

Risk Management Policy

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Approved by: College of Management
Council of Trustees

Date: November 2017
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Date for next review: October 2018

Policy Statement

The Trustees of the school aim to provide a safe, secure and healthy environment for teaching and non-teaching staff, pupils, parents, contractors, hirers and visitors to the school. We recognise that this policy alone cannot ensure safe, secure and healthy working conditions. Only good practice will ensure safety and security.

It is everybody's responsibility to ensure that individual conduct ensures that our school is as safe as it can reasonably be, and that risk is managed to the benefit of all who participate here.

Risk cannot be eliminated but everyone has the right to be protected as far as is “reasonably practicable”.

Policy Aims

The aims of our risk management policy are:

- to maintain a safe and secure working and learning environment
- to make sure a balance is reached between safety and security and the need to take measured risks where these serve an educational purpose
- to foster an open and receptive approach to solving risk problems
- to ensure clarity regarding roles and responsibilities.

Procedure

Risk management is the process of planning, organising, leading and controlling activities in order to minimise the potential for accidents.

In order that our aims can be fulfilled, the following are the responsibilities for key people.

Responsibilities of the Trustees

The Trustees have a fundamental role to play in the management of risk within the school. Their role is to supervise the culture of risk management.

This includes the following:

- Set the tone and influence the culture of risk management within the school.
- Ensure that all decisions take into account health, safety and security matters.

- Ensure that all new staff are aware of this policy and the school's approach to risk management.
- Support the Health & Safety Officer in determining which kinds of risks are acceptable and which are not.
- Annually review the school's approach to risk management and approve changes or improvements to key elements of its processes and procedures.
- Ensure that the school has appropriate monitoring systems.
- Annually sample a small number of risk assessments.

Responsibilities of the Administrators and Health & Safety Officer

The Health & Safety Officer will do the following:

- Ensure an appropriate contingency budget to cover health, safety and security matters.
- Ensure that relevant risk assessments are completed on a regular basis.
- Maintain a paper file of all ad hoc risk assessments which are produced during the school year for activities which are not otherwise addressed.
- Check the accuracy and suitability of risk assessments where these have been completed by other people.
- Ensure that the advice of appropriate specialist school staff is sought to assist with or clarify any aspect of risk assessment.
- Ensure that an annual review of risk assessments in frequent use takes place together with those staff members in charge of those activities.
- Ensure that risk assessments are stored appropriately and are accessible.
- Ensure that incidents and hazards are recorded and reported and that action is taken to prevent them happening again.
- Ensure that risk management extends to all school staff, visitors, parents and pupils.
- Ensure that policies are implemented effectively.
- Maintain contact with, and seek advice from, appropriate agencies.
- Ensure that all key staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one.
- Keep the Council of Trustees informed about the implementation of this risk management policy through regular reports at Council meetings.

Responsibilities of the School Management Team

The School Management Team will do the following:

- Support the Administrators and Health & Safety Officer in the implementation of this policy.
- Ensure that staff reporting to them are made aware of this policy and the need for risk assessments.
- Ensure that they establish together with the Administrators and Health & Safety Officer any areas of concern.
- Ensure that incidents are investigated and reported on appropriately.
- Establish and maintain safe and secure working procedures, minimising risks as far as is practicable.

- Provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own security.
- Ensure that relevant risk assessments are performed, the results recorded, and any necessary action taken.

Responsibilities of Teachers and Support Staff

Teachers and support staff will do the following:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction in accordance.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that you and your colleagues are familiar with current risk assessments and follow their guidance.
- Report all incidents, assaults and “near misses” using the incident form whether injury is sustained or not.
- Make parents/ volunteers and colleagues aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of the Health & Safety Officer.
- Keep copies of relevant risk assessments with their lesson plans for inspection or reference the existing risk assessments.

Visitors, Visiting Staff and Volunteers

- Regular visitors and other users of the premises will be required to observe the health and safety guidance for the school including risk assessments for the activities they engage in.
- Groups and individuals running clubs at the school will be required to produce their own risk assessments for the activities that take place. These will be kept on record and will be required to be reviewed annually.
- Parents and other adults helping out in school will be made aware of the health and safety arrangements applicable to them when they first volunteer.
- Groups of people who regularly hire the premises will be made aware of the need for risk assessments.

Pupils and Parents

Parents and guardians are requested to encourage their children to:

- Follow the school's code of conduct
- Observe all the health and safety arrangements for the school as requested
- Refer any concerns they may have to school staff.

Parents in school are subject to the same risk assessments as members of staff and pupils. Additional consideration will need to be given to any specific physical needs of additional adults.

When to Complete a Risk Assessment

Whenever a new activity is considered which is not already covered by existing risk assessments or which involves pupils leaving the school grounds or being engaged in activities outside of the normal scope of the school day, a new risk assessment must be completed.

Examples include the following:

- Extra-curricular clubs
- Walks around the locality
- Use of the school kitchen or other food preparation activity
- Longer trips and visits
- Swimming and any new sports and games which the pupils are involved in
- New programmes that are introduced

Most in-school activities such as PE and games will generally be covered by existing assessments held by the school. Members of staff should ensure that they are familiar with these and apply the advice contained in them in order to minimise risk.

Before commencing an activity, staff must ensure that a risk assessment is in place and ensure that it is not in need of review.

There might also be a situation where a member of staff requires a risk assessment for example during pregnancy or on their return after a particular illness or injury. Specialist advice will be sought in these situations.

How to Complete a Risk Assessment

The person completing the risk assessment should follow these steps:

1. Consider the nature and individuals in the group including any known medical, behavioural, dietary, special and other relevant needs.
2. Identify the hazard.
3. Decide who might be harmed and how.
4. Evaluate the risks according to the school's risk assessment advice "Making Sense of Risk Ratings".
5. Decide on suitable controls which reduce the risk to LOW. If not possible, ensure that the risk benefit is worth the risk.
6. Always make sure that necessary controls and means to address hazards and any emergencies are in place.
7. Record the findings and implement them.

A hazard is anything that may cause harm and the risk is the chance, high, medium or low, that someone could be harmed by this or other hazard(s).

Templates for risk assessments are provided on the school's network drive "Administration":

- Administration >> Health & Safety >> Templates & Advice

Storing Risk Assessments

Model, generic and historic risk assessments are kept electronically on the school's network which is accessible to all staff:

- Administration >> Health & Safety >> Risk Assessments – Education
- Administration >> Health & Safety >> Risk Assessments – Fairs
- Administration >> Health & Safety >> Risk Assessments – Summer Language School
- Administration >> Health & Safety >> Risk Assessments – Facilities
- Administration >> Health & Safety >> Risk Assessments – Other

The Health & Safety Officer maintains a file of all ad hoc risk assessments which are produced during the school year for activities which are not otherwise addressed.

Teachers keep a copy of risk assessments with their lesson plans.

All completed risk assessments should be discussed, checked and agreed by the Health and Safety Officer or experienced colleague in his absence.

Monitoring

- Risk assessment forms completed by staff are sampled periodically for quality assurance purposes and should generally be run by the Health & Safety Officer.
- The results of an audit of risk assessments are discussed with the School Management Team.
- This policy will be reviewed annually or more frequently if circumstances change.

Compliance:

- Independent School Standards:
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf
- Health & Safety at Work Act 1974:
http://www.legislation.gov.uk/ukpga/1974/37/pdfs/ukpga_19740037_en.pdf
- Management of Health & Safety Regulations 1999:
http://www.legislation.gov.uk/uksi/1999/3242/pdfs/uksi_19993242_en.pdf

Linked Policies

- Health and Safety Policy
- Fire Safety Policy
- First Aid Policy
- Security Policy

Information/advice/guidance:

- Sensible health and safety management in schools (HSE):
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>