



PRIORY SCHOOL
EDGBASTON

**RISK MANAGEMENT
AND
RISK ASSESSMENT POLICY**

1. The governors and staff of Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.
2. The staff, governors and pupils are committed to the safeguarding and welfare of pupils and staff.
3. To meet the needs of our school community all our policies, including this one, can be made available in different formats such as different font sizes or styles, colour or alternative languages.
4. The governing body understands that it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

RISK MANAGEMENT AND RISK ASSESSMENT TO SUPPORT CHILD PROTECTION AND SAFEGUARDING

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 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.
- The Head / Management Team / Facilities Manager / Facilities Co-ordinator will be responsible for the implementation of the risk assessment policy.
- This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.
- All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by The Head / Management Team / Facilities Manager / Facilities Co-ordinator.

Risk assessment process

Appendix 1 to this document sets out a basic risk assessment template; Appendix 2 lists areas where risk assessment may be needed (non-exhaustive);

Risk assessments will take into account:

- (a) hazard - something with the potential to cause harm
- (b) risk - an evaluation of the likelihood of the hazard causing harm
- (c) risk rating - assessment of the severity of the outcome of an event
- (d) control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

The Head/ Management Team / Facilities Manager / Facilities Co-ordinator will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by the Health & Safety Committee or similar.

Review

Risk assessments will be reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. The annually reviewed policy will be checked and signed off by a link Governor.

The Review Process

This process will ask :

- a) Does this activity still pose a risk ?
- b) Have there been any changes that will add new risks ?
- c) Have any risks been removed perhaps due to the removal of equipment from the area ?
- c) How can this risk assessment improve safety ?

Every area of the risk assessment will be examined to ensure that it is up to date with school improvements and practices.

As a checking system, a second person will review the risk assessment for accuracy and objectivity.

Preparation of Risk Assessments

The Facilities Co-ordinator and Facilities Manager are the designated leads for the risk assessment process and should be consulted for any assistance or clarification that may be required.

Timing of Risk Assessment

A risk assessment should be carried out in good time prior to any activity to allow sufficient time to remove or minimise any risks discovered. These risks may be due to changes in work practises, change of building use or appointment of new staff etc.

Risk Assessment Register.

As a new area of risk is perceived and a new risk assessment is created for a particular area, process or activity, this will be added to the Risk Assessment Register. This register will be maintained in good order and available for reference and inspection at all times in the relevant area office.

Monitoring and Review

This policy will be monitored by the Facilities Manager, who will report to the Headmaster on its implementation on a regular basis.

Reviewed and Revised by KB/JW January 2019

Appendix 1: Risk Assessment Template

Priory School Risk Assessment Overview

Date of assessment		Facility/faculty		Member of staff	
Date of review					

HAZARD	PERSONS AT RISK	RISK DESCRIPTION	Likelihood	Impact/Severity	Risk Level	ACTION TO MINIMISE OR REACT	OWNER

Score	1	2	3	4	5
LIKELIHOOD	<i>Unlikely</i>	<i>May occur but very rarely</i>	<i>Occurs from time to time</i>	<i>Likely</i>	<i>Probable</i>
SEVERITY	<i>Inconvenience</i>	<i>Minor injury requiring first aid</i>	<i>Medical attention required</i>	<i>Major injury leading to hospitalisation</i>	<i>Fatal or serious injury leading to disability</i>

0-9 Low Risk

10-16 Medium Risk

17-25 High Risk

Approved Facilities Manager		Signed		Date	
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Appendix 2: Areas requiring risk assessment (non-exhaustive)

Educational

Science Experiments
Design & Technology
Food Technology
Sport & PE Activities
Drama & Dance
General Classroom
School Trips (see also Minibus Policy)

Support

Catering & Cleaning
Caretaking & Security
Maintenance
Grounds Traffic Management
General Office
Finance - handling cash etc

Health & Safety

Pupils Safeguarding & Welfare
Site Visitors
Fire & Emergencies
Asbestos Management
First Aid & Medication
Water quality
Hazardous substances

All Priory School risk assessments are maintained in the school Facilities Office.