



British Academy
School Marrakech
— Belong Achieve Become —

RISK ASSESSMENT

BASM 38

1. Introduction

- 1.1 This policy applies to all sections of The British Academy School Marrakech (Senior, Junior and Nursery, including EYFS).
- 1.2 Throughout this policy document, the terms 'the School' and 'The BASM' refer to all sections of The British Academy School Marrakech.
- 1.3 The proprietor recognises that failing to take reasonable precautions in relation to identified hazards presents significant risk to staff, pupils, visitors, contractors and the wider community, and may lead to legal consequences.
- 1.4 The policy sets out a systematic approach to risk management across The BASM.
- 1.5 Risk assessment is central to school culture: identifying hazards, evaluating risks, implementing control measures, and understanding residual risk.
- 1.6 This policy has regard for ensuring the welfare of pupils at the School is safeguarded and always promoted and appropriate action is taken to reduce risks and potential risks that are identified
- 1.7 Effective risk management is the consideration of the risks that arise in the workplace and then ensuring sensible health, safety and safeguarding measures, being proactive, focusing on prevention and the avoidance of accidents.
- 1.8 Risk assessments need not be complex; their detail should be proportionate to the level of risk and often consolidate existing best practice. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable.
- 1.9 Risk assessments assist in identifying required levels of instruction, information, training and supervision required for an activity.
- 1.10 Some areas require specific assessments by law, such as fire safety, pupil supervision, school trips, manual handling, hazardous substances, work equipment, display screen equipment and security etc.
- 1.11 Where relevant, industry-standard templates or guidance will be used; otherwise, the school's standard template applies.

- 1.12 Risk assessments must reflect the needs of specific pupils (age, maturity, SEND) in relation to the nature of the activities being undertaken.
- 1.13 The school promotes transparency around risk to support the wellbeing of pupils and stakeholders.
- 1.14 This policy should be read in conjunction with: Safeguarding and Child Protection; Health and Safety; Fire Evacuation and Safety; Educational Visits; Accessibility Plan; Whistleblowing.

2. Responsibilities

- 2.1 The Proprietor retains overall responsibility for risk management but delegates day-to-day oversight to the Bursar, who ensures appropriate delegation to the Operations Manager and SLT.
- 2.2 The Advisory Board provides strategic, arms-length guidance and oversight but holds no legal or executive authority.
- 2.3 The Operations Manager has a delegated responsibility for ensuring safe, efficient daily operations, ensuring compliance with BSO and Moroccan standards, including building safety, medical provision, fire, contractors and essential systems.
- 2.4 The SLT ensures effective delivery of educational, safeguarding and pupil-welfare aspects of this policy, overseeing risk assessments for teaching, behaviour, safeguarding, SEND, and trips, educational visitors. The Deputy Head (Pastoral), as DSL, ensures statutory safeguarding compliance; the Assistant Head (SEND) ensures provision for pupils with additional needs.
- 2.5 All staff and contractors must comply with this and all associated policies, cooperate with the Operations Manager and SLT, and report any welfare, safeguarding, health and safety concerns immediately.
- 2.6 Parents and visitors must follow this policy, comply with school safety measures, and report hazards or concerns to the Operations Manager or SLT.
- 2.7 Pupils must act responsibly, take reasonable care for their own and others' safety, follow staff instructions, and report concerns.

3.0 Scope

3.1 Risk assessments must be 'suitable and sufficient' and cover employees and non-employees (pupils, contractors, visitors). The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process.

A suitable assessment should:

- Identify significant risks and ignore trivial ones;
- Identify and prioritise the measures required to comply with any relevant statutory provisions;
- Remain appropriate to the nature of the work and valid over a reasonable period;
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

3.2 The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present

4. Risk Assessment

4.1 Risk assessment follows five steps:

- Identify hazards;
- Determine who might be harmed and how;
- Evaluate risks and decide precautions;
- Record findings and implement actions;
- Review and update.

4.2 Staff should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is carried out).

5. Types of Risk Assessment

5.1 All significant risks must be assessed. Approaches include:

5.2 **Formal** – written assessments for significant risks.

5.3 **Generic** – assessments for routine or common tasks (e.g., CLEAPSS guidance for Science).

5.4 **Dynamic** – an immediate, on-the-spot evaluation when no prior assessment exists. Dynamic assessments apply when delays would increase risk.

6. Training

6.1 The BASM as a responsible employer will provide appropriate risk assessment training for staff as necessary, as identified by their line manager.

6.2 Those who have a responsibility for the completion of risk assessments will initially be provided with basic (online and / or internally coached) risk assessment training.

6.3 The Operations Manager and SLT will assist staff as necessary to enable them to complete their assessment.

6.4 Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

6.5 Reliance on external advisors for area specific Risk Assessments is part of the policy approach taken by the School.

7. Communication

7.1 Relevant information identified in the risk assessment regarding the hazards, their associated risks to the School and the appropriate control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate.

8. Monitoring

8.1 Managers or designated staff must monitor the effectiveness of control measures, ensure physical controls are correctly installed and maintained, and verify that safe systems of work are followed.

9. Record Keeping

9.1 Risk assessments and associated documents must be kept for seven years from the date which they are superseded as they may be required in the event of a litigation claim for negligence (note that such claims can generally be made from three to six years from the date of the incident depending on the type of claim). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, to trace exposure to substances which are known to have ill health.

10. Review of Policy

10.1 This policy will be reviewed annually, or sooner if required by regulatory change, updated guidance, or significant incidents.

SIGNED BY: HEAD

Head's Signature.....  NOVEMBER 2025

Advisory Board Member's Signature..... 

NEXT REVIEW DATE: November 2026