



British School
Quito
an Orbital Education School

All our policies are developed to ensure our values are at the centre of all we do, as we work in the best interests of our pupils to ensure the best outcomes for them. All policies can be updated out with the set review cycle if advice, guidance, or new learning require it.

Excellence
Excelencia

Respect
Respeto

Responsibility
Responsabilidad

Integrity
Integridad

Compassion
Compasión

We live and learn together:

1. with **respect** and **care** for each other
2. with a **happy** and **welcoming** attitude to everyone
3. with an **active** and **determined** approach to our ambition

Risk Assessment Policy

Adopted:

Friday, 31 October 2025

Review cycle:

2 Year review cycle.

Next review:

Sunday, 31 October 2027

Policy Lead:

Administration Manager.

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Rationale

The purpose of this policy is to enable us to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors, and others affected by our operations.

This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments.

Risk assessments will be developed in line with Ecuadorian legislation and statutory guidance.

Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

Definitions

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|-------------------|---|
| • Risk assessment | A tool for examining the hazards linked to a particular activity, situation or individual, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm |
| • Hazard | Something with the potential to cause harm to people, such as chemicals or working from height |
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- Risk The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
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- Control measure Action taken to prevent people being harmed
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Roles and responsibilities

The governing board represented by the Regional Head of Schools has ultimate responsibility for health and safety matters at BSQ, but this is delegated through the principal to the site manager. This is to ensure full compliance with Ecuadorian legal frameworks.

As a school we take all reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards.

We will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how

For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)

We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings

The findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed

We will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?

- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Offsite Activities and Trips

We will follow the direction of the district and ministry of education and complete their risk assessments as required. No trips or visits will happen without approval from pertinent authorities. (District for local and national, Ministry for International trips)

Monitoring arrangements

Risk assessments are written as needed and reviewed by pertinent individuals in school, at the local government district and for foreign trips, the ministry of Education.