



## **RISK MANAGEMENT**

Please read in conjunction with the COVID-19 re-opening risk assessment published on our website

### **Risk Management Policy Statement**

The governing body aims to provide a safe, secure and healthy environment for teaching and support staff, students, contractors 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 make sure 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".

#### **The aims of the policy are to:**

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

#### **Procedure:**

Risk management is the process of planning, organising, controlling, monitoring and reviewing the activities of the School in order to minimise the potential for accidents or incidents, whether that is health and safety, matters relating to pupil welfare, recruitment or safeguarding. In order that our aims can be fulfilled, the following are the responsibilities for key people within the School:

#### **Responsibilities of the Governing Body:**

The governing body has a fundamental role to play in the management of risk within the School. Its 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 and safety, pupil welfare, safeguarding and security matters.
- Approve a contingency budget which could cover health, safety and security matters.
- Support the management team in determining which kinds of risks are acceptable and which are not.

- Annually review, or more if required, 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.
- Review the School's risk register at Governor committee meetings

**Responsibilities of the Head/Headteacher, which might be delegated to the Assistant Head (Learning and enrichment) or Director of Finance & Operations (DFO) as appropriate:**

- Ensure that risk assessments promote the welfare of the students.
- Ensure that relevant risk assessments are completed on a regular basis.
- Ensure that all new staff are aware of this policy and the School's approach to risk management.
- Check the accuracy and suitability of risk assessments where these have been completed by other people.
- Ensure that an annual review of risk assessments takes place.
- Ensure that risk assessments are stored appropriately and are accessible.
- Ensure that incidents, accidents and near misses are recorded and reported and that action is taken to prevent them happening again.
- Ensure that the advice of appropriate specialist School staff is sought to assist with or clarify any aspect of risk assessment.
- Ensure that risk management extends to all All teaching and support staff, including governors, supply teachers, visiting teachers (such as music and drama), contractors, visitors, volunteers, and all external staff who run clubs and activities for the students of the school, parents and students.
- 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 governing body informed about the implementation of this risk management policy.

**Responsibilities of the Senior Management Team:**

- Support the Head/Headteacher 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 report to the Head/Headteacher on any areas of concern.
- Ensure that they report and investigate incidents occurring within their areas of work.
- Establish and maintain safe and secure working procedure, minimising risk as far as is practicable.
- Provide sufficient information, instruction, training and supervision to enable other employees and students 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.
- Ensure that risk assessments are reviewed on an annual basis or when there is a significant change.

- Ensure opportunities to discuss risk are made available at regular meetings, e.g. Staff meetings, Senior Management Team (SMT), Academic meetings, School Committee Meetings

### **Responsibilities of Teachers (including supply) and Support Staff:**

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or incident in accordance with School procedure.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure those recruiting staff follow the Staff Recruitment policy and safer working practice documents.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, accidents and “near misses” in accordance with School procedures, whether injury is sustained or not.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are helping and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of a member SMT.

### **Visiting music and drama teachers, sport coaches, contractors, visitors, and volunteers:**

Regular visitors and other users of the premises are required to observe the health and safety guidance for the School including risk assessments for the activities they engage in. All visitors must also be familiar with the school’s safeguarding policy. All visiting teachers are given the risk management policy to read.

Groups and individuals running clubs at the School are required to produce their own risk assessments for the activities that take place. These are kept on record and reviewed annually.

Parents and other adults helping out in School are made aware of the health and safety arrangements and the safeguarding policy when they first volunteer.

People who regularly hire the premises will be made aware of the need for risk assessments.

### **When to Complete a Risk Assessment:**

Whenever a new activity is considered which is not already covered by a risk assessment, or which involves students leaving the School building or being engaged in activities outside of the normal scope of the School day, a risk assessment should be completed. Examples include the following.

- extra-curricular clubs
- walks around the locality
- 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, are already covered by the generic documents held by the school. Staff should ensure that they are familiar with these and apply the advice contained in them in order to minimise risk and these risk assessments should be reviewed annually within departments. In science, art and technology the school uses the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) for practical experiments, risk assessments, advice on Health & Safety and also makes use of its helpline as appropriate.

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. This would normally be drawn up by the Director of Finance and Operations (DFO), in consultation with the member of staff.

### **How to Complete a Risk Assessment:**

The risk assessment will depend on the activity being undertaken.

The person completing the risk assessment should:

1. Identify the hazard.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on controls.
4. Re-evaluate the risk to ensure controls are sufficient
5. 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 on OneDrive in the Health and Safety Folder, under Risk Assessment.

For school trips in the Senior school, the risk assessment can be accessed through Operoo. These are checked prior to each trip by the Assistant Head (Learning and enrichment). For school trips in the Junior School, the risk assessment can be accessed on the staff drive in the Junior folder under School Trips & events & activities.

### **Storing Risk Assessments:**

The risk assessment for trips covers the general aspects of running a school trip. Any activities that require a specific risk assessment should be discussed directly with the Assistant Head (Learning and enrichment) or Junior Headteacher.

Each department keeps copies of relevant risk assessments. Any new member of staff working in a department should have “live” assessments drawn to their attention.

All completed risk assessments should be discussed, checked and agreed by the Assistant Head (Learning and enrichment), Junior School Headteacher or DFO, as appropriate.

### **Monitoring:**

- Risk assessment forms completed by staff are sampled annually for quality assurance purposes.
- The results of an audit of risk assessments are discussed at the Facilities & Resources committee meeting.
- This policy will be reviewed annually or more frequently if circumstances change. The policy will be subject to full consultation with the governing body, SMT and members of staff.

This policy is on the on OneDrive with the other regulatory policies and is stored in each year group folder.

Linked Policies

- Health and safety
- Safeguarding
- School Visits

**Alice England/Lisa Brown/Elizabeth Fry/Bisola Ezobi**  
**December 2021**  
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## **Appendix 1**

The risk assessment template for trips can be found on Operoo.

## Appendix 2

This risk assessment is used for general activities (e.g. PE activities) that take place regularly, or events that happen on school site (e.g. those run by The Friends).

### **REDMAIDS' HIGH SCHOOL GENERAL RISK ASSESSMENT FORM**

<b>RISK ASSESSMENT FORM AND GUIDANCE NOTES</b>		
<b>RISK ASSESSMENT TITLE (LOCATION/ACTIVITY):</b>		
<b>ASSESSED BY:</b>	<b>DATE ASSESSED:</b>	<b>*NEXT REVIEW DATE:</b>
<b>DEPARTMENT/TEAM:</b>	<b>DATE PREVIOUS REVIEWS CARRIED OUT:</b>	
<b>PERSON RESPONSIBLE FOR THIS ASSESSMENT:</b>		<b>**RA REF NO.:</b>

Complete the table below for each of the hazards identified within the activity or service being assessed. You may find it useful to observe the activity, carry out a walk-around and consult with those that complete the activity. Guidance notes can be found underneath the table.

**Please familiarize yourself with the risk assessment policy before carrying out the risk assessment.**

<b>Hazard (what might cause harm?) See note 1</b>	<b>Who might be harmed and how? See note 2</b>	<b>Current controls in place. See note 3</b>	<b>Further controls required. See note 4</b>	<b>Level (Low, Med or High)</b>	<b>Action by? See note 5</b>	<b>Target Date</b>	<b>Completion date (date &amp; initials) See note 6</b>
<i>Example: Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects.</i>	<i>General good housekeeping. No trailing leads or cables Offices cleaned every evening</i>	<i>Staff keep work areas clear, eg no boxes left in walkways. Loose carpet tile to be repaired</i>	<i>Low</i>	<i>All staff  Team Leader</i>	<i>31/12/2000</i>	<i>01/01/2001  01/01/2001</i>


Add more rows as necessary.

\*The risk assessment should be reviewed annually or when there is reason to believe that it is no longer valid.

For further advice please contact the School Health and Safety Office.

**Resultant Risk Key:**

<b>Level</b>	<b>Description</b>
<b>L</b>	<b>LOW: Acceptable Risk.</b> The risk is negligible, is at an acceptably low level, or is already being managed effectively.
<b>M</b>	<b>MEDIUM: Conditionally Acceptable Risk.</b> The risk of injury cannot be neglected. Control measures will be required to manage these risks. Clear instruction/guidance/Supervision may be needed.
<b>H</b>	<b>HIGH: Unacceptable Risk.</b> The risk of injury is obvious and is so great that the foreseeable consequences of the hazard or condition cannot be accepted. Review the activity to reduce the risk to an acceptable level.

## Guidance notes

### 1 – Hazards

A hazard is something that has the potential to cause harm. There are various types of hazard to consider:

- Physical i.e. uneven surfaces, heights, noise, heat, cold, electricity
- Biological i.e. bacterial, animals, bodily fluids, dust
- Mechanical i.e. vehicles, moving machinery, trailing cables
- Chemical i.e. cleaning products, hazardous substances
- Ergonomic i.e. workstation set up, DSE, manual handling
- Psychosocial i.e. stressors, violence and aggression

Look only for hazards which you could **reasonably** expect to result in significant harm under the conditions in your workplace. The above is not an exhaustive list.

### 2 – Who might be harmed and how

There is no need to list individuals by name –think about groups of people doing similar work or who else may be affected. Some examples are:

- students
- staff groups i.e. office, reception, maintenance, domestic, volunteers, visiting music and drama teachers and sport's coaches
- visitors
- contractors
- members of the public
- lone workers

### **Pay particular attention to:**

- people with disabilities
- new or expectant mothers
- young or inexperienced staff

A separate risk assessment will be required for anyone in the three categories above.

### **3 – Existing controls**

Have you already taken precautions against the risks from the hazards you listed? Do those precautions follow the suggested principles:

- Eliminate - can the task be done another way.
- Substitute – use a different product or process.
- Reduce – limit the amount of time people are exposed to the risk.
- Isolate – cordon off or move the hazards.
- Control – control the risk at source i.e. using manual handling aids, guarding machinery, ventilation.
- Safe system of work – steps to take to ensure safety.
- Good housekeeping – clean and tidy workplace including access routes.
- Information, instruction, training and supervision – of all those affected by the hazard.
- Personal protective equipment – use as a last resort when the above have not controlled the risk.

Do the precautions reduce the risk **as far as reasonably practicable**? If so, then the risks should be adequately controlled, but you still need to indicate the precautions you have in place.

### **4 – Additional controls**

What more could you **reasonably** do about those risks which you found were not adequately controlled? Remember that the amount of time, effort and money should be proportionate to the risk.

You will need to give priority to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles in section 3 when taking further action.

**5 – Who will complete the action**

Give a specific individual name or job title, ensure they are aware of the action.

**6 – When will the action be completed.**

Give a specific timeframe or date, try to avoid *“as soon as possible”* or *“immediately”* use *“one week”* or *“by 01/01/202*