Risk Management Policy

The purpose of the policy is to set out how our school will manage risks and form part of the School's wider approach to Health and Safety. The Risk Management Policy aims to ensure that the School complies with risk management best practice and sets out the responsibilities for risk management in the School.

The School undertakes its responsibility very seriously and this is shared by the Governing Body, Headteacher, Senior Leadership Team and all staff.

Role of the Governing Body
The aim of the Governing Body through the Headteacher:

- Is to provide a safe, secure and healthy working and learning environment for staff, pupils and visitors.

The Governing Body:

- Accepts that it has a responsibility to take practical steps to secure the health of pupils, staff and others using the school premises, or participating in school-sponsored activities.
- Believes that the prevention of incidents, accidents, injury, loss, or other harm is essential to the efficient operation of the school as well as the well-being of the staff, and is part of the good education of its pupils.
- Through the Headteacher, will take reasonable steps to identify hazards and reduce the risks that arise from them.
- Promote the appreciation by all staff, pupils and visitors that their own safety and that of others depends on their individual conduct and vigilance while on the school premises, or while taking part in school-sponsored activities.

The Senior Leadership Team
The SLT Health and Safety lead has overall responsibility for managing risk. He / she is responsible for:

- Monitoring the performance of risk management processes
- Ensuring that appropriate controls are in place to manage identified risks.

Identification of Risks
The process for identifying is set out below:

- Think of possible hazards. A hazard is anything that has the potential to cause harm e.g. a physical condition which can make the school unsafe, such as slippery floor, rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safety systems or wear protective equipment can also be termed hazards.
- As well as ensuring that the school is safe, risk management also relates to ensuring that the activities that children undertake are reasonably safe, for example school trips.
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- Discuss with school staff/parents/carers/and child as appropriate.
- Formulate into a written plan.
- Put measures into practice.
- Review and revise as necessary.

Hazard Identification:

- Identify all the hazards relevant to the activity.
- Specific hazards related to an activity, for example, a school trip should be assessed on a separate risk assessment form and cross referenced with this document. Possible hazards may include, manual handling operations, display screen equipment, lifting and handling by pupils, hazardous substances and some locations beyond the school.
- Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

Risk Evaluation:

- Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but shall be used to give an indication of the priority with which the risks need to be addressed.
- Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient.
- Where the risk to individuals is thought to be medium or high, additional control measures shall be considered.

Risk Control:

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard.
- Procedural controls – can the procedure be altered to avoid or reduce the risk?
- Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure you and your staff are aware of each child's needs.
- Setting management – such as the monitoring of exits and entrances.
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire.
- Health surveillance – are staff or pupils physically able or sufficiently fit to engage in the planned activity.

Recording the Findings:

- Record the significant hazards and conclusions using the appropriate risk assessment form.

Risk Assessment Review:
The assessment shall be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment shall be reviewed if there are any significant changes to the activity.