

Risk Management Policy

This Policy applies to the whole school and is published to parents, staff and pupils.

Author: Finance Director (VB)

Approval: Board of Governors

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Reference Document: ISBA Risk Assessment Policy Guidance March 2023

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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 Independent School Standards Regulations 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 and train those in the school responsible for conducting risk assessment and monitoring its implementation.

Procedure

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 steps:

- a) Identify the parties involved
- b) Evaluate the likelihood of the risk/hazard causing harm
- c) Evaluate the severity of the outcome of an event arising from the risk/hazard
- d) List control measures to mitigate the risk
- e) Consider if any further controls required
- f) On the basis of the RA, confirm whether the activity can take place
- g) Complete the RA process (and RA pro-forma if appropriate) before commencing the activity
- h) Review risk assessment with staff concerned to ensure the controls are effective
- i) Have all written RAs approved by designated members of staff

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) As per schedule if for no other reason

Key risk areas identified include but are not limited to:

- a) pupil supervision (including safeguarding and welfare requirements). This will include appointing of the School Designated Safeguarding Lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- b) school trips
- c) management of visitors on school premises
- d) fire and emergencies
- e) traffic and pedestrian interaction on site
- f) management of hazardous substances
- g) use of hazardous equipment
- h) legionella
- i) asbestos
- j) 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
- k) risk areas which are not directly related to health and safety, including but not limited to:
 - i. financial
 - ii. recruitment procedures including governing body oversight
 - iii. reputational
 - iv. terrorism, including the prevention of fundamentalism and extremism
 - v. pupil self-harming
 - vi. security, specifically in boarding or EYFS areas, as appropriate

Levels of responsibility

- a) The ultimate responsibility for Health and Safety in the school rests with the Governors.

- b) Governors' (as Trustees) are responsible for the Risk Register: the legal requirement is for an annual review at least.
- c) The school's RA procedures are embedded in the LTS Health and Safety Policy approved by Governors.
- d) Legally responsible person: Headmaster
- e) Senior Leadership Team: for setting policy/procedures and for ensuring they are regularly reviewed
- f) Implementing /monitoring risk management on a day to day basis: SLT
- g) Day to day responsible person: Finance Director
- h) Any consultant retained to advise the school on these matters

Responsibility for day to day risk management in specific areas:

- a) **Safeguarding/ wellbeing:** Designated Safeguarding Lead/Head of Pastoral Care
- b) **Fire Safety:** Finance Director /Site Manager/ Health and Safety Coordinator
- c) **Teaching and Learning:**
 - Science Head of Science
 - Design Technology Head of CDT
 - Art Art Teachers
 - Other faculties Head of Faculty
 - Junior Department Head of Junior School
 - EYFS Teacher responsible for EYFS
 - Sports and PE Head of Sport

The School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design and Technology.

- d) **Educational visits** Educational Visits Co-ordinator and Trip Leader (& third-party providers where appropriate)
- e) **Use of IT/Media (e-safety)**
 - e-safety DSL (Prime responsibility)/Deputy Head /IT Dept
 - Display Screen Equipment IT Department / Health & Safety Coordinator
- f) **Support activities**
 - **Minibuses** Finance Manager/ Finance Director
 - **Catering (Food and Environmental Health & Safety)** Catering Manager / Health & Safety Coordinator
 - **Maintenance – Inc. plant, machinery tools, tools, etc.** Site Manager / Health & Safety Coordinator
 - **Grounds equipment, etc.** Site Manager / Health & Safety Coordinator
 - **Electricity and gas** Site Manager / Health & Safety Coordinator
 - **Asbestos** Site Manager / Health & Safety Coordinator
 - **Radon** Site Manager / Health & Safety Coordinator
 - **Water testing (legionella, etc.)** Site Manager / Health & Safety Coordinator
 - **Cleaning equipment and materials** Site Manager / Health & Safety Coordinator
- g) **External users of school facilities** Hirer (Groups will be asked by the Health & Safety Coordinator to provide a copy of their child protection procedures (if children are in the group), risk assessments and public liability insurance)
- i) **Contractors/external agencies** Finance Director /Site Manager/ Health & Safety Coordinator

Related documents

- a) Health and Safety Policy
- b) Educational Visits (non EYFS) Policy
- c) EYFS Handbook
- d) LTS Risk Assessment pro forma