

MANAGEMENT OF RISK PROCEDURE

**INTEGRATED MANAGEMENT SYSTEM
(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018,
ADOSH SF)**



BRIGHTON COLLEGE ABU DHABI
Bloom Gardens, Khalifa Park, Abu Dhabi, United Arab Emirates

Doc. Ref. No.: BCAD-IMS-HSE-PRO-04

Issue No.: 02

Rev. No.: 04

Date of Issue: 06-10-2026

Date of First Issue: 01-02-2022

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

Revision History

Rev. No.	Description of Change	Owner	Date of Issue
00	Initial Release	RAF	01-02-2022
01	Minor updating of contents and format; and updating of ADOSH SF reference	MSO	15/01/2025
02	Minor updating of contents and format	MSO	15/01/2026
03	Minor updating of contents and format	MSO	14/09/2026
04	Minor updating of contents and format	MSO	06/10/2026

Document Control

	Prepared by	Reviewed & approved by	Approved by
Name:	Anas Al Mulla	Barnaby Durrant	Craig Lamshed
Designation:	Manager of School Operations	Head Master	General Manager
Signature:			
Date:	14-09-2026		

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

Table of Contents

Revision History	2
Document Control	2
1. Purpose	4
2. Scope	4
3. Responsibilities	4
4. Definitions.....	5
5. Procedure	6
5.1 General Requirements.....	6
5.2 When to Undertake the Risk Assessment.....	6
5.3 Risk Assessor Competencies	7
5.4 Risk Methodologies.....	7
5.4.1 Hazard Identification	7
5.4.2 Risk Evaluation	8
5.4.3 Plan and implement the selected control measures.....	11
5.4.4 Monitor and Review	12
5.5 Consultation and Communication.....	13
5.6 Recording of the Risk Management Process	14
6. Appropriate Operational/ Appropriate Safety Case	14
7. Review	14
8. Related Documents/Records/Forms	14
9. References	14

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

1. Purpose

The primary purpose of this procedure is to establish a uniform and consistent methodology for identification, evaluation, managing and review the Risks associated with the BCAD Activities. In addition, this procedure will provide guidance for introducing control measures to either eliminate the Risks or reduce the Risk to people, property or the environment to as low as is reasonably practicable.

2. Scope

This procedure applies to all employees, contractors, visitors; temporary assignments as well as activities performed on BCAD Premises.

This procedure applies to OSH risk assessment. Similar processes will also be applied to environmental impacts assessment.

3. Responsibilities

1. General Manager

The General Manager has the overall responsibilities of this procedure.

2. Headmaster/OSH Management Representative (MR)

The Head Master shall allocate the adequate resources for the execution of this procedure and authorises it.

3. OSH Officer

The primary responsibility of the OSH Officer is to organize and ensure the performance of OSH hazard assessments for all activities. The OSH Officer shall participate in the identification of hazards and assist in evaluating the Risk resulting from the presence of these hazards. The OSH

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

Officer must ensure the implementation of control measures to prevent those hazards or to reduce them to ALARP (“as low as reasonably practicable”).

4. Supervisor/Department Head

The Supervisor is responsible for collecting hazard inventories for their area of work and participating in hazard identification, Risk assessment and providing recommendations for corrective actions (lead by the OSH Officer). They shall ensure that their employees are aware about the hazards and implement required control measures.

5. Employee and contractors are responsible for:

All employees (staff and contractors) working within BCAD premises are responsible for proactively participating in Hazard Identification and Risk Assessment process. The employees are also responsible for the following:

- Not placing themselves or others at risk of injury.
- Reporting any hazards associated with the working environment, work tasks or activities to their supervisor/ Head of operations as soon as becoming aware of them.
- Participating in the development of appropriate Risk control measures for identified hazards to eliminate or minimise Risk; and
- Using control measures as required.

4. Definitions

Hazard: Something with the potential to cause harm (e.g., a substance, a part of a machine, a method of work, a form of energy, or a situation).

Harm: Includes death, injury, physical or mental ill health, damage to property or the environment, loss of production or any combination of the above.

Accident: An unplanned and undesired event that results in harm.

Incident: An unplanned and undesired event that could have resulted in harm (often called a "near miss" or "near hit").

Risk: A measure of the likelihood that the harm from a hazard will occur, considering the possible severity of the harm. Risk is expressed as: Severity of Hazard × Likelihood of Occurrence = Risk and the results are expressed in terms of quantity such as high Risk, medium Risk, and low Risk.

Danger: A state in which there is exposure to a hazard; the opposite of safety (often used in terms such as dangerous condition, danger area, danger zone, etc.).

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

Safe: A state in which exposure to hazards has been adequately controlled; the opposite of dangerous (safe plant, safe system of work, etc.).

Risk Management: The process of identifying hazards, assessing Risk, taking action to eliminate or reduce Risk, monitoring and review.

Risk Assessment: The process of analysing the level of Risk, considering those in danger, and evaluating whether hazards are adequately controlled, considering any measures already in place.

5. Procedure

5.1 General Requirements

- BCAD Management must assess the potential likelihood of injury and illness to personnel, visitors, damage to assets, exposure to occupational health and safety hazards and the severity and consequences of the effect of such injury, damage, exposure, spill or contamination.
- BCAD Management ensures that Risk management is an integral part of its management and is embedded in the BCAD OSH culture and operations, the Operation Manager will conduct the Risk assessment with the concerned department staff when a new activity starts for the first time.
- BCAD Management shall ensure that Risk management practices are applied to all phases of its operation, facilities, and activities.
- BCAD Management shall ensure that staff undertaking Risk assessments are competent to do so through enough training, knowledge, experience, and other qualities to enable them to undertake the Risk assessment in accordance with applicable health and safety legislation.

5.2 When to Undertake the Risk Assessment

The Risk assessment is an on-going process and shall be undertaken at various times.

- When there is a change in the work procedure, activity and/or practices.
- When introducing new plant, equipment, materials or substances into the workplace.
- After an OSH Incident (Including a near misses and dangerous Occurrence)
- Introduction of new workers.
- Presence of a high level of Risk associated with a specific work activity (confined space)
- When there is a change in the legislation.

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI INTEGRATED MANAGEMENT SYSTEM	Doc. No. BCAD-IMS-HSE-PRO-04	
		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)	Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE	Date of Issue	06-10-2026
		Date of 1 st Issue	01-02-2022

5.3 Risk Assessor Competencies

BCAD Management shall ensure that staff undertaking Risk assessments are competent to do so through enough training, knowledge, experience, and other qualities to enable them to undertake the Risk assessment in accordance with applicable health and safety legislation.

5.4 Risk Methodologies

The methodology is in line with the ADOSH SF Technical Process of Risk Management

1.1.1 Hazard Identification

The hazard identification includes a review of potential hazards associated with all dangerous and hazardous materials to be handled and used in the production process of the facility.

- This step seeks to identify the hazards and Risks to be managed.
 - ✓ Comprehensive identification using a well-structured systematic process is critical, because a hazard or Risk not identified at this stage may be excluded from further analysis; and
 - ✓ Identification shall include actual and potential Risks, whether they are under control of the BCAD Facility.
- The aim is to generate a comprehensive list of sources of Risks and events that might have an impact on the achievement of each of the objectives identified in the context.
- During the hazard identification process, the following areas should be considered,
 - ✓ Routine & non-routine activities of all persons having access to the workplace.
 - ✓ Supply chain and contractor undertakings.
 - ✓ Human behaviour (including people with special needs and young persons)
 - ✓ Hazards outside the BCAD workplace capable of adversely affecting the health and safety of employees.
 - ✓ Potential Risk to persons not in the entity's employment.
 - ✓ Plant, equipment, substances and materials at the workplace; and
 - ✓ The design or work areas, processes, plant, machinery, equipment, work organization and operating procedures.
 - ✓ Inclement weather (fog, sandstorm, flooding etc.)
 - ✓ Hazards presented by inclement weather and/or emergency situations.
 - ✓ Hazards outside the workplace capable of adversely affecting the safety and health of employees.

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

- Having identified what might happen, it is necessary to consider possible causes and scenarios. As there are many ways an event can occur it is important that no significant causes are omitted.
- Approaches used to identify hazards include checklists, judgements based on experience and records, flow charts, brainstorming, systems analysis, scenario analysis and systems engineering techniques.
- The approach used will depend on the nature of the activities under review, types of risk, the facility, and the purpose of the risk management study.
- The identified hazards and risks (plus the associated risk level) shall be documented on the OSH Risk Register (BCAD-IMS-HSE-PR04-F01)

1.1.2 Risk Evaluation

5.4.1 Consequence and Effect Analysis

- The consequences of the identified hazards are assessed and quantified according to related potential effects and exposure to the employees as well as public if any.
- For the sake of compatibility & consistency BCAD adopts, for defining the consequences estimation, the information expressed in ADOSH SF Technical guidelines Process of Risk Management in subsection No.5.3.1 of ADOSH SF entitled “OSH Risk Management”. Technical Guidelines.
- The consequences corresponding to BCADs identified hazards are given in the Risk Register.

Table 1– Severity of the Consequences

Area impacted (a)	Insignificant Consequences (Score = 1)	Minor Consequences (Score =2)	Moderate Consequences (Score = 3)	Major Consequences (Score = 4)	Catastrophic Consequences (Score = 5)
Human Health and Safety	Minor injuries, which may require self-administered First aid. Injured personnel can	Injuries requiring on-site treatment by medical Practitioner. Personnel unable	Serious injuries requiring off- site treatment by medical	Single fatality.	Multiple fatalities.

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

Area impacted (a)	Insignificant Consequences (Score = 1)	Minor Consequences (Score =2)	Moderate Consequences (Score = 3)	Major Consequences (Score = 4)	Catastrophic Consequences (Score = 5)
	continue to perform normal Duties.	to continue to Perform duties	practitioner or immediate evacuation to Hospital. Potential long-term or permanently Disabling effects.		
Production Loss	Incident event without causing Production loss.	Production loss or delay up to one Week.	Production loss or delay of one week To one month.	Production loss or Delay for over one Month.	prolonged or full College closure, or inability to operate safely until significant corrective action is completed.
Total Cost of Impacts or Incident Event	Financial loss (Compensation, fines, cost to repair, plant damage) of less Than AED 5, 000.	Financial loss (compensation, fines, cost to repair, plant damage) of AED 5,000 AED 50, 000.	Financial loss (compensation, fines, cost to repair, plant damage) of AED 50,000 AED 500,000	Financial loss (compensation, fines, cost to repair, plant damage) of AED 500,000 AED 10M.	Severe financial penalties or legal Liabilities. Financial loss (compensation, fines, cost to repair, plant damage) of greater than AED10 M.

5.4.2 Probability Analysis

- For hazards with significant effects, whether on employees, public, property or the biophysical environment the Risk probability or frequency was estimated.

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

- For the sake of compatibility & consistency BCAD adopts, for defining the probabilities estimation, the information expressed in subsection No. 5.3.2 of ADOSH SF Technical Guidelines-Process of Risk Management.

Table 2 – Likelihood (Probability) of Occurrence

Level	Descriptor	Health & Safety
5	Frequently	Occurs frequently
4	Often	Occurs several times per year
3	Likely	Has occurred more than once
2	Possible	Has occurred
1	Rarely	Never occurred

The identified hazards and their assessed risks are shown in the hazard and effect register.

5.4.1 Quantitative Risk Analysis

- The quantification of the risk probability and consequences is made according to the following Risk Assessment Matrix as adopted by ADOSH SF.
- The combination of the consequences of a risk, such as injury or death, combined with the probability of occurrence of the event gives the Risk Rate. The risk is calculated according to the following relation:

$$\text{Risk} = \text{Consequence} \times \text{Frequency}$$

- The Risk rates according to the above-indicated matrix are extreme, high, moderate and low.

(1) Risk is the multiple of Probability and Severity

(2) Probability: Refer to table 1 above for getting definition of “Probability of Occurrences”

(3) Consequences: Refer to table 2 for potential OSH impacts and Potential incidents consequences Ratings.

BCAD adopts, for defining the Consequences estimation, the information expressed in subsection No. 5.3.1 of ADOSH SF Technical Guidelines-Process of Risk Management.

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1 st Issue	01-02-2022

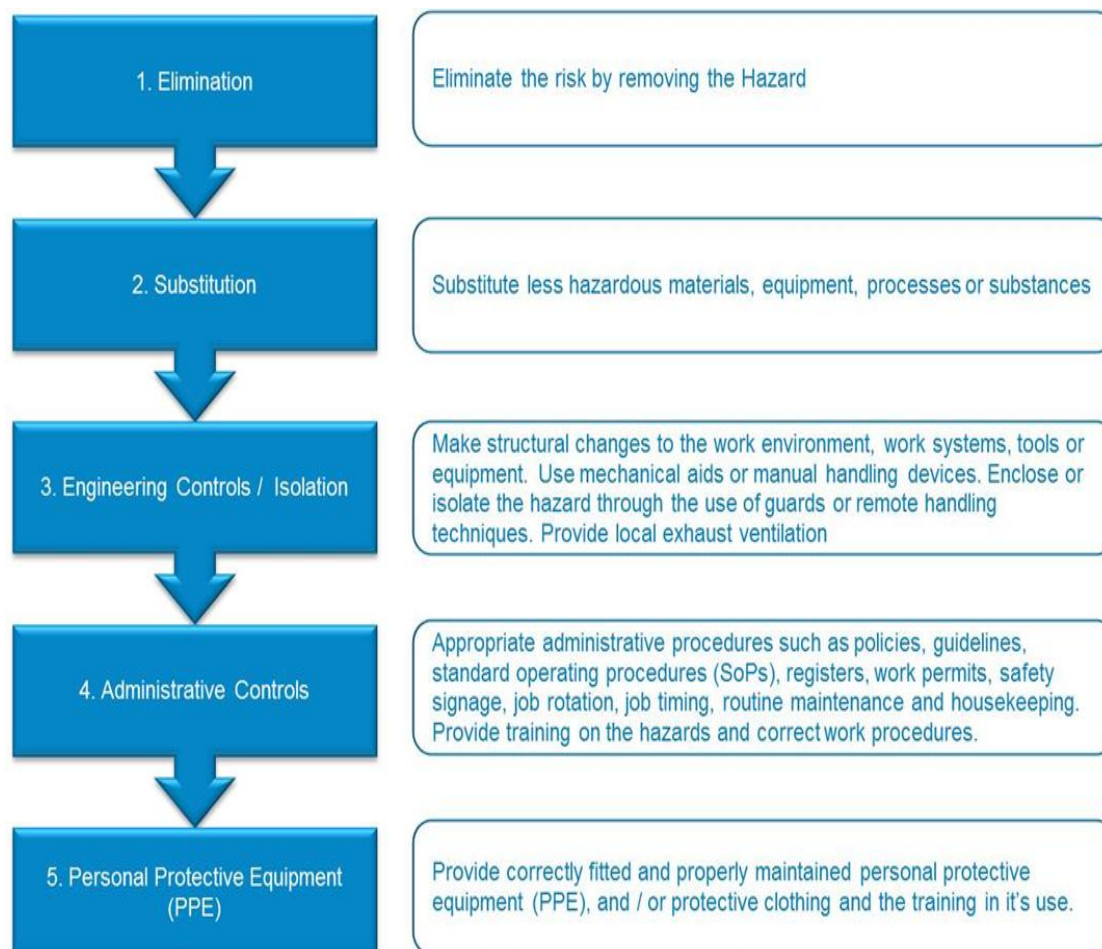
Table-3 Risk Rating

PROBABILITY	CONSEQUENCE				
	MINOR	MODERATE	SIGNIFICANT	MAJOR	CATASTROPHIC
1-RARELY	1	2	3	4	5
2-POSSIBLE	2	4	6	8	10
3-LIKELY	3	6	9	12	15
4-OFTEN	4	8	12	16	20
5-FREQUENTLY	5	10	15	20	25
15 - 25	Extreme Risk	Activity or industry should not proceed in current form.			
8 - 12	High Risk	Activity or industry should be modified to include remedial planning and action and be subject to detailed OSH assessment.			
4 - 6	Moderate Risk	Activity or industry can operate subject to management and /or modification.			
1 - 3	Low Risk	No immediate action required, unless escalation of risk is possible.			

1.1.3 Plan and implement the selected control measures

- The OSH Officer shall identify the corrective action to manage the hazard at an acceptable and “as low as reasonably practicable” (ALARP) Risk level. For hazards with low risk, actions may not be required.
- Control measures identified by the risk assessment must be implemented in line with the following hierarchy of control for Health and Safety. In many cases a combination of control measures will be needed.

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04
	INTEGRATED MANAGEMENT SYSTEM		Issue No. 02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No. 04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue 06-10-2026 Date of 1 st Issue 01-02-2022



5.4.3 Monitor and Review

- The OSH Officer shall update the Risk register at least once in a year to determine the adequacy and effectiveness of the existing control measures
- The Risk Register shall be reviewed and updated as necessary, which may include the following situations:
 - ✓ Changes in legislation
 - ✓ After an accident, incident, or near miss
 - ✓ On introduction of new equipment, new technology or processes
 - ✓ On major staff or organizational changes

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	Doc. No. BCAD-IMS-HSE-PRO-04	
	Issue No.	02
	Rev. No.	04
	Date of Issue	06-10-2026
	Date of 1st Issue	01-02-2022
BRIGHTON COLLEGE ABU DHABI INTEGRATED MANAGEMENT SYSTEM (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF) MANAGEMENT OF RISK PROCEDURE		

- ✓ to respond to feedback from monitoring activities, incident investigation, emergency situations
- ✓ external factors, e.g. emerging occupational health issues
- ✓ advances in control technologies
- ✓ changes proposed by corrective and preventive action
- The OSH Officer shall mention the latest revised date of the Risk assessment in the Risk register.
- Once the Risk register is updated, the OSH Officer shall communicate the updated Risk register to all the concerned staff/employees.

5.5 Consultation and Communication

- Consultation shall take place at every stage of the Risk management process.
- Consultation between management, employees, contractors and stakeholders shall be undertaken at every stage of the Risk management process as necessary. This allows employees to have ownership of Risks and solutions, increases the likelihood that employees will be committed to implement the control measures and improves trust, communication and teamwork.
- BCAD Management shall form consultative groups which may include workers, supervisors, managers, the Operations Manager, OSH Committee, contractors, and other relevant stakeholders as deemed necessary.
- OSH Officer will ensure that results of Risk assessment are communicated to all the staff, contractors, and visitors (if required).
- Information on Risks and control measures identified by the Risk Assessment should be communicated to employees and others as appropriate.
- The copies of the risk assessment shall be available to the employees concerned.
- This communication shall be understandable by the audience and may require the use of photographs, diagrams or a translator. OSH Officer/shall use the information in the following ways:
 - ✓ Induction training
 - ✓ Safety procedures
 - ✓ Handbooks
 - ✓ Team briefings
 - ✓ Toolbox talks
 - ✓ Supervision meetings or other management meetings

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

✓ Specific or general instruction or training sessions

➤ Records for the communication shall be maintained.

5.6 Recording of the Risk Management Process

- Each stage of the Risk management process shall be appropriately recorded and documented in writing. Assumptions, methods, data sources, analyses, results and reasons for decisions shall be recorded.
- The Risk Register shall be maintained in line with the requirements and will be reviewed annually or more frequently if there are some changes in the workplace requiring the management of change, or the result of an accident and/or audit findings.

6. Appropriate Operational/ Appropriate Safety Case

As we are having common activities where the risk is controlled for our activities and these cases are not applicable to our organization.

7. Review

- Depending on the magnitude of risks and the potential consequences of hazards the risk assessment shall be periodically reviewed by competent staff (at least annually).
- The review for the procedure and the risk register shall be conducted when there are some requirements changes in ADOSH SF and SRA, introduction of new technology and control measures, change of work procedures, and changes of factors that affect the likelihood and consequences of an outcome.

8. Related Documents/Records/Forms

- Risk Register – BCAD-IMS-HSE-PR04-F01

9. References

- ADOSH-SF, Element 2 – Risk Management - Version 4.0, July 15, 2024

 BRIGHTON COLLEGE ABU DHABI A Bloom Education Initiative	BRIGHTON COLLEGE ABU DHABI		Doc. No. BCAD-IMS-HSE-PRO-04	
	INTEGRATED MANAGEMENT SYSTEM		Issue No.	02
	(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018, ADOSH SF)		Rev. No.	04
	MANAGEMENT OF RISK PROCEDURE		Date of Issue	06-10-2026
			Date of 1st Issue	01-02-2022

- ADOSH-SF – Technical Guideline Process of Risk Management - Version 4.0, July 15, 2024
- ISO 45001:2018 - Occupational Health and Safety Management System
- ISO 14001:2015 – Environmental Management System