



## **P5.2 (Isi 16A) – RISK MANAGEMENT POLICY**

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## Contents

Revision History.....	3
Abbreviations, Acronyms and Definitions.....	3
Aim / Objective / Statement of Intent .....	4
Training.....	4
Guidance.....	4
Assessing Risk – Operational Risk Assessments .....	5
Assessing Risk – Educational Visits, Concerts and Competitions etc.....	6
Hierarchy of Control Measurements .....	7
Legislation.....	8
Responsibilities .....	8
Governors Risk Assessment & Monitoring.....	9

## Revision History

Revision	Paragraph Number	Revision
November 2017		
January 2019	Whole document	Re-formatted to include revision history, paragraph numbers, Abbreviation, Acronym and Definitions table. Updated to reflect latest practice in School.

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

## Aim / Objective / Statement of Intent

1. This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate and National Minimum Standards for Boarding.
2. The objective of this Policy is to ensure that all pupils, parents, visitors and contractors who are on site at The Yehudi Menuhin School are kept as safe as is reasonably possible whilst they are here. Under the Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 2002, the School is required to carry out a suitable and sufficient Risk Assessment programme for areas, activities and procedures where there is likely to be significant risk.
3. The School takes a common-sense approach to risk assessment, remembering that risk assessment and management are tools to enable activities to be undertaken safely, and not prevent activities from taking place.
4. Risk Assessments will be carried out for all hazardous activities and locations where there is a foreseeable risk of harm being caused. Risk Assessments must identify not only hazards and the risks arising from them, but also determine whether existing precautions are adequate or additional controls are required. All risk assessments are reviewed on a regular basis.

## Training

5. As part of their induction, all new staff are given an overview of the School's Risk Assessment Policy and, how to access Risk Assessments relevant to their role, as part of their induction. Short training sessions on the general principles of risk assessment are held periodically for staff. These encompass the methodology for carrying out a risk assessment and maintain awareness.
6. In addition to the assessments completed by the School, there are a number of assessments carried out by external contractors, where specialist skills are needed. These include Fire Safety, Legionella Control, the Asbestos Register and Hazardous Substances.

## Guidance

7. The definition of **Risk Assessment** is the process of determining whether the control measures in place are sufficient to ensure that the residual risk posed by a particular hazard (i.e. the degree of risk which remains once control measures have been taken) is acceptable and compliant with legislation. A **hazard** is something which has potential to

harm, and a **risk** is the likelihood of a hazard producing a harmful effect if control measures are not taken.

8. If you are unsure as to whether a risk assessment is required, it can be helpful to consider the following question:-

*“Is an injury or loss foreseeable?”*

If the answer is yes, then a risk assessment must be carried out.

9. On occasion it may be necessary to conduct Dynamic Risk Assessments. A Dynamic Risk Assessment is a split second decision made by staff where they take into account the risks of acting versus not acting. An example is a decision whether or not to restrain a pupil by the arm when they may be about to run into the path of a car. The staff member is weighing up the risk of minor injury to the pupil resulting from the staff member grabbing their arm versus the potentially serious injury to the pupil should they be hit by a moving car. Dynamic Risk Assessments do not need to be formally recorded. However, consideration should be given after any incident as to whether avoidance measures could be taken in future and the potential risk added to a formalised risk assessment.

### **Assessing Risk – Operational Risk Assessments**

10. Where a written risk assessment is required, the risk can be assessed based on the following calculation:-

Severity of Occurrence \* Likelihood of Occurrence

11. Scales of Severity are measured as follows :-

6 = Multiple Fatalities / Cost of more than £1,000,000 / Permanent School closure or extended period of closure in term time (more than 1 week) / Catastrophic reputational damage

5 = Single Fatality / Cost of more than £500,000 / Temporary School closure in term time (less than 1 week) / serious reputational damage

4 = Major injury or multiple moderate injuries (e.g. loss of senses/loss of limb/severe burns etc) Cost of more than £100,000 / disruption to normal school activity / significant reputational damage

3 = Moderate injury (e.g. broken bones, non-permanent scarring etc) / Cost of more than £10,000 / major disruption to individual’s School timetable / short term reputational damage or localised serious reputational damage

2 = Minor injury (e.g. cut requiring stitches, severe bruising etc) / Cost of more than £1,000 / minor disruption to individual’s School timetable / little reputational

damage

1 = Insignificant injury (e.g. minor cuts and bruises etc.) / Cost of up to £1,000 / little or no disruption to individual's School timetable / no reputational damage

12. Scales of Likelihood are measured as follows :-

5 = Almost certain

4 = Very likely

3 = Possible

2 = Unlikely

1 = Rare

13. Additional safety measures are then detailed and the residual risk (i.e. that remaining after these additional safety measures are applied) is calculated based on the formula above. The residual risk can then be categorised as follows :-

Residual Risk is 1 – 5 = PALE GREEN

No additional controls required, monitor the activity / location to ensure that the safety control measures are maintained.

Residual Risk is 6 – 10 = DARK GREEN

Monitoring is required to ensure that the safety control measures are maintained. Consideration may be given to further control measures that are cost effective or no additional cost burden.

Residual Risk is 11 – 16 = AMBER

Efforts should be made to reduce the risk rating further, however the costs of prevention should be carefully measured and justified.

Residual Risk is 16 – 30 = RED

Activities should not be started or continued until the risk has been reduced to at least amber level. Seek competent professional advice.

14. Details of additional measures required will be added to the Risk Assessment Action Sheet so that they can be easily monitored and tracked. The Risk Assessment Action Sheet will be formally reviewed at least termly by the Risk Management Committee. (See Appendix 1)

15. Significant risks, where the residual risk is 11 or greater, will be added to the Risk Management Report in the appropriate section. (see paragraph 16)

### **Assessing Risk – Educational Visits, Concerts and Competitions etc.**

16. Risk Assessments for trips will be carried out by the member of staff in charge of the trip. An Excel pro-forma to assist staff in this task has been created and must be used for all

events.

17. Risks will be categorised based on the answers to set questions with an option to add any additional risks not already covered.
18. Risks will fall into one of the following categories :-
- Very Low – no action required
  - Low – improve where possible
  - Moderate – further action advised
  - Substantial – action required
  - Severe – immediate and substantial action needed
  - Critical – abort and re-plan trip
19. Risk assessment for Educational visits, Concerts and Competitions etc. must be submitted to the Compliance Officer for initial review and then to the Head for her approval (or in her absence, to another member of the Leadership Team) at least twenty-four hours before a trip departs or an event takes place.

## Hierarchy of Control Measurements

20. When reviewing residual risks it can be helpful to consider the hierarchy of control measurements :-
- E – Eliminate** (Is it possible to eliminate the event that is creating the risk?)
  - S – Substitute** (Can part of the process be substituted?)
  - C – Contain** (Can the harmful element be contained?)
  - A – Alleviate** (Can a degree of harm be alleviated?)
  - P – Personal Protective Equipment** (Can items be used to reduce level of harm?)
  - E – Educate** (Can training be implemented?)

21. We can consider the above in the following theoretical scenario:-

*When pupils return to the School after the holidays, they bring with them a multitude of boxes and suitcases containing their personal belongings. These are taken to their rooms up narrow staircases, emptied and then placed by pupils in the corridors outside their rooms before being stored in roof spaces around the boarding houses. This has previously been achieved by having a teacher standing in the roof space leaning out and down to receive the boxes/cases and by an older pupil or other staff member balancing the boxes on their chest whilst climbing up a step ladder before passing the box/case above their head to the teacher.*

22. This scenario presents us with a number of hazards including injury to staff and pupils. By applying the Hierarchy of Control Measurements, we could consider the following actions:-

23. **E** – Do pupils need to bring such large quantities of items back and forth to school? Could there be an area for them to store possessions within the school during the holidays that is on the same level as their room? Could there be an area for them to store more possessions at School during the holidays that is on the same level as their room?
24. **S** - Do the empty boxes and suitcases need to be stored in roof spaces? Do all the suitcases and boxes need to be carried up narrow staircases by the Estates team? Is there an alternative route, or could a 'human chain' be formed?
25. **C** – Boxes and suitcases should not be handed up by pupils, but only by staff trained in manual handling techniques.
26. **A** – Could the size and weight of suitcases and boxes be limited to reduce the impact of injury?
27. **P** – Are the Estates team and any other staff involved in the process wearing protective footwear for example?
28. **E** – Have staff received recent training in correct Manual Handling Techniques?

## Legislation

29. Whilst there is no legislation as to how long a risk assessment is valid before a review is necessary, it is best practice that this should not be more than two years (and annually in the case of severe risks), and this is the guidance adopted by The Yehudi Menuhin School. In addition to this risk assessments will be reviewed when there are significant changes to regular activity, there are changes to the type of people involved in the activity, after a near miss or accident, particularly if the accident is reportable under RIDDOR, or there are changes in good practice or legislation.

## Responsibilities

30. The following people have responsibilities in relation to this policy :-

- The Bursar is responsible for the implementation of this policy for all facilities and estate risk assessments.
- The Compliance Officer is responsible for maintaining the School's Risk Management Report, Risk Action List and working with Governors via the Risk Committee and the Leadership Team to reduce identified risks.
- The Compliance Officer is responsible for maintaining a central list of operational risk assessments and advising staff in preparing risk assessments where appropriate.
- The Head is responsible for ensuring that staff in charge of individual trips/events complete the necessary risk assessment.
- The School Receptionist is responsible for maintaining a central list of risk

assessments associated with individual trips/events and ensuring a copy of these is available in Reception at all times.

- Initial risk assessments and review should always be done, where possible, by the main person responsible for the risk, along with a 'Competent Person', i.e. someone with a knowledge of health and safety. (For example, any risk in the Science Department should be carried out by the Head of Science.) The Bursar will obtain specialist advice where risk assessments are required to be carried out by external contractors. These include Fire Safety, Legionella Control, the Asbestos Register and Hazardous Substances Risk Assessments.

## **Governors Risk Assessment & Monitoring**

31. The Risk Management Report will be prepared by the Compliance Officer and the Bursar on behalf of the Governors. All Governors' subcommittees will review their section of the Risk Management Report in their meetings and report any change to the Bursar. The Risk Management Subcommittee will review on a termly basis the consolidated Risk Management Report and report to the Finance & General Purposes Committee who in turn will report termly to the Council.
32. The Risk Management Subcommittee will review the central list of Operational Risks and the Action List on a termly basis.