

Weston All saints Primary School

(and updated to include Abbot Alphege Academy with effect from Sept 2017)

Risk Assessment Policy

This policy is to be followed in conjunction with policies for:-

- **Child Protection**
- **Safeguarding**
- **Pupils with Medical Conditions**
- **SEND**
- **First Aid**

1 Rationale

1.1 All organisations face risks associated with the occurrence, or non-occurrence, of events which are beyond the organisation's control and which could cause loss or damage to property, personnel, reputation and/or the ability to deliver services and achieve strategic objectives. Risk management is the process by which these risks are identified and managed.

1.2 This policy sets out the key principles underpinning the school's approach to risk management; documents roles and responsibilities; outlines key aspects of the risk management process; and identifies reporting procedures. This policy was first drawn up in November 2016. It will be reviewed as part of the school's policy review cycle.

2 Key Principles

2.1 The school considers that effective risk management lies in good organisational practice, supported by effective management and good governance.

2.2 Key risk indicators are identified and evaluated on a regular basis, giving consideration to both the probability of occurrence and the potential impact on the school, and effective controls are put in place to ensure that these are managed to an acceptable level.

2.3 It is acknowledged that some risks will always exist and will never be eliminated.

2.4 Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

2.5 The school makes conservative and prudent recognition and disclosure of both financial and non-financial implications of identified risks.

3 Roles and Responsibilities of Governors

The Governing Body is responsible for making a statement on risk management in the annual accounts of the Academy Trust. In order to make the required statement with reasonable confidence they should ensure that:

a) The identification, assessment and mitigation of risk is linked to the achievement of the school's vision and strategic priorities, as set out in the School Development Plan

- b) The process covers all areas of risk (e.g. governance and management, operational, financial, reputational, and external factors) and is focussed primarily on major risks;
- c) The process results in a risk exposure profile that reflects the Governors' views as to levels of acceptable risk;
- d) The principal results of risk identification are reviewed, evaluated and managed; and
- e) The process of risk management is ongoing and embedded in management and operational procedure.

4 Senior Team

4.1 The Headteacher, with the school team has responsibility for ensuring that the risk management policy is implemented and for co-ordinating risk management activity across the school. The Headteacher will provide assurance to the governing body that:

- a) Risks have been correctly identified and evaluated;
- b) Key risks are being managed appropriately;
- c) Control measures and other responses to risks are operating effectively; and
- d) Management is properly reporting the status of key risks and controls.

4.2 The Headteacher will provide an annual report on risk management to the Governing Body.

5 Procedure Risk Identification

Risk identification is an inclusive process, as it is the staff involved with the school's day to day operations who best understand the risks faced, and their actions and communication will be key to the management of those risks. The risk identification process incorporates strategic and operational risks, and should address all risks related to governance and management, operational, financial, reputational, and external factors.

6 What Areas Require Risk Assessments?

6.1 There are numerous activities carried out at Weston All Saints Primary School (and Abbot Alphege Academy with effect from Sept 2017), each of which requires a separate risk assessment. The most important of these cover:

- a) Fire safety and procedures
- b) Educational visits and trips outside our school grounds
- c) Site usage e.g. the classrooms, the swimming pool, the lake, communal and playground areas
- d) Specific educational activities eg science, DT, PE, sport

6.2 To help us carry out effective risk assessments, and assess all risks adequately, staff make use of model or generic risk assessments, for our educational activities and visits.

6.3 NB Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school. Our First Aid Policy outlines the procedures for managing children's medication.

6.4 We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, and that they must only visit certain areas on site eg the lake, when accompanied by an adult.

6.5 Pupils do not have access to catering, maintenance and cleaning stores of the school. All medicines and flammables are kept securely locked.

7 Writing a Risk Assessment

7.1 When writing/updating a risk assessment the following elements are included:

- a) the parameters of the activity
- b) the potential HAZARDS and whether these are LOW, MEDIUM or HIGH risk
- c) the key safety measures in place for the activity

7.2 NB. the names of any person for whom the risk may be increased due to their physical, social or academic need are recorded together with specific safety measures to be in place for those individuals.

7.3 The risk assessments are sent to the headteacher for review and authorisation as appropriate.

8 Specialist Risk Assessments

The School Business Manager together with the Site Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

9 Reviews

All risk assessments are reviewed and recorded as required or when major structural work is planned or in the event of an accident. Risk assessments can be found on the school network where they can be easily adapted and updated as required.

10 Responsibilities of all Staff

10.1 The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

10.2 All members of staff are given an induction into the school's arrangements for risk assessments and health and safety.

10.3 Specialist training is given to those whose work requires it.

10.4 Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher, the School Business Manager and other members of the SLT in order to enable the Governors to comply with their health and safety duties.

10.5 All members of staff are responsible for reporting any risks or defects to the Headteacher.

