

Risk Management Procedure

RELATING TO

All Academies of the Shaw Education Trust
for the financial year 1st September 2016 to 31st August 2017

WAS APPROVED BY THE MANAGEMENT BOARD

ON

SIGNED BY MEMBER OF THE BOARD

NAME [Print].....

POSITION.....

History of most recent policy changes

Date	Page e.g. whole document	Detail of Change	Origin of Change e.g. Reason for change or Change in legislation

Introduction

Risk management is the process of planning, organising, leading and controlling the activities of the trust and its schools in order to minimise the potential for accidents or dangerous activities. This document should be read in conjunction with the Risk Management Policy which outlines broad areas of responsibility.

Corporate Risk Policy

Shaw Education Trust will adopt, wherever possible, recommended best practice in the identification, evaluation and cost effective control of business risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the Board of Trustees. Corporate risk is largely defined as strategic risk which needs to be taken into account in judgements about medium to long term goals and objectives of the Trust.

Managing strategic risks requires the Trust to have an outward looking approach rather than a purely internal focus. Trustees, the CEO and Senior team are therefore more likely to be prominent in the identification of strategic risks and the planning and implementation of risk mitigation strategies. The Trust recognises and accepts its responsibilities for the welfare of all staff, students within the Trust and for visitors and contractors working on or visiting its premises or activities and the impact its activities may have on third parties. While the Chief Executive Officer of Shaw Education Trust retains overall responsibility for the trust, he or she delegates responsibility for local operational risk via the scheme of delegation to local academy councils and the head teacher or principals in each of the trust's schools.

Responsibilities of the Trust

The trust will ensure there is sufficient risk and compliance control in place to ensure that it and its schools remain compliant with legal requirements such as fire alarm testing, fixed electrical testing and water hygiene. These controls will be managed through a timetabled testing/audit system which will be published regularly to the Trust's audit committee. The trust will also develop a duty holder matrix to ensure staff locally and at trust level are aware of their responsibilities. The risk management procedure and policy will be reviewed annually by the trust's board

Responsibilities of the Academy Council

- Delegate to the Headteacher a contingency budget to cover health, safety and security matters as appropriate to the School's requirements as identified in the Risk Register.
- Ensure that all new staff are aware of this policy and the School's approach to risk management.
- Support the Headmaster in determining which kinds of risks are acceptable and which are not.
- Annually review the School's approach to risk management and approve changes or improvements to key elements of its processes and procedures.
- Ensure that the School has appropriate monitoring systems, through Governor visits.
- Annually sample a small number of risk assessments.
- Report termly to the Trust's senior management on risk management protocols and issues by exception

Responsibilities of the Headteacher

- Ensure that relevant risk assessments are completed on a regular basis.
- Check the accuracy and suitability of risk assessments where these have been completed by other people.
- Ensure that an annual review of risk assessments in frequent use takes place.
- Ensure that risk assessments are stored appropriately and are accessible.
- Ensure that incidents and hazards are recorded and reported and that action is taken to prevent them happening again.
- Ensure that the advice of appropriate specialist school staff is sought to assist with or clarify any aspect of risk assessment.
- Ensure that risk management extends to all school staff, visitors, parents and children.
- Ensure that policies are implemented effectively.
- Maintain contact with, and seek advice from, appropriate agencies.
- Ensure that all relevant staff are familiar with the process of completing a risk assessment and know where and how to store and retrieve one.
- Keep the Governors informed about the implementation of this risk management policy.

Responsibilities of the Senior Leadership Team

- Support the Headteacher in the implementation and maintenance of this policy.
- Report on the implementation and evaluation of this policy at the appropriate meetings.
- Ensure that staff reporting to them are made aware of this policy and the need for risk assessments.
- Ensure that they report to the Headteacher on any areas of concern.
- Ensure that they report and investigate incidents occurring within their areas of work.
- Establish and maintain safe and secure working procedure, minimising risk as far as is practicable.
- Provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own security.
- Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

Responsibilities of Teachers and Support Staff

Teachers and support staff will do the following:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction in accordance with school procedure.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, assaults and “near misses” in accordance with school procedures, whether injury is sustained or not.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of a member of the senior leadership team.

Visitors, Visiting Staff and Volunteers

- Visitors and other users of the premises will be required to observe the health and safety guidance for the school including risk assessments for the activities they engage in.
- Groups and individuals running clubs at the school will be required to produce their own risk assessments for the activities that take place prior to the first session. The risk assessments will be checked by a competent person for the activity to ensure all controls are in place and will be reviewed annually. The risk assessments will be kept on record for a period of three years or up until the club ceases whichever is sooner.
- Parents and other adults helping out in school will be made aware of the health and safety arrangements applicable to them when they first volunteer.
- Groups of people who regularly hire the premises will be made aware of the need for risk assessments and will be briefed by the member of staff in charge of the activity.

When to Complete a Risk Assessment

Whenever a new activity is considered which is not already covered by the medium-term plan, or which involves children leaving the school building or being engaged in activities outside of the normal scope of the school day, a risk assessment should be completed. There might also be a situation where a member of staff requires a risk assessment — for example during pregnancy or on their return after a particular illness or injury. Specialist advice should be sought in these situations.

How to Complete a Risk Assessment

The person completing the risk assessment should follow these steps:

1. Identify the hazard.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the findings and implement them.
5. Review at a set period of time or following an incident or if legislation changes dictate.

Risk Assessment Procedure

The Trust/School will:

- Ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable.
- Inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable.
- Use only competent persons to carry out risk assessments.
- Call upon and utilise the knowledge and experience of all teaching and support staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary.

- Promote the understanding of risk and 'risk taking' to all staff and pupils through appropriate training, regular communication and through the curriculum and extra-curricular activity.

Generic Responsibilities

All staff have the following responsibilities:

- To familiarise themselves with the contents and findings of any risk assessment that is applicable to them
- To follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions
- To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability.
- To not carry out any tasks or operations that are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the author of this policy, or their delegated representative, should be contacted beforehand.

Training

- All staff will be trained by an appropriate person in the basics of risk assessment and receive refresher training every three years.
- Staff designated to carry out risk assessments will undertake additional training by an appropriate person and receive refresher training every three years.

Retention of Risk Assessments

Shaw Education Trust understands the need and in many cases the requirement for risk assessing its various activities, either generically or specifically.

It further understands the requirement that such assessments once written and signed off should be retained for a period of at least six years.

Generic risk assessments

Any generic risk assessment relating to the welfare of pupils and teaching staff written by a supervising member of staff must be countersigned by the Deputy Headteacher, and a copy retained for at least six years from the date of authorisation.

The risk assessment must include within it a procedure for regular and sufficiently frequent review.

Specific risk assessments

A specific risk assessment relating to the welfare of pupils and teaching staff written for a particular one-off activity must be countersigned by the Deputy Headmaster, and a copy retained for at least six years from the date of authorisation.

Accidents

If an accident or injury occurs which results in an accident/injury report form being submitted, then a copy of the appropriate risk assessment should be attached to the report on its submission to the files.