



MILTON ABBAY SCHOOL

RISK MANAGEMENT & ASSESSMENT POLICY

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Policy Contact:	Nick Barrow
Approved by	Tracey Edwards

Introduction

A risk assessment is, in simple terms, a written way of demonstrating that you have considered any potential hazards that might have a negative effect on the outcome of any activity.

The information within this policy is applicable for all, whether your role is to produce risk assessments or follow them.

To assist you this policy contains guidance and templates to help you consider potential risks (hazards) and the measures that could be taken to minimise risk. It is important to understand that we can never reduce the risk factor to zero, but we do have a duty of care to make sensible proportionate efforts to reduce risk.

For those staff with responsibility for evaluating and implementing risk management strategy and undertaking risk assessments for activities, it is also important to link with the requirements of the Independent Schools Standards Regulations, KCSIE, National Minimum Standards for Boarding and of course, the Health and Safety at Work Act.

The objectives of Risk Management are

- To ensure that major hazards (risks) are identified and managed with a view to promoting welfare for all.
- To meet HSE, ISSR and NMS requirements and for a written risk assessment policy to be in place.
- 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.

The Senior Deputy Head and Head of Operations, with Head and Governors will be responsible for the overarching risk management of the school with all Risk Assessments officially reviewed (at least) annually. It is important to remember that risk assessments should also be renewed on an 'ongoing basis', and especially when dealing with changing and involving activities.

The following list indicates key areas for which specific risk management assessment would be considered appropriate, please note that this list is not exhaustive:

- (a) pupil protection (including safeguarding and welfare requirements).
- (b) school trips (whether educational or social)
- (c) management of visitors on the school site (including the Abbey)
- (d) fire and emergencies
- (e) traffic and pedestrian interaction on site
- (f) Boarding accommodation relating to safeguarding
- (g) Physical dangers (roofs, unsecured windows etc)
- (h) management of hazardous substances
- (i) use of hazardous equipment e.g. in DT, Art etc
- (j) the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- (k) 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, specifically in boarding

Producing a Risk Assessment

The production of a risk assessment has four main stages; creation, endorsement, review and management.

This policy is applicable to general school risk assessment creation and management. Where specialist skills are required, (i.e.: asbestos, fire, water quality and hazardous substances) the opinion and guidance of professionally accredited professionals must be sought.

All staff will receive guidance on risk assessment, and this will be refreshed on an annual basis. Risk assessment training will be provided on specific areas by competent staff.

All risk assessments should take into account:

- (a) hazard - something with the potential to cause harm
- (b) risk - an evaluation of the likelihood of the hazard causing harm
- (c) risk rating - assessment of the severity of the outcome of an event
- (d) control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment thought process should consist of the following;

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

Review is an important part of the risk assessment process – it enables us to learn and grow. It is good practice to review a risk assessment after an activity has occurred to re-visit the hazard, identify measures taken to evaluate effectiveness the reality of the experience. This process can allow us to risk assess more efficiently in the future.

A risk assessment should not be an afterthought or confined to just the most obvious dangers.

Hazards that invite risk should be seriously considered in relation to all activities (whether considering pupils, staff, or visitors on site).

It is important that a risk assessment shows that careful thought and action has been shown to minimise risks and the associated dangers.

To validate Risk Assessments, they need 2 signatures – the author who has identified the hazards associated with the activity and recorded them on the risk assessment, and the authoriser who is endorsing the Risk Assessment. All members of staff taking part in the Activity, shall sign and print their names having read and understood the Risk Assessment.

Suggestions for advice and/or authorisation for Risk Assessments:

Offsite Trips	Educational Visits Co-ordinator (EVC) – Will Fraser
Science	Head of Science – Nick Anderson
Premises	Deputy Head of Operations – Nick Barrow
Safeguarding	DSL – Zoe Livingstone
Curriculum	Head of Academic – Josh Bradbury

For advice on all aspects of risk assessments	Head of Operations – Tracey Edwards
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Management of Risk Assessments

The Deputy Head of Operations will inspect risk assessment records annually, as part of the annual H & S Departmental Review. In between official inspections, risk assessments will be reviewed by authors for the following occurs:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

All risk assessments should be electronically filed in the relevant Health and Safety (purple) Online Folders, where they can be accessed swiftly by all appropriate staff.

Appendices

Appendix 1 Risk Assessment Template

Appendix 2 Areas of school life etc.

Appendix 3 Risk Assessment Post Evaluation Form

Appendix 4 'Risk Assessment Bingo Sheet'

Appendix 5 Leaving Site with Pupils



<p>Risk Assessment Reference Number <u>Dept Code/RA/01</u> (With reference to the underlined section of the code please use your own department code and issue a number to your risk assessment)</p>	<p>_____ / RA / _____</p>		<p>Milton Abbey School Risk Assessment</p>
<p>Activity Being Risk Assessed:</p>			
<p>Date/s of Activity: (if not date applicable – state 'ON GOING'):</p>			
<p>Date of this Assessment (Day/month/year):</p>			
<p>Author of this Risk Assessment:</p>			
<p>Location (whether on site:/ or off site):</p>			
<p>Precise Location Detail:</p>			
<p>What are the potential hazards?</p>	<p>Who potentially might be harmed?</p>	<p>What is already in place to reduce risk?</p>	<p>What additional Risk Reduction Measure is needed to minimise harm?</p>



If this Risk Assessment is being used by any staff members (other than the Author), it is important that understanding and compliance is confirmed by all users.

Therefore, please ensure that all users confirm this below prior to use of this Risk Assessment

	Print Name	Signature	Date
Risk Assessment Author			
Risk Assessment Authoriser			
	Print Name	Signature	Date
Confirmation Signature and Date : (of Additional User)			
Confirmation Signature and Date : (of Additional User)			
Confirmation Signature and Date : (of Additional User)			
Confirmation Signature and Date : (of Additional User)			

Areas of school life where risk assessments are needed.

(please note this is not an exhaustive list)

Educational

- science experiments
- design & technology
- food technology
- sport and PE activity
- Duke of Edinburgh award
- art
- CCF
- music
- drama & dance
- general classroom
- school trips
- the farm and stables

Support

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office
- site visitors
- fire & emergencies

Pupil Safeguarding and Welfare

Health and Safety

- Lone working
- COSHH
- Working at height
- Asbestos
- Water Hygiene
- Manual handling
- Sharps

Risk Assessment – Post Evaluation Form

Title of Risk Assessment:
Date:
Purpose:
Author:
Participating Staff:
What extent were the aims of the Risk Assessment fully met:
What extent did the Risk Assessment contribute to the success of the activity?
Comment on the quality and contribution of the venue, its staff, and any contractors for the activity:
Evaluate the extent to which the risk assessment facilitated the safety and welfare of staff, visitors, and pupils. Include details of any accident, injury or near miss.
Author's Signature:
Authoriser Comments:
Authoriser Signature:

This evaluation form will also provide analytical information for SLT for future activities. Completed forms to be returned to the Head of Operations.

Thank you

Risk Assessment Bingo

Have you mentioned these 'ad-hoc' items in your risk assessment?

Whilst not all may be relevant to your risk assessment, please use this 'bingo sheet' as a handy prompt.

No list of pupils attached	Date of Birth	Passport Number
Reference to allergies (Staff & Pupils)	Flight Numbers (if applicable)	Inbound & Outbound Travel (Internal trip travel arrangements, if applicable)
Address/Contact details for accommodation	Contact details given for staff phones	Staff rota
Itinerary	Contact details of tour operator	Insurance certificates included
SLT/UK contact numbers specified	Alcohol expectations (Staff & Pupils)	Parent contact details
Behaviour Expectations (Bespoke trip arrangements)	Local medical care contact details	Medications (Staff & Pupils)
Safeguarding	Gender separation arrangements	Age separation arrangements
Natural disaster protocols	Parental consent forms	Staff next of kin

Leaving Site with Pupils

When taking a group of children off site for an activity (whether sporting, adventure based or an educational or social trip, etc) details must be shared with the School Reception Team prior to departure for safety purposes.

Our school Reception hours are 8am until 6pm Monday to Friday, and 8am until 1pm on Saturday mornings. Outside of these times please ensure that the 'Duty SLT' is aware should fire alarms or other emergency situations occur.

The required details must include...

WHO = A list of the pupils and staff going off site (using full first and last names)

WHAT = Clear & brief details of why the group is going off site (what is the purpose, reason etc).

WHERE = Clear confirmation of where the group are going (location details, how the group is getting there, departure & return times etc).

CONTACT = At least one emergency mobile number to allow communication with the group staff members, in the event it is needed.

The information listed above (WHO, WHAT, WHERE & CONTACT) is normally mandatorily listed within the risk assessment that reflects the activity, visit etc.

Therefore, to avoid duplication of information, staff are encouraged to provide a copy of the relevant risk assessment to the Reception Team, to cover off the information requirements.

If you do not wish to submit a copy of your risk assessment to the Reception Team to cover off the requirement for; WHO, WHAT, WHERE & CONTACT - please ensure that you still provide the necessary information in a clear and comprehensive way to meet the requirements.

Emailed information sent to reception@miltonabbey.co.uk or paper-based information handed in at Reception is perfectly acceptable, the most important point is that it is done.