

**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