



## **RISK MANAGEMENT AND RISK ASSESSMENT**

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (fire Safety) Order 2005
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies (DfE)
- Managing Health and Safety (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)

We are aware that the Management of Health and Safety at Work Regulations 1999 requires employers to manage health and safety and to make 'safe management' a fundamental part of their business.

Under the Regulations we are required to introduce health and safety arrangements, health surveillance and procedures, provide information to our employees, appoint competent persons to enforce and promote health and safety, train the workforce and to make assessments of the risks to the health and safety of school personnel, pupils and visitors.

We believe it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy school environment.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We acknowledge that Risk Assessment is an exercise that we have to undertake to determine whether or not we comply with Health and Safety Law. Regulation 3 of the Management of Health and Safety at Work Regulations clearly states that 'Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work and the risks to the health and safety of persons not in his employment...'

We realise that by introducing systematic Risk Assessments we can not only determine where we do not comply with Legislation, but in the event of a serious accident or perhaps prosecution by the Health and Safety Executive (HSE) the Risk Assessment can be used as evidence for defence. We are aware that the HSE will prosecute for not carrying out Risk Assessments.

We acknowledge that although risk cannot be eliminated we strive to provide a safe, secure and healthy working and learning environment for pupils, school personnel and visitors as we believe everyone connected with the school has the right to be protected as far as is reasonably practicable.

Therefore, we see the process of risk management as a means of controlling all the activities of the school such as systems, jobs, tasks, people, equipment, etc. in order to reduce the possibility of accidents.

We agree with the Health and Safety Executive that 'risk management is about taking practical steps to protect people from real harm and suffering' ..... and by 'taking a sensible approach to risk management.'

We must ensure pupils, school personnel and visitors are properly protected and 'that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action.'

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **AIM**

- To have in place a thorough process of risk management in order to maintain a safe and secure working and learning environment.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **RESPONSIBILITY FOR THE POLICY AND PROCEDURE**

### **ROLE OF THE PRINCIPAL**

The Principal has:

- appointed a member of staff to be a responsible Health and Safety
- delegated powers and responsibilities to the Bursar to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to ensure that the school has in place a thorough process of risk management in order to maintain a safe and secure working and learning environment;
- delegated powers and responsibilities to the Bursar to ensure risk assessments are in place;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy.
- risk assessments are undertaken by members of the senior management team and other competent members of the school personnel;
- risk assessments are in place and cover all the main aspects of the school:
- risk assessments are accurate and suitable;
- risk assessments are reviewed annually;
- risk assessments are easily available for all school personnel;
- once a new hazard has been identified then a thorough risk assessment is undertaken and all school personnel are notified;
- advice is sought from appropriate outside agencies in order to complete certain risk assessments;
- training is provided for the appropriate school personnel so that they are aware of the process of completing a risk assessment;

- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and the Principal.

## **ROLE OF THE SENIOR MANAGEMENT TEAM**

The Senior Management Team will:

- undertake training in the process of completing a risk assessment;
- ensure risk assessments are accurate, suitable and reviewed annually;
- provide support for the Principal in ensuring relevant risk assessments are in place;
- report any areas of concern in order to minimise risk;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor the effectiveness of this policy.

## **ROLE OF SCHOOL PERSONNEL**

School personnel must:

- comply with this policy;
- be aware of and comply with all current risk assessments;
- co-operate with those devising and updating risk assessments;
- report any new risks to the Senior Management Team;
- make volunteer helpers aware of the relevant risk assessments when they work in school;
- make children aware of the risks of certain activities
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## **ROLE OF PUPILS**

Pupils must:

- be aware of the risks of certain activities;
- be encouraged to bring to the attention of school personnel new hazards
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

## **ROLE OF VISITORS**

All visitors must:

- observe the health and safety procedures of the school and the risk assessments for tasks they take part in;
- bring to the attention of the school any identified hazards.

## **THE STAGES OF RISK ASSESSMENT**

The stages of risk assessment are:

- Look at all the activities of the school such as systems, jobs, tasks, people, equipment etc.
- Identify the hazards that are or may be involved.
- Identify those persons who may be at risk.
- Identify the level of risk.
- Decide whether existing measures adequately control the hazard.
- Consider appropriate and suitable measures that may eliminate or reduce risk.
- Implement the risk control measures.
- Communicate the risk control measures to all school personnel.
- Monitor the control measures for effectiveness.
- Review and introduce new procedures.

## **FREQUENCY OF RISK ASSESSMENTS**

Risk Assessments must take place annually although checks to equipment should take place more frequently.

## **REPORTING PROCEDURES**

All risk assessments are reported to:

- the Bursar and Principal
- school personnel

## **PUBLICATION OF RISK ASSESSMENTS**

Risk Assessments will be displayed in the following ways:

- Staff handbook
- Staffroom folder
- Notice boards
- Appropriate areas of the school building

## **TRAINING FOR SCHOOL PERSONNEL**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - *All aspects of this policy*
  - *Health and Safety*
  - *Health and Safety - Responsibilities*
  - *Premises Manager*
  - *The Process of Risk Assessment*
  - *Workplace Environment*
  - *Risk Management*
  - *Health and Safety Inspections*
  - *Equal opportunities*
  - *Inclusion*
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## **EQUALITY IMPACT ASSESSMENT**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

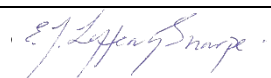
### **MONITORING THE EFFECTIVENESS OF THIS POLICY**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, and Principal.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Principal for further discussion and endorsement.

### **LINKED POLICIES**

- Health and Safety
- Health and Safety - Responsibilities
- Premises Manager
- Risk Assessment
- School Security
- Workplace Environment

<b>Principal:</b>		<b>Date:</b>	March 2020

**REVIEW DATE: September 2021**