



## Risk Management Policy

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|---|-------------|
| <b>Person responsible</b>               | Bursar      |
| <b>Last update</b>                      | March 2023  |
| <b>Frequency of Review</b>              | Biennial    |
| <b>Date of next review by Governors</b> | Summer 2024 |

## Aims and Objectives

St. Christopher's The Hall School aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the School site.
- Ensure that staff understand the process of risk assessment and how it can be integrated into effective management practices
- Use a risk assessment as an important tool in protecting children, staff and visitors, by analyzing hazards and identifying risk reduction measures

The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter - the ones with the potential to cause harm. In many instances, straightforward measures can be effective in controlling risks

## The Arrangements for Applying the Policy

- Staff will ensure that suitable/sufficient risk assessments are carried out for all tasks, activities and locations that present a significant hazard in their areas of responsibility
- Staff must plan, coordinate and monitor how risk assessments will be managed

Actions must include the following:

- Establishing the activities/tasks/locations/equipment to be assessed
- Identifying competent people to carry out the assessments
- Defining the system to manage completed assessments, any associated actions, communications and review
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who may be affected by the risk
- Involve staff in assessing risks
- Refer risks, where appropriate, to the Head or SLT member

Staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members
- Undertaking their work in accordance with training and instructions

- Cooperating with the school on health and safety matters
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures
- Report any risks or defects regarding health and safety of children, themselves or others
- Carry out 'on the spot' (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise

## Principles of effective risk management and assessment

The School adopts the following key principles to risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment
- Combat risks at source
- Consult with those affected to adapt work to the requirements of the individual
- Take advantage of technological and technical progress
- Implement risk prevention measures within a policy
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise the risk
- Develop a positive approach to health and safety within school

## Stages of Risk Assessment

### 1. Identify the hazard

Staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Walking around the area and assessing what could reasonably be expected to cause harm
- Putting themselves in the place of non-specialist staff and pupils to find the risks
- Ignoring the trivial and concentrate only on significant hazards that could result in serious harm or affect several people

To identify hazards, staff members will have regard to the following:

- Slipping and tripping hazards, e.g. poorly maintained floors and stairs
- Fire, e.g. from flammable materials

- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Moving parts of machinery
- Electricity, e.g. poor wiring, portable appliances
- Manual handling
- General environment, e.g. poor lighting, noise or low/high temperature
- Biological hazards, e.g. gardening or contact with bodily fluids

## **2. Decide who might be harmed and how**

For each hazard the groups of people who might be harmed, and how, must be identified. The groups of people to consider include:

- Pupils
- Staff members
- Parents
- Cleaners, visitors, contractors, maintenance workers, members of the public, who may not be in the workplace consistently

Staff will also have due regard to the following vulnerable groups:

- Staff and pupils with disabilities
- Staff with particular requirements e.g. new and young workers
- New or expectant mothers
- Lone workers

## **3. Evaluate the risks**

For each hazard identified, the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved and the likelihood of the harm occurring.

Once the level of risk has been identified staff must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

| Degree of Risk                                   | Risk Treatment   |
|--|--|
| <p style="text-align: center;"><b>Low</b></p>    | <ul style="list-style-type: none"> <li>● Acceptable level of risk</li> <li>● Risks should be monitored and reassessed at appropriate intervals</li> <li>● No further action or additional controls should be necessary</li> </ul>  |
| <p style="text-align: center;"><b>Medium</b></p> | <ul style="list-style-type: none"> <li>● Unacceptable level of risk</li> <li>● Efforts should be made to reduce risk</li> <li>● Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures</li> <li>● Resources may need to be allocated to reduce the risk</li> <li>● Where the risk involves work in progress, immediate action should be taken</li> </ul>  |
| <p style="text-align: center;"><b>High</b></p>   | <ul style="list-style-type: none"> <li>● Unacceptable level of risk</li> <li>● Immediate action must be taken to manage the risk</li> <li>● Control measures must be put in place which significantly reduce the impact of the event or the likelihood of it occurring</li> <li>● A significant number of control measures are required</li> <li>● Resources will need to be allocated to reduce the risk</li> </ul> |

#### 4. Controlling the Risk

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether
- Substitution by something less hazardous or risk
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between children and the risk area
- Create safe methods of work and safe systems of work designed to reduce the risk
- Provide suitable information, instruction and training
- Ensure appropriate supervision

#### Dynamic Risk Assessment

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in

consultation with others where appropriate. The need for dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once a dynamic risk assessment has been completed, a formal risk assessment record must be made of this as soon as is reasonably practicable after the event.

## **5. Record and Implement Findings**

Staff will ensure that the most significant hazards are recorded, as well as the control measures in place to mitigate those hazards.

The assessment must include:

- Details of who might be affected
- All the obvious, significant hazards are considered, taking into account the number of people who could be involved
- The precautions are reasonable, and the remaining risks are low.

All findings will be reported to the Bursar.

Where the impact or likelihood of major risks cannot be minimised, the headteacher will decide whether the activity will still take place.

## **6. Review**

Risk assessments will be reviewed

- At regular intervals not exceeding one year.
- Following a significant change and/or
- If there is reason to suspect it is no longer valid e.g. after a near miss or accident, ill-health incident, malfunction has occurred

Reviews of risk assessments will be dynamic - changes will be made immediately to the existing risk assessment. A new risk assessment will not be conducted unless there are significant changes.

## Definitions

For the purposes of this policy;

### **Risk Assessment**

A careful examination of what, in the School, could cause harm to people, so that a decision can be made as to whether the necessary precautions are in place or whether more should be done to prevent harm.

### **Hazard**

Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

### **Risk**

Is the chance, low, medium or high, that someone could be harmed by the hazard, together with an indication of how serious the harm could be.

### **Harm**

Is the actual injury or ill-health suffered by those exposed to the hazard.

### **Dynamic Risk Assessment**

A risk assessment which takes place as the need arises ('on the spot') and takes into account unexpected or short, temporary changes that require immediate amendments. In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable.

## **Legal Framework**

The Health & Safety at Work Act

Management of Health & Safety at Work Regulations