



## **RISK MANAGEMENT AND RISK ASSESSMENT POLICY**

### **Objectives**

To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.

To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by school activities have received suitable information on what to do.

That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### **Responsibility**

The Headmaster and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis.

### **Key Risk Areas**

The following are included:

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site
- management of hazardous substances
- use of hazardous equipment e.g. in Science, Art etc.
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site

Risk areas which are not directly related to health and safety, including but not limited to:

- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism
- pupil self-harming
- security, specifically in boarding or EYFS areas, as appropriate

1.3.3 Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools but can consist of an existing policy suitably updated and identified. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non-exhaustive) should include:

- (a) when to complete risk assessments
- (b) who is responsible for drafting and checking
- (c) records to be kept
- (d) training requirements for staff

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

The Facilities Manager will be responsible for the implementation of the risk assessment policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Facilities Manager.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

The Deputy Head and Facilities Manager will be responsible for the maintenance of risk assessment records. Where the policy is reviewed we will identify how the review is recorded and considered e.g. by the H&S committee.

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

**Appendix 1: Risk Assessment Template**

<b>Task Description:</b>					<b>Manager Review</b>	<b>Date</b>
<i>Enter the text of your task here (be descriptive).</i>  <i>School trip to the beach - (place, date, time and in depth description of task and location).</i>					<b>Reviewed by</b>	<b>Date</b>
						Yearly/ procedural change
<b>Ranking Risk</b>				<b>Risk Calculation</b>		<b>Risk Matrix</b>
SEVERITY	<b>Low 1</b>	First Aid	LIKELIHOOD	<b>L o w 1</b>	Unlikely	<b>Severity X Likelihood = Risk</b>  <b>Key:</b> H – High M – Medium L – Low <b>Red:</b> Do not proceed – risk must be reduced to a lower level <b>Amber:</b> Proceed only if specific controls will not allow the risk to increase <b>Green:</b> Risk controlled effectively. Proceed with operation and monitor for changes
	<b>Med 2</b>	More than 1 <sup>st</sup> Aid		<b>M e d 2</b>	Likely	
	<b>High 3</b>	Death/ Disability		<b>H i g h 3</b>	Very Likely	
<b>H z No</b>	<b>Severity Description</b>			<b>Severity Rating</b>	<b>Likelihood Description</b>	<b>Likelihood Rating</b>
1				L1/M2/ H3		L1/M2/H3
<b>Risk Controls</b>					<b>Residual Risk Calculation</b> Severity X Likelihood = Risk	
<b>H z No</b>	<b>Additional Risk Control Recommendations</b>			<b>Action by</b>	<b>Target Date</b>	<b>Completion Date</b>
Refer To Above Table						

The risk assessment should be reviewed if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in the workplace, such as new equipment or work activities.

## **Appendix 2: Areas requiring risk assessment (non-exhaustive)**

### Educational

- science experiments
- early years environment
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- music
- drama & dance
- general classroom
- school trips

### Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies

### Pupil Safeguarding and Welfare

### Staff Welfare (eg pregnancy)