



## **RISK MANAGEMENT POLICY**

**Review Date: Feb 2025 | Next Review Feb 2028**

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### **1.0 PURPOSE**

The school regards the health, safety and well-being of pupils and staff to be of utmost importance. It is a legal requirement that risks to health and safety should be controlled wherever possible through risk assessments. Assessments should be conducted in this school on a regular basis to include and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

### **2.0 RISK ASSESSMENT**

A risk assessment is simply a careful examination of what, in your work, could cause harm to people; so that you can weigh up whether enough precautions have been taken or further prevention is necessary to avoid harm. Everyone has the right to be protected from harm caused by a failure to take reasonable control measures. Accidents and ill health can ruin lives. We are legally required to assess the risks in our workplace in order to implement a plan to control the risks.

### **3.0 RISK ASSESSOR**

Assessments are carried out by the nominated Health & Safety Representative/s, or delegated to senior managers, Governors or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

### **4.0 ASSESSING THE RISK**

When thinking about risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The following 5 steps should be followed in all risk assessments:



Each assessment is written up on a standard template, for the convenience of all concerned.

### **5.0 REPORTING**

The law requires us to do everything ‘reasonably practicable’ to protect people from harm. The easiest way is to compare what you are doing with good practice.

Following a risk assessment, when writing down the results, keep it simple, for example: ‘Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks’, or ‘Extreme heat from ICT Suite: air conditioning unit installed, used and regularly checked’. Each risk assessment must be suitable and sufficient showing that:

- a proper check was made;
- everyone who might be affected was asked;
- all the significant hazards were dealt with, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low;
- all relevant staff or their representatives were involved in the process.

### **6.0 FREQUENCY**

Assessments are normally annual, but more frequent checks may be required in some risk areas, or where new possibilities of risk could occur (e.g. new equipment/new buildings/new chemicals or school trip)

Annual Survey

Risk assessments are carried out annually and 2-3 assessments are carried out throughout the academic year as follows:

Inside the School Buildings	Outside the School Buildings	Off-site
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### **7.0 REPORTING PROCEDURES FOR NEWLY-IDENTIFIED HAZARDS**

All staff must report major new hazards as soon as they are identified. Always report things that seem dangerous, damaged or faulty. Faults and hazards can be reported to the admin office by staff, students and parents and in turn staff are notified immediately of any major new hazard.

### **8.0 DISPLAY OF RISKS**

Displays of risks for specific places, such as the boiler room, the medical room, or the toilets are displayed where they apply.