

# Risk Management in Schools Policy



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<b>Agreed By:</b>	The Seva Governing Body
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## **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. 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 ensure 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**

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.

## **Procedure**

Risk management is the process of planning, organising, leading and controlling activities in order to minimise the potential for accidents.

In order that our aims can be fulfilled, the following are the responsibilities for key people.

## **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, safety and security matters.
- Delegate to the Head a contingency budget to cover health, safety and security matters as appropriate to the school's scheme of internal delegation.
- Ensure that all new staff are aware of this policy and the school's approach to risk management.

- Support the Head in determining which kinds of risks are acceptable and which are not.
- Annually review 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**

The Head will do the following.

- Ensure that relevant risk assessments are completed on a regular basis.
- 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, visitors, parents and pupils.
- 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 Leadership Team**

The leadership team will do the following.

- Support the Head 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 on any areas of concern.

- Ensure that they report and investigate incidents occurring within their areas of work, in accordance with the local authority (LA) procedure.
- 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 pupils 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.

### **Responsibilities of Class Teachers and Support Staff**

Class teachers and support staff will do the following.

- 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 that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, assaults 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 of the senior leadership team.

### **Visitors, Visiting Staff and Volunteers**

Regular visitors and other users of the premises will be required to observe the health and safety guidance for the school including risk assessments for the activities they engage in.

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

Parents and other adults helping out in school will be made aware of the health and safety arrangements applicable to them when they first volunteer.

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

## **Pupils and Parents**

Parents and guardians are requested to encourage their children to:

- follow the school's code of conduct
- observe all the health and safety arrangements for the school as requested
- refer any concerns they may have to school staff.

Parents in school are subject to the same risk assessments as members of staff and children. Additional consideration will need to be given to any specific physical needs of additional adults.

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

Whenever a new activity is considered which is not already covered by the medium-term plan, or which involves pupils leaving the 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 policies held by the school. Members of staff should ensure that they are familiar with these and apply the advice contained in them in order to minimise risk.

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. Specialist advice should be sought in these situations.

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

The person completing the risk assessment should follow these steps.

- Identify the hazard.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record the findings and implement them.

A hazard is anything that may cause harm and the risk is the chance, high, medium or low (H/M/L), that someone could be harmed by this or other hazard(s).

Templates for risk assessments can be obtained from the office. The headings they include are:

- activity/process/operation
- what are the hazards to health and safety?
- what risks do they pose and to whom?
- risk level (H/M/L)
- what precautions have been taken to reduce the risk?
- risk level achieved (H/M/L)
- what further action is needed to reduce the risk?

### **Storing Risk Assessments**

Model risk assessments are kept in the administration office “risk assessment” filing cabinet. Copies of risk assessments in current use are also kept in the office and on computer. Each year group keeps copies of relevant risk assessments. Any new member of staff working in a year group should have “live” assessments drawn to their attention.

All completed risk assessments should be discussed, checked and agreed by the Head.

### **Monitoring**

- Risk assessment forms completed by staff are sampled annually for quality assurance purposes.
- The results of an audit of risk assessments are discussed with the General Purposes Committee.
- Every three years the LA will conduct its own audit/inspection and subsequently produce a report.
- This policy will be reviewed annually or more frequently if circumstances change. The policy will be subject to full consultation with the governing body, senior leadership team and members of staff.