



ALTRINCHAM PREPARATORY SCHOOL

Risk Management and Risk Assessment: Overarching Policy

Author:	Mrs Denise Barber – Business Support Manager
Responsible Person:	Mr Alan Hurst – Governor with responsibility for Health and Safety
Date of last review:	October 2020
Summary of changes:	Annual review
Date of next review:	October 2021

1. SCOPE

1.1 This overarching policy provides guidance to all staff with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control.

2. OBJECTIVES

- 2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 2.2 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- 2.3 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.4 That those organising school activities have received suitable information on how to conduct risk assessments.
- 2.5 That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- 2.6 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

3. GUIDANCE

3.1 The Board of Governors and the Head Master 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, the Head Master and the Deputy Heads may be delegated to another competent member of staff.

4. TRAINING

- 4.1 All staff who are responsible for completing risk assessments will receive training on how and why they should be completed.
- 4.2 Refresher training will also be provided on specific areas when identified by the Head Master.

5. PROCEDURE

- 5.1 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
- 5.2 The risk assessment process will consist of the following 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 the School is going to do to stop it
 - How the School is going to check that the plans put in place are working
- 5.3 The Head Master, Deputy Heads and Business Support Manager will be responsible for the maintenance of risk assessment records. They will also review risk assessments with the help of the Health and Safety Committee:
 - 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

6. COMPLETING THE RISK ASSESSMENT

6.1 All risk assessments should be completed using 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 by the Business Support Manager.

6.2 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.

6.3 Generically two factors have to be assessed:

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

6.4 The risk is calculated taking into account the following:

The consequence of the risk's outcome:

- 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

The likelihood of the risk:

- 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

6.5 There are three risk levels dependent upon the scoring within the risk assessment:

- **HIGH/EXTREME 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

6.6 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 **likelihood** of its occurrence , by the **consequence** of the hazard's outcome by the, as indicated below:

RISK ASSESSMENT: RISK LEVEL SCORE EXPLANATION	
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 Very Likely	Will almost certainly happen
4 Likely	Very likely to happen
3 Fairly Likely	Likely to happen
2 Unlikely	Less likely to happen
1 Very Unlikely	Unlikely to happen at all
Risk Level Score (multiply severity rating by probability rating)	
16 – 25	Extreme risk - STOP! Do not start/continue 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	Low risk - low priority but keep possible action in mind
1-2	Low or trivial risk

		LIKELIHOOD				
		1 Very unlikely	2 Unlikely	3 Fairly likely	4 Likely	5 Very likely
CONSEQUENCE	5 Fatal	5	10	15	20	25
	4 Major	4	8	12	16	20
	3 Moderate	3	6	9	12	15
	2 Minor	2	2	6	8	10
	1 Trivial	1	2	3	4	5
Risk rating = likelihood x consequence		1-2 Trivial	3-5 Low	6-9 Medium	10-15 High	16-25 Extreme

7. **OUTCOME**

7.1 Once the risk level score has been determined the appropriate safety measures to avoid, or minimise, any identified risks should be taken by all relevant members of staff and the Senior Management Team. The safety management plan to control the risks should be in terms of: Supervision, Protection & Training

8. **RESPONSIBILITY**

8.1 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 the School, particularly through the Health and Safety 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).

8.2 Day to day oversight is devolved to the Head Master who is supported by the Deputy Heads, who have responsibility for the health and safety of the buildings which they manage, and the Business Support Manager.

8.3 The following key risk areas are included within this overarching policy including with each area the related policy and person(s) responsible.

Area	Policy	Persons responsible
Buildings and grounds	General classroom and other internal accommodation risk assessments Playground risk assessment Security risk assessment	Head Master Deputy Heads Maintenance Staff Business Support Manager
Pupil supervision (including safeguarding and welfare requirements)	Child Protection and Safeguarding policy Missing Child policy Prevent Duty policy Pupil Supervision policy Anti-bullying policy and other relevant policies	Head Master Designated Safeguarding Lead Deputy Heads
Suitability of staff / safer recruitment checks	Safer Recruitment policy	Head Master Business Support Manager
School trips	Educational Visits policy Trips/residential risk assessment	Head Master Deputy Heads
Management of visitors on school	Visitor, Intruder and Security Policy	Head Master

premises		Business Support Manager All staff
Fire and emergencies	Fire Safety policy Fire risk assessment Lockdown policy Disaster and Emergency policy	Head Master Independent Contractor (FRS) Deputy Heads Business Support Manager
Catering	Catering Policy	Catering Manager Independent Contractor (CMC)
Management of hazardous substances	COSHH policy	Chair of H&S committee Maintenance staff
Use of hazardous equipment e.g. 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	Budget / Finance Committee
• Reputational	Disaster and Emergency policy	Head Master Board of Governors
• terrorism, including the prevention of fundamentalism and extremism	The Prevent policy Visitor, Intruder and Security policy Safeguarding Procedures	Head Master Designated Safeguarding Lead Deputy Heads
• pupil self-harming	Safeguarding and Child Protection policy	Designated Safeguarding Lead
• security, specifically in EYFS areas, as appropriate	Visitor, Intruder and Security policy	Head Master Chair of H&S committee Deputy Head

Risk Assessment Form



Name of School: Altrincham Preparatory School

Assessor's Name: John Smith

Assessor's Job Title: Office Manager

Risk Assessment needed for: Everyday work in the school office

Work Area: School Office

Date of Assessment: 1/9/19

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk control measures	Current risk rating			Additional controls	Residual risk rating			Action monitored by whom?	Action monitored by when?
				C	L	R		C	L	R		
Slips and trips	Staff members and pupils	Injuries to the body	<ul style="list-style-type: none"> •General good housekeeping is carried out. •All areas well lit, including stairs. •No trailing leads or cables. •Work areas kept clear, e.g. no boxes left in walkways, deliveries stored immediately. 	3	3	9	<ul style="list-style-type: none"> •Better housekeeping in staff kitchen needed, e.g. spills. •Arrange for loose carpet tile on to be repaired / replaced. 	2	2	4	Office Manager	30/9/19

Assessor Signature:		Assessor Name:		Date:	
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Review Due:		Review Completed:		Name and Position:	
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Notes from review:

Assessor Signature:		Assessor Name:		Date:	
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