Risk Management and Risk Assessment Policy

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Purpose

1. This policy outlines the arrangements for managing health, safety and environmental risks within Embley, to ensure the safety of all members of our school community, including boarders and those in our EYFS setting.

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 ISSR 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 those in the school responsible for conducting risk assessment and monitoring its implementation.

Key Responsibilities

2. The Headmaster, Governors and United Learning are responsible for the overarching risk management policy of the School. However, their responsibilities are delegated as follows:

- Bursar – Embley Strategic Risk Register. Whole school risk assessments, including the Fire Risk Assessment, Legionella Risk Assessment, Asbestos Risk Register and DSE assessments.
- Assistant Head Co-curricular – Educational Visit risk assessments.
- Heads of Department – Risk assessments for academic departments.

3. The Headmaster chairs the termly Health and Safety Committee, which the nominated H&S Governor also attends.

Risk Management Strategy

4. In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations, Embley is committed to carrying out and committing to writing appropriate risk assessments of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular, the risk of fire.

5. The School considers the key risk areas to be:

- Pupil Supervision
- Management of Visitors
- Fire Management
- Boarding facilities
- Work at height
- Slips and trips
- On-site vehicle movements
- Asbestos management
- Construction and maintenance
- Manual handling
- Legionella
- Stress
- Educational visits
- School Events
- Management of Hazardous Substances

6. All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

7. This policy is available to relevant parties on the Embley website and in the Staff Handbook. It should be read in conjunction with the following documents:

- Health & Safety Management Policy
- Fire Safety Policy
- Premises and Accommodation Policy
- Educational Visits Policy

Risk Assessment Procedures

8. Heads of departments, line managers, supervisors and in certain cases contractors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to all staff on induction and refreshed on an annual basis. Further training is available on Educare where relevant.

9. Templates for risk assessments and classroom assessments are provided via the staff handbook.

10. 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

11. The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

12. Risk Assessments are routinely carried out for the following:

- Fire*
- Facilities
- Curriculum activities
- Asbestos*
- Legionella*
- School events
- Boarding
- Lone working
- Working at height
- Manual handling
- COSHH
- Visits, Trips and work experience

*Separate, specialist, assessment arrangements in place.

13. Where appropriate, risk assessments are carried out for the following:

- One off events in school
- New or expectant mothers
- Employees under the age of 18
- DSE

14. Risk assessments will be recorded in the risk assessment register and regularly monitored by the Bursar or other senior member of staff to identify whether review or change in practice is needed. Updated risk assessments will also be noted at the H&S Committee.

15. At Embley, written risk assessments are held electronically in the Health and Safety file, in hard copy by the relevant Head of Department, by the Health & Safety Coordinators or in a dedicated folder with HR.

16. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

Document Information

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