

RISK MANAGEMENT POLICY



1. Purpose

To seek to identify (so far as is practicable) all risks facing the School at all levels and in all activities
To identify how such risks might be mitigated by means of a risk assessment
Record the outcome of the risk assessments and make them available to all who need to be aware.

2. Procedure

- Identify potential risks and hazards
- Identify the parties involved
- Evaluate the likelihood of the risk/hazard causing harm
- Evaluate the severity of the outcome of an event arising from the risk/hazard
- List control measures already in place to mitigate the risk
- Consider if any further controls required
- On basis of the risk assessment, confirm whether the activity can take place
- Complete the risk assessment process (and RISK ASSESSMENT PRO-FORMA if appropriate) before commencing the activity
- All written risk assessments must be approved by a designated member of staff (see below)
- A copy of the risk assessment must be sent to the Health and Safety Lead who will check it, sign it off and forward it to the Head of Education to countersign.

3. Levels of responsibility

Strategic level

- The ultimate responsibility for health and safety in the School rests with the School Advisory Board
- School Advisory Board (as Trustees) are responsible for the Risk Register: the legal requirement is for an annual review at least.
- The Health and Safety Lead reports to SAB on any perceived changes to the Risk Register
- A copy of the SAB's Risk Register is available on request
- The risk assessment procedures are embedded in the HEALTH AND SAFETY POLICY approved by SAB.

Management level

- Health and safety committee sets policy and procedures
- Health and Safety Lead: checks compliance with (new) legislation and regulations
- Legally responsible person: Head of Education
- Day to day responsible person (health and safety): Head of Education
- Day to day responsible persons (safeguarding/wellbeing): Head of Education. Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and SENDCo
- Implementing/monitoring risk management on a day-to-day basis: Senior Leader Team
- At all levels, if no adequate expertise available in school, obtain external specialist help
- External advice/inspections as part of routine maintenance

Identifying and arranging training (SLT), including:

- Safeguarding
- First aid
- Fire safety
- Other specific areas.
- Review risk management, taking account of:

RISK MANAGEMENT POLICY



- Changes to legislation/regulations
- Following an incident
- Maintaining best practice

4. Specific areas

- a. Safeguarding
 - Safeguarding and Safe recruitment policies based on KCSE requirements
 - Designated Safeguarding Lead
 - Secretary and Chair of SAB acts as Link responsible for safeguarding
 - Termly reports to Management Committee on safeguarding and all compliances
 - Where a potential safeguarding concern is identified, the situation is risk assessed.
- b. Fire safety
 - Overall Fire policy: Health and Safety Lead
 - Mandatory school wide fire risk assessments: Maintenance Manager
 - Individual risk assessments for activities involving fire or risk of fire: person in charge of activity
 - Fire procedures and practices: Maintenance Manager and Health and Safety Lead
- c. Staff and student risk management
 - The School's **HEALTH AND SAFETY POLICY** is issued to all staff (and signed for)
 - Policies and procedures are found in the Staff Handbook
 - Understanding and dealing with risk is embedded in various areas of teaching (including Personal Development, Science, Art and DT)
 - RISK ASSESSMENT POLICY: STUDENT WELFARE refers to safety of students during activities

5. Teaching and learning

- Generic risk assessments for general teaching: Teacher in charge
- Specific risk assessments for other activity (e.g., field trip/visit): Health and Safety Lead and Teacher in charge
- Information and communications equipment
- Overall responsibility: Health and Safety Lead
- E-safety: Health and Safety Lead

Sports and Physical Education (PE)

- Overall responsibility: Health and Safety Lead
- Risk assessment for each individual sport/activity: Teacher in charge of each sport
- External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

Educational visits/expeditions

- Rules/guidelines/templates/approval procedures set down in Educational Visit Policy/guidance: SLT
- Risk assessments for individual educational visits: suitably qualified and experienced trip leaders
- Third party providers – their risk assessments to be approved as part of the procedure
- All risk assessments must be signed off by an authorised/competent member of staff
- Minibus risk assessment and procedures: Health and Safety Lead

RISK MANAGEMENT POLICY



Support activities (in the event of)

- Catering (food and environmental health and safety): Health and Safety Lead
- Maintenance (special activities): Health and Safety Lead/Maintenance Manager
- Portable appliance testing: Health and Safety Lead
- Mains electricity/gas/water services: Maintenance Manager
- Water testing and quality: Maintenance Manager
- Grounds (machinery, COSHH, special activities, etc.): Health and Safety Lead/Maintenance Manager
- Domestic (procedures, COSHH, etc.): Health and Safety Lead

Contractors/external agencies

- Careful selection procedure prior to order/appointment
- Safeguarding procedures for operatives on site
- Contractor to provide right to work, and risk assessments to be conducted prior to beginning contracting work