

# Risk management policy

This policy applies to the whole school and is published to parents

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Author: Michael Pitkethly



## Objectives

- 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.

## 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 Bursar
- A copy of the risk assessment template is attached at the end of the policy.

## Levels of responsibility

### Strategic level

- The ultimate responsibility for health and safety in the School rests with the Governors
- Governors' (as Trustees) are responsible for the Risk Register: the legal requirement is for an annual review at least
- The Senior Leadership Team (SLT) makes termly reports to the Finance and General Purposes Committee and in turn to Governors on any perceived changes to the Risk Register
- A copy of the Governors' Risk Register is available from the Bursar on request
- The risk assessment procedures are embedded in the **Health and safety policy** approved by Governors.

## Management level

- Health and safety committee: sets policy and procedures
- Compliance committee: checks compliance with (new) legislation and regulations
- Legally responsible person: **Headmaster**
- Day to day responsible person (health and safety): **Bursar**
- Day to day responsible person (safeguarding/wellbeing): **Pastoral Director**
- Implementing/monitoring risk management on a day to day basis: **SLT**
- At all levels, if no adequate expertise available in school, obtain external specialist help (the school retains a H&S consultant)
- External advice/inspections as part of routine maintenance
- Engineering installations are inspected by the insurer
- Identifying and arranging training (SLT), including:
  - Safeguarding (including mandatory KCSiE training)
  - First aid (at various levels)
  - Fire safety
  - Other specific areas.
- Review risk management, taking account of:
  - Changes to legislation/regulations
  - Following an incident
  - Maintaining best practice – SLT/Health and safety committee

## Specific areas

### Safeguarding

- Safeguarding and Safe recruitment policies based on KCSiE requirements
- Designated Safeguarding Lead (Pastoral Director)
- Chairman of Governors acts as Governor responsible for safeguarding
- Termly reports to Governors on safeguarding and all compliances
- Where a potential safeguarding concern is identified, the situation is risk assessed.

### Fire safety

- Overall Fire policy: **Bursar**
- 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: **SLT**.

### 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)
- Information is also provided in Student Planners
- *Risk assessment policy: student welfare* refers to safety of students during activities
- The *Supervision policy* refers to safety of students on site
- *Traffic on site policy*.

## Finance

- The overall finances of the School are reviewed regularly by the Finance and General Purposes Committee and Governors, who also have a separate investments policy
- School finances and systems audited annually by external auditors
- In considering finance for major projects, the Governors undertake a due diligence exercise
- The Governors' Risk register includes a section on financial risks
- Financial management is in accordance with the School's financial procedures, approved by the Governors.

## Teaching and learning

- Non-science departments:
  - Generic risk assessments for general teaching: **Heads of Departments**
  - Specific risk assessments for other activity (e.g. field trip/visit): **Teacher in charge**
- Science and Technology departments:
  - Head of Science and Technology has overall responsibility
  - Risk assessments for subject-specific activities: **Heads of Departments**
  - Risk assessments for each practical lesson: **individual teachers**
  - CLEAPSS, etc: individual teachers and technicians.
- Junior School:
  - Overall responsibility: **Head of the Junior School**
  - Risk assessments for specific activities: **Teacher in charge of activity.**

## Information and communications equipment

- Overall responsibility: **Director of IT Services**
- E-safety: **Pastoral Director**

## Sports and Physical Education (PE)

- Overall responsibility: **Director of Sport**
- Risk assessment for each individual sport/activity: **Teacher in charge of each sport**
- Pool safe operating procedure (PSOP)
- External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

## Performing Arts

- Overall responsibility: **Director of Performing Arts**
- Individual performances and equipment maintenance: **Theatre Technical Manager**
- 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 (in Minibus Handbook): **Bursar.**

### **Support activities**

- Catering (food and environmental health and safety): **Catering Manager**
- Plant Rooms: **Caretakers/Facilities Manager**
- Maintenance (machine tools, etc.): **Maintenance Supervisors/Facilities Manager**
- Maintenance (special activities): **Maintenance Supervisors/Facilities Manager**
- Portable appliance testing: **Head Technician**
- Mains electricity/gas/water services: **Facilities Manager**
- Water testing and quality: **Caretakers/Facilities Manager**
- Grounds (machinery, COSHH, special activities, etc.): **Head Groundsman/Facilities Manager**
- Domestic (procedures, COSHH, etc.): **Domestic Manager/Facilities Manager.**

### **Contractors/external agencies**

- Careful selection procedure prior to order/appointment
- Safeguarding procedures for operatives on site
- Contractor to provide method statements and risk assessments
- RGS provides guidance for safe working in school.



# RISK ASSESSMENT

ESTABLISHMENT: Royal Grammar School, Newcastle

DEPARTMENT:

ACTIVITY	
ACTIVITY DATE	
ASSESSMENT DATE	
COMPLETED BY	
CHECKED BY	
DATE REVIEWED	

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Severity of Hazard</b> <i>High / Medium / Low</i>	<b>3. Likelihood of Occurrence</b> <i>High / Medium / Low</i>	<b>4. Who might be harmed?</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>5. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found (e.g. information, instruction training, systems or procedures).</i>	<b>6. What further action is needed to control the risk?</b> <i>List the risks which are not yet adequately controlled and proposed action prior or during the event to control the risk further.</i>

	Name	Signature	Date
Completed by			
Authorised by			