



# KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

## Risk Management and Assessment Policy

### Introduction

This policy addresses the approach and responsibilities adopted within Kingston Grammar School to assess and manage the risks it faces. The Governing Body recognises that the welfare of students at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy.

### Risk relating to health and safety

Of critical importance are the risks relating to the health and safety of all individuals involved with the School. This policy therefore reflects the responsibilities of the School, those who govern it and those who work for it arising under legislation, regulation and best practice guidance; for example under the Education (Independent School Standards) Regulations and guidance given by the Health & Safety Executive and the Independent Schools' Bursars Association.

Kingston Grammar School, its Governing Body and its staff are committed to providing work places and practices that are safe and healthy for employees, students, visitors and all those who may be affected by the School's activities. The School's leadership acknowledges managing risks arising from the School's operation is therefore essential for the wellbeing of staff, students and visitors and the provisions of the Health and Safety at Work Act 1974, regulations issued under legislation relevant to education, and best practice guidance will be followed to ensure at least the "reasonably practicable" level of assurance required by legislation is met.

### Other risk

In addition to matters of health and safety, this policy also defines the approach adopted by the School to deal with its risks in other areas. Here, more general guidance such as the Charities Commission's publication CC26: Charities and risk management has been incorporated.

### Accountability for Risk Management

The Governors, advised by the Head and Director of Finance and Operations (DFO), have the overarching responsibility for the School's management of risk and the full Governing Body will formally review this policy and the School's risk management strategy on an annual basis.

To provide the organisational arrangements within which the Governing Body can efficiently discharge its risk management accountabilities, it has delegated aspects of its powers and duties to a Committee of the Governing Body, the Audit, Risk and Compliance Committee.

The Governing Body annually reviews the Audit, Risk and Compliance Committee's membership and its terms of reference to ensure the effectiveness of this delegation.

The day-to-day implementation and operation of the risk management and assessment processes specified under this policy are delegated to the Head and the School's Executive. These accountabilities may then be further delegated to staff members or others having the requisite expertise to assess the risks involved and develop mitigating strategies and solutions.

The Audit, Risk and Compliance Committee holds the ongoing responsibility of monitoring of these risk management and assessment processes and receiving reports and feedback from the School's Executive on any identified concerns arising from the strategy adopted and the processes involved. The Audit, Risk and Compliance Committee undertakes a programme of testing and investigation of the key risk management and assessment processes. The Audit, Risk and Compliance Committee also holds the accountability for the School's Risk Register which documents the School's risks and the assessment of individual risks likelihood of occurring and their impact. In managing the Risk Register, the Audit, Risk and Compliance Committee delegate the assessment and management of the oversight of individual risks to the Governing Body committee in whose jurisdiction that risk primarily resides.

## General Approach to Risk Management

### Aims and objectives of this policy

The aim of this policy is to define the general framework the School uses to manage its risks in all areas. Effective use of the policy is therefore intended:

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- 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.

## **Ancillary policies**

This Policy sets out the general approach used to assess and manage risk and to formulate mitigating actions in all areas of risk. Using the methodology and approach discussed in this policy, more detailed policies are developed to address key specific individual risks.

These ancillary policies should be referred to in responding to these specific risks and should also be read in conjunction with this policy. Such ancillary policies include, for example, the School's Health and Safety Policy.

## **General Approach to Risk Management**

### **High risk activities**

It is the School's policy not to engage in high-risk activities and activities involving students are normally to be only of low risk.

It is, however, recognised that activities having a medium level of risk, such as rowing, CCF camps, Duke of Edinburgh and skiing, are of educational value and it is acceptable to carry out such activities but only where:

- specialist/qualified instructors are used;
- suitable safety briefings have been given; and
- relevant protective equipment, such as mouth-guards, is in use.

### **Assessment of the remaining risk**

The strategy used by the School in managing the risk inherent in the activities that it is involved with adopts the approach recommended by the Health and Safety Executive and also largely reflected in CC26. This comprises the following elements:

- an identification of the hazards and risk factors that have the potential to cause harm or detriment;
- an identification of who might suffer harm or how harm or detriment might affect the School and its operations;
- an analysis and evaluation of the risks of hazards in order to identify what preventative precautions can be adopted;
- the documentation of the risk, its evaluation, assessment and preventative precautions adopted; and
- the periodic review and updating of the risk analysis, evaluation and response adopted.

### **Identification of hazards and risk factors and those who may suffer harm or detriment**

It is not possible to eliminate risk entirely and so all aspects of the School's activities and operations should be considered for the risks they contain. The DFO, in consultation with other

members of the School Executive, should seek to ensure that all areas are addressed as far as reasonably practicable.

Risk assessment is a constant, systematic process with a view to promoting children's welfare.

Of particular significance are risks potentially affecting the health and safety of the School's students, staff, visitors and any other individuals that the School interacts with. As such, examples of some key risks for KGS include:

- health and safety (including premises and equipment) including legionella and asbestos; student supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- medical needs and school trips.
- matters related to safeguarding (including bullying, peer abuse).
- management of visitors on school premises.
- fire and emergencies.
- traffic and pedestrian interaction on school sites.
- management of hazardous substances in lessons and elsewhere.
- use of hazardous equipment in lessons e.g. in Science, DT, Art etc.
- recruitment related issues and the suitability of staff performing designated roles, including staff not employed by the school who work with students, and
- risk areas which are not directly related to health and safety, including but not limited to:
  - (i) financial
  - (ii) recruitment procedures including governing body oversight
  - (iii) reputational
  - (iv) terrorism, including the prevention of fundamentalism and extremism
  - (v) pupil self-harming
  - (vi) security

The individuals accountable for identifying hazards and risk factors should have the necessary knowledge and expertise to carry out that work and where such skills are not available within the School, e.g. in connection with asbestos, fire, water quality and hazardous substances, advice should be sought from external experts.

### **Analysis, assessment, and evaluation of risks and hazards**

The analysis, assessment and evaluation of risks and hazards should be performed through the use of risk assessments. These assessments should take account of:

- hazard - something with the potential to cause harm;

- risk - an evaluation of the likelihood of the hazard causing harm;
- risk rating - assessment of the severity of the outcome of an event;
- control measures - physical measures and procedures put in place to mitigate the risk.

The risk assessment process consists of the following 6 steps:

- what could go wrong;
- who might be harmed;
- how likely is it to go wrong;
- how serious would it be if it did;
- what can be done to do to stop it; and
- what checks can be undertaken to confirm the plans are working.

The risk assessments should be prepared by the individuals having the task of identifying the hazards and risk factors mentioned in the section above. Should it be the case that another individual prepares the risk assessment it is essential that they should have the necessary knowledge and expertise to carry out that work.

Once the risk assessments have been prepared, they should be reviewed and approved.

For risk assessments relevant to School activities in areas such as curriculum subjects or sport, the review should be performed by the Head of the Department concerned. The review of the risk assessment should be documented and should note the name of the reviewer, the date on which it was reviewed and the date by which the next review is due.

On completion of the review a copy of the revised assessment should be sent to the Assistant Health & Safety Officer who will ensure that the updated version is kept in the central register of Risk Assessments.

Where the risk assessment identifies that further action is required or recommendations for improvement have been highlighted, these should be dealt with by the Head of Department. If the implementation of a recommendation involves other departments or additional funds outside of the normal budgets need to be committed, this should be requested from the Chair of the Health and Safety Committee.

For risk assessments relevant to School activities other than subjects or sports, the review should be performed by the Head of the Function concerned, e.g. HR, IT or Bursary.

A risk assessment should be prepared for all new activities. For existing activities, the existing risk assessments should be subject to periodic review as set out below.

The risk assessments should specify what mitigating controls are relevant to the risk addressed. In many instances simple, straightforward measures can be effective in mitigating and controlling risks: risk assessment is based on practical measures (not simply paperwork).

### **Documentation**

It is recognised that due to the diverse nature of potential hazard and the range of activities in School, there may be various methods of recording risk assessments. A simple template risk assessment form is included at the Appendix to this policy and this would be suitable for many typical classroom risk assessments. The School recognises the benefits of adopting tailored templates for specific areas such as the Consortium of Local Education Authorities for the Provision of Science Services model risk assessments for lessons in Science and Design & Technology.

Once prepared, copies of risk assessments should be maintained in the Department to which it relates so they are available to colleagues in that department for review and comment. Risk assessments and should also be copied to the Assistant Health & Safety Officer.

The DFO, supported by the Assistant Health & Safety Officer, by Heads of Departments and by Activity Leaders, is responsible for the maintenance of risk assessment records.

The Schools Health and Safety Committee also has a key role in overseeing and promoting a risk focused culture and best practice.

### **Periodic review**

Risk assessments are prepared, circulated, actioned and reviewed to meet the changing needs of the School and comply with prevailing legislation. Risk assessments should be reviewed:

- when there are changes to the activity concerned.
- after a near miss or accident.
- when there are changes to the type of people involved in the activity.
- when there are changes in good practice.
- when there are legislative changes or
- annually if for no other reason.

### **Training**

Staff receive guidance on risk assessment as part of their induction and this training is periodically refreshed. Risk assessment training is provided on specific areas where identified.

Our Safeguarding Policy and training for all staff form the core of our Safeguarding risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children or who are not allowed to work in the UK.

## Other Risk Management Controls and Arrangements

Incidents, unsafe conditions and 'near misses' should be reported through the School's IT system. A near miss is any incident that may have resulted in harm to any person or damage to school property. All staff have a responsibility to report near misses or unsafe conditions. In some cases immediate action may be necessary. Under these circumstances contact the duty caretaker. Near miss reports will be investigated by the Assistant Health and Safety Officer and outcomes presented to the School's Health and Safety Committee.

There may be occasions when Heads of Department, Activity Leaders or other members of staff assess a situation and determine that due to unforeseen reasons, hazards or absence of controls, that work, a lesson, or an activity should not proceed. This may be because of environmental reasons, unforeseen changes to a planned activity or reduced levels of supervision. Should the circumstances be considered unsafe then the activity should be changed or stopped until measures have been put in place. Should these circumstances occur then a near miss report should be made.

**Appendix : Risk Assessment Template**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff