PORG International School

Risk Assessment Policy
Primary

Prepared by:	Barbora Gazdova, Barbora Pastuchova	Date: September 2023
Last update by:	Barbora Gazdova	Date: September 2026
Approved by:	Dagmar Dluhosova	

Content

INTRODUCTION **3**
AIMS **3**
SCOPE **4**
ROLES AND RESPONSIBILITIES **4**
RISK ASSESSMENT PROCEDURES **5**
RISK RATING SYSTEM **5**
SAFEGUARDING RISKS **6**
HEALTH AND SAFETY **6**
EDUCATIONAL VISITS AND OUTDOOR LEARNING **7**
HYGIENE AND MEDICAL NEEDS **8**
DIGITAL SAFETY AND CYBERSECURITY **9**
RELATED POLICIES **11**
PUBLICATION **11**
IMPORTANT PHONE NUMBERS **11**
IMPORTANT CONTACTS **12**
FIRST AIDERS **12**
DSL **12**

APPENDIX 1 13

RISK ASSESSMENT REGISTER **13**
PURPOSE **13**
RISK RATING MATRIX **13**

LIKELIHOOD SCALE 13
IMPACT SCALE 13
RISK SCORE FORMULA 13

SAFEGUARDING AND CHILD PROTECTION RISKS **14**
HEALTH AND SAFETY RISKS **14**
TEACHING AND LEARNING RISKS **15**
STUDENT WELFARE AND BEHAVIOUR RISKS **15**
LEADERSHIP AND GOVERNANCE RISKS **16**
STAFFING AND HUMAN RESOURCES RISKS **16**
DIGITAL SAFETY AND CYBERSECURITY RISKS **17**
EDUCATIONAL VISITS AND TRIPS RISKS **17**
EMERGENCY AND BUSINESS CONTINUITY RISKS **18**
MONITORING AND REVIEW **18**
CONCLUSION **18**

APPENDIX 2 19

RISK ASSESSMENT EVIDENCE RECORD **19**

GENERAL INFORMATION 19
EVIDENCE DETAILS 19
MONITORING AND FOLLOW-UP ACTIONS 19
SIGN-OFF 19

Introduction

This Risk Assessment Policy outlines the procedures and responsibilities for identifying, assessing, monitoring, and controlling risks within PORG International Primary. The policy supports the school's commitment to safeguarding, health and safety, operational excellence, and compliance with British Schools Overseas (BSO) standards.

This Risk Assessment Policy has been developed for PORG International Primary to support the school's commitment to safeguarding, health and safety, student welfare, and compliance with British Schools Overseas (BSO) standards.

The purpose of this policy is to establish a clear and consistent framework for identifying, assessing, monitoring, and managing risks that may affect students, staff, visitors, and the wider school community. The policy supports the creation and maintenance of a safe, secure, healthy, and supportive learning environment in which students can learn and develop successfully.

The policy also aims to ensure that appropriate control measures are implemented to minimise the likelihood of accidents, injuries, safeguarding concerns, operational disruption, and other potential risks associated with school activities and operations.

This policy applies to all areas of school life, including teaching and learning, safeguarding, educational visits, sports activities, digital learning environments, health and safety procedures, premises management, and extracurricular activities.

Through effective risk management procedures, regular monitoring, staff training, and continuous review, PORG International Primary seeks to promote a proactive culture of safety, accountability, well-being, and continuous improvement across the school community.

Aims

The Risk Assessment Policy of PORG International School Primary aims to provide a safe, secure, and supportive environment for all students, staff, visitors, and members of the wider school community.
The policy aims to ensure that risks are identified, assessed, monitored, and managed effectively across all areas of school operation, including safeguarding, teaching and learning, health and safety, educational visits, and digital safety.
The school is committed to supporting full compliance with British Schools Overseas (BSO) safeguarding, welfare, and operational standards through effective risk management procedures and continuous monitoring.
The policy also aims to promote a strong culture of safety, accountability, responsibility, and continuous improvement among students, staff, and school leaders.
Through proactive planning and preventative measures, the school seeks to minimise the likelihood of accidents, harm, safeguarding concerns, operational disruption, and

risks that may negatively affect the well-being, learning, and safety of the school community.

Scope

This policy applies to all students, teaching and non-teaching staff, school leaders, governors, contractors, volunteers, visitors, and all members of the school community within PORG International School at Primary.
The policy covers all areas of school operation, including classrooms, specialist teaching areas, playgrounds, sports facilities, administrative areas, school transportation arrangements, educational visits, extracurricular activities, and all school premises.
The policy also applies to off-site activities, educational visits, online and digital learning environments, and any activity conducted under the supervision or responsibility of the school.
All individuals associated with the school are expected to follow the procedures and responsibilities outlined within this policy to support a safe, secure, and supportive learning environment.

Roles and Responsibilities

The Proprietor is responsible for overseeing strategic risk management and ensuring that the school maintains effective safeguarding, health and safety, and operational compliance procedures in line with British Schools Overseas (BSO) standards. The proprietor is also responsible for monitoring the effectiveness of school policies, reviewing risk management practices, and ensuring appropriate accountability across the school.
The Principal is responsible for the implementation, monitoring, and overall effectiveness of this policy. The Principal ensures that appropriate risk assessments are completed, reviewed regularly, and communicated effectively to staff. The Principal also ensures that sufficient resources, training, and support are provided to maintain a safe and secure school environment.
The Designated Safeguarding Lead (DSL) is responsible for managing safeguarding and child protection risks throughout the school. This includes maintaining safeguarding records, responding to concerns, overseeing safeguarding procedures, delivering staff training, and ensuring that safeguarding practices remain effective and compliant with current requirements.
Facilities and Operations Teams are responsible for maintaining site safety, conducting regular inspections, overseeing maintenance procedures, monitoring fire safety arrangements, and ensuring that the school premises remain safe, secure, and suitable for students, staff, and visitors.
All staff members are responsible for following school policies and safety procedures, identifying and reporting hazards or concerns promptly, maintaining safe learning environments, and supporting the well-being and safety of students at all times. Staff are expected to participate in relevant training and contribute to the school's culture of safeguarding and risk awareness.

Students are expected to follow school safety expectations, behave responsibly, use equipment safely, and report concerns, hazards, bullying, or unsafe behaviour to a member of staff. Students are encouraged to contribute positively to maintaining a safe and respectful learning environment for all members of the school community.

Risk Assessment Procedures

PORG International School Primary follows a structured and consistent approach to risk assessment to ensure the safety, well-being, and protection of students, staff, visitors, and the wider school community.

The first stage of the process involves identifying hazards and potential risks that may arise within the school environment or during school activities. Hazards may include safeguarding concerns, unsafe equipment, fire risks, health and hygiene issues, security concerns, risks associated with educational visits, online safety risks, or operational disruptions.

Once hazards have been identified, the school determines who may be affected by the risk. This may include students, staff, visitors, contractors, volunteers, or individuals with additional vulnerabilities or specific needs. Particular consideration is given to younger students, students with SEND, and individuals requiring additional support.

The school then evaluates the likelihood of the risk occurring and the potential severity of its impact. Risks are assessed using the school's risk rating system to determine whether the risk level is low, medium, high, or critical. This process helps school leaders prioritise actions and allocate appropriate resources to manage risks effectively.

Suitable control measures are implemented to reduce or eliminate identified risks wherever possible. Control measures may include supervision arrangements, staff training, maintenance procedures, safeguarding protocols, restricted access controls, emergency procedures, safety equipment, or additional monitoring systems.

All significant findings, actions taken, and implemented control measures are recorded appropriately and monitored regularly to ensure their effectiveness. Risk assessments are shared with relevant staff members to ensure that responsibilities and procedures are clearly understood.

Risk assessments are reviewed annually and updated whenever necessary, including following incidents, accidents, safeguarding concerns, operational changes, educational visits, new activities, or changes in legislation or BSO requirements. This ongoing review process supports continuous improvement and helps maintain a safe, secure, and compliant school environment.

Risk Rating System

Likelihood and impact are measured on a scale of 1–5.

Risk scores determine whether risks are categorised as Low, Medium, High, or Critical.

High and Critical risks require immediate action and leadership oversight.

Safeguarding Risks

PORG International School Primary is committed to maintaining robust safeguarding and child protection systems to ensure the safety, welfare, and well-being of all students. Safeguarding is regarded as a shared responsibility across the entire school community, and all staff are expected to maintain a vigilant and proactive approach to protecting children from harm.

The school implements safer recruitment procedures to ensure that all staff, contractors, volunteers, and adults working with children are appropriately vetted before commencing employment or duties. Recruitment procedures include background checks, identity verification, reference checks, qualification verification, and safeguarding suitability assessments in accordance with BSO expectations and safer recruitment guidance.

All staff receive regular safeguarding and child protection training to ensure they understand their responsibilities, recognise potential safeguarding concerns, and follow appropriate reporting procedures. Safeguarding training is updated regularly and includes areas such as child protection, online safety, behaviour management, anti-bullying awareness, and recognising signs of abuse or neglect.

The school maintains secure and confidential safeguarding reporting systems that enable staff to report concerns promptly and appropriately. Safeguarding concerns are managed by the Designated Safeguarding Lead (DSL), who oversees child protection procedures, maintains safeguarding records, coordinates referrals where necessary, and ensures that concerns are addressed effectively and sensitively.

Online safety measures are implemented to protect students from digital risks and inappropriate online content. These measures include internet filtering systems, supervised technology use, online safety education, acceptable use procedures, and ongoing awareness initiatives for students, staff, and parents.

The school also maintains effective child protection monitoring systems to support vulnerable students and ensure that safeguarding concerns are identified and managed promptly. Safeguarding procedures are reviewed regularly to ensure continued effectiveness, compliance with BSO standards, and the promotion of a safe and supportive learning environment for all students.

Health and Safety

PORG International Primary is committed to maintaining a safe, secure, and healthy environment for all students, staff, visitors, and members of the school community. The school conducts regular inspections and comprehensive risk assessments to identify potential hazards and ensure that effective control measures are implemented across all areas of school operation.

Risk assessments relating to fire safety are conducted regularly to ensure that fire prevention systems, alarms, extinguishers, evacuation routes, and emergency procedures remain effective and fully compliant with safety requirements. Fire drills are conducted regularly to ensure that students and staff understand evacuation procedures and can respond safely in the event of an emergency.

The school also monitors premises maintenance to ensure that buildings, classrooms, corridors, stairways, electrical systems, furniture, and equipment remain safe, secure, and suitable for educational use. Any identified hazards, maintenance concerns, or defects are reported promptly and addressed promptly.
Playground safety is monitored through regular inspections of play equipment, outdoor surfaces, sports facilities, and recreational areas to minimise the risk of accidents or injuries. Appropriate supervision arrangements are maintained during break times, physical activities, and outdoor learning sessions.
Infection control procedures are implemented to reduce the spread of illness and maintain a hygienic learning environment. These procedures include cleaning schedules, hand hygiene routines, sanitation measures, food safety practices, and protocols for managing illness or medical concerns within the school community.
Security access arrangements are also reviewed regularly to ensure that students, staff, and visitors remain safe while on school premises. Visitor management systems, controlled access points, supervision arrangements, and security procedures are maintained to minimise unauthorised access and support student safeguarding.
Specialist teaching areas, including science rooms, ICT facilities, sports areas, and other specialist environments, are subject to additional risk assessments to ensure that equipment, materials, and activities are managed safely and appropriately for students' ages and abilities.
Through ongoing monitoring, inspections, staff training, and preventative measures, the school aims to minimise risks, promote wellbeing, and maintain high standards of health and safety throughout PORG International Primary.

Educational Visits and Outdoor Learning

PORG International School Primary recognises the educational value of visits, trips, and off-site activities in supporting student learning, personal development, physical wellbeing, and social development. The school is committed to ensuring that all educational visits are planned, supervised, and managed safely in accordance with safeguarding, health and safety, and British Schools Overseas (BSO) requirements.
All educational visits and off-site activities require formal risk assessments to identify potential hazards, evaluate risk levels, and implement appropriate control measures before approval is granted. Risk assessments take into consideration transportation arrangements, supervision requirements, medical needs, environmental conditions, safeguarding considerations, emergency procedures, weather conditions, and the suitability of activities for students' ages and abilities.
Educational activities may include local visits, residential trips, outdoor learning programmes, school-in-nature activities, sports events, swimming sessions, skating activities, ski trips, and other enrichment experiences organised by the school. Additional risk assessments are completed for higher-risk activities, such as skiing, skating, swimming, and outdoor adventures, to ensure that specialist safety procedures, qualified supervision, protective equipment, and emergency arrangements are in place.
Appropriate emergency planning procedures are established for every educational visit to ensure that staff can respond effectively to accidents, injuries, medical concerns, safeguarding incidents, or unexpected situations. Emergency contact information, first

aid arrangements, communication procedures, and contingency plans are prepared in advance and shared with relevant staff members.
Parental consent must be obtained before students participate in educational visits or off-site activities. Parents are provided with detailed information regarding the purpose of the visit, supervision arrangements, timings, transportation, clothing or equipment requirements, medical considerations, and any identified risks or safety measures.
The school maintains appropriate staff-to-student supervision ratios during all educational visits to ensure student safety and effective supervision at all times. Additional support arrangements may be implemented where necessary for younger students, students with SEND, or activities involving higher levels of risk.
Swimming activities are supervised by qualified personnel and conducted in facilities that meet appropriate safety standards. Ski trips and skating activities are supervised by trained staff and specialist instructors where required, with protective equipment and safety procedures implemented throughout the activity.
School in nature and outdoor learning activities are carefully planned to promote exploration, wellbeing, teamwork, and environmental awareness while maintaining effective supervision and safety controls. Outdoor learning areas and external venues are assessed regularly to ensure suitability and safety for students.
All staff involved in educational visits are expected to follow school procedures, maintain appropriate safeguarding practices, and prioritise the safety and well-being of students throughout all activities and off-site experiences.

Hygiene and Medical Needs

PORG International Primary is committed to maintaining high standards of hygiene, health, and medical care to support the well-being, safety, and welfare of all students and staff.
The school implements effective hygiene procedures across all areas, including classrooms, toilets, dining areas, playgrounds, sports facilities, and specialist teaching areas. Students are encouraged and supported in maintaining good personal hygiene practices, including regular handwashing before meals, after using the restroom, after physical activity, and whenever necessary throughout the school day.
Cleaning and sanitation schedules are maintained to ensure that school facilities, furniture, equipment, and shared learning resources remain clean, hygienic, and safe for use. Infection control procedures are implemented to minimise the spread of illness and maintain a healthy learning environment for the school community.
The school maintains accurate and confidential medical information for all students, including medical conditions, allergies, dietary requirements, medication needs, and emergency contact details. Medical records are reviewed regularly and updated whenever new information is provided by parents or healthcare professionals.
Staff members are informed of relevant medical conditions and receive appropriate guidance to support students with specific medical or health needs. Medication administration procedures are carefully managed in accordance with school policy and health and safety requirements, and records are maintained securely and accurately.

Qualified first-aid personnel are available at the school to respond to accidents, injuries, or medical emergencies. First aid kits and medical supplies are regularly checked and properly maintained across the school premises.
The school also works closely with parents and guardians to ensure that students' medical, health, and well-being needs are supported effectively and that appropriate care arrangements are in place where required.

Digital Safety and Cybersecurity

PORG International Primary is committed to maintaining a safe and secure digital environment that protects students, staff, and school information from online risks, cybersecurity threats, and inappropriate use of technology.
The school implements secure password protection procedures for all school systems, devices, and online platforms to reduce the risk of unauthorised access and data breaches. Staff and students are expected to follow appropriate password security practices and maintain confidentiality when using school technology systems.
Internet filtering and monitoring systems are in place to restrict access to inappropriate or harmful online content and to support safe internet use throughout the school. Technology use is appropriately supervised, and students are guided in the responsible, safe use of digital devices and online resources.
The school provides cybersecurity awareness training for staff to ensure they understand their responsibilities for data protection, online safety, phishing risks, password security, and the safe handling of digital information. Online safety awareness is also promoted among students through age-appropriate guidance and digital citizenship education.
Secure data handling procedures are implemented to protect confidential student, staff, and school information. Access to sensitive data is restricted to authorised personnel, and all staff are expected to follow school procedures for confidentiality, data protection, and the safe storage and sharing of information.
The school maintains backup and recovery systems to protect important data and minimise disruption in the event of technical failures, cybersecurity incidents, or system outages. Regular monitoring and maintenance of digital systems are conducted to ensure continued security, reliability, and operational effectiveness.
Through effective digital safety measures, ongoing staff training, and secure technology practices, the school aims to promote a safe, responsible, and protected digital learning environment for the entire school community.
Incident and Accident Reporting
PORG International Primary maintains clear and effective procedures for reporting, recording, and managing incidents, accidents, hazards, and near misses to ensure the safety and well-being of all students, staff, visitors, and members of the school community.
All incidents, accidents, hazards, and near misses must be reported immediately to the appropriate member of staff and recorded in accordance with school procedures. Prompt reporting supports effective responses, reduces the likelihood of further risk, and enables the school to implement appropriate corrective and preventative measures where necessary.

Incident records are maintained accurately and confidentially and include details of the incident, actions taken, individuals involved, first aid or medical support provided, and any follow-up measures required. Staff are expected to follow established reporting procedures and ensure that all relevant information is documented appropriately.

Serious incidents, safeguarding concerns, significant injuries, security issues, or situations presenting a high level of risk are escalated immediately to senior leadership and, where appropriate, to governors and relevant external authorities. The school will take all necessary actions to ensure the immediate safety of students and staff while following safeguarding, health and safety, and emergency response procedures.

Incident reports are reviewed regularly by school leaders to identify patterns, recurring concerns, or areas requiring additional control measures. Information gathered from incident reporting supports ongoing risk assessment, policy review, staff training, and continuous improvement of school safety procedures.

Training and Awareness

PORG International Primary is committed to ensuring that all staff members receive appropriate training and guidance to support the safety, well-being, and protection of students and the wider school community.

The school provides regular training on safeguarding, child protection, health and safety, first aid, online safety, emergency procedures, and risk assessment responsibilities. Training programmes are designed to ensure that staff understand school policies, legal responsibilities, safeguarding expectations, and procedures for responding effectively to incidents, emergencies, and student welfare concerns.

Safeguarding and child protection training is provided to all staff regularly to ensure that employees remain vigilant, understand current safeguarding guidance, and can identify and report concerns promptly and appropriately. Additional safeguarding updates and refresher sessions may be delivered throughout the academic year where necessary.

Health and safety training supports staff in maintaining safe learning environments, identifying hazards, following emergency procedures, and implementing appropriate control measures across all areas of school operation. Staff members involved in specialist activities, educational visits, sports activities, science lessons, swimming, skiing, or other higher-risk activities may receive additional role-specific training where appropriate.

The school also promotes awareness of online safety and cybersecurity responsibilities to support safe and responsible use of technology by both staff and students. Staff are trained in secure data handling, password security, acceptable technology use, and procedures for managing online safeguarding concerns.

Emergency procedure training, including fire safety and evacuation procedures, is conducted regularly to ensure that staff and students can respond safely and effectively in emergencies.

First aid training is provided to designated staff members to ensure appropriate medical support is available within the school.

New staff members receive induction training before commencing duties to ensure they understand school procedures, safeguarding responsibilities, emergency arrangements, and risk management expectations. Ongoing professional development and awareness activities support the school's commitment to continuous

improvement, compliance with BSO standards, and the maintenance of a safe and secure school environment.
Monitoring and Review
Risk assessments and this policy are reviewed annually.
Additional reviews may take place following incidents, inspections, operational changes, or legislative updates.
Monitoring activities include audits, inspections, safeguarding reviews, and governor oversight.

Related Policies

Safeguarding and Child Protection Policy
Health and Safety Policy
Behaviour Policy
Educational Visits Policy
Online Safety Policy
Data Protection Policy
Staff Code of Conduct
Emergency Evacuation Procedures

Publication

This Risk Assessment Policy is published and communicated to ensure that all members of the school community are aware of their responsibilities regarding health, safety, safeguarding, and welfare within the school information system. Hard copy is available in the school office.

IMPORTANT PHONE NUMBERS

Technical and emergency numbers:

Electricity	800 850 860
Gas	1239
Water	800 202 700

Emergency service numbers:

Fire Rescue Corps	150
Medical Rescue Service	155
State Police	158
Local Police	156

IMPORTANT CONTACTS

Proprietor	Dagmar Dluhosova	+420 777 923 718
Principle	Barbora Gazdova	+420 777 355 157
Health and Safety Manage	Barbora Pastuchova	+420 775 253 231

FIRST AIDERS

Teacher	Katerina Mlcochova	mlcochova@porg.cz
Teacher	Veronika Krzinova	krzinova@porg.cz
Principle	Barbora Gazdova	gazdova@porg.cz

DSL

DSL	Thabang Lehner	lehenr@porg.cz
Deputy DLS	Barbora Gazdova	gazdova@porg.cz
Deputy DLS	Ravid Rojas	rivera@porg.cz

Appendix 1

Risk Assessment Register
Purpose

This risk assessment register has been developed for the Primary of PORG International School to support compliance with British Schools Overseas (BSO) standards. It identifies key operational, safeguarding, educational, health and safety, and leadership risks that may affect students, staff, visitors, and the wider school community.

Risk Rating Matrix

Likelihood Scale

Score	Description
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Almost Certain

Impact Scale

Score	Description
1	Insignificant
2	Minor
3	Moderate
4	Major
5	Critical

Risk Score Formula

Score	Risk Level	Action Required
1–5	Low	Monitor
6–10	Medium	Mitigation required
11–15	High	Immediate action required
16–25	Critical	Escalate immediately

Safeguarding and Child Protection Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Inadequate safeguarding procedures	Harm to students and non-compliance	Safeguarding policy, DSL appointed, annual training	Conduct termly safeguarding audits	DSL / Principal	High
Failure to report concerns promptly	Delayed intervention	Reporting system and staff guidance	Scenario-based safeguarding workshops	DSL	High
Unsafe recruitment practices	Unsafe adults in school	Safer recruitment checks and SCR	Monthly SCR audit	HR Manager	High
Online safety risks	Exposure to harmful content	Filtering systems and online safety lessons	Parent online safety workshops	IT Lead / DSL	Medium

Health and Safety Risks

Risk	**Potential Impact**	**Existing Controls**	**Additional Actions**	**Owner**	**Risk Level**
Playground accidents	Student injury	Staff supervision and equipment checks	Weekly inspection reports	Facilities Manager	Medium
Fire safety failures	Serious injury or fatalities	Fire alarms, drills, evacuation plans	External fire safety audit	Operations Manager	High
Infection outbreaks	Student and staff illness	Hygiene procedures and cleaning schedules	Annual infection control review	School Nurse	Medium
Unsafe premises	Injury or legal liability	Planned maintenance programme	Monthly site safety audits	Facilities Manager	Medium

Teaching and Learning Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Inconsistent teaching quality	Poor pupil outcomes	Lesson observations and CPD	Instructional coaching programme	Deputy Head	Medium
Curriculum gaps against BSO standards	Inspection concerns	Curriculum mapping	Annual curriculum review	Academic Lead	Medium
Weak assessment procedures	Inaccurate progress tracking	Assessment framework and moderation	External moderation review	Assessment Coordinator	Medium
Inadequate differentiation	Poor student progress	SEND support and planning	Staff inclusion training	SENDCo	Medium

Student Welfare and Behaviour Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Bullying incidents	Emotional harm	Anti-bullying policy and supervision	Student wellbeing surveys	Pastoral Lead	Medium
Poor attendance	Reduced achievement	Attendance monitoring systems	Parent engagement meetings	Attendance Officer	Medium
Mental health concerns	Student wellbeing impact	Counselling and pastoral support	Mental health awareness programme	Pastoral Team	Medium
Inadequate SEND provision	Failure to meet student needs	Individual learning plans	External specialist review	SENDCo	High

Leadership and Governance Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Weak strategic oversight	School improvement delays	Leadership meetings and monitoring	KPI reporting dashboard	Principal / Governors	Medium
Non-compliance with BSO standards	Failed inspection	Internal compliance reviews	Annual external audit	Principal	High
Poor policy review cycle	Outdated procedures	Policy review calendar	Central policy tracking system	SLT	Medium
Insufficient governor challenge	Weak accountability	Governor meetings	Governor training programme	Chair of Governors	Medium

Staffing and Human Resources Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
High staff turnover	Instability in teaching	Recruitment planning	Staff wellbeing strategy	HR Manager	Medium
Inadequate staff training	Reduced effectiveness	CPD programme	Annual training needs analysis	SLT	Medium
Staff burnout	Increased absence and reduced morale	Wellbeing initiatives	Workload review procedures	HR Manager	Medium
Lack of safeguarding understanding	Safeguarding failures	Mandatory safeguarding induction	Mid-year refresher sessions	DSL	High

Digital Safety and Cybersecurity Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Cybersecurity breach	Data loss and GDPR concerns	Password protection and antivirus systems	Annual penetration testing	IT Manager	High
Loss of student data	Confidentiality breach	Secure cloud backup systems	Backup recovery testing	IT Department	Medium
Inappropriate online behaviour	Student welfare concerns	Digital citizenship lessons	Parent awareness sessions	IT Lead	Medium
IT system failure	Disruption to learning	Technical support and backups	Business continuity testing	IT Manager	Medium

Educational Visits and Trips Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Inadequate supervision	Student injury or safeguarding concerns	Staff ratios and trip approval process	Enhanced trip risk assessments	Educational Visits Coordinator	High
Medical emergencies during trips	Serious health impact	Medical information procedures	Portable emergency kits	Trip Leader	Medium
Transportation risks	Injury during travel	Approved transport providers	Annual transport review	Operations Team	Medium

Emergency and Business Continuity Risks

Risk	Potential Impact	Existing Controls	Additional Actions	Owner	Risk Level
Emergency school closure	Learning disruption	Remote learning systems	Annual continuity exercises	SLT	Medium
Severe weather event	Safety concerns	Emergency response procedures	Parent communication testing	Operations Team	Medium
Utility failure	Operational disruption	Backup systems and maintenance	Emergency supply planning	Facilities Team	Medium

Monitoring and Review

Activity	Frequency	Responsible
Full risk assessment review	Annually	Senior Leadership Team
Safeguarding audit	Termly	DSL
Health and safety inspection	Monthly	Facilities Manager
Policy review	Annual cycle	SLT
Propitiator compliance review	Termly	Propitiator
Educational visits review	Before every trip	Trip Coordinator

Conclusion

PORG International Primary is committed to maintaining a proactive risk management culture that prioritises student welfare, educational quality, operational safety, and full compliance with British Schools Overseas standards. This risk assessment register supports continuous monitoring, accountability, and school improvement across all areas of school operation.

Appendix 2

Risk Assessment Evidence Record

General Information

School Section (Primary / EYFS)	
Area / Activity	
Date	
Classroom / Location	
Staff Responsible	
Type of Evidence	
Reviewed By	
Review Date	
Reference Number	

Evidence Details

Evidence Provided	Description / Notes	Related Risk Area	Action Required	Completion Status

Monitoring and Follow-Up Actions

Identified Concern / Action	Responsible Person	Deadline	Completed

Sign-Off

Completed By	
Position	
Signature	
Date	
Senior Leadership Approval	