers Encourage and facilitate incident reporting and recording Provision of appropriate training for staff and volunteers Ensure that staff aware of safeguarding Appropriate Safety and awareness signs Refresher training should be provided 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Teachers, Cleaning Supervisor									
Activity: Classrooms						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Contact with sharp edges	May have risk of contact with sharp edges on furniture and scissors resulting in cuts and scratches.	Students	2	3	6	<ul style="list-style-type: none"> Visual inspections to occur on a regular basis to ensure that no sharp edges on furniture Safety scissors provided where possible Provision of first aid kit at designated area SOP for general workplace amenities SOP for first aid and medical treatment 	1	2	2
Stress	Teachers and students subject to stress as a result of increased workloads, lack of communication, emotional involvement with students and staff, disruptive students and violence and aggression	Teachers, Students	2	3	6	<ul style="list-style-type: none"> Open door policy with Head Teacher and staff Staff to express stressful concerns meetings Hold regular meetings to discuss workloads Counselling service available for all staff Responsible person to monitor workloads and consider implementing support mechanisms for staff who may feel stressed Time allocated for staff to prepare for lessons and engage in other activities outside of the classroom Regular term time breaks from work activities Standard operating procedure for work related stress to be developed 	1	3	3

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Location: Raha International School – Gardens Campus	Assessor: Aysha Rababah
Distribution: Teachers, Cleaning Supervisor	
Activity: Classrooms	Date of Review: 13 OCT 23 Next Review Date: 09 OCT 24

Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
First aid	In the event of an accident, injury, or emergency situation, staff, students and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment	Staff, Students, visitors	2	3	6	<ul style="list-style-type: none"> Adequate number of first aiders in school First aiders always available on educational visits First aid training conducted First aid kits suitably stocked on regular basis First aid kits are situated throughout the school First aid kits regularly checked Ensure emergency response team members details are displayed at prominent place Training for contacting the emergency services Ensure that Medical emergency drill is conducted SOP for First aid and medical treatment 	1	2	2

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 15-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 16-10-2024

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10. Auditorium Risk Assessment


The purpose of the auditorium risk assessment is to identify the hazards, people at risk, evaluate, then remove or reduce the risks. School auditoriums differ vastly in their size and operations. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. The risk assessment below presents general guidance that can be used. A review of the generic measures below should be conducted to ensure they are suitable for the specific school facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Auditorium						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Defective flooring causing slips, trips, falls	May cause to slips, trips, falls which may lead to fracture, head injury, etc	Staff, students	2	3	6	<ul style="list-style-type: none"> Ensure regular inspection of flooring Prompt maintenance of defective flooring All defects shall be reported to respective head Problem area should be cordoned First aid kit shall be placed at designated area Provision of well-trained first aiders SOP for general workplace amenities 	1	3	3
Under stage storage areas	May have risk of injury or fire	Staff, Students	2	4	8	<ul style="list-style-type: none"> Restricted students access to area No flammable liquids or gases kept under stage Provision of enough portable fire extinguisher in easily accessible places with signs in place First aid kit shall be placed at designated area Provision of well-trained first aiders 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Auditorium						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> SOP for fire safety to be developed 			
Raised stage area: falls	May have risk of falling which can lead to serious injury	Staff, Students	2	3	6	<ul style="list-style-type: none"> Ensure that no unsupervised access to stage Ensure that regular inspection of stage Stage edgings clearly defined by high visibility tape, paint etc Temporary staging should be erected as per manufacturers guidance and checked before use Steps provided to access the front of stage Training shall be provided on working at height Adequate levels of supervision is in place First aid kit shall be placed at designated area Provision of trained first aider 	1	2	2
Trailing electrical cables	Risk of trip and fall Injuries like Fracture, Head injury, etc. if they trip over by trailing electrical cables	Staff, Students	2	2	4	<ul style="list-style-type: none"> Avoid use of extension leads wherever possible Ensure sufficient sockets are available Use of cable covers where appropriate Trailing cables from electrical machinery managed, permanent trailing leads covered Appropriate training is provided on trip and fall Appropriate safety signages are in place 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Auditorium						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Electrical equipment and sockets	Electrocution and fire hazard to all the staff coming in contact with electric points and equipment.	Staff, Students	1	4	4	<ul style="list-style-type: none"> Ensure that portable appliance testing and regular visual inspections are carried out Fixed installation testing DB's with ELCBs done by authorized Electrician. Correct electrical installation designed by competent person Schedule preventive maintenance plan to be developed and implemented and monitored periodically Provision of portable fire extinguishers Adequate levels of supervision Display safety signs and warning signs. SOP for electrical Safety to be developed SOP for general workplace amenities 	1	3	3
Large numbers of people congregating	May have risk of injury due to insufficient escape, crushing to the people	Staff, Students	3	3	9	<ul style="list-style-type: none"> Establish safe maximum number of visitors Ensure that layout of seating allows sufficient space for emergency evacuation Emergency exits clearly signed and kept clear Ensure that emergency evacuation is tested on a regular basis Emergency response team is available 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Auditorium						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Adequate levels of supervision are in place Display safety and warning sign First aid kit shall be placed at designated area Provision of trained first aider Ensure to communicate or display emergency responders contact information on notice boards/ at prominent locations 			
High Sound level system in the auditorium	May have risk of loss of hearing	Staff	2	3	6	<ul style="list-style-type: none"> Make sure that sound level should not exceed above 85dB. Training shall be provided on hazards related to noise Periodic noise monitoring by ESMA approved service provider Appropriate hazard signage to be displayed SOP for Noise to be developed 	1	3	3
Manual activity during arrangement at auditorium	Staff risk injuries such as back problems due to working in awkward postures	Staff, contractors	2	3	6	<ul style="list-style-type: none"> Cleaning equipment provided for each floor Long-handled mops, brushes and dusters are provided to reduce need to stretch and stoop Staff are instructed to not to overfill buckets Appropriate rest breaks shall be provided 	1	2	2

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Auditorium						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> Trolley or movable container shall be used to transport material Provision of job rotation is in place Staff trained on right manual handling technique and cleaning technique Display safety signs and warning signs. SOP for manual handling and ergonomics to be developed 			

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 15-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 16-10-2024

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11. Prayer Room Risk Assessment

The below provides a sample risk assessment for the Prayer Room, some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific event and facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Prayer Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Defective flooring in Prayerhall - slips, trips, falls	May have risk of slips, trips, falls which can lead to serious injury, fracture, laceration, etc.	Staff, Students	2	2	4	<ul style="list-style-type: none"> Ensure regular inspection of flooring is in place Prompt maintenance of defects Ensure that active housekeeping team is in place Appropriate safety signages shall be displayed Safety Tours and by local management Provision of first aid box at prominent locations SOP for general workplace amenities 	1	2	2
Electricity	Electrocution and fire hazard to all the staff and students coming in contact with electric points and equipment.	Staff, Students	1	4	4	<ul style="list-style-type: none"> DB's with ELCBs done by authorized Electrician Correct electrical installation Provision of portable fire extinguishers Ensure that all cables are running at height Display safety and warning signs SOP for Electrical Safety to be developed 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Prayer Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor ventilation in the prayer hall	Staff and students may suffer headache, fatigue hypersensitivity and allergies, sinus congestion dizziness, shortness of breath, coughing and nausea	Staff, Students	2	3	6	<ul style="list-style-type: none"> Ensure regular inspection to check air condition system and ventilation Prompt maintenance when required Safety training for all AC technician. If air condition system is not working, ensure that all windows are open for natural ventilation Ensure that first aid kit is located appropriately Display safety and warning signs SOP for general workplace amenities to be developed 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: OSH Officer	Date: 16-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 17-10-2024

12. Drama Room Risk Assessment


The below provides a sample risk assessment for Drama Rooms. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific schools' facilities, additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School						Assessor: Aysha Rababah			
Distribution: Drama Teachers									
Activity: Drama Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Drama Activity	Risk of injury whilst undertaking drama activities	Teachers, Students	2	3	6	<ul style="list-style-type: none"> Students are told to behave in a sensible manner and not play on the stairs of the stage Children remain under control of teacher and accompanying helpers at all times Drama session will be stopped if any child seen behaving in a manner likely to cause injury to themselves or another Trained first aiders are readily available Students asked to remove items such as tight ties, jewelry if deemed to be unsuitable Students to wear sensible clothes and shoes SOP for general workplace amenities 	1	3	3
						<ul style="list-style-type: none"> Students are instructed to pass the artefacts around carefully and be careful during handling 			

Location: Raha International School						Assessor: Aysha Rababah			
Distribution: Drama Teachers									
Activity: Drama Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Artefact Handling	Risk of injuries like Cuts or bruised toes	Teachers, Students	2	3	6	<ul style="list-style-type: none"> Artefacts are only passed around when students sitting sensibly Ensure that children remain under control of teacher and accompanying helpers at all times. Ensure that Artefacts will not be passed to anyone not behaving properly Any child not behaving in an appropriate manner will be asked to go and sit with the teacher Artefacts regularly checked to make sure they are safe Ensure appropriate first aid kit is available 	1	2	2
Moving between rooms where activities taking place	Risk of tripping, slipping, falling	Teachers, students	2	2	4	<ul style="list-style-type: none"> Children to move around between activities sensibly in pairs Students are instructed not to run Ensure that children remain under control of teacher and accompanying helpers at all times Provision of first aid kit Trained first aiders is readily available 	1	2	2
Defective flooring in Drama Room -	May have risk of slips, trips, falls	Teachers, students,				<ul style="list-style-type: none"> Ensure regular inspection of flooring is in place Prompt maintenance of defects and snag Ensure that active housekeeping team is in place 			

Location: Raha International School						Assessor: Aysha Rababah			
Distribution: Drama Teachers									
Activity: Drama Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
slips, trips, falls	which can lead to serious injury, fracture, laceration, etc.	cleaning staff	2	3	6	<ul style="list-style-type: none"> Appropriate safety signages shall be displayed Safety tours and by local management. Provision of first aid box at prominent locations SOP for General Workplace Amenities 	1	3	3
Falling objects	Staff and students in drama room may suffer injury from material falling from overloaded or collapsing shelves or items stored at height	Teachers, Students, Cleaning staff	2	3	6	<ul style="list-style-type: none"> All shelves are installed by competent staff on load bearing structures Top shelves used for storage of light objects only and wherever possible material not stored above head height Bookshelves secured to walls wherever possible Shelves should not be overloaded Good housekeeping regime is in place Provision of first aid box at prominent places. SOP for General Workplace Amenities to be developed. 	1	3	3
Electricity	Electrocution and fire hazard to all the staff and students coming in contact	Teachers, students, cleaning staff	2	4	8	<ul style="list-style-type: none"> DB's with ELCB s done by authorized Electrician Correct electrical installation designed by competent person Provision of Portable fire extinguishers. 	1	4	4

Location: Raha International School						Assessor: Aysha Rababah			
Distribution: Drama Teachers									
Activity: Drama Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
	with electric points and equipment.				6	<ul style="list-style-type: none"> • Appropriate number trained fire fighters • Ensure all cables are running at height • Display safety and warning signs • SOP for Electrical Safety to be developed 			3
Poor lighting, illumination	Injury due to trip and falls while enacting drama in drama room	Teachers, students, cleaning staff	2	3	6	<ul style="list-style-type: none"> • Lighting is suitable to meet individual's needs • Ensure that lighting is suitably positioned so that it may be properly maintained or replaced • Ensure that light doesn't cause glare, flicker or stroboscopic effects • Ensure that light intensity is maintained (30 foot candles) • Regular maintenance of all illumination system by authorized & competent electrician • Provision of first aid kit is available • SOP for General Workplace Amenities t 	1	3	3
Trailing electrical cables	Trip and falls due to trailing cables can result into fracture, strain or head injury	Teachers, students, cleaning staff	2	3	6	<ul style="list-style-type: none"> • Avoid use of extension leads • Ensure that sufficient numbers of sockets are available • Use of cable covers where cables may cause a triphazard 	1	3	3

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Location: Raha International School						Assessor: Aysha Rababah			
Distribution: Drama Teachers									
Activity: Drama Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> Implement industrial best practices and SOP for General Workplace Amenities need to be developed Housekeeping standards to be maintained through safety tours by local management Provision of first aid box at prominent locations 			
Risk Assessment Created By									
Name: Aysha Rababah			Role: OSH Officer			Date: 20-10-2023			
Approved By									
Name: Rudi Pretorius			Role: Facilities Manager			Date: 21-10-2024			

13. Computer Lab Risk Assessment

The below provides a sample risk assessment for Computer Labs. The nature of the work carried out at the lab is relatively safe but there are still hazards present, some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific schools' facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: IT Teachers									
Activity: Computer Lab						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Access- trips, Slips and falls. obstructed access routes	Risk of injuries like cuts or bruised toes, fracture, head injury etc	Teachers, students	2	3	6	<ul style="list-style-type: none"> Access and egress routes to and from offices must be maintained clear Trailing cables are rerouted away from main access route / door Students remain under control of teacher Trained first aiders is readily available Provision of first aid kit at prominent places SOP for general workplace amenities 	1	3	3
Work Station / DSE (Display Screen Equipment)	Repetitive strain injury, eye strain. muscular skeletal disorders (From	Teachers, Students	3	3	9	<ul style="list-style-type: none"> Ergonomic assessment to be performed on computer lab provided to ensure the work facility provided is suitable and comfortable Ensure all furniture and VDU equipment in use 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: IT Teachers									
Activity: Computer Lab						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
	maintaining a stationary position for long periods of time), back pain, carpal tunnel syndrome, eyesight problems				6	<ul style="list-style-type: none"> complies with H+S requirements Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at or below eye-level Workstation set up to allow good posture, and periods of continuous use are broken up Ensure that anti-glare display is provided VDU eyesight testing is available to all users Ensure sufficient lighting intensity Prevent overexposure to screens: 5-minute break from screen work every hour Swivel chairs should be provided in order to reduce ergonomic hazard SOP for Manual handling and Ergonomics 			
Poor lighting, illumination	Injury due to trip and falls	Teachers, students	2	3	6	<ul style="list-style-type: none"> Lighting is suitable to meet needs Ensure that lighting is suitably positioned so that it may be properly maintained or replaced Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained (30 foot candles) 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: IT Teachers									
Activity: Computer Lab						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					10	<ul style="list-style-type: none"> Regular maintenance of all illumination system by authorized & competent electrician Provision of first aid kit is available SOP for general workplace amenities 			4
Items improperly stored. Items stacked too high	Risk of injuries or fire	Teachers, students	2	5	10	<ul style="list-style-type: none"> Storage and stacking of materials / articles must be confined to specifically designated areas Heavy items stored at an appropriate height for ease of manual handling Shelves maintained in an orderly fashion Kick stools or stepladders are provided where access to materials at a height is required Trained staff are in place to assist in evacuation and sweep of building in event of alarm Ensure all the fire equipment are inspected and well maintained Ensure appropriate first aid kit is available SOP for fire safety to be developed 	1	4	4
					10	<ul style="list-style-type: none"> On hearing the fire alarm all persons must follow the direction of Computer Services staff or the fire warden and proceed to the nearest assembly point via the nearest emergency exit 			4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: IT Teachers									
Activity: Computer Lab						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Fire / emergency	Fire	Teachers, students	1	5	5	<ul style="list-style-type: none"> Trained fire wardens are in place to assist in evacuation and sweep of building Evacuation drills are held as per the requirements and results fed back to staff Report immediately any damage to fire extinguishers or fire detection systems Ensure escape routes and exits are inspected regularly All persons must comply with the Emergency evacuation procedures SOP for fire safety to be developed 	1	4	4
Defective flooring in computer lab	May have risk of slips, trips, falls which can lead to serious injury, fracture, laceration, etc.	Teachers, students	2	3	6	<ul style="list-style-type: none"> Ensure regular inspection of flooring is in place Prompt maintenance of defects Active housekeeping team is in place Appropriate safety signs displayed Housekeeping standards to be maintained Provision of first aid box at prominent locations SOP for general workplace amenities 	1	3	3
						<ul style="list-style-type: none"> Electrical equipment, both portable and fixed, to be checked and inspected at regular intervals by a competent person 			


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: IT Teachers									
Activity: Computer Lab						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Electricity	Electrocution and fire hazard to all the staff and students coming in contact with electric points and equipment.	Teachers, Students	2	4	8	<ul style="list-style-type: none"> DB's with ELCB s done by electrician Electrical installation done by competent person Work on live electrical equipment, eg distribution panels to be subject to a Permit to Work Thermography Test should be conducted on DB's, SMDB's, etc Poorly maintained electric equipment reported Faulty electrical apparatus must be taken out of use immediately, put in a secure place and labelled 'do not use' until repaired Adequate numbers of portable fire extinguishers Ensure that all cables running at height Display safety and warning signs Information such as emergency contact numbers, premise address, first aiders available SOP for electrical safety Appropriate PPE shall be worn 	1	4	4
Trailing electrical	Trip and falls due to	Teachers,				<ul style="list-style-type: none"> Avoid use of extension leads Sufficient numbers of sockets are available Use of cable covers where necessary 			

Taaleem Group	
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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: IT Teachers									
Activity: Computer Lab						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
cables	trailing cables can result into fracture, strain or head injury	students	2	3	6	<ul style="list-style-type: none"> SOP for general workplace amenities Standards maintained through safety tours Provision of first aid box at prominent locations 	1	3	3
Manual handling	Risk of back injury, injury to body parts, items being dropped – damage to person or property	Staff, contractors	2	3	6	<ul style="list-style-type: none"> Use lifting trolley for all heavy material Trolleys shouldn't be overloaded Manual Handling training is available to all staff Kick stools or stepladders are provided where access to materials at height is required SOP for Manual handling and ergonomics Gloves worn when handling loads if required 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 16-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 17-10-2024

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14. Offices and General Areas Risk Assessment

The below provides a sample risk assessment for Offices and General Areas. This could be anything from electrical equipment defects to poor posture that impacts the health and safety of the staff. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific schools' facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Access- trips, slips and falls, obstructed access routes	Risk of injuries like cuts or bruised toes, fracture, sprains, head injury etc	Staff	3	2	6	<ul style="list-style-type: none"> Cabinet drawers and doors kept closed when not in use Ensure trailing cables are rerouted away from main access route / door Staff immediately clean-up spillages Maintenance carried out when necessary Trained first aiders is readily available Provision of first aid kit at prominent places Standards to be maintained through Safety Tours and by local management SOP for general workplace amenities 	1	2	2

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Manual handling of paper, office equipment etc.	All staff and their assistant could suffer from back pain if they carry heavy/bulky objects in awkward areas – for example printing/photocopying paper or equipment	Staff	3	2	6	<ul style="list-style-type: none"> Staff engaged on manual lifting tasks to be trained to do so in a safe and practical manner Staff should ensure that they obtain help or use trolleys when any large or awkward/heavy object has to be moved When lifting and carrying loads, staff must make sure that their path is clear and that there is a safe place to put down the load Kick stools or stepladders are provided where access to materials at a height is required Workstations set up to help posture SOP for manual handling and ergonomics Suitable gloves are available for handling loads with the potential to cause lacerations 	1	3	3
Poor lighting, illumination	Injury due to trip and falls	Staff				<ul style="list-style-type: none"> Lighting is suitable to meet the needs Ensure that lighting is suitably positioned so that it may be properly maintained Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained (30 foot candles) as per OSHAD requirement 			


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
			2	3	6	<ul style="list-style-type: none"> Regular maintenance of all illumination system by authorized and competent electrician Provision of first aid kit is available SOP for general workplace amenities 	1	3	3
Office furniture and equipment-falling materials, toppling furniture	Staff in offices may suffer injury from material falling from overloaded or collapsing shelves or items stored at height.	Staff	2	3	6	<ul style="list-style-type: none"> All shelves are installed by competent staff on loadbearing structures Office furniture, equipment and electrical appliances to be arranged in order to obtain maximum safety and use of the facilities Desks, file cabinets etc arranged so the drawers do not open into transit space File cabinet drawers to be closed after each use and only one drawer at a time Shelf loading and state of office furniture monitored by safety tours The weight of contents of the file cabinets to be evenly distributed Heavy/bulky items not be stored at height Photocopiers located in well-ventilated areas Faulty desks, chairs, or other office equipment must be taken out of service or repaired 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> Provision of first aid box at prominent place SOP for manual handling and ergonomics SOP for office safety to be developed 			
Electricity	Electrocution and fire hazard to all the staff coming in contact with electric points and equipment.	Staff	2	4	8	<ul style="list-style-type: none"> Electrical equipment, both portable and fixed, to be checked at regular intervals DB's with ELCB s done by authorized Electrician Electrical installation by competent person Work on live electrical equipment, e.g. distribution panels, subject to a Permit to Work Report electrical equipment which is poorly maintained Faulty electrical apparatus must be taken out of use immediately, put in a secure place and labelled 'do not use' until repaired adequate numbers of portable fire extinguishers Ensure that all cables running at height Display safety and warning signs Emergency contact numbers, premise address, first aiders etc. to be available. SOP for electrical safety 	1	4	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					9	<ul style="list-style-type: none"> Appropriate PPE be worn 			3
Work Station / DSE (Display Screen Equipment)	Repetitive strain injury, eye strain muscular skeletal disorders (From maintaining a stationary position for long periods of time), back pain carpal tunnel syndrome, eyesight problems	Staff	3	3	9	<ul style="list-style-type: none"> Ergonomic assessment to be performed in office area provided to ensure the work facility provided is suitable and comfortable Ensure all furniture and VDU equipment in use complies with H+S requirements Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at or below eye-level Workstation set up to allow good posture Anti-glare display should be provided VDU eyesight testing is available to all users Ensure sufficient lighting intensity Prevent overexposure to screens: 5-minute break from screen work every hour Swivel chairs should be provided in order to reduce ergonomic hazard Ergonomic assessment shall be carried out SOP for manual handling & ergonomics 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Reception desk-unknown person entry	May have risk of emergency, robbery risk, fire risk, etc	Staff	1	4	4	<ul style="list-style-type: none"> All visitors to be signed I properly Relevant members of staff notified and visitor accompanied whilst on the premises Visitors briefed on emergency arrangements Adequate arrangements based on risk assessment, to be established for the safety of staff, eg panic alarms, security screens, CCTV Reception staff to be briefed on action to take in event of emergency situations, e.g. bomb threat Emergency contact numbers, premise address, first aiders information etc. to be available 	1	3	3
Storage of combustible material, flammable material and electrical equipment in the office	May have risk of fire or property damage	Staff, students, contractors, visitors	1	5	5	<ul style="list-style-type: none"> Ensure hazardous materials, e.g. flammable products are not stored in offices Regular housekeeping to maintain tidiness Non-essential electrical appliances switched off and unplugged when not in use Electrical faults discovered are reported immediately and repaired No smoking policy implemented and monitored When contractors are employed to work in the premises ensure that adequate provision has 	1	3	3


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff									
Activity: Offices and General Areas						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					4	<ul style="list-style-type: none"> been made to control 'hot work', eg plumbing Adequate fire extinguishers available Information such as emergency contact numbers, premise address (including postcode), first aiders etc to be available Security to minimise opportunities for arson SOP for fire safety to be developed 			3
Lone working	May have risk of sudden illness, accidents or emergencies arising out of the work, including inadequate provision of first aid	Staff	1	4	4	<ul style="list-style-type: none"> Employee's fitness for work to be ascertained Lone workers to be well trained in safe working procedures - all equipment and procedures are suitable to be used by one person Booking out systems and means of communication to be provided and personal alarms, where necessary, to be provided Specific consideration given for vulnerable employees, such as pregnant women / young Specific measures to deal with illness, accidents, violence, fire, equipment failure, adverse weather etc Help and support is available when required Staff told to consider their safety before 	1	3	3

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha International School – Gardens Campus					Assessor: Aysha Rababah				
Distribution: School Staff									
Activity: Offices and General Areas					Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
						accepting potentially unsafe jobs. • Wear adequate personal protective equipment, where it is deemed necessary.			

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 17-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 18-10-2024

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Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	


15. Laboratory (Physics, Chemistry & Biology) Labs Risk Assessment

The below provides a sample risk assessment for Science Labs (Physics, Chemistry & Biology). When conducting the risk assessment, the full range of safety, health, and environmental hazards should be considered from machine safety to physical hazards and chemical and biological exposures. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific schools' facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Handling of glassware (burette, thermostat, flasks, funnel, pipette tube) in chemistry and biology lab	Accidental contact with broken glassware results in cuts and punctures, poisoning following cuts by contaminated glassware	Teachers, students, lab technician	2	3	6	<ul style="list-style-type: none"> Periodic inspection of glassware and lab equipment by competent person Ensure children remain under control of teacher and lab assistant at all times General instructions and health & safety rules for the Laboratory, including guidance on what to do in the event of an accident should be provided Precautions taken when using glassware Training and Instructions on use of glass wares for all the students 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Provision of first aid kit is in place Ensure that students wear appropriate PPE such as safety glass, lab coat, gloves, footwear, etc 			2
Exposure with hazardous chemicals (like Methanol, Dichloromethane, HCL, etc.) in the chemistry & biology lab	Eye irritation, skin irritation, skin burns, irritation of the digestive tract-harmful if swallowed, respiratory tract irritation, prolonged and repetitive contact may cause dermatitis	Teachers, students, lab technician	2	3	6	<ul style="list-style-type: none"> MSDS available for all the chemicals Fuming hood/ chamber is used to keep airborne concentration low Training and instructions are provided for students on safe use of chemicals Ensure that all the chemicals are stored in a tightly closed containers, cool (do not store above 23° C) and dry place and handled by authorised lab instructor Appropriate labelling of chemicals Eye wash stations and safety shower is in working condition Provision of first aid kit at prominent places SOP for first aid treatment Appropriate PPE worn by all the students such as lab coats/aprons, respiratory mask, safety goggles, hand gloves, etc 	1	2	2


Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Handling of corrosive materials (Calcium hydroxide, methanol, Silver Nitrate) in the chemistry lab	Chemicals may react with other substances to create hazardous products, spillage may result in erosion, and can be corrosive in nature if it comes in contact with the skin	Teachers, students, lab technician	2	3	6	<ul style="list-style-type: none"> Chemicals are stored per compatibility group Secondary containment shall be provided for all hazardous and corrosive material General instructions and health & safety rules for the laboratory, including guidance on what to do in the event of an accident MSDS is available for all the chemicals COSHH assessment to be carried out Appropriate safety training on handling corrosive material shall be provided Appropriate PPEs provided such as safety goggles, rubber hand gloves, apron, etc 	1	2	2
Accidental contact leads to chemical reaction	Potential of fire hazard can result in major injuries like severe burns, property damage and fatality (depends on range of fire)	Teachers, students, Lab technician	2	4	8	<ul style="list-style-type: none"> Provision of separate chemical storage cabinets marked appropriately Provision of individual storage containers Ensure that flammable and non-flammable chemicals are stored in designated, dry and cool area Do not store flammable and combustible liquids in fumes hood Limit the size of containers which can be 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					5	<ul style="list-style-type: none"> controlled by one person • Appropriate safety signs shall be displayed • Provision of portable fire extinguishers • Emergency contact details are displayed at prominent places • Emergency management procedure to be established • SOP for fire safety to be developed • SOP for first aid treatment to be developed • Appropriate PPE provided such as safety goggles, rubber hand gloves, apron, etc 			
Improper use/ failure of bunsen burner in biology/physics/chemistry lab	Have a potential of fire hazard can result with major Injuries like severe burns, property damage and fatality	Teachers, students, lab technician	1	5	5	<ul style="list-style-type: none"> • Only trained and competent students/staffs are allowed to use the heating devices • Continuous monitoring and supervision by lab in charge and staff • Provision of LPG gas regulator to control in case of emergency with bunsen burner • Regular inspection of bunsen burner • Maintain good school hygiene practice • Ensure for periodic calibration and servicing of lab equipment's 	1	4	4


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Adequate numbers of portable fire extinguishers Availability of smoke detectors and fire alarm system Ensure that all the fire equipment is periodically inspected Ensure that emergency contact details are displayed at prominent places Emergency management procedure to be established SOP for fire safety to be developed 			6
Spillage of chemicals in chemistry/biology lab	Slips and falls due to spillage of chemical can result in fracture, strain or head injury	Teachers, students, lab technician, cleaners	2	3	6	<ul style="list-style-type: none"> Appropriate spill kit is available in the chemistry lab Secondary Containment shall be provided for all Chemical containers General instructions and health & safety rules for the Laboratory, including guidance on what to do in the event of an accident in the Laboratory Housekeeping team is available Appropriate safe chemical cleaning 	1	3	3

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	technique shall be provided <ul style="list-style-type: none"> Students are instructed to stay away in case of spillage in the chemical in the lab Appropriate monitoring and supervision is in place Display safety and warning signs Appropriate PPE provided such as safety goggles, rubber hand gloves, apron, Safety shoe, etc 			2
Observation of live cells/tissues using microscope in the biology lab	May have risk of biological contaminants	Teachers, students, lab technician	2	3	6	<ul style="list-style-type: none"> All samples should be clean and sealed to prevent leakage/spillage during observation on the microscope Only trained students allowed to use a microscope Appropriate training is provided on biological hazard to the students Appropriate level of monitoring and supervision is in place General instructions and health and safety rules for the Laboratory, including guidance on what to do in the event of an 	1	2	2

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					8	accident in the Laboratory <ul style="list-style-type: none"> • Appropriate warning signs displayed • SOP for general workplace amenities • Appropriate use of a lab coat and protective gloves are essential, also safety goggles if necessary. 			4
Electrical equipment	Electrocution and fire hazard to all the staff and students coming in contact with electric points and electrical equipment	Teachers, students, lab technician	2	4	8	<ul style="list-style-type: none"> • DB's with ELCB s done by authorized electrician • Electrical installation by competent person • Regular portable appliance testing, visual inspection and fixed appliance testing • Ensure that children remain under control of teacher and accompanying lab assistant • Provision of portable fire extinguishers • Appropriate number of trained staff • Display safety and warning signs • SOP for electrical safety to be developed 	1	4	4
					8	<ul style="list-style-type: none"> • Lighting is suitable to meet needs • Lighting is suitably positioned so that it may be properly maintained or replaced, • Ensure that light doesn't cause glare, 			4

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Science Teachers, Facilities Team									
Activity: Laboratory (Physics, Chemistry and Biology)						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor lighting, illumination	Injury due to trip and falls while enacting drama in drama room	Teachers, Students, Lab technician	2	3	6	flicker or stroboscopic effects <ul style="list-style-type: none"> Ensure that light intensity is maintained (30 footcandles) as per OSHAD requirement Regular maintenance of all light systems by authorized and competent electrician Provision of first aid kit is available SOP for general workplace amenities 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 17-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 18-10-2024

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16. Contractors on Site Risk Assessment

The below provides a sample risk assessment for Contractors on site, the contractor is a person or firm that undertakes a contract to provide materials or labor to perform a service or do a job. Several contractors may work on one site simultaneously, each contractor should provide their own risk assessment for the type of work they're doing. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Contractors on Site						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Use of external companies /contractors poor workmanship/ poor practices / lack of competency	Electrical shock/burns, cuts / abrasions, muscular/skeletal and other physical injuries, fire emergency	School staff, contractors	2	4	8	<ul style="list-style-type: none"> Only use approved registered contractors, where this is not possible, ensure the contractors are thoroughly vetted Risk assessments and method statements to be provided Public liability insurance in place Pre-contract meeting to agree safe systems of work to be used Monitor work of the contractors and have regular liaison meetings Government regulations must be adhered to 	1	4	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Contractors on Site						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					9	<ul style="list-style-type: none"> All statutory approvals, such as planning permission and building regulations sought where applicable Provide company emergency procedure to the contractors 			4
Ineffective pedestrian and vehicle segregation	Accident may result with impact and fractures	School staff, students contractors	3	3	9	<ul style="list-style-type: none"> Contractors advised on restricted access Communicate company safety procedures and policies with contractors Deliver site safety induction before commencing work or entry Marked pedestrian walkways provided 	2	2	4
Electrical equipment and sockets: using poorly maintained equipment	Electrical shock, burns, fire causes multiple fatalities	School staff, students contractors	3	5	15	<ul style="list-style-type: none"> Contractors electrical tools and equipment subject to a portable appliance testing All portable electrical tools on site to be 110v or protected by RCD's Electrical equipment to be removed and/or stored appropriately at the end of each working day. Cable covers to be used all the time Maintain good housekeeping standards Provide safe route to workplace 	2	3	6

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Contractors on Site						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Health and safety information: lack of awareness of risks / safe working systems	Cuts / abrasions, muscular skeletal and other physical injuries	Contractors	2	3	6	<ul style="list-style-type: none"> Contractors made aware of entities emergency procedures including evacuation and first aid Exchange of health and safety policies between entity and contractors Provides all relevant information to enable contractors to control risks 	1	3	3
Exposure to Hazardous substances	Irritation / harm to eyes, nose and upper respiratory tract Skin sensitization / disorders	School Staff, Contractors	3	3	9	<ul style="list-style-type: none"> Ensure that contractor to inform an entity responsible of any hazardous substances brought onto the site. Hazardous substances not left unattended. Clearly labelled and securely stored Contractor to ensure dust/fume production is minimised School Staff shall be available to monitor the task and ensure no children will come near to it PPE provided and worn by contractors Visitors made aware of hazards and must wear suitable PPE 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Contractors on Site						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Work at height and falling objects	Significant head / multiple injuries and fatality	Contractors	2	4	8	<ul style="list-style-type: none"> Work area to be agreed between contractor and entity Ladders adequately secured/removed at end of each working day Area below work to be securely fenced off with warningsigns displayed Working platforms used to have toe boards and meshpanels to prevent falling objects Restricted access. Staff/contactors reminded of hazards during assembly School Staff shall be available to monitor the task andensure no children will come near to it 	1	2	2
Exposure to noise	Stress, hearing damage.	School staff, students, contractors	2	3	6	<ul style="list-style-type: none"> Schedule contractors work, call them during shutdowns to carry out contractor related works Noise is kept to a minimum or agreed working timeshave been arranged for any noisy working activities Ask contractors to perform hearing 	2	2	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Contractors on Site						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					15	conservation program and suggest for audiometry testing <ul style="list-style-type: none"> • Display warning and safety signs • Noise monitoring system shall be adopted • School Staff shall be available to monitor the task and ensure no children will come near to it • SOP for noise to be developed • Provide adequate PPE such as ear defenders or earplugs 			15
Fire hazard	Burns scalds, death or fatality Property damage / loss	School staff, students, contractors	3	5	15	<ul style="list-style-type: none"> • All Staff and contractors advised of procedures and any alternative routes during contract work • Enforce no smoking policy and communicate with contractors • Hot works permits used where applicable • Combustible materials to be stored in agreed areas unless required for immediate use • Appropriate fire extinguishers available • Flammable liquids / compressed gases 	1	4	4

Taaleem Group	
Occupational Safety and Health Management System	
Taaleem Group Risk Assessments	

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Contractors on Site						Date of Review: 13 OCT 24		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
						appropriately stored • Emergency management system in place			

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 17-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 18-10-2024

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17. Store Room Risk Assessment


Storerooms can be used for food, stationary, uniform, chemicals, and a variety of other items. If they are left to get untidy and cluttered the hidden hazards may pose a risk to staff who use the storeroom. It is important to regularly clear out any redundant equipment and to ensure shelves are secure and stacked properly. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Storekeeper, Cleaners Supervisor, Contractors									
Activity: Store Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Use of ladders and stepladders	Injury due to falling from height, falling of objects and slipping on ladder	Storekeeper, cleaners contractors	3	4	12	<ul style="list-style-type: none"> Ensure that proper storage facilities for ladders is available Ladders must be positioned on a 75-degree angle (4:1 ratios) Must have non-slip footing Avoid using aluminum ladders when working on and around electrical installations Position and lock ladders and never use the highest two steps or where appropriately marked Inspect ladders for defects before and after use 	2	3	6

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Storekeeper, Cleaners Supervisor, Contractors									
Activity: Store Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					9	<ul style="list-style-type: none"> SOP for working at heights to be developed 			3
Manual handling of schoolequipment/ machine accessories, paper boxes, books, etc	Musculoskeletal disorders, back pain, sprains and strains	Storekeeper, cleaners contractors	3	3	9	<ul style="list-style-type: none"> Lifting trolley is provided where large object/material hae to be handled Appropriate rest breaks for staff Safe use of lifting trolley, manual handling training shall be provided Operatives are trained on carrying out manual handling ergonomically designed working platforms SOP for manual handling and ergonomics 	1	3	3
Slips, trips and falls	May cause minor injury, fracture and abrasions	Storekeeper, cleaners contractors	3	3	9	<ul style="list-style-type: none"> Active housekeeping team in place and is monitored periodically Provide adequate lighting arrangements for clear vision Corridors, circulation space, window sills etc not to be used for storage of material Provision of first aid kits at prominent locations 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Storekeeper, Cleaners Supervisor, Contractors									
Activity: Store Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Provide appropriate working safety instructions SOP for housekeeping to be developed 			3
Defective flooring in store Room - slips, trips, falls	May have risk of slips, trips, falls which can lead to serious injury, fracture, laceration, etc	Storekeeper, cleaners contractors	2	3	6	<ul style="list-style-type: none"> Regular inspection of flooring Prompt maintenance of defects Active housekeeping team is in place Appropriate safety signs displayed Safety tours by local management First aid box at prominent locations SOP for general workplace amenities 	1	3	3
Falling objects	Staff in store room may suffer injury from material falling from overloaded or collapsing shelves or items stored at height	Storekeeper, cleaners contractors	2	3	6	<ul style="list-style-type: none"> Shelves installed by competent staff on loadbearing structures Top shelves used for storage of light objects and when possible material not stored above head height Heavy objects to be stored at low level to mitigate awkward lifting Materials stored inside cabinets, files, and lockers if possible Bookshelves secured to walls 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Storekeeper, Cleaners Supervisor, Contractors									
Activity: Store Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					8	wherever possible <ul style="list-style-type: none"> Shelves should not be overloaded Housekeeping regime is in place First aid box at prominent places SOP for general workplace amenities Standard operating procedure for office safety to be developed. 			4
Electricity	Electrocution and fire hazard to all the staff and students coming in contact with electric points and equipment.	Storekeeper, Cleaners Contractors	2	4	8	<ul style="list-style-type: none"> Electrical equipment, both portable and fixed, to be checked and inspected at regular intervals DB's with ELCB s done by authorized Electrician Electrical installation by competent person Provision of fire extinguishers Ensure cables are running at height Display safety and warning signs SOP for Electrical Safety 	1	4	4
					8	Lighting is suitable to meet needs <ul style="list-style-type: none"> Lighting is suitably positioned, it may be properly maintained or replaced 			4

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Storekeeper, Cleaners Supervisor, Contractors									
Activity: Store Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor lighting, illumination	Injury due to trip and falls in store room	Storekeeper, cleaners contractors	2	3	6	<ul style="list-style-type: none"> Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained Regular maintenance of all illumination system Provision of First aid kit is available SOP for general workplace amenities to be developed 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 17-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 18-10-2024

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18. Electrical Room Risk Assessment

Electrical Rooms are found in every school and work with electrical equipment is a common part of some contractors' job. While accidents involving electricity are fortunately rare, care must always be taken to ensure the safety of those working with or around electrical rooms. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Electrical Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Exposure to electrical Panels, Capacitor Banks.	Technician could get electrical shocks or burns from using faulty electrical panels, electrical faults can also lead to fires	Contractors	2	5	10	<ul style="list-style-type: none"> Restricted access into such areas through locked doors Electrical work shall be carried out after/before the school hours Live electrical components are secured with appropriate guards/ doors Periodical servicing, monitoring and inspection Perform thermal imaging inspections Trained and authorised personnel allowed to carry out electrical works Employees are strictly instructed to maintain safe distances from electrical panels Appropriate safety and warning signs are displayed 	1	4	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Electrical Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					10	<ul style="list-style-type: none"> SOP for electrical safety to be developed Emergency management procedure to be developed. Appropriate PPE provided such as safety gloves, safety shoes etc. 			4
Poor housekeeping – combustible materials in close proximity.	Potential of fire hazard may lead to burn injuries, fatality and property damage.	Contractors	2	5	10	<ul style="list-style-type: none"> Storing combustible materials in close proximity is prohibited Periodic monitoring done by area supervisor Active housekeeping team in available all the times Provision of fire fixed fire systems with adequate numbers of alarms Ensure fixed fire systems are well maintained and inspected periodically Ensure appropriate first aid kit is available 	1	4	4
High risk maintenance works high voltage or complex installations	Electrical shocks, burns and electrocution	Contractors	2	4	8	<ul style="list-style-type: none"> Only competent and authorised person is allowed to handle maintenance activity All electrical works shall be carried out after/before the school hours High-risk activities are carried out by competent contractors under supervision Warning signs are displayed to restrict the access 	1	4	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors									
Activity: Electrical Room						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> • Electrical safety training for electricians • Ensure to use permit to work system/ safe system of work for all high-risk activities • Provision of fixed fire suppression system • Provision of first aid kit is in place • Trained first aider is readily available • Provision of appropriate PPE such as shock resistant hand gloves, safety shoes etc 			
Access for Cleaning and maintenance, operator may need to work at height.	Slip and fall may lead to sprains, fracture etc.	Contractors	2	3	6	<ul style="list-style-type: none"> • Maintained stability of ladders while accessing • Maintenance activities carried out by competent personal • Avoid work at height where possible by using controls such as air guns for dusting, long handled tool etc • If any electrical work requires working at height, ensure adequate training has been received • Provision of first aid box at prominent locations • SOP for general workplace amenities 	1	3	3

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Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 17-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 18-10-2024

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19. Lone Working Risk Assessment


A lone worker is an individual who spends some or all of their working hours working alone and undertake work activities without direct or close supervision. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the specific school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International Schoolo – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors, Security, Lone working staff									
Activity: Lone Working					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Lone Working	May have risk of sudden illness, accidents or emergencies arising out of the work, including inadequate	Staff, contractors	1	4	4	<ul style="list-style-type: none"> Ascertain employee's fitness for the work Assess the appropriateness of lone working for the particular task Lone workers to be well trained in safe working procedures, all equipment and procedures are suitable for being operated or handled by one person Introduce a 'buddy system' for welfare checks and reporting – including out of hours Signing in / out procedures including destination and estimated time of arrival Booking out systems and means of communication, such as mobile phone, to be provided and personal 	1	3	3

Location: Raha International Schoolo – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors, Security, Lone working staff									
Activity: Lone Working						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
	provision of first aid				6	alarms, where necessary, to be provided <ul style="list-style-type: none"> • Specific consideration given for vulnerable employees, such as pregnant women and the young • Specific measures to deal with illness and accidents, violence, fire, equipment failure, adverse weather etc • Help and support is available when required • Staff to consider their safety before accepting jobs • Adequate PPE worn, where it is deemed necessary • Emergency management procedures to be developed 			2
Access- trips, slips & Ffalls. obstructed access routes	Risk of injuries like Cuts or bruised toes, fracture, sprains, head injury etc	Staff, contractors	3	2	6	<ul style="list-style-type: none"> • Cabinet drawers / doors kept closed when not in use. • Trailing cables are rerouted away from main access route / door • Staff immediately clean-up spillages • Prompt repairs and maintenance carried out • Trained first aiders is readily available • Provision of first aid kit at prominent places • Housekeeping standards to be maintained through Safety tours and by local management • SOP for general workplace amenities to be developed 	1	2	2

Location: Raha International Schoolo – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors, Security, Lone working staff									
Activity: Lone Working						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor lighting, illumination	Injury due to trip and falls	Staff, Contractors	2	3	6	<ul style="list-style-type: none"> Lighting is suitable to meet the individual's needs Lighting is suitably positioned so that it may be properly maintained or replaced Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained (30 foot candles) as per OSHAD requirement Regular maintenance of all lights by authorised & competent electrician Provision of first aid kit is available SOP for general workplace amenities to be developed 	1	3	3
Electricity	Electrocution and fire hazard to all the staff coming in contact with electric points and equipment	Staff, contractors	2	4	8	<ul style="list-style-type: none"> Electrical equipment, both portable and fixed, to be checked and inspected at regular intervals DB's with ELCB s done by authorized Electrician. Electrical installation designed by competent person. All work on live electrical equipment, eg distribution panels to be subject to a Permit to Work. Thermography Test should be conducted on DB's, SMDB's, etc. by competent person Report electrical equipment that is poorly maintained Faulty electrical apparatus must be taken out of use 	1	4	4

Location: Raha International Schoolo – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Contractors, Security, Lone working staff									
Activity: Lone Working					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					9	<p>immediately, put in a secure place and labelled 'donot use' until repaired</p> <ul style="list-style-type: none"> Adequate numbers of portable fire extinguishers Ensure that all cables running at height Display safety signs and warning signs Emergency contact numbers, address first aiders information etc. to be available SOP for electrical safety to be developed Appropriate PPE shall be worn 			9
Work Station / DSE (Display Screen Equipment)	Repetitive strain injury eye strain, muscular skeletal disorders (from maintaining a stationary position for long periods of time), back pain, carpal tunnel	Staff, Contractors	3	3	9	<ul style="list-style-type: none"> Ergonomic assessment to be performed in office area provided to ensure the work facility provided is suitable and comfortable Ensure all furniture and VDU equipment in use complies with the H+S requirements Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at or below eye-level Anti-glare display should be provided VDU eyesight testing is available to all users Ensure sufficient lighting intensity Prevent overexposure to screens: 5-minute break from 	1	3	3

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Location: Raha International Schoolo – Gardens Campus					Assessor: Aysha Rababah				
Distribution: Contractors, Security, Lone working staff									
Activity: Lone Working					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
	syndrome, eyesight problems					screen work every hour • Swivel chairs should be provided in order to reduce ergonomic hazard • SOP for manual handling and ergonomics to be developed			

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 18-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 19-10-2024

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20. Corridors and Stairs Risk Assessment

This risk assessment addresses the common hazards associated with corridors and stairs, such as environment, maintenance, and slips, trips and falls. Alongside each hazard, you can find detailed control measures to ensure you can promote the health and safety of all students and staff at the school. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School - Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff, Contractors									
Activity: Corridors and Stairs						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Items stored in corridors and stairs ways	May risk of trips, falls, fire risk, obstructed escape	Staff, students, contractors	2	3	6	<ul style="list-style-type: none"> Ensure that active housekeeping team are in place Ensure regular inspection of corridors and stair ways Prompt maintenance of defects Ensure bags, coats and other items don't block corridors Identify designated storage areas Trained first aiders is readily available SOP for general workplace amenities to be developed 	1	2	2
						<ul style="list-style-type: none"> Ensure that active housekeeping team is in place Precautions for cleaning up bodily fluids and referral to data sheets for hazardous substances Appropriate spill kit shall be provided where necessary Ensure appropriate first aid kit is available 			

Location: Raha International School - Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff, Contractors									
Activity: Corridors and Stairs						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Liquid spillages	Risk of injuries due to slips, falls	Staff, students, contractors	2	3	6	<ul style="list-style-type: none"> Trained first aiders is readily available Appropriate safety signs shall be displayed SOP for general workplace amenities to be developed SOP for housekeeping to be developed Appropriate PPE shall be worn during spill cleaning activity like coverall, safety shoe, hand gloves, etc 	1	2	2
Defective flooring	May have risk of slips, trips, falls which can lead to serious injury, fracture, laceration, etc.	Staff, students, contractors	2	2	4	<ul style="list-style-type: none"> Ensure regular inspection of flooring is in place Prompt maintenance of defects Ensure that all the stairs have appropriate handrails Ensure that active housekeeping team is in place Appropriate safety signs shall be displayed Housekeeping standards to be maintained through Safety Tours and by local management Provision of first aid box at prominent locations SOP for general workplace amenities to be developed 	1	2	2
Trailing electrical cables	Trip and falls due to trailing cables can result in fracture, strain or head injury	Staff, students, contractors	2	3	6	<ul style="list-style-type: none"> Avoid use of extension leads when possible Ensure that sufficient numbers of sockets are available Use of cable covers where necessary Standards to be maintained through Safety Tours Provision of first aid box at prominent locations 	1	3	3

Location: Raha International School - Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff, Contractors									
Activity: Corridors and Stairs						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Electrical equipment & sockets	Electrocution and fire hazard to all the staff and students coming in contact with electric points and equipment.	Staff, students, contractors	2	4	8	<ul style="list-style-type: none"> DB's with ELCB s done by authorized Electrician Electrical installation designed by competent person Portable appliance testing and regular visual inspection Provision of portable fire extinguishers Fixed installation testing is carried out on regular basis Appropriate number trained fire fighters are present. Ensure all cables are running at height Display safety and warning signs SOP for electrical safety to be developed 	1	4	4
Poor lighting, illumination at Corridors and stairs	May have risk of Injuries like fracture, strain or headinjury due to poor illumination tripping and falling	Staff, students, contractors	2	3	6	<ul style="list-style-type: none"> Lighting is suitable to meet the individual's needs Lighting is suitably positioned so that it may be properly maintained or replaced Ensure that all the stairs have appropriate handrails Ensure that light doesn't cause glare, flicker or stroboscopic effects Ensure that light intensity is maintained as per OSHAD requirement Regular maintenance of all illumination systems by authorised and competent electrician SOP for general workplace amenities to be developed 	1	3	3

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Location: Raha International School - Gardens Campus						Assessor: Aysha Rababah			
Distribution: School Staff, Contractors									
Activity: Corridors and Stairs						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Open or broken windows	Injury like falls, cuts, laceration	Staff, students, contractors	2	3	6	<ul style="list-style-type: none"> Opening limiters fitted to windows above ground level Selection of appropriate glazing in doors and door panels with consideration given to location and height Ensure that windows / doors remain close all the time Prompt maintenance of broken windows and doors Ensure appropriate first aid kit is available Trained first aiders are readily available Appropriate safety signs shall be displayed SOP for general workplace amenities to be developed 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 17-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 18-10-2024


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21. Expectant Mothers Risk Assessment

Any member of staff who notifies the School that she is pregnant or who returns to school after giving birth requires a specific risk assessment to be carried out. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Female Staff									
Activity: Expectant Mothers						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Mental and physical fatigue from unsuitable working conditions	Fatigue increases the risk of injury	Female Staff	2	3	6	<ul style="list-style-type: none"> School management should temporarily adjust working hours when appropriate in consultation with the pregnant individual. A comfortable working environment should be provided, extended periods stood up should be avoided. Regular rest and comfort breaks should be scheduled for the pregnant individual. Suitable air-conditioned rest facilities should be available, a private area should be allocated when appropriate, separate from other staff. Working overtime should be avoided. High stress environments should be avoided. 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah					
Distribution: Female Staff											
Activity: Expectant Mothers						Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level				
			L	S	R		L	S	R		
Slips trips and falls	Increased risk of injury owing to physical or hormonal change	Female Staff	2	3	6	<ul style="list-style-type: none"> Maintain high standards of housekeeping. Ensure stair use is not required during later stages of pregnancy. Flat footwear to be worn throughout pregnancy. 	1	3	3		
Working alone	Pregnant women are more exposed to the risk of injury when working alone	Female Staff	3	4	12	<ul style="list-style-type: none"> Remote supervision is in place when appropriate. Clear lines of communication are established in the event of an emergency. Emergency evacuation procedures consider the needs of new and expectant mothers, a PEEP form should be complete when appropriate. 	2	3	6		
Lifting and carrying loads	Increased susceptibility to Musculoskeletal injuries	Female Staff	2	3	6	<ul style="list-style-type: none"> Reduce the amount of physical work carried out. Avoid carrying heavy loads in total. Get assistance or use a lifting aide when moving a load or object. 	1	3	3		
Unsuitable Welfare	Risk of infections and fatigue.	Female Staff	2	3	6	<ul style="list-style-type: none"> Suitable air-conditioned rest facilities should be available, a private area should be allocated when appropriate, separate from other staff. 	1	3	3		

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Female Staff									
Activity: Expectant Mothers				Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24			
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Facilities					6	<ul style="list-style-type: none"> A suitable room for breastfeeding should be provided. A separate refrigerator should be allocated when appropriate. Toilet facilities should be easily accessible from the individual's place of work. Regular rest and comfort breaks should be scheduled for the pregnant individual. 			3
Suitable access and egress from workplace	Risk of injury as mobility may be impaired during pregnancy	Female Staff	2	3	6	<ul style="list-style-type: none"> Look at the individuals parking arrangements to avoid long walks to the workplace. Ensure steep and ladders are avoided. Allocate quiet periods to arrive at and leave work. 	1	3	3
Exposure to biological or chemical hazards	Risk or illness from bacteria, mold, fungus or exposure to chemicals in dust fumes, gas, vapour, or	Female Staff	2	3	6	<ul style="list-style-type: none"> The individual should not be working in the vicinity of others displaying signs and symptoms of sickness. Maintain high standards of housekeeping. Cleaning sprays should not be used in the immediate vicinity of the individual. Maintenance activities creating vapours and dust should not be carried out when the individual is 	1	3	3

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Location: Raha International School – Gardens Campus					Assessor: Aysha Rababah					
Distribution: Female Staff										
Activity: Expectant Mothers					Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level			
			L	S	R		L	S	R	
	liquids, could cause injury to the mother and child				R	present.			R	

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 19-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 20-10-2024

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22. Playground Risk Assessment


This risk assessment addresses the common hazards associated with playing outdoor activities, such as hot weather, horse play and slips, trips and falls. Alongside each hazard, you can find detailed control measures to ensure you can promote the health and safety of all students and staff at the school. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: All Teachers, Supervisory Staff and the Facilities Team									
Activity: Playing Areas				Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24			
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Playing in hot weather	Students and staff may have risk of dehydration	Students, staff	2	2	4	<ul style="list-style-type: none"> Students will be instructed to drink enough water to keep themselves hydrated and not to be exposed to the sun The supervisor is responsible for the safety of the students and should react immediately in case of any sign that a student is feeling unwell 	1	2	1
Horse play e.g. rough playing	May have risk of serious injury due to horseplay injuries	Students	2	3	6	<ul style="list-style-type: none"> Activities are closely monitored by staff Staff have given the students specific training and guidance on the use of equipment and the activity prior to the events Suitable staff to student ratio is available Students aware of disciplinary system at the location 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah					
Distribution: All Teachers, Supervisory Staff and the Facilities Team											
Activity: Playing Areas						Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level				
			L	S	R		L	S	R		
Poor maintenance or use of equipment (such as goal posts, balls, and climbing frames)	May have risk of injuries like cuts, bruises, laceration due to poor condition of playing equipment	Students, staff	2	3	6	<ul style="list-style-type: none"> Adequate playground and play equipment monitoring, maintenance team is in place to conduct periodic checks and supervisors check before use Faulty equipment will not be used until repaired/replaced Equipment conforms to the relevant body's standards, if not available international best practice shall be followed Equipment only to be used under supervision Equipment to be suitably stored when not in use Appropriate safety and warning signages to be displayed Clear instructions regarding the age appropriateness of the equipment First aid kit is available 	1	3	3		
Defective playground equipment and fixed apparatus	May have risk of serious injury due to falling from defective	Students	2	3	6	<ul style="list-style-type: none"> Regular inspection of playground equipment Ensure maintenance of equipment on regular basis Appropriate levels of security to prevent vandalism of equipment 	1	2	2		

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah					
Distribution: All Teachers, Supervisory Staff and the Facilities Team											
Activity: Playing Areas						Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level				
			L	S	R		L	S	R		
	equipment				6	<ul style="list-style-type: none"> All the defective equipment is removed or serviced All the defective equipment is labelled, or appropriate signage is displayed until it gets repaired Appropriate supervision of students and ensure equipment is appropriate for the age of Students 			3		
Inappropriate use of equipment	Serious injury due to inappropriate use of equipment	Students	2	3	6	<ul style="list-style-type: none"> Students will be instructed on how to handle equipment safely Students are always supervised by a supervisor whilst handling equipment Clear instructions regarding the age appropriateness of the equipment 	1	3	3		
Inclement weather conditions during playing or climbing area	Accidents may result with minor to serious injuries, fracture, or fatality due to bad weather condition	Students	2	3	6	<ul style="list-style-type: none"> Restricted / prohibited access to apparatus during periods of inclement weather e.g. Strong winds Send Students and staff home early if conditions deteriorate - ensure Students have suitable alternative arrangements if sent home early Nominated member of staff to monitor weather conditions and anticipate winds/sandstorm/rain Emergency management procedure to be developed 	1	3	3		

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah					
Distribution: All Teachers, Supervisory Staff and the Facilities Team											
Activity: Playing Areas						Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level				
			L	S	R		L	S	R		
High level of exposure to sun	May have risk of injuries like sunburn and dehydration	Students, staff	2	3	6	<ul style="list-style-type: none"> Restricted the students to playground during peak temperature or high level of exposure to sun Sun cream to be applied to students prior to arrival at school during summer Shaded play areas provided in outdoor playground Ensure that outdoor play time limited as required Appropriate drinking water facility is available Children encouraged to drink water Adequate supervision in relation to age of children Appropriate safety and warning signages 	1	3	3		
Climbing game for kids in the playing area	May have risk of serious injury or death due to accidental fall from the height while climbing	Students	2	4	8	<ul style="list-style-type: none"> Ensure that coach or staff train the kids on spotting technique and other hazards High level of supervision and monitoring to be in place Ensure that thick sponge mats / inflating mats / PVC landing mat are applied on the floor to mitigate risk Ensure that all children wear climbing helmets when appropriate within climbing area All watches, rings, earrings should be removed or covered with appropriate tape 	1	3	3		

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Location: Raha International School – Gardens Campus				Assessor: Aysha Rababah					
Distribution: All Teachers, Supervisory Staff and the Facilities Team									
Activity: Playing Areas				Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24			
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> Ensure that first aid kit is available Emergency management procedure need to developed 			

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 19-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 20-10-2024


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23. Music Room Risk Assessment

This risk assessment addresses the common hazards associated with Music Rooms, such as electrical equipment and cables, musical instruments and slips, trips and falls. Alongside each hazard, you can find detailed control measures to ensure you can promote the health and safety of all students and staff at the school. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures in place.


Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: Music Teachers									
Activity: Music Class						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Accidents resulting from inadequate space	Hearing loss owing to loud volume of instruments (string bows, trombone slides)	Teachers and students	3	2	6	<ul style="list-style-type: none"> The school should provide a space with suitable lighting and ventilation The space should be a suitable size to comfortably accommodate the activity with consideration given to volume of sound, and physical space requirements A typical school hall would be appropriate for whole class woodwind, brass or strings For small group tuition, the room should have a clear glass panel in the door If no clear panel, the music tutor should leave the door open while teaching 	1	2	1

Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah					
Distribution: Music Teachers											
Activity: Music Class						Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level				
			L	S	R		L	S	R		
Musical instruments, music stands	May have risk of serious injury due to slips, trips and falls; strains; trapping fingers in folding music stands	Teachers and students	3	2	6	<ul style="list-style-type: none"> Adequate storage facilities should be provided Teachers should plan supervised routines for the safe movement of instruments, cases and stands Students are supervised when setting out and putting away music stands and chairs Chairs should not be stacked too high Teachers may allocate roles and responsibilities to students to help tidy away instruments The students should be taught how to handle the music and ancillary equipment safely No children should move the piano, this is done by staff who are competent at manual handling Staff who handle heavy equipment should request training for safe manual handling 	1	2	2		
Electrical equipment and cables	May have risk of serious injury due to accidents from faulty equipment	Teachers, students	3	2	6	<ul style="list-style-type: none"> Electrical equipment that is connected to the mains electrical supply should be PAT tested annually Music teachers should visually check the equipment they are using and refer to the school management if a PAT test is required 	1	2	2		

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Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: Music Teachers									
Activity: Music Class				Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24			
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> No equipment should be used if there is an obvious fault Electrical cables should be taped down or adequately arranged to avoid tripping hazard 			2
Repetitive Strain Injury (RSI)	May have risk of hearing damage, muscle strain, eye strain or vocal strain	Teachers, students	3	2	6	<ul style="list-style-type: none"> Music tutors provided with hearing protection The music tutor is responsible for following any specific advice given and to notify their line manager of any issues or concerns Adequate breaks for teachers during the working day Teachers are trained and monitored in appropriate teaching strategies Teachers should consider appropriate teaching strategies to control volume and to stop sound when required Children are taught to play and sing with good technique to avoid injury or strain Appropriate songs are chosen that are suitable for the children's vocal range 	1	2	2

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Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: Music Teachers									
Activity: Music Class				Date of Review: 13 OCT 23			Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Movement of drums, bass or guitar amp and PA speakers on stands	May have risk of manual handling: sprains and strains and back pain.	Teachers, cleaners	3	2	6	<ul style="list-style-type: none"> Appropriate training provided to teachers and cleaners staff in manual handling Advised to use 2 person lift/move where required. All objects will be moved and positioned by students with direction of staff 	1	2	2


Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 19-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 20-10-2024

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24. Design and Technology Risk Assessment

The below provides a sample risk assessment for Design and Technology classrooms, generically the majority of hazards will be the same at each school, however each school will have their own specific hazards that they will need to add to the risk assessment. That will largely be dictated by the equipment that they have available in the classroom.

Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
General dangerous equipment and machinery	Entanglement or eletrocutation	Students, staff, visitors and contractors	2	4	8	<ul style="list-style-type: none"> The competence of all people using equipment will be strictly monitored Equipment should only be used for its designed purpose All fixed equipment installed by a competent engineer and electrical installation by an approved electrician All machines shall have individual isolator buttons (start/stop) Mains electricity is capable of being locked off Machines are equipped with a 'no-volt' release All portable electric equipment is subject to PAT testing Under no circumstances will any equipment be used with guards removed If a guard is removed for maintenance or cleaning, the electrical supply to the machine must be isolated 	1	3	3

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Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Dust and fumes	Inhalation and ingestion	Students, staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> The kiln will be sited in a ventilated room with sufficient access control in place, a warning light will alert people to its operation All classrooms will be appropriately ventilated All equipment will be regularly serviced, with service records maintained Dust extraction shall be in place and checked for effectiveness 	1	3	3
Abrasive wheels and grindstones	Contact with the wheel or flying debris, or entanglement	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Staff are trained in the use and possible dangers associated with operation The machine shall have an individual isolator button (start/stop) Main's electricity is capable of being locked off Machines are equipped with a 'no-volt' release Safe working practices shall be recognized Abrasive wheels shall only be changed or dressed by a person holding a valid certificate of competence The maximum permissible speed of the machine shall not be exceeded The machine guard must be used 	1	3	3


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Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> • Tool rests, visors and wheel guards will be regularly checked • Careful inspection to ensure trapping points are adequately guarded • Regular maintenance shall be carried out in accordance with the manufacturer's guidelines 			3
Circulation of people	Slips, trips falls and trapping entanglements	Students, staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> • There must be sufficient space around the machine to prevent the user from being accidentally pushed by passers-by • The floor surface must be slip resistant • Long hair will be tied back, and jewellery removed • Loose clothing will either be removed or covered by apron or overalls • Clear rules are posted, running is prohibited 	1	3	3
Contact with cutting blades or bandsaws	Entanglements, cuts and lacerations	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> • Staff are trained in the use and possible dangers associated with operation • The machine will not be used if the operator is isolated or alone • Long hair will be tied back, and jewellery removed • Loose clothing will either be removed or covered by an 	1	4	4

Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					8	apron or overall <ul style="list-style-type: none"> Blades shall be inspected regularly for wear Guards should always be used, the top blade guard will be adjusted to ensure minimum blade exposure 			4
Circular saw or rotating cutting blade	Entanglements, cuts and lacerations	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Staff are trained in the use and possible dangers associated with operation A list of qualified users shall be posted next to the machine The machine will not be considered functional without an isolator Emergency stop buttons will be within the vicinity and all machines will be equipped with a 'no-volt' release control Minimum blade diameter will be posted on the machine The machine shall not be operated when operator is isolated or alone Long hair will be tied back, and relevant jewellery removed 	1	4	4
					8	<ul style="list-style-type: none"> Pupils shall be instructed in the use of and possible dangers associated with the process Pupils shall be trained in the selection and use of 			4


Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Contact with abrasive surface, fingers/hands become trapped	Cuts, bruises and foreign bodies entering the body	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> personal protective equipment Pupils will be supervised at all times whilst using the machine The top, unusable quadrant of the sanding disc will be masked with a fixed guard. Regular maintenance of guards and replacement of worn abrasive surfaces shall be undertaken by a competent person. Metal will not be abraded on any of these machines 	1	4	4
Drilling machines	Entanglements, cuts and lacerations	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Pupils shall be instructed in the use of and possible dangers associated with the process Pupils shall be trained in the selection and use of personal protective equipment Metal will not be abraded on any of these machines All users shall be prided with appropriate PPE Emergency stop buttons will be within the vicinity and all machines will be equipped with a 'no-volt' release control The machine will not be used prior to an instructor checking, drill speed, appropriate clamping is in place, coolant is used if required 	1	4	4

Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Using all sharp edged and pointed hand tools	Cuts punctures and lacerations	Students, staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> Pupils shall be instructed in the use of equipment and possible dangers associated with specific parts of the equipment Tools will only be used by pupils under general supervision after training and observation Sharp equipment will be stored in such a way that it will be obvious at the end of the session if any items have been returned for safe storage Appropriate cleaning /hygiene measures will be applied to all equipment A maintenance programme will be implemented to ensure recognition of faults defects and the need for sharpening Monitoring procedures shall be used for the distribution, use and collection of equipment 	1	3	3
Hazardous materials i.e. COSHH items	Fire, inhalation of vapour, dizziness, respiratory problems,	Students, staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> All stores will be kept clean and tidy with COSHH items locked away when not in use MSDS will be ready available for all hazardous substances All containers will be appropriately marked, and should 	1	3	3

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Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> be kept in the original container when possible PPE should be used at all times when handling hazardous materials Consideration will be given to the weight and shape of the containers when they are moved Heavy items will be stored at a low level 			3
Paint spraying leading to fumes, vapors and particles	Inhalation of a harmful substance	Students, staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> All pupils shall be trained in the safe use of spraying equipment Spraying will only take place if adequate ventilation is available Wherever possible non-toxic, non-flammable finishes will be used MSDS will be available for the paint in use Face masks and full face respirators , fitted with appropriate filters, will be worn by all people directly involved in the spraying operation At no time will sources of ignition be permitted in the spraying area or adjacent workspaces The use of spray cans will be strictly controlled and only allowed if adequate exhaust ventilation is available 	1	3	3

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Taaleem Group	
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Location: Raha International School – Raha Gardens						Assessor: Aysha Rababah			
Distribution: DT staff, classroom technicians and facilities team									
Activity: Design and Technology					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Using adhesives in liquid, powder or aerosol from	Inhalation and fire	Students, staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> Pupils will be trained in the safe use of adhesives. Pupils will be trained in the selection and use of PPE Adequate levels of supervision shall be in place Anaerobic adhesives (Superglues) will not be available for use by students Suitable and sufficient arrangements will be made in terms of first aid Access to adhesives will be strictly monitored and controlled, adhesives will be kept in a locked cabinet Adhesives will only be used if there is suitable ventilation 	1	3	3

Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 20-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 21-10-2024

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25. Swimming Pool Risk Assessment

This risk assessment addresses the common hazards associated with swimming pools, such as drowning, lack of hygiene, horse play and slips, trips and falls. Alongside each hazard, you can find detailed control measures to ensure you can promote the health and safety of all students and staff at the school. Some hazards will be the same at each school however each school will also have their own specific hazards that they will need to add to this risk assessment. A review of the generic measures below should be conducted to ensure they are suitable for the school's facilities. Additions should be made as appropriate to ensure a comprehensive risk assessment with suitable control measures is in place.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool					Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24		
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Drowning hazard (if they become unconscious or cannot swim properly)	May cause death or major injury to Students Drown victim may stop breathing	Students, staff, visitors	2	5	10	<ul style="list-style-type: none"> Ensure that qualified lifeguards are available on the poolside when the students are swimming Appropriate training is provided to students by competent instructors Ensure students are supervised with an appropriate instructor to student ratio For KG/FS classes, if the pool is attached to the main pool that is used by older students, there should be an appropriate barricade in place Ensure that appropriate safety signs are displayed across the swimming pool Reduce glare on the pool, to ensure lifeguards can see all areas of the pool Clear signs are displayed to know the waters depth 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					5	<ul style="list-style-type: none"> Adequate safety equipment for persons using the swimming pool shall be provided Lifeguards must be trained in CPR and in approved techniques for life saving Sufficient numbers of perry buoys, throw bags and reach poles shall be available Ensure that a first aid kit is readily available at the swimming pool AED machine should be accessible 			
Open/ unlocked entrance	Unsupervised entry into pool can pose serious hazards such as drowning and fatality	Students, staff, visitors, and contractors	1	5	5	<ul style="list-style-type: none"> Ensure the swimming pool entrance is locked when there is no staff present to prevent unauthorised access No unauthorised entry signs to be erected Ensure the gate is kept under observation by staff when open/ unlocked Electronic door control in operation 	1	1	1
Lack of hygiene, sickness, infections, contagion	Spread of infection sickness contagion	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> Students to shower before entering the pool Parents (written note) or students to report any sickness, infectious, or contagion conditions, if known, on arriving for the lesson or before Teachers to check students routinely 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Using the pool access ladder	Getting foot trapped in the ladder, falling into the water, drowning	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Instructor to demonstrate correct use of the ladder Instructor and lifeguards to have an appropriate supervision ratio Lifeguard must be trained in CPR and in approved techniques for lifesaving 	1	3	3
Using the pool damaged ladder	Damaged ladders can cause falling into the water, drowning	Students, staff, visitors, and contractors	1	4	4	<ul style="list-style-type: none"> Periodic inspections of pool ladders to be done by competent person Instructor and lifeguards shall ensure ladders are fit to use before starting swimming lessons Lifeguard must be trained in CPR and in approved techniques for life saving 	1	2	2
Swimming pool used by non-swimmers/beginners	Suffocation, drowning	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Staff to ensure students are physically fit before being involved in swimming activities Beginners are to be trained by qualified instructors using an appropriate supervision ratio Swimming aids i.e., rings/armbands are to be provided to beginners Avoid long duration training sessions for beginners Lifeguard must be trained in CPR and in approved techniques for life saving Sufficient numbers of perry buoys, throw bags and 	1	2	2

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					8	<ul style="list-style-type: none"> reach poles to be available Ensure that first aid kit is available AED machine is to be accessible 			2
Absence of, or inadequate response of staff in an emergency	Serious injury to the swimmer, or possible fatality	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Full-time lifeguards to be hired to supervise the pool area Alert instructors to any unusual pool activity Staff and lifeguard to be trained to handle emergencies Provide rescue alarm system for support if required CCTV cameras can be used to monitor during pool activities Periodic monitoring to be done by safety officer/FM Lifeguards are trained in CPR and in approved techniques for life saving. 	1	2	2
Swimmers getting into difficulty without the lifeguards knowing	Death or major injury to the students	Students, staff, visitors, and contractors	2	5	10	<ul style="list-style-type: none"> Students are not allowed to go near swimming pool without qualified lifeguard's instruction Ensure students are supervised using an appropriate ratio Ensure that appropriate safety signs are displayed across the swimming pool Reduce glare on the pool, to ensure lifeguards can 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	see all areas of the pool <ul style="list-style-type: none"> • Clear signs showing depth of water • Adequate provision of safety equipment • Lifeguards must be trained in CPR and in approved techniques for life saving • Ensure first aid kit is readily available • AED machine is accessible 			
Slippery floors, spills on the floor, uneven surfaces, equipment on floor	Students, staff and other could be harmed if they trip over things left on the floor or slip on a wet surface.	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> • Cleaning up spills and ensure that equipment is stored properly • Ensure staff wear sensible shoes near the swimming pool • Specialist cleaning products used to add a non-slip barrier • Clear color contrast between areas with a change of level in the swimming pool • Placing non-slip mats in areas which are high risk • Use anti-slip flooring • Ensure that equipment can be stored in a suitable location • Ensure first aid kit is readily available at the swimming pool. 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Electrical equipment e.g. a fan, cooler providing an electrical hazard	It may have the risk of electric shock or fire could cause serious injury	Students, staff, visitors and contractors	2	4	8	<ul style="list-style-type: none"> • Use sockets which meet current regulations • Sockets above floor level so they are less likely to get wet • Ensure wires are not trailing over the wet floor • Placing things such as fan, cooler, etc. above floor height or away from the water • Correct electrical installation designed by competent person • Remove sockets if they're not needed • Replace sockets which do not meet the current requirements • Provision of portable fire extinguishers • Appropriate number of trained fire fighters are available • Cables running at height • AED machine is accessible • Display safety signs & warning signs 	1	3	3
Jumping into shallow water or onto steps	Serious injury to the swimmer like head injury, fracture, etc.	Students, staff	2	3	6	<ul style="list-style-type: none"> • No diving signs to be displayed • Have handrails to help pool access • Students are not to be left unattended • Ensure that the step treads are slip resistant 	1	3	3


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Instructor shall highlight level of water prior to jump Ensure first aid kit is readily available Appropriate signages displayed to show the depth of water on the wall and floor next to the pool 			3
Columns/features: could obstruct sightlines, could reduce circulation space	Harm could occur if lifeguards cannot watch the pool properly; injury by a sharp corner	Students, staff, visitors	2	3	6	<ul style="list-style-type: none"> Ensure that no sharp edges are present Place lifeguards so that they can see past features Move staff so they have a clear view of pool Have clear warning signs Ensure first aid kit is readily available Use soft padding on sharp corners 	1	3	3
Fire equipment- could cause an injury.	Equipment could result in trips or someone could walk into kit that is sticking off the wall	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> Keeping equipment as close as possible to the wall Use wall mounting where possible Place signage to show location of equipment Keep walkway clear Ensure that the first aid kit is available 	1	2	2
Poor maintenance of swimming pool	Injury due to poor maintenance of the pool	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> Ensure that regular maintenance routines are maintained Housekeeping team is available to maintain cleanliness 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					9	<ul style="list-style-type: none"> • Checks should be complete 3 times daily for chlorine, pH, temperature and water clarity • Ensure that a robust microbiological testing regime is in place • The swimming pool is secured when it is not in use • Appropriate PPE shall be worn for all maintenance 			3
Chlorination process	Hazardous substance may cause reactions in some swimmers, high exposure linked to major health problems including reproductive disorders and even birth defects	Students, staff, visitors and contractors	3	3	9	<ul style="list-style-type: none"> • Only competent, authorised and suitably trained facilities staff are allowed to carry out the chlorination process • Chlorine should be stored in a clearly labelled and lockable container • Ensure that the swimming pool shall are cleaned on regular basis • Adequate levels of supervision are in place throughout the chlorination operation • Appropriate safety signages shall be displayed • PPE like gloves, coverall, etc is worn when handling chemicals • MSDS are readily available for all chemicals • Chlorine and PH tanks should be 2m apart and should not be opened at the same time 	1	3	3

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Poor condition of shower and changing room	Risk of infection, bacterial growth and slips, trip and fall leading to injury	Students, staff, visitors and contractors	3	3	9	<ul style="list-style-type: none"> Ensure all the toilets and changing rooms are appropriately maintained and well lit A robust cleaning regime is in place and is monitored by a supervisor Adequate cleaning agent is used when cleaning All cleaning personnel receive training on safe systems of work Dispose of waste in a safe manner Appropriate safety signs shall be displayed Appropriate PPE is worn like gloves, coverall, etc 	1	3	3
Horseplay between the Students	Engaging in horseplay can lead to individuals and other students being distracted which can result in minor or serious injury	Students	2	3	6	<ul style="list-style-type: none"> Students shall obey instructions given to them by the instructor Staff and lifeguard always to be in attendance Instructor to behave sensibly at all times Students to be made aware of danger and told of possible injuries Poor behavior will be reported to the parents and the school Ensure for continuous monitoring Pool rules shall be clearly displayed 	1	2	2


Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Teaching and play equipment failure	Drowning, infection or disease	Students, staff, visitors	2	5	10	<ul style="list-style-type: none"> Instructors check equipment before use Equipment that is not fit for purpose is disposed of There are robust cleaning procedures in place to ensure teaching and play equipment is cleaned regularly Equipment is cleaned after use 	1	5	5
Lifesaving equipment failure	Drowning, muscular skeletal injury or impact injury	Students, staff, visitors	2	5	10	<ul style="list-style-type: none"> Instructors and lifeguards check the equipment daily Equipment that is not fit for purpose is reported, disposed of and replaced as soon as is practicable Highchair is checked by the lifeguard everyday and all issues are reported, it should not be used unless fit for purpose Multiple systems are in place for added protection in case of individual failure of equipment 	1	5	10
Starting blocks	Slips, trips, cuts, abrasions and spinal injuries	Students, staff, visitors	2	4	8	<ul style="list-style-type: none"> Starting blocks are checked before use and any issues are reported The blocks have a none slip coating Diving with fins on is not permitted The minimum depth for the use of starting blocks is 1.8m, reduced to 1.35m for elite squads 	1	4	4

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
					6	<ul style="list-style-type: none"> Progressive teaching practices are used to ensure swimmers are only permitted to dive from the starting blocks once they are competent in a standing dive 			3
Lane ropes and dividers	Muscular skeletal injury, impact injury, cuts contusions and abrasions	Students, staff, visitors	2	3	6	<ul style="list-style-type: none"> Lane ropes and dividers are checked before the session starts and faults are reported If the lane ropes and dividers are damaged, they will not be used Swimmers are reminded not to sit on the lane ropes and dividers Two members of staff are required to put in and take out the lane ropes and dividers 	1	3	3
Spectator seating	Muscular skeletal injuries, impact injuries, cuts and abrasions	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> Spectator seating is checked before the session starts and faults are reported There is clear signage prohibiting unruly behavior and horse play The spectator seating is monitored by staff during the session Defective equipment is put out of use 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: PE teachers, lifeguards, visiting organisations and the facilities team									
Activity: Swimming Pool						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Circulation of people	Slip, trips, falls, cuts and abrasions	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> Swimmers wait for their session at the teacher/instructor meeting point There is clear signage to prohibit running Spectators are seated in the designated seating area 	1	3	3
Shading, shade cloth including fixtures and fittings	Muscular skeletal injury, impact injury, cuts contusions, abrasions and drowning	Students, staff, visitors and contractors	2	5	10	<ul style="list-style-type: none"> The shade cloth, fixtures and fittings are checked before sessions begin Any damage to shades is reported immediately and if the area cannot be made safe, sessions are moved to a back site or cancelled 	1	5	5
Insufficient airflow	Breathing difficulties and heat exhaustion	Students, staff, visitors and contractors	2	2	4	<ul style="list-style-type: none"> Airflow must be checked prior to sessions starting, if there is insufficient airflow it must be reported Staff continuously monitor airflow and air quality and make judgments as to whether it is safe to continue Ensure there is adequate hydration and comfort breaks 	1	2	2

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Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 20-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 21-10-2024

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26. Manual Handling Risk Assessment

This risk assessment addresses the common hazards associated with manual handling.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Manual Handling						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Heavy loads	Repetitive strain injuries, muscular skeletal injury	Students, staff, visitors and contractors	2	3	6	<ul style="list-style-type: none"> Avoid manual handling wherever possible, use other means if possible, wheelbarrow, pallets, forklifts, trolleys Provision of appropriate rest breaks is in place Large/heavy items to assessed before handling Ergonomic assessment shall be carried out Manual handling training delivered Individuals shall not lift more than they are comfortable with e.g. 25kg Loads to be carried as close to the body as possible The load will be split between a group if necessary Always use the correct lifting techniques 	1	3	3
Shifting or unwieldy loads, including sharp edges	Repetitive strain injuries, muscular	Students, staff, visitors and	2	3	6	<ul style="list-style-type: none"> Loose loads should be boxed before transportation Ensure the packaging/bag/box isn't damaged Provision of appropriate rest breaks is in place Use trolleys when possible 	1	3	3

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Manual Handling						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
	skeletal injury	contractors				<ul style="list-style-type: none"> Split heavier loads to manageable sizes and shapes Wear gloves and eye protection to guard against sharp edges Split between a group if necessary and always use the correct lifting techniques used 			


Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 20-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 21-10-2024

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27. Working at Height Risk Assessment


This risk assessment addresses the common hazards associated with working height.

Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Working at Height						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Open edges	Injury resulting from a fall from height	Staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Avoid working at height when possible Fit guardrails when appropriate or wear a harness if there is no safe provision of a guard rail Have fall arrest nets in place Ensure scaffolding/guardrails are inspected on a weekly basis 	1	4	4
Slippery surfaces	Slips, trips, and falls leading to injury	Staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Ensure adequate footwear is worn when working at height giving an appropriate grip Ensure adequate supervision is in place Ensure any spillages are cleaned up ASAP 	1	4	4
Unauthorised access	Slips, trips, and falls leading to injury	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Adequate security to control access Appropriate supervision of children in the vicinity of ladders and scaffolding, an appropriate exclusion zone/barrier should be in place Clear signage relating to unauthorised access Ladders locked or removed when not in use 	1	4	4

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Location: Raha International School – Gardens Campus						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Working at Height						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Collapse of equipment or equipment failure	Impact injuries from falling equipment or from falling from a structure	Students, staff, visitors, and contractors	2	5	10	<ul style="list-style-type: none"> All equipment must undergo regular inspections and should be checked before use Hard hats should be worn in the vicinity Appropriate warning signs shall be in place Adequate exclusion zones shall be implemented Ensure there is appropriate supervision in place 	1	4	4
Falling objects	Impact injuries from falling objects	Students, staff, visitors, and contractors	2	5	10	<ul style="list-style-type: none"> Tools and materials should always be kept tidy Tools belts and lanyards should be used Fall protection nets should be used An exclusion zone should be maintained around the work site and hard hat should be worn 	1	4	4

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Risk Assessment Created By		
Name: Aysha Rababah	Role: Health and Safety Officer	Date: 20-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 21-10-2024

28. Use of Scaffolding Risk Assessment


This risk assessment addresses the common hazards associated with the use of scaffolding .

Location: Aysha Rababah						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Use of Scaffolding						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Falling from height	Serious impact injury from fall	Staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Scaffolding to be erected by a qualified person Guardrails and toe boards to be installed Only use approved access and egress ladders Scafftag must be in date (7 days) Regular safety inspections should take place Only trained personnel should work on scaffolding An exclusion zone should be in place around the work site 	1	4	4

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Location: Aysha Rababah						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Use of Scaffolding						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Collapse or failure of scaffolding	Impact injuries from falling equipment or from falling from a structure	Students, staff, visitors, and contractors	2	5	10	<ul style="list-style-type: none"> All equipment must undergo regular inspections and should be checked before use, this should be displayed on a scafftag Hard hats should be worn in the vicinity Appropriate warning signs shall be in place Adequate exclusion zones shall be implemented Ensure there is appropriate supervision in place Scaffolding to be erected by a qualified person 	1	4	4
High wind and extreme weather conditions	Falling equipment, crush and impact injuries	Student staff, visitors, and contractors	2	3	6	<ul style="list-style-type: none"> A competent person should inspect the scaffolding following a period of extreme weather The scaffolding should be clear of all loose equipment prior to forecast poor weather There should be debris netting fitted when appropriate The scaffolding should not be used during poor weather Tool belts and lanyards should be used 	1	3	3

Location: Aysha Rababah						Assessor: Aysha Rababah			
Distribution: Visiting organisations, facilities team, other staff as required									
Activity: Use of Scaffolding						Date of Review: 13 OCT 23		Next Review Date: 09 OCT 24	
Hazard	Risk	Individuals at Risk	Risk Level			Control Measures	Risk Level		
			L	S	R		L	S	R
Falling objects	Impact injuries from falling objects	Students, staff, visitors, and contractors	2	5	10	<ul style="list-style-type: none"> Tools and materials should always be kept tidy Tools belts and lanyards should be used Fall protection nets and debris netting should be used An exclusion zone should be maintained around the work site and hard hat should be worn 	1	4	4
Unauthorised access	Slips, trips, and falls leading to injury	Students, staff, visitors, and contractors	2	4	8	<ul style="list-style-type: none"> Adequate security to control access Appropriate supervision of children in the vicinity of ladders and scaffolding, an appropriate exclusion zone/barrier should be in place Clear signage relating to unauthorised access Ladders locked or removed when not in use 	1	4	4

Taaleem Group	
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Name: Aysha Rababah	Role: Health and Safety Officer	Date: 20-10-2023
Approved By		
Name: Rudi Pretorius	Role: Facilities Manager	Date: 21-10-2024

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