

1. Purpose

To seek to identify (so far as is practicable) all risks facing the School at all levels and in all activities
To identify how such risks might be mitigated by means of a risk assessment
Record the outcome of the risk assessments and make them available to all who need to be aware.

2. Procedure

Identify potential risks and hazards
Identify the parties involved
Evaluate the likelihood of the risk/hazard causing harm
Evaluate the severity of the outcome of an event arising from the risk/hazard
List control measures already in place to mitigate the risk
Consider if any further controls required
On basis of the risk assessment, confirm whether the activity can take place
Complete the risk assessment process (and RISK ASSESSMENT PRO-FORMA if appropriate) before commencing the activity
All written risk assessments must be approved by a designated member of staff (see below)
A copy of the risk assessment must be sent to the Acting Senior Lead who will check it, sign it off and forward it to the Centre Manager to countersign.
A copy of the risk assessment template is attached at the end of the policy.

3. Levels of responsibility

Strategic level

The ultimate responsibility for health and safety in the School rests with the School Advisory Board
School Advisory Board (as Trustees) are responsible for the Risk Register: the legal requirement is for an annual review at least.

The Head of the School and Assistant to the Head make termly reports to the Centre Manager and in turn to SAB on any perceived changes to the Risk Register

A copy of the SAB's Risk Register is available from the Centre Managers on request

The risk assessment procedures are embedded in the HEALTH AND SAFETY POLICY approved by SAB.

Management level

Health and safety committee: sets policy and procedures

Assistant to the Head of School: checks compliance with (new) legislation and regulations

Legally responsible person: Head of School

Day to day responsible person (health and safety): Centre Manager

Day to day responsible person (safeguarding/wellbeing): Assistant to the Head of School

Implementing/monitoring risk management on a day to day basis: Senior Leader Team

At all levels, if no adequate expertise available in school, obtain external specialist help

External advice/inspections as part of routine maintenance

Identifying and arranging training (SLT), including:

- Safeguarding
- First aid
- Fire safety
- Other specific areas.
- Review risk management, taking account of:
 - Changes to legislation/regulations
 - Following an incident

- Maintaining best practice

4. Specific areas

a. Safeguarding

Safeguarding and Safe recruitment policies based on KCSE requirements

Designated Safeguarding Lead

Secretary and Chair of SAB acts as Link responsible for safeguarding

Termly reports to Management Committee on safeguarding and all compliances

Where a potential safeguarding concern is identified, the situation is risk assessed.

b. Fire safety

Overall Fire policy: Centre Manager

Mandatory school wide fire risk assessments: Facilities Manager

Individual risk assessments for activities involving fire or risk of fire: person in charge of activity

Fire procedures and practices: Facilities Manager.

c. Staff and student risk management

The School's HEALTH AND SAFETY POLICY is issued to all staff (and signed for)

Policies and procedures are found in the Staff Handbook

Understanding and dealing with risk is embedded in various areas of teaching (including PSHE, Science and Technology, Geography and Sports)

RISK ASSESSMENT POLICY: STUDENT WELFARE refers to safety of students during activities

5. Teaching and learning

Generic risk assessments for general teaching: Teacher in charge

- Specific risk assessments for other activity (e.g. field trip/visit): Assistant to the Head and Teacher in charge

Information and communications equipment

Overall responsibility: Centre Manager

E-safety: Centre Manager

Sports and Physical Education (PE)

Overall responsibility: Centre Manager

Risk assessment for each individual sport/activity: Teacher in charge of each sport

External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

Educational visits/expeditions

Rules/guidelines/templates/approval procedures set down in Educational Visit Policy/guidance:
SLT

Risk assessments for individual educational visits: suitably qualified and experienced trip leaders

Third party providers – their risk assessments to be approved as part of the procedure

All risk assessments must be signed off by an authorised/competent member of staff

Minibus risk assessment and procedures: Centre Manager.

a. Support activities

Catering (food and environmental health and safety): Centre Manager

Maintenance (special activities): Centre Manager/Facilities Manager

RISK MANAGEMENT POLICY



Portable appliance testing: Health and Safety Lead
Mains electricity/gas/water services: Facilities Manager
Water testing and quality: Facilities Manager
Grounds (machinery, COSHH, special activities, etc.): Centre Manager/Facilities Manager
Domestics (procedures, COSHH, etc.): Health and Safety Lead

b. Contractors/external agencies
Careful selection procedure prior to order/appointment
Safeguarding procedures for operatives on site
Contractor to provide method statements and risk assessments