



Risk Management & Risk Assessment: Overarching Policy

Scope:

This overarching policy provides guidance and lays the framework for risk assessment at Altrincham Preparatory School (APS). It is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes satisfying the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and Early Years Foundations Stage.

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.

Guidance:

The Head Master and Governors are responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. It is noted that at APS specific responsibilities of the Governors and/or the Head Master, Deputy Head and Assistant Heads may be delegated.

Measurement of Risk:

PROTOCOL

The risk assessments should use the school's pro-forma applicable to the specific area of assessment. It is to be carried out by the appropriate person and records held within the [Health & Safety](#) documentation.

Any risk assessment pro-forma is not to be considered exhaustive with other relevant factors being brought to the assessment by any member of staff who is carrying out the assessment. Likewise, where factors included on the pro-forma are irrelevant, these are to be recorded as N/A.

Generically two factors have to be assessed:

- a) how serious a/the consequence(s) caused could be
- b) the likelihood of any consequence being induced

HIGH RISK: could be a very serious outcome with a high probability of it occurring

MEDIUM RISK: could cause a serious outcome, but unlikely to occur
OR
less serious outcome but likely to occur

LOW RISK: a slight outcome but unlikely to occur

GRADING THE RISK:

a. SERIOUSNESS

- Very high potential for a significant serious outcome
- High potential for a serious outcome
- Moderate potential for a serious outcome
- Slight potential for a serious outcome
- No risk of a serious outcome

b. FREQUENCY

- Very likely, almost certain
- Likely to occur, i.e. easily precipitated by a lack of planning, supervision and/or monitoring
- Quite possible, only likely to occur if caused by outside event
- Low or minimal likelihood
- Not likely at all

c. SCALES:

Where practically possible within the various risk assessment domains, risk shall be assessed according to the following protocol:

THE RISK is calculated numerically by **multiplying** the **probability** of the hazard’s occurrence by the **severity/ consequence** of its outcome, as indicated below:

RISK ASSESSMENT: RISK LEVEL SCORE EXPLANATION	
Severity / Consequence Rating	
5 Fatal	Dying or being permanently disabled
4 Major	Serious injury or long term illness
3 Severe	Temporary disability/3days off work
2 Minor	Will need medical attention
1 Trivial	Minor injury e.g. bruise
Probability Rating	
5 Certain	Will almost certainly happen
4 Very Likely	Very likely to happen
3 Likely	Likely to happen
2 Possible	Less likely to happen
1 Improbable	Unlikely to happen at all
Risk Level Score (multiply severity rating by probability rating)	
16 – 25	STOP! Do not start activity until risk is controlled
10 – 15	High risk. High priority. Take immediate action to control risk
6-9	Medium risk. Tighten controls and plan to reduce risk
3-5	Fairly low risk level. Low priority but keep possible action in mind
1-2	Low or trivial risk

Generic template:

NAME OF TEACHER:

POSITION IN SCHOOL:

NAME OR PERSON(S) MAKING THE RISK ASSESSMENT:

Nature of Risk	Teacher Observation	Severity	Probability	Risk	Possible solutions/ Control Measure

ADDITIONAL NOTES – RECOMMENDATIONS

--	--

Risk Level Score	Frequency	
18 - 25		Any risk assessed in the high risk category must be referred to the Head Master
9 – 17		Medium risk assessments should have adjustments in operation to reduce
1 - 8		Low risk assessments require a heightened awareness and monitoring

Summary conclusion on Risk assessment:

Assessment undertaken by

Signature

Date.....

Outcome:

Following the assessment the appropriate safety measures should be taken in discussion between all relevant members of staff and the Senior Management team to avoid, or minimise any identified risks. The safety management plan to control the risks should be in terms of: Supervision, Protection & Training

Records:

To be filed within the H&S records

The following key risk areas are included within this overarching policy:

Area	Policy	Persons responsible
The Governors are collectively responsible for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. They have oversight of all risk assessments carried out at APS, particularly through the H&S Committee chaired by Mr Alan Hurst (Governor with specific responsibility for health and safety at APS as well as for the fabric of the school buildings and the estates.) Day to day oversight is devolved to the Head Master who is supported by the Deputy Head and two Assistant Heads who have responsibility for the H&S of the buildings in which they teach		
Buildings and grounds	General classroom and other internal accommodation risk assessments	Deputy Head & Assistant Heads
Pupil supervision (including safeguarding and welfare requirements)	Safeguarding and other relevant policies	DSLs / Academic and Pastoral Committee
The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site	Recruitment, Selection and Disclosures Policy and Procedure	Head Master
School trips	School trip protocol	Head Master
Management of visitors on school premises	Visitor and Intruder Policy?	The invitee
Fire and emergencies	Fire risk assessment	Head Master Assessment carried out by Vulcan Emergency procedures – Deputy Head & Assistant Heads
Catering	Catering Policy	CMC & Catering Manager
Cleaning	Cleaning Policy	H&S Office
Traffic and pedestrian interaction on site	Traffic Flow Policy	H&S Officer

Management of hazardous substances	Management of hazardous substances Policy	H&S Officer
Use of hazardous equipment e.g. in DT, Art etc	Appropriate risk assessments	Art & D&T specialist teacher
Risk areas which are not directly related to health and safety, including but not limited to:		
• financial	Financial Budget Protocol	Finance Committee
• recruitment procedures including governing body oversight	Recruitment Policy	Head Master
• reputational	Marketing	Head Master
• terrorism, including the prevention of fundamentalism and extremism	Security Policy, Safeguarding Procedures, Prevent Guidance	A&P Committee
• pupil self-harming	Safeguarding Policy	A&P Committee
• security, specifically in EYFS areas, as appropriate	Security Policy Appropriate EYFS Policies	H&S Officer Assistant Head EYFS

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

Review:

- 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

Legal Requirements & Education Standards

References:

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (<http://www.isi.net/>)
B: Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk/risk/fivesteps.htm>)
C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.
D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
G: Early Years Foundation Stage: Statutory Framework
H: Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)
J: Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)
K: National Minimum Standards for Boarding Schools April 2015

Recommended review period: Annual

Review by: Head Master and Governors

Date reviewed: 1st September 2015