

# Risk Management Policy



**Approved by:** Penny Harris (Director) Jane Cox (Director) **Date:** 14<sup>th</sup> October 2022

**Last reviewed on:** 5<sup>th</sup> October 2021

**Next review due by:** 13<sup>th</sup> October 2023

All policies are generated and reviewed with an awareness of equality and diversity in relation to pupils, staff and visitors. All policies are generated and reviewed placing safeguarding and wellbeing at the heart of all that we do.

## 1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

## 2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy

Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers

Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)

Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff

Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed

Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations

[The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

[DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed

[DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

### 3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

### 4. Roles and responsibilities

#### 4.1 The Directors

The Directors of On Track Education Services Limited have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the School Leader.

The Directors have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Directors, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

#### 4.2 The School Leader

The School Leader, or in the School Leader's absence the senior leadership team and Health and Safety Officer, is responsible for ensuring that all risk assessments are completed and reviewed.

#### 4.3 School staff and volunteers

All school staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the school leader to any risks they find which need assessing

#### 4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

## 4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## 5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

**Step 2: decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Risk assessments are also carried out in the following areas:

**Each individual pupil** – each pupil has a Risk Assessment and Behaviour Support Plan in place and this document is reviewed regularly

**Each educational activity** – each lesson planned is specifically risk assessed and the teacher/tutor will take into account the risk assessment surrounding the individual pupil when planning educational activity

**All generic offsite visits** – a risk assessment is in place to risk assess taking pupils off site to participate in low risk offsite visits, such as to a local park or supermarket, and these are signed and understood by all staff

**Specific offsite visits** – each specific offsite visit is risk assessed individually, including venue membership, insurance, and travel arrangements to the activity, and specific hazards and individual student risk is planned for.

**Premises** – the school premises, including outreach teaching venues, are risk assessed

**Step 4: record significant findings** – the findings from steps 1-3 will be written up to produce the risk assessment.

If a high risk is identified in any area then action is taken to reduce the risk immediately or the activity is cancelled until additional control measures can be put in place.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

**Step 6: retaining risk assessments** – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of

## 6. Monitoring arrangements

Croner are commissioned by the school as Health and Safety Consultants. As part of their monitoring processes they undertake an annual inspection of the school to assess risk and ensure compliance.

Risk assessments are written as needed and reviewed by the senior leadership team, Health and Safety Officer and/or the School Leader

A detailed school Health and Safety report is provided for consideration by the Governing Body every half term.

This policy will be reviewed by the Directors every year.

## 7. Links with other policies

This risk assessment policy links to the following policies:

- Behaviour Management

- Driving
- E-Safety
- Educational Visits
- Fire Safety
- First aid
- Health and safety
- Information Recording Reporting and Retention
- Lone Working
- Staff Code of Conduct
- Support Pupils with Medical Conditions

**Review**

In order to ensure that this policy is relevant please email [directors@ontrackededucation.com](mailto:directors@ontrackededucation.com)