

Aylesford School

and Sixth Form College



wonder aspiration respect discipline

RISK MANAGEMENT POLICY

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Lead: Business Manager
Via: Finance and Premises

'from potential to reality'

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Introduction and Objectives

The purpose of this policy is to enable Aylesford School and Sixth Form College to meet its duty of care to pupils, staff and visitors by creating a practical framework for Risk Management and creating a culture of undertaking risk assessments to reduce the risks of all operations within the school. The aim is to:

- Maintain a safe, secure working and learning environment.
- Ensure protection of the school's assets and to avoid disruption or interruption of its services.
- Reduce costs of risks by evaluating exposure and improving the control of risk.

Policy Statement

Everyone has Risk Management responsibilities specified in various legislations.

Aylesford School is ultimately responsible for:

- Implementation of relevant legislation.
- Achieving the objectives of this policy.
- Ensuring adequate resources are made available for the management of risk.

These responsibilities place an obligation on School Governors, Headteacher and delegated lines of responsibility within the organisation.

In accordance with the principles contained within the Aylesford School Health and Safety Policy and this Risk Management Policy the Governors and Headteacher through line management and delegation will endeavour to ensure that:

- Risks are identified.
- Severity and probability of risks are identified where necessary.
- Adequate and appropriate resources are provided to mitigate risk.
- These risks assessments and mitigation actions are recorded and communicated to the relevant parties.

Responsibilities

The Governing Body

The Governing Body accepts responsibility for the establishment, monitoring and review of all school Health and Safety and Risk Management Policies.

The Governing Body aims to provide a safe, secure and healthy environment for teaching and non-teaching staff, students and visitors to the school. The Governing Body recognises that policies alone cannot ensure safe, secure and healthy working conditions. Only good working practice will ensure safety and security. All staff, employed by the School, Governing Body or others, will appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

The Governing Body will:

- Ensure that all resourcing decisions take into account health, safety and security matters.
- Delegate to the Headteacher a contingency budget to cover health, safety, risk management and security matters as appropriate to the school's scheme of internal delegation.
- Ensure that job descriptions of new staff include general and specific responsibilities relating to health, safety, risk management and security.
- Together with the Headteacher or named responsible person, ensure that staff and their students have suitable health, safety, risk management and security provision.
- Ensure that safety standards for purchased goods and equipment are met.
- Ensure that the school has appropriate monitoring systems

The Headteacher

The Headteacher is the person initially and ultimately responsible for achieving the objectives of the Aylesford School Risk Management Policy in his school. This policy should clearly identify which responsibilities are delegated.

The Headteacher will:

- a) Ensure that the school meets as far as reasonably practicable, the requirements of all current relevant health and safety legislation.
- b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding security.
- c) Ensure staff and students comply with agreed procedures.
- d) Advise the governing body on the resources and action required to meet statutory requirements.
- e) Liaise as appropriate with the Governing Body on Risk Management, Health and Safety, Security and Fire matters in the school.

The Business Manager and Site manager

The Business Manager will be the focal point for day to day operations of Risk Management, Health and Safety, Security and Fire and to this end has delegated responsibilities.

The Business and Site Manager will:

- Coordinate and monitor the implementation of all Risk Assessments in the school.
- Coordinate and monitor the implementation of the Health and Safety Policy and associated procedures.
- Coordinate and monitor the implementation of all Fire Risk Assessment recommendation, Emergency Fire Evacuation Procedures and termly evacuation drills.
- Ensure all Fire Fighting and Fire Prevention equipment is maintained to the required standard.
- Ensure that incidents and hazards are recorded and reported as appropriate and that risk assessments are evaluated if necessary.
- Ensure specialist advice and guidance is sought to assist with Health and Safety and associated Risk Management.
- Ensure that, before introducing any change that may affect the Health and Safety and/or security of the employees at work, there is adequate consultation with the Headteacher and/or Governing Body and specialist safety advisors.
- Ensure that recommendations or reports presented to the establishment by specialist advisors and other external organisations are communicated to the school's management structure and that such reports are followed up with an action plan and/or policy decisions.
- Ensure that contractors and hirers of the school facilities undertake to conduct themselves according to the statutory Health and Safety Requirements and associated procedures of the school.

Responsibilities of Heads of Department and Managers.

Heads of Departments or Managers have control over the activities in that department and therefore need to ensure decisions made take into account safety requirements. Heads of Department or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department.

Heads of Department or Managers are responsible for the detailed adoption of school Health and Safety and Risk Management Policies and to this end they shall:

- Be directly responsible to the Headteacher for the implementation or existing policies within that department/area of work. They should follow the advice or instructions given by the Headteacher, including the relevant parts of this policy.
- Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety policy and associated Fire and Security procedures.
- Ensure that the areas for which they are responsible are maintained to high standards, carry out regular Health and Safety tours of the areas and activities for which they are responsible.
- Ensure that they draw the attention of the Line Manager to any breach of statutory regulations or departmental procedures which cannot be dealt with.
- Ensure that they report and investigate incidents occurring within their areas of work, in accordance with the School's procedure.
- Ensure they maintain safe access to and egress from their places or work.
- Where necessary seek the appropriate Health and Safety, security and fire advice of relevant advisor officer at the school.
- Establish and maintain safe and secure working procedures including arranging to ensure, as far as reasonably practicable, the safety and absence of risks.
- Ensure as far as reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety.
- Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.
- Ensure students and supply teachers are aware of their responsibilities.

Responsibilities of all Staff

All new members of staff are given an induction into the school's arrangements for Health and Safety and associated Risk Assessments followed by annual refresher training. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

To observe the relevant policy direction to carry out the responsibilities to students and other visitors in school all staff are expected to:

- Know the special Health and Safety, Task management and Security measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Know and apply the emergency procedures in respect of fire, emergency evacuation and first aid.
- Not wilfully misuse, neglect or interfere with things provided for his/her safety and /or the safety of others.
- Co-operate with other employees in promoting improved security, Health and Safety measures.
- Report to the Site Manager any hazard, defect or malfunction in accordance with the school procedure.

- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Avoid improvisation in any form which could create unnecessary risk and security.
- Attend training courses to further improve site security as required.
- Report all incidents, assaults and near misses in accordance with school procedures whether injury is sustained or not.
- Take reasonable care, whilst at work, to ensure that you do not endanger either yourself or anyone else who might be affected by your activities.
- Make parents/volunteers aware of the security procedures in the classroom/work area.
- Set a personal example.

Responsibilities of Visitors and Contractors

All visitors and users of the premises will be required to observe the Health and Safety, Risk Management, Fire and Security arrangements of the school. The school office will ensure that visitors are informed of fire evacuation and security arrangements before access is given.

Groups that hire the school premises are made aware of these arrangements through the booking of the school facilities process.

Responsibilities of Students

Students are expected to:

- Conduct themselves in a manner which is considerate to their own security and safety and safety of others.
- Observe all the security and fire rules of the school and in particular the instruction staff gives in any emergency.
- Not wilfully misuse, neglect or interfere with equipment provided for their security and safety.
- The prospectus will make all students and parents aware of the contents of this section.

Risk Management Support

As part of the service purchased by the school the Local Authority provides professional advice and support from WES Safety and Premises and Property Risk Management Services. In addition to ongoing day to day availability of advice and support WES Safety and Premises will review all aspects of Risk Management on an on-going basis with a formal audit by Risk management and Security consultants on a three year cycle.

In addition Aylesford School will work with external agencies, contractors HSE and other Government Departments to ensure the reduction of risk to personal health, property or building.

Specialist Support Services

Health and Safety Security and Fire Matters	> >	Health and Safety Officer or Health and Safety/Risk Management Officer at WES Safety and Premises	Warwickshire County Council 01926 410410
Business Continuity/Disaster Recovery	>	Health and Safety Officer or Health and Safety/Risk management Officer at WES Safety and Premises/Solihull Metropolitan Borough Council/Zurich Insurance	Solihull Metropolitan Borough Council 0121 704 8411
Emergencies with Education	>	Assistant county Education Officer, Community Division	Solihull Metropolitan Borough Council 0121 704 8411
IT Issues	>	SIMS Support – WES/Senior Technical/Syscomm	Warwickshire County Council 01926 410410 Syscomm 01926 856000
Insurance Matters	>	Business Manager/Solihull Metropolitan Borough Council/Zurich Insurance	Solihull Metropolitan Borough Council 0121 704 8411

Monitoring of Risk Management

Governors through the Finance and Premises Committee will review the school Risk Register each year, action points are minuted and implemented through appropriate delegation.

Governors will conduct a pre-planned tour of the school site six times per year. The objective of this tour is to review site condition/functionality and also Health and Safety, Fire and Security compliance.

WES Safety and Premises Risk Management team will carry out an audit of Health and Safety, Security and Risk Management on a three year cycle.

The academy will arrange for Fire Risk Assessment by a responsible body every three years.

The academy will arrange for a Legionnaire Water Hygiene Risk Assessment responsible body every 2 years.

All outcomes and recommendations for the above will be recorded together with action plans to address remedials.

Insurance

Funds for insurance are delegated to the academy from the ESFA. It must demonstrate it can cover insurable interests under a policy arranged by the Governing Body.

The Finance Committee reviews insurance arrangements annually. They ensure that the sums insured are commensurate with risks and include cover for academy property when off the premises.

Aylesford School currently procures insurance through Solihull Metropolitan Borough Council who provide on-going specialist advice on all insurance matters. The school's current insurance policy is with Zurich Municipal, policy number: KSC-242046-5253.

Full details of the policy including sums insured and excesses are held by the Business Manager.

Policy Review

This policy will be reviewed bi-annually or more frequently if the circumstances change. The policy will be subject to full consultation with the Governing Body, Leadership Group and members of staff as necessary.

Location of the Policy

The policy will be presented on the school website and a hard copy kept with other Risk Management information located in the Business Manager and Site Manager's office.

Cross Reference documents

Business Continuity Plan
Health & Safety Policy
Fire Emergency Evacuation Plan (FEPP)
School Security Procedure
Safeguarding Policy
CCTV policy
First Aid & Medication in Schools Policy