Sample Risk Assessment Template for Schools

School Name: _____

School Principal's Name: _____

Taskforce Members: _____

A Risk Assessment (RA) is a highly individualized exercise undertaken regularly by schools. While most schools will have their own RA forms and methods, ADEK has created this this Sample Risk Assessment

Template to facilitate the Taskforce's work in planning school reopening. The use of this template is entirely at the discretion of each school and should be customized to address its particular context.

Sample responses are given in grey. These are meant to serve merely as examples and are not in any way suggestions or recommendations by ADEK.

Key Area	Policy Number	Sub-Policy Reference	Suggested Controls	Status of suggested control	Risks Identified (If Applicable)	Mitigation Measures/ Next Steps	Timelines	Person Responsible
1. Safe Operations	1.1	1.1.1	Has communication been sent to staff to arrive in the UAE at least 14 days prior to school reopening for **staff**?	Yes, email was sent on [date]	Flights from [list of high-risk countries] have been suspended by the UAE, which may lead to teachers being unable to join school on time.	Send an email to teachers stranded abroad to deliver instruction remotely. Integrate live sessions into the class and have teaching assistants take over until teachers are able to reach the UAE	Email to teachers: [date]	[name/position]
…	…	…	…	…	…	…	…	…
…	…	…	…	…	…	…	…	…
2. Teaching and Learning	2.1	2.1.1	Does the school have a roster of all students and their mode of attendance for Semester 1 of AY 2020/21? (i.e. how many will attend face to face, and how many via distance learning?)	No, School is still in the process of receiving confirmation from parents regarding child's enrolment	Parents may want to switch from distance to face-to-face learning and vice versa in the first few weeks of the Semester	Have 10% extra capacity for each grade/group to accommodate students on a first-come, first-serve basis if they want to switch from online to face-to-face learning Create policies to accommodate staged returns	Follow up calls to parents by [date] Parent response deadline by [date] Deadline for change of mind is [date] Policies created by [date] and communicated by [date]	[name/position] [name/position]
…	…	…	…	…	…	…	…	…
…	…	…	…	…	…	…	…	…
3. Staff and Student Well Being	3.1	3.1.1	Has the school developed training for teachers and students regarding online safety and well-being?	No		Working group set up to develop training materials	Training content to be shared for Principal's approval by [date]	[name/position]
…	…	…	…	…	…	…	…	…
…	…	…	…	…	…	…	…	…
4. Community Support	4.1	4.1.2	Does the school have a mechanism in place for offering financial assistance to needy students?	Yes, school has a Financial Assistance Committee which reviews such requests and makes decisions.	More students than usual may require financial assistance, and we may not have the required funds.	Create a payment deferral scheme	Finalize scheme by [date] Communicate scheme to parents by [date]	[name/position]
…	…	…	…	…	…	…	…	…
…	…	…	…	…	…	…	…	…