



POLICY:

RISK MANAGEMENT POLICY

Related Policies and Procedures:

- Safeguarding
- Health and safety
- First aid and infection control
- Fire safety, procedures and risk assessments

Policy statement:

The governing body aims to provide a safe, secure and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. This policy alone cannot ensure safe, secure and healthy working conditions but also requires goodwill; it is everybody's responsibility to ensure that their individual conduct makes our school 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".

The aims of the policy

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
- to foster an open and receptive approach to solving risk problems
- to ensure clarity regarding roles and responsibilities

In practice this means that:

- Risk assessment will be conducted on all new activities and projects to ensure they are in line with the school's aims and mission.
- Any risks or opportunities arising will be identified, analysed and reported at an appropriate level.
- The governor appointed as the board's health and safety representative maintains oversight so the board can be satisfied that there is an effective framework of policies, procedures and assessments in place; and that these are followed and regularly updated within a robust risk management framework and are underpinned by a strong health and safety culture. A summary of the highest risks identified and agreed by the KLT will be presented once a term to the full governing body for review.
- Together with the school's internal assessment of risk, external expert consultants

will be employed to give specialist assessment, including fire, asbestos and water/legionella safety.

- An external “Safe School Assessment” for the whole school will be carried out every 3 years, with findings understood, actioned and reviewed.

1. Risk management

1.1 The governors and the key leadership team (‘KLT’), with support from the senior leadership team (SLT), are responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Appendix A shows how responsibility for risk management is delegated.

1.2 Individual risks are registered within the risk assessment portfolio and are reviewed regularly. Specific areas of risk where particularly close attention is given are listed in the table below:

Child Protection and Safeguarding
Recruitment policy and the suitability of staff
School trips and visits
Fire and emergencies
Security on site and especially in early years
Management of visitors on school premises
Traffic and pedestrian interaction on site
Management of hazardous substances
Use of hazardous equipment e.g. DT, food technology, art, science etc.
Swimming pools and ponds
Buildings and estate safety

1.3 Risk assessments are carried out as part of the planning for an event or activity and should be completed in time for a proper review to be conducted. This is to ensure adequate consideration is given to risk identification and mitigation which in turn informs the planning and execution of an event or activity. Pro forma risk assessments for trips and visits are available in the shared drive for each school.

1.4 The event/area owner e.g. trip leader or head of department for classroom, is responsible for carrying out the initial timely assessment in accordance with school policy and then reviewing it regularly to ensure it remains relevant.

1.5 The KLT or SLT member, who is responsible for the implementation of risk policy, will determine who is responsible in their school for the review of risk assessments and

further actions to be taken where risks are volatile/high. In the senior school this is usually the responsibility of the assistant head, personal development and co-curricular. In the junior school, this is the responsibility of the assistant head (Stable Court) / assistant head, pastoral/early years coordinator (Fan Court). For non-teaching functions, and spaces, it is usually the responsibility of the bursar, head of estates and operations and the health and safety officer.

- 1.6 It is expected that decisions about risk arising from trips and visits will be discussed by each school's senior team and, where necessary, consultation with the other heads and the bursar, or specialists where deemed necessary, will take place.
- 1.7 Records of risk assessment are to be kept in accordance with the retention of school records policy.
- 1.8 Training requirements for staff – the school will provide adequate training for staff in carrying out risk assessments. All staff will receive guidance on risk assessment as part of their induction. This will be refreshed as necessary. Risk assessment training will be provided on specific areas where identified by the heads / bursar / head of estates and operations / health and safety officer.
- 1.9 Staff must seek help if they are unsure how to complete assessments. Help will be provided through line managers, the KLT/SLT and the health and safety officer among others. All staff are expected to help less experienced colleagues to complete risk assessments by discussing the general approach and sharing their experience. The SLT and health and safety officer will always be willing to provide guidance and advice.
- 1.10 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances and equipment, there is separate policy guidance in place.
- 1.11 Teaching area/classroom risk assessment templates are in place for guidance.
- 1.12 Risk assessments will be reviewed:
 - (a) when there are changes to the activity
 - (b) after a near miss or accident
 - (c) when there are changes to the type of people involved in the activity
 - (d) when there are changes in good practice
 - (e) when there are legislative changes
 - (f) annually if for no other reason.

- 1.13 Role of the health and safety committee. The school's health and safety committee is the main forum within the school for discussing and monitoring risk assessments, induction and training programmes. Representative staff from across the school are invited to bring to committee meetings risks identified where collaborative consideration and management would help remove, reduce or mitigate risk. Representatives can also update the committee on progress made with the management of specific risks and share lessons identified and learnt. The bursar is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to governors, KLT/SLT and the health and safety committee as appropriate.

Risk management policy – How risk management is delegated in the school

Blue lines = delegation: Red lines = reporting

