

Risk Management Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
HEALTH & SAFETY OFFICER	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN

We believe this policy relates to the following legislation (click on the link below to access information):

- [Health and Safety at Work Act 1974](#)
- [Safety Representatives and Safety Committees Regulations 1977](#)
- [Health and Safety \(Consultation with Employees\) Regulations 1996](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Education \(School Premises\) Regulations 1999](#)
- [School Premises \(England\) Regulations 2012](#)

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Managing for Health and Safety \(HSE\)](#)
- [Health and safety: advice for schools \(DfE\)](#)
- [Health and Safety Executive – advice for schools \(HSE\)](#)
- [The health and safety toolbox: How to control risks at work](#)
- [Advice on standards for school premises For local authorities, proprietors, school leaders, school staff and governing bodies \(DfE\)](#)
- [Risk Assessment: A Brief Guide to Controlling Risks in the Workplace \(HSE\)](#)
- [Boarding Schools: National Minimum Standards](#)

We are aware that the Management of Health and Safety at Work Regulations 1999 requires employers to manage health and safety and to make 'safe management' a fundamental part of their business.

Under the Regulations we are required to introduce health and safety arrangements, health surveillance and procedures, provide information to our employees, appoint competent persons to enforce and promote health and safety, train the workforce and to make assessments of the risks to the health and safety of school personnel, students and visitors.

We acknowledge that Risk Assessment is an exercise that we have to undertake to determine whether or not we comply with Health and Safety Law. Regulation 3 of the Management of Health and Safety at Work Regulations clearly states that 'Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work and the risks to the health and safety of persons not in his employment...'.

We realise that by introducing systematic Risk Assessments we can not only determine where we do not comply with Legislation, but in the event of a serious accident or perhaps prosecution by the Health and Safety Executive (HSE) the Risk Assessment can be used as evidence for defence. We are aware that the HSE will prosecute for not carrying out Risk Assessments.

Therefore, we see the process of risk management as a means of controlling all the activities of the school such as systems, jobs, tasks, people, equipment, etc. in order to reduce the possibility of accidents.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aim

- To have in place a thorough process of risk management in order to maintain a safe and secure working and learning environment.

Responsibility for the Policy and Procedure

Role of the Board of Directors

The Board of Directors has:

- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to ensure that the school has in place a thorough process of risk management in order to maintain a safe and secure working and learning environment;
- delegated powers and responsibilities to the Principal and to the Health and Safety Committee to ensure risk assessments are in place;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the Health and Safety Officer and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure all school personnel, students and parents are aware of and comply with this policy;
- work closely with the Director of College Services and Health and Safety Officer;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to support the implementation of this policy;
- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy

Also, the Principal will ensure that:

- risk assessments are undertaken by members of the senior management team and other competent members of the school personnel;
- risk assessments are in place and cover all the main aspects of the school:
- risk assessments are accurate and suitable;
- risk assessments are reviewed annually;
- risk assessments are easily available for all school personnel;
- once a new hazard has been identified then a thorough risk assessment is undertaken and all school personnel are notified;
- advice is sought from appropriate outside agencies in order to complete certain risk assessments;
- training is provided for the appropriate school personnel so that they are aware of the process of completing a risk assessment;
- monitor the effectiveness of this policy

Role of the Health and Safety Officer

The Health and Safety Officer will:

- lead the development of this policy throughout the school;
- work closely with the Principal and the Director of College Services;
- provide guidance and support to all staff;
- make effective use of relevant research and information to implement this policy;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Board of Directors on the success and development of this policy



Role of the Director of College Services

The Director of College Services will:

- work closely with the Principal and the Health and Safety Officer;
- ensure this policy and other linked policies are up to date;
- annually report to the Board of Directors on the success and development of this policy

Role of the Health and Safety Committee and Inspection Team

Each college will have in place a Health and Safety Committee and Inspection Team, who will:

- consist of the Principal, Health and Safety Officer, Site Manager, Educational Visit Coordinator and Residential Accommodation Manager;
- meet every term to discuss all health and safety matters.

The Health and Safety Committee and Inspection team will:

- undertake training in the process of completing a risk assessment;
- ensure risk assessments are accurate, suitable and reviewed annually;
- provide support for the Principal in ensuring relevant risk assessments are in place;
- report any areas of concern in order to minimise risk;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor the effectiveness of this policy

All members of the Health and Safety Inspection Team will undertake periodic training in order to undertake their role effectively.

Role of School Personnel

School personnel must:

- comply with this policy;
- be aware of and comply with all current risk assessments;
- co-operate with those devising and updating risk assessments;
- report any new risks to the Health and Safety Officer;
- make volunteer helpers aware of the relevant risk assessments when they work in school;
- make children aware of the risks of certain activities;
- report any concerns they have on any aspect of the school community

Role of Students

Students must:

- be aware of the risks of certain activities;
- be encouraged to bring to the attention of school personnel new hazards;
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the Aims of the College and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of Visitors

All visitors must:

- observe the health and safety procedures of the school and the risk assessments for tasks they take part in;
- bring to the attention of the school any identified hazards



Risk Assessments

Risk assessments should be in place to cover the following areas (see also Kings Health and Safety Policy and Premises Manager Policy):

- Accidents and Emergencies
- Asbestos
- COSHH
- Crisis Management (Critical Incidents)
- Display Screen Equipment
- E-Safety (ICT Internet)
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- General Premises
- Hygiene
- Legionella management
- Manual Handling
- Medical Conditions and Communicable Diseases
- New and Expectant Mothers at Work
- PE Safety Guidelines
- Physical Restraint
- School Trips and Activities
- Security and Intruders
- Slips, Trips and Falls
- Student Access to hazards and hazardous areas
- Student Welfare
- Visitors and Contractors
- Working at Height
- Workplace Environment

Please note – the above list is not exhaustive and should be added to depending on the individual needs of each Kings college.

The Stages of Risk Assessment

The stages of risk assessment are:

- Look at all the activities of the school such as systems, jobs, tasks, people, equipment etc.
- Identify the hazards that are or may be involved.
- Identify those persons who may be at risk.
- Identify the level of risk.
- Decide whether existing measures adequately control the hazard.
- Consider appropriate and suitable measures that may eliminate or reduce risk.
- Implement the risk control measures.
- Communicate the risk control measures to all school personnel.
- Monitor the control measures for effectiveness.
- Review and introduce new procedures.

Frequency of Risk Assessments

Risk Assessments must take place annually or as and when required although checks to equipment should take place more frequently.

Reporting Procedures

All risk assessments are reported to:

- the Health and Safety Committee
- the Board of Directors
- school personnel
- students
- visitors

Publication of Risk Assessments

Risk Assessments will be displayed in the following ways:

- Staffroom folders
- Notice boards
- Appropriate areas of the school building

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:



- Health & Safety
 - Health & Safety - Responsibilities
 - Premises Manager
 - The Process of Risk Assessment
 - Workplace Environment
- receive periodic training so that they are kept up to date with new information

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Student Handbook
- the school website
- the Staff Handbook
- meetings with school and residential accommodation personnel
- information displays around school and residential accommodation

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Health and Safety Officer, the Principal and the Director of College Services.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

- Kings Health and Safety Policy
- Kings Hygiene Policy
- Kings First Aid Policy
- Kings School Security and Intruders Policy
- Kings Visitors and Contractors Policy
- Kings Premises Manager Policy
- Kings Safeguarding Policy
- Kings Child Protection Policy
- Kings E-Safety Policy
- Kings Behaviour and Discipline Policy
- Kings School Trips and Activities Policy
- Kings Sickness and Medicines Policy



Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community		
		✓	✓			✓			
Question	Protected Characteristics						Conclusion		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'
YES									Yes No
NO	✓	✓	✓	✓	✓	✓	✓	✓	✓
UNSURE									
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'
YES	✓	✓	✓	✓	✓	✓	✓	✓	Yes No
NO									✓
UNSURE									
Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.								



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

Date of Last Review:	
Date of Next Review:	
Is this policy being implemented fully, with all outlined procedures followed as prescribed?	YES/NO
If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...	
How are staff made aware of this policy?	
Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?	
Monitoring the Effectiveness of the Policy	
The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.	
Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...	



Coordinator:		Date:	
Principal:		Date:	
Chair of Board of Directors:	<i>Nigel Smith</i>	Date:	01/01/2015
Name of School:			
Next Review Date:			

