



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 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 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, leading and controlling 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.

Responsibilities of the Head/Headteacher, which might be delegated to the Assistant Head (Co-curricular) 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 in frequent use takes place.
- 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 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 School staff, visiting teachers, visitors, 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 opportunities to discuss risk are made available at regular meetings, eg. Staff meetings, Senior Management Team (SLT), Academic meetings, School Committee Meetings

Responsibilities of Teachers and Support Staff:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction 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 working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of a member SMT.

Visitors, Visiting Staff 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.

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, 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 precautions.
4. 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, the risk assessment can be accessed as Form 4 Risk Assessment in the Trips section of the Staff area. This form can also be found in the Trips Information folder on the Y drive.

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 (Co-curricular) 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 (Co-curricular), Junior 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
- Trips

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Appendix 1

The risk assessment template for trips can be found on the Hub in the Trips section of the Staff area. The document can also be found on the Y drive in the Trip Information folder (Form 4 Risk Assessment).

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**

Location/Activity: _____

Name: _____

Signature: _____

Date: _____

The hazards and control measures necessary to reduce the risk to an acceptable level in connection with this location/activity are:

Hazard	People Exposed	Control measure(s) in place	Additional control measure (s) required	Level	Action by	Target Date	Completed by (Init's./Date)

Hazard	People Exposed	Control measure(s) in place	Additional control measure (s) required	Level	Action by	Target Date	Completed by (Init's./Date)

Resultant Risk Key:

Level	Description
L	LOW: Acceptable Risk. The risk of injury is negligible, is at an acceptably low level, or is already being managed effectively.
M	MEDIUM: Conditionally Acceptable Risk. The risk of injury cannot be neglected. Control measures will be required to manage these risks. Clear instruction/guidance/Supervision may be needed.
H	HIGH: Unacceptable Risk. 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.