Inspiring Futures Through Learning

Risk Management Policy

April 2021 to April 2023

At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.

*Including all IFtL Schools, Milton Keynes Teaching School Alliance and Two Mile Ash Initial Teaching Training Partnership

Policy name:		Risk Management Policy
Version:		V1 (This policy replaces the previous 'risk management guidance' document
Date relevant from:		April 2021
Date to be reviewed:		April 2023 *This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
Role of reviewer:		IFtL Head of Operations
Statutory (Y/N):		N
Published on website*:		3C

Policy level**:	1
Relevant to:	All employees through all IFtL schools and departments
Bodies consulted:	
Approved by:	IFtL Finance and Resources Committee
Approval date:	4th May 2021

Key:

* Publication on website:

IFtL website			School website	
1	Statutory publication		A	Statutory publication
2	Good practice		B	Good practice
3	Not required		C	Not required

** Policy level:

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     o *Approved by school / department governance bodies.*

Introduction

Risk Assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999. Risk assessments should be suitable, sufficient and proportionate to the risk. They should also be specific to each site or task, and generic risk assessments should be avoided.

A robust system of managing risk is an essential tool to help Headteachers or managers identify areas that may need extra resources or input in order to control significant risk factors that may affect the day-to-day operation of their school.

There are 2 main levels of risk management, the strategic overview of risk to 'the business' which is referred to as the risk register, and the framework of operational risk assessments that relate to the activities undertaken.

Risk Register

The risk register should seek to identify the top 5 – 10 risks that affect the school. It should score the risks, show the control measures that manage the risk, identify who owns the risk and explain how Governing Bodies and Trustees are assured that these risks are appropriately mitigated.

The risk register should be reviewed at least annually by the Governing Body. It should also be reviewed when risk factors change, when they are managed off the list or when new risks emerge. Management and review of the risk register should be a part of the positive health and safety culture within a school where all staff actively work towards a safer workplace.

It is a legal requirement for academies to have a risk register. This requirement is stipulated within the academies financial handbook.

Risk Assessments

Schools should undertake risk assessments for all routine activities that present significant risks. This bank of risk assessments should be available to staff in a centrally located folder or on an online system such as the IFtL portal.

Risk assessments should also be undertaken when non-routine activities are planned. These should be kept and filed with your other risk assessments.
Schools should maintain a register of risk assessments which lists all areas risk assessed, who owns the assessment and when it is due for review.

What to Risk Assess?

Risk assessment can be subjective, as can the opinion on what should be risk assessed. Broadly speaking, if there is the potential for a task to cause harm, and that task needs a control in order to prevent the harm, this should be recorded in a risk assessment.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment, etc. as part of their planning and preparation. Risk assessment is just another name for that process.

It may be useful (dependant on age group and maturity) to involve pupils in the risk assessment process in order to get them to think about risk and what they can do themselves to avoid unnecessary risks. You should, however, have already taken steps to identify and eliminate/reduce any foreseeable risks prior to the activity taking place.

It is good practice for all classrooms to be risk assessed by the teacher in charge. This can be undertaken using the HSE's Classroom Checklist (http://www.hse.gov.uk/risk/classroom-checklist.htm).

IFtL suggest that this checklist is completed at the beginning of the school year and reviewed at least once per half term to ensure that the classroom remains a safe environment. (By review, we suggest a read through the form and a visual check of the area. This process should only take 5 minutes). If nothing significant changes, this checklist may remain valid for more than one year.

Work activities such as work at height, lone working, manual handling etc should all be risk assessed, curriculum activities including PE, science and cooking should be risk assessed, any trips off school premises should also be risk assessed.
In addition, there are strategic and operational risks such as the loss of a senior member of staff, major loss of IT systems, a large-scale fire, even things like a change of government policy – all these should be considered as part of your risk register and risk assessment process.

A list of suggested risks is included as part of this document, along with a suggested risk matrix to include in your risk assessments.
Risk assessments should be carried out for the appropriate areas within your school and copies of risk assessments should be uploaded to the IFtL portal within your school documents section.
You can use the tables below to summarise the risk assessments carried out for your school.

Schools will need to decide for themselves, which areas need to be risk assessed. There are, however, certain non-negotiable statutory risk assessments that are included as part of this process.

Who Should Carry Out Risk Assessments

The responsibility for ensuring that appropriate risk assessments are in place lies with the employer but that does not mean that it is the employer's responsibility to undertake all risk assessments.
Most risk assessments should be undertaken by the persons that are involved in the activity, as they will have knowledge of how to do the tasks being assessed, in conjunction with your school's Health and Safety lead.
You can also appoint an external competent person to undertake risk assessment on your behalf.

Although anyone can undertake risk assessments, we recommend that those doing so are appropriately trained.
This may be via IOSH or Nebosh training, or via the Smartlog course on completing risk assessments.

Further guidance on the risk assessment process is available on the [HSE website](#) which describes the 5-step approach to risk assessment.

Third Parties

It is important to consider risk assessments from third parties as well as those that cover your own internal processes. This may include contractors, external consultants etc.
Risk assessments will not be necessary for every third party and, once again, the requirement will be related to the level of risk.

When considering contractors, it is worth bearing in mind that we have a responsibility for their health and safety while they are undertaking works for us, on our premises.
It is in our own interests, therefore, to ensure that they are working safely and having a contractor supply risk assessments and method statements is a good way to start the monitoring of their health and safety performance while on our premises.

Further details on what is required in this area is detailed in the IFtL Control of Contractors Policy.

Review and Management of Risk Assessments

Risk assessments should be 'live' documents that are used to inform people of how to undertake tasks in a safe manner. They are not merely an exercise and should not be left to go out of date.

Risk assessments are designed to make working practices safer. They should, therefore, be regularly reviewed to ensure that they capture any changes to environment, working practices or any other factor that may affect the impact of the assessment.

Risk assessments should be reviewed at least annually or sooner, whenever environment, processes or procedures change or as a result of any incidents or near miss events relating to the task or the risk assessment.

Any changes should be documented, and updated risk assessments should be appropriately distributed.
This does not mean simply compiling a folder full of documents and leaving it in a cupboard or on a shelf in the staff room. Everyone involved in tasks that have been risk assessed must have access to the documents and they must read them.

It is not sufficient to simply make them available. They should be worked through with staff to ensure that safe methods of working are understood.

Schools should document how they share their risk assessments and publish this information to staff. It is recommended that, as well as any paper copies, schools make all risk assessments available to staff on their portal or intranet.

Where new risk assessments are produced, all prior versions should be kept for a period of 3 years (plus the current year) as per our records management policy.

Risk Evaluation Matrix

As risk can be subjective, IFtL recommends using a standardised 5 x 5 matrix to determine the likelihood and consequence of risks.

As and when your risk assessments are reviewed, you should convert to the new system as shown here, and in the example risk assessments at the end of this document.

Likelihood

	Remote (1)	Unlikely (2)	Possible (3)	Likely (4)	Highly Likely (5)
Slight (1)	1	2	3	4	5
Minor (2)	2	4	6	8	10
Serious (3)	3	6	9	12	15
Major (4)	4	8	12	16	20
Fatal(5)	5	10	15	20	25

Risk Level	Actions & Timescales
1 - 4	**Low risk**. Proceed with the activity but consider whether risks could be further controlled or eliminated. Monitor to ensure controls are maintained
5-9	**Medium risk**. Risk reduction measures should be implemented within a defined period. Monitor to ensure measures are taken.
10-12	**High risk**. Activity cannot proceed without reducing or removing the risk. This should be prioritised.
15-25	**STOP**. Activity cannot even be considered until risk reduction measures are implemented and the risk is reduced to an acceptable level.

Strategic & High Level Risk

These are examples of the items that should be entered on your main risk register. You should consider what you judge to be the main risks to the continued efficient running of your school, how you control these risks, who is responsible for ensuring that the risk is monitored and reviewed, who is accountable and how the risk is reviewed and reported.

Risk Area	Things to Consider	What are your current control measures	Who 'owns' the risk	How often is this reviewed
Political Risk	Changes to government or policy, could affect funding, internal policy	Horizon scanning,		
Reputation	Adverse publicity following events or occurrences involving staff or school. Poor Ofsted result.	Communications lead at Trust, policy governing effective comms with press		
Governance	Propriety, adequate control, ethics,	Succession planning, active school profile in the community to attract interest of prospective governors		
Resilience	Accommodation, systems (including IT) and their ability to withstand adverse events, planned recovery from such events	Business Continuity Planning		
Staffing	Loss of key member of staff, recruitment of unsuitable staff	Active wellbeing program to encourage retention, robust recruitment practices		
Finance	Misappropriation of funds/assets, risk of too low reserve levels	Robust financial procedures, counter signatories, accurate forecasting and planning		

Operations	Compliance, health and safety, suitability and competence of site staff,	Smartlog, CPD, support from MAT		
HR	Employment disputes	Support contract with EPM, HR coordinator		
School Specific Risks				

Operational Risk

There are various areas to consider when exploring operational risk.

The tables below show some examples of the kind of areas where risk assessment should be undertaken. It is not a definitive list and should be reviewed with your governing board, headteacher, site manager and teaching staff to determine which risk assessments are applicable to your particular school.

Some examples have been included within the control measures section and some suggestions have been made with regard to who 'owns' the risk.

Ultimately, the trust is legally responsible as well as the Headteacher as the day-to-day management of risk is their delegated responsibility, but individuals can also be held accountable for not complying with or not undertaking risk assessments where they should have done. This makes the management of risk everyone's responsibility.

Curriculum Risk

Risk assessment of curriculum areas should be undertaken by the teaching staff responsible for leading the subject or, at the very least, if the risk assessment is being carried out by your health and safety coordinator, the person leading the curriculum area should be involved in the process as they will be aware of requirements and practices that others may not.

Risk Area	Things to Consider	What are your current control measures	Who 'owns' the risk	How often is this reviewed
Art, Design & Technology	Use of age appropriate equipment, adequate supervision	Policy,	Teacher or coordinator	
Cooking with Pupils	Appropriate supervision, burns, fire, accidents		Teacher or coordinator	
Food Preparation	Hygiene, sharp knives, storage		Teacher or coordinator	
PE	Accidents, age appropriate activity, adequate supervision		Teacher or coordinator	
Science	Demonstrations, experiments, chemicals		Teacher or coordinator	
Break and Play Times	Adequate supervision, weather, bullying, areas out of sight, perimeter security		Headteacher	

General Operational Risk

Much of the general operational risk will be identified and assessed by your Site Manager, Business Manager, Health and Safety Coordinator or Headteacher (or a combination of these).

The assessment and implementation of control measures for these areas should be a discussion item and not left for one person to complete.

Many controls will require the correct level of authority or a budget in order to effectively implement so it is important that the right people are involved throughout the process.

Risk Area	Things to Consider	What are your current control measures	Who 'owns' the risk	How often is this reviewed
Premises	Any hazard associated with the general use of the premises	General premises risk assessment	Site Manager	

			Headteacher	
Asbestos	Induction of staff and contractors, log book location, information, legislation	Management survey and site-specific management plan where school was built before 2000	Headteacher	
Legionella	Monitoring scheme, responsible person, training, information, legislation	External risk assessment & management plan reviewed annually and renewed every 2 years		
COSHH	Legislation, storage, information, training, risk assessment	Risk assessments & COSHH folder		
Fire	Housekeeping, training, maintenance, drills, information, risk assessment	Risk assessment reviewed annually		
Contractors	Induction, risk assessments and method statements, insurance, hot works, communication	Induction, policy		
Display Screens	Training, self-assessment,	Smartlog training including risk assessment		
Lone Working inc Home Visits	Planning of visits or lone work, communication with others, working in teams as far as possible	policy		
New & Expectant Mothers	Suitability of day-to-day tasks, extra assistance where required, amended duties.	Individual risk assessment		
Boiler Rooms	Exposure to heat, gas supplies, possibly asbestos, confined space, lone working	Controlled access,		
Caretaking and Maintenance Duties	Experience and training of staff (competence)			
Cleaning	Chemicals, training, competence, lifting and handling			

Grounds Maintenance	Competence of contractors, training, pupils on site whilst operations are undertaken			
Powered Doors & Gates	Frequency of inspection/maintenance, changes to legislation, sensors, detection,			
School Events	Appropriate planning and resourcing, liaison with external providers, insurance,			
Shared Use of Premises	Cooperation between agencies, joint responsibilities for maintenance, legal compliance responsibilities			
Security	Suitability of perimeter fencing, access control, cctv			
Snow & Ice	Access to site to begin work, lone working, realistic clearance plan (documented)	Adverse weather plans, school closure policy		
Stress & Wellbeing	Work life balance, employee health benefits scheme,	Support from line managers,		
Vehicle Movement	Separation of pedestrians and vehicles, control of access at certain times, suitability of car parking/drop off areas	Speed Limit, Staff on Gate		
Work at Height	Training, competency, suitability of access equipment, IPAF/PASMA, lone working	Policy, Training, Appropriate Access Equipment		