

# RISK MANAGEMENT POLICY

<b>Author:</b>	Amran Suleman
<b>School Role:</b>	Head of School
<b>Date:</b>	01.09.2022

<b>Reviewer:</b>	Niall Kelly / Sarah Morgan
<b>School Role:</b>	Proprietor
<b>Date:</b>	01.09.2022

<b>Next review date:</b>	01.09.2023
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## 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 Head of School 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 Personal Development Lead and the DSL make termly reports to the Head of School and in turn to the SAB on any perceived changes to the Risk Register. **The risk assessment procedures are embedded in the HEALTH AND SAFETY POLICY.**

### Management Level

Senior Leadership Team: sets policy and procedures

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- Personal Development Lead and DSL: checks compliance with (new) legislation and regulations
- Legally responsible person: Head of School
- Day to day responsible person (health and safety): Head of School
- Day to day responsible person (safeguarding/wellbeing): A Senior Lead / 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
- Proprietor representative 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: Head of School
- 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 via the initial induction process and yearly updates, or when changes are made)
- Policies and procedures are found in the School Drive
- 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: A Senior Lead

- Specific risk assessments for other activity (e.g. field trip/visit): A Senior Lead

Information and communications equipment

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Overall responsibility: Head of School  
E-safety: Head of School

Sports and Physical Education (PE)

Overall responsibility: Head of School

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: Head of School.

a. Support activities

- Catering (food and environmental health and safety): School Cook
- Maintenance (special activities): Head of School/Site Manager
- Portable appliance testing: School Administrator
- Mains electricity/gas/water services: Site Manager/equivalent
- Water testing and quality: Site Manager/ equivalent
- Grounds (machinery, COSHH, special activities, etc.): Head of School/Site Manager / equivalent
- Domestic (procedures, COSHH, etc.): Cleaner

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