

**RISK ASSESSMENT TEMPLATE FOR LEARNING INSTITUTIONS**

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| **RISK AREA / EXPOSURE** | **REQUIRED ACTION** | **STATUS** | **RECOMMENDATION** | **ACTION BY** | **TO DO BY** |
| **Buildings & Contents**  Exposures: -   * Fire * Floods/water damage * Falling Trees * Lighting * Student riots * Theft | * Construct parapet walls (To contain spread of fire) * Instal fire-fighting appliances and equipment * Clear bushes next to buildings * Conduct regular fire safety drills * Allocate a fire assembly point and mark appropriately * Inspect electricity wiring and replace worn out ones * Conduct fire safety audits on a regular basis * Store LPG tanks in cages away from buildings * Instal fire alarms & smoke detectors * Kitchen equipment to be regularly maintained and a proper closure procedure established and documented * Display clear guidelines on what should be done if fire is detected. * Construct and clear drainages – inspect regularly * Adjacent public drain(s) to be checked to collaborate public authority routines and timely reporting in case of anomalies * Clear gutters regularly * Consistent maintenance of plumbing works * Pruning. Remove weak, diseased, or dead branches to minimize risks. Inspect regularly. * Fell overgrown trees * Instal lighting arresters * Guidance and Counselling * Perimeter fencing and installation intruder alarms * Guards and patrol * Security lighting * Access control * Keep a log of past incidences and lessons * Install security cameras   **Insurance covers** – Fire, Burglary & All Risks – the above measures will be considered when computing the premium payable. | e.g. Done  e.g. Not in place | -Engage supplier to install | -Teacher-in charge | 30/09/2025 |
| **Students & Staff**  Exposures: -   * Accidents/illness | * Put in place directions and cautionary signs * Labelling of facilities * Routine inspection for safety and updated logs * Use of appropriate kits and safety apparel * First aid kit placed at an easily accessible location   **Insurance covers** – Group Personal Accident, Medical & WIBA |  |  |  |  |
| **School Bus**  Exposures: -   * Road Accidents * Fire & Theft | * Qualified and well sensitised/experienced driver * Properly maintained vehicle and keep logs * Install speed governors * Install driver monitoring camera * First aid kit in bus * Consider first aid training for drivers * Any repairs to be handled by qualified persons * Instal a fire extinguisher in the vehicle * Vehicle parked in secured places * Installing ant-theft devices   **Comprehensive Insurance cover** – include **Private Hire** cover if bus is hired out. |  |  |  |  |
| **Liability to the Public**  Exposure: -   * Injury to Third Party Persons * Damage or Loss of Property belonging to Third Party Persons | * Controlled access to certain areas * Risk and Cautionary signs * Liability disclaimer   **Insurance cover** – Public Liability |  |  |  |  |

**School Safety Sub-Committee Membership**

The Sub-Committee shall consist of the following members in line with the Ministry of Education Guidelines

vi) Teacher union representative (in the school) -------------------- Member

vii) An Ex-officio from AEO’s Office-----------------------------------Member

viii) A representative of the Crisis Response Team (CRT)

ix) Two other members of the School Management Committee/Board of Governors

i) Chair, School Management Committee/Board of Governors...Chairperson

ii) Head teacher ------------------------------------------------------ Secretary

iii) The deputy head teacher-------------------------------------------- Member

iv) Teacher in charge of School Safety--------------------------------- Member

v) Guidance and counselling teacher --------------------------------- Member