

## **G6 Risk Management Policy**

### **Background**

The Risk Management Policy aims to ensure that the School complies with risk management best practice and sets out the current processes and responsibilities for risk management within the School. The School is committed to promoting the welfare of all staff and students.

The requirements can be summarised as follows;

- The Governors have overall responsibility for the system of internal control.
- The annual/ongoing review of the risk register is the process in place for identifying, evaluating and managing all significant strategic risks.
- An annual process is in place for reviewing internal risks
- The findings of the annual external audit are reported to the Finance and General Purposes Committee

In managing risk the School gives consideration to the following;

- The nature and extent of the risks facing the School
- Ensuring that Risk Management is systemic across the whole School
- The extent and categories of risk which it considers acceptable
- The likelihood of the risks materialising
- Meeting the standards as set out by the Independent School Standards Regulations (ISSR's) National Minimum Standards for Boarding and other regulatory authorities.

### **The Risk Management Policy**

The policy aims to;

- Outline roles and responsibilities for risk management
- Identify risk management processes to ensure that all risks are appropriately identified, controlled and monitored
- Ensure appropriate levels of training and awareness throughout the School.
- Ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.

### **Roles and Responsibilities**

The Governing Body

- Reviews and monitors the Risk Register
- Approves key policies including Health and Safety and Safeguarding
- Receives a termly Health and Safety report from the Principal, when appropriate
- Receives copies of the minutes of the School's Health and Safety Committee

The Principal

- Compiles the termly Health and Safety report
- Ensures that adequate training arrangements are in place

The Bursar

- Compiles and monitors the risk register
- Creates the framework for compiling and reviewing risk assessments across the School
- Chair's the Schools Health and Safety Committee

- Offers advice and training on risk assessment procedures where required
- Ensures risk is managed in all support areas particularly relating to premises, equipment, safeguarding and recruitment related issues.
- Co-ordinates specialist risk assessments when required e.g. asbestos, fire, legionella etc.
- Co-ordinates the completion of, monitoring and responding to the findings of risk assessments completed in the support areas.
- Ensures risk assessments are obtained where necessary from third parties providers.
- Monitors near misses, taking follow up action when required.
- Co-ordinates the delivery of and recording of training in the support areas

#### The Deputy Principal/Head of Pastoral and Safeguarding/Head of Boarding

- Co-ordinate the completion of, monitoring and responding to the findings of risk assessments completed in their areas and in particular equipment, medical needs, supervision, school trips, recruitment related issues and safeguarding issues.
- Ensure that Heads of Departments are aware of their responsibilities especially in high-risk departments such as Science, Art and P.E.
- Ensure that risk assessments are obtained from third party providers for all necessary external activities.
- Ensure that suitable and sufficient risk assessments are undertaken for student activities where there is likely to be significant risk including school trips.
- Co-ordinates the delivery of and recording of training in their respective areas

#### Heads of Departments

- Ensure that their staff are adequately trained and briefed.
- Monitor the use of hazardous materials e.g. in Art, Science etc.
- Take responsibility for risk assessing any school trips taking place in their area (for Concerts this is undertaken by the Concert's Department).
- Complete risk assessments and take responsibility for ensuring that all equipment in their areas is properly maintained

#### All Staff/Students and Visitors

- All students, staff and visitors have a duty to co-operate with the School in the interests of safety within the School.

#### **Risk Management Processes**

- The School has a standardised system for the completion of risk assessments and generic assessments are also available. These are stored in a central file, to which all staff have access.
- Time is allocated at the beginning of each year for staff to review and update risk assessments and to consider any changes or new initiatives which may need reviewing. Support staff complete annual reviews during the April INSET day. All sessions begins with a brief refresher on the aims and objectives of the risk assessments, the need for staff to consider the degree of risk and how it might be managed rather than the need to eliminate every potential risk.
- The SLT offer advice and guidance during these sessions to ensure that any particular issues and queries are dealt with.
- The induction programme requires Line Manager to brief new staff on risk assessment procedures and cover particular issues in their area.
- The SLT review the completed risk assessments for each area and consider if there are major concerns and the level of potential risk of any concerns raised.
- The Bursar monitors the accident book during the year as well as reviewing any near misses

and implements follow up action if required. Such issues are also considered by the Health and Safety Committee

- The management of risk is inherent in a number of other policies and procedures within the School. In the interests of completeness these are pulled together within the Health and Safety policy (of which this policy is a part) and the Safeguarding policy.

### **Training**

- The Induction process covers risk management/health and safety and safeguarding procedures
- The appraisal process allows staff to highlight any particular training issues/concerns
- Routine updates are offered to staff from time to time
- Formalised training needs are identified from the findings of risk assessments, near misses, accidents and the appraisal process.

### **Review Procedures**

- This policy is reviewed on an annual basis.

<b><i>Policy author/reviewer:</i></b>	<b><i>Policy data/review date:</i></b>	<b><i>Next review date:</i></b>
Jo Wallis	January 2020	January 2021