



KING JAMES I ACADEMY

Risk Management Policy

Date adopted by Governors: September 2017

Date of Next Review: September 2018

Risk Management Policy

1. Introduction

- 1.1 King James I Academy will seek to identify risks and take action to reduce the probability of them materialising and/or limit their impact. All organisations are at risk of suffering loss or damage to their personnel; property; reputation and ability to deliver services through the occurrence of unforeseen events. While the timing of such events is unpredictable, it is usually a feasible matter to identify the possibility and probability of them occurring.

2. Purpose

- 2.1 The purpose of this policy is to identify potential risks and ways of managing them successfully. All staff will be aware of their responsibility to manage risk on a day to day basis; notify appropriate staff of potential risks, and risk factors; carry out risk assessments in relation to the day to day management of students and resources within each faculty/department and in the event of a major risk situation, respond in line with the Academy's 'Major Risk' procedures.

3. General

- 3.1 This policy forms part of and should be read in conjunction with the Health and Safety Policy. It is designed to confirm how King James I Academy will address the requirement to undertake Risk Assessments so as prevent or control the hazards and risks presented to its staff, students and where appropriate members of the public potentially affected by the activities of King James I Academy and thereby comply with the provisions of The Management of Health and Safety at Work Regulations 1999.

- 3.2 The policy requires all managers, on behalf of King James I Academy to:

- Ensure all existing activities are subject to a valid risk assessment with suitable and sufficient risk control measures planned and implemented;
- Avoid any activity, which involves a risk to health and/or safety which has not been subject to an existing risk assessment;
- Ensure all new purchases of materials, work/curriculum equipment etc which could foreseeably present any risk to health and/or safety are subject to a valid risk assessment prior to being purchased with suitable and sufficient preventive and protective risk control measures designed in at the outset;
- Ensure all new activities are subject to a valid risk assessment prior to being introduced with suitable and sufficient preventive and protective measures designed in at the outset;
- Implement the appropriate risk control measures, including the provision of training and information necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
- Review the assessments as necessary to ensure they remain valid.

This policy is required to comply primarily with the Management of Health and Safety at Work Regulations 1999.

King James I Academy recognises and readily accepts the benefits that accrue from the use of the principles and practices relating to risk assessment as a means of determining suitable and sufficient arrangements for the management of health and safety.

4. Scope

- 4.1 This policy applies to all existing and proposed King James I Academy on and off site activities. Students for the purposes of the relevant legislation are deemed as “members of the public” and as such are required to be protected from exposure to specific work or curriculum related hazards presented by the activities of King James I Academy.

All external agents, contractors and employers operating in King James I Academy or affected by King James I Academy activities will be expected to have suitable and sufficient risk assessments, designed to cover their operation, which are aligned with King James I Academy originated risk assessments to ensure effective co operation and co ordination of the work.

5. Definitions

- 5.1 Risk Assessment

A careful systematic examination of a work task, situation or premises, which identifies any hazards, assesses the risks they could present and thereby assists in the identification of appropriate preventive and protective measures.

- 5.2 Hazard

Something with the potential to cause harm. This can include substances, machinery, system of work, buildings, clients etc.

- 5.3 Risk

The likelihood that harm from a particular hazard is realised and taking into account the severity of the outcome.

6. Approach

- 6.1 Risk Management is all the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them and monitoring and reviewing progress

- 6.2 Preparation

To ensure a competent uniform approach is taken, King James I Academy personnel expected to participate in the production of a risk assessment will be required to attend training in the procedures and requirements of the risk assessment process. Such training will be offered from time to time, as part of the continuing professional development arrangements.

- 6.3 Risk Meeting

Each department/curriculum area will meet with appropriate staff to:

- Discuss and agree the risks in their area
- Determine the response to each risk
- Assess existing controls and determine appropriate action
- Allocate responsibility for action
- Agree future reporting and review procedures

6.4 Risk Register

Generic organisational risk assessments will be produced on behalf of King James I Academy as part of the overall development of the safety management system, copies will be held in the Risk Register within the School's intranet under Health and Safety.

All existing activities undertaken by King James I Academy will be subject to a retrospective risk assessment in accordance with the methodology of approach detailed in the accompanying procedure, records of the resulting assessments will be held within the respective department/curriculum area as appropriate to assist in the implementation of any specified risk control measure.

Any manager, teacher or other member of staff planning to introduce a new activity will be required to undertake a risk assessment as part of the planning process to ensure all relevant health and safety issues have been properly addressed.

Any manager, teacher or other member of staff planning to introduce a new article, substance or item of work equipment will be required to undertake a risk assessment as part of the procurement to ensure all relevant health and safety aspects have been properly addressed.

Within curriculum areas, where appropriate, the risk assessment should either be incorporated within lesson plans and schemes of work or at least referred to in the documentation. Students where appropriate, should be made aware of the assessments and the risk control measures relevant to their activities.

The objective of this requirement to undertake risk assessments is to reduce the risks presented by any identified hazards to the lowest level, which is reasonably practicable.

6.5 Ongoing Review and reporting

A timetable will be agreed for a continuing review of the risk register bearing in mind that the key risks faced may change. All risk assessments must be subject to review to ensure they remain valid and any material changes report and acted upon.

7. Assessing Risk Appetite

7.1 Risk appetite is the amount of risk to which the organisation is prepared to be exposed before it judges action to be necessary. Even risk as opportunity is surrounded by threats, which potentially limit ability to exploit the opportunity, and for which an appetite in relation to the opportunity benefit has to be assessed.

7.2 Risk appetite is also about comparing the cost (financial or otherwise) of constraining the risk with the cost of exposure should the risk become a reality, and finding an acceptable balance. Some risk is unavoidable, and not within the ability of the

Academy to completely manage it down to a tolerable level. In these cases the Academy needs to make contingency plans.

8. Risk Response

8.1 Transfer

For some risks the best response may be to transfer them. This might be done by commissioning conventional insurance, or by paying a third party to take on the risk in another way.

8.2 Tolerate

The exposure may be tolerable without any further action being taken. Even if it is not tolerable, ability to do anything about some risks may be limited, or the cost of taking any action may be disproportionate to the potential benefit gained. In these cases the response may be toleration. This option may be supplemented by contingency planning for handling the impacts that will arise if the risk is realised.

8.3 Treat

The purpose of treatment is not necessarily to obviate the risk, but more likely to take control action(s) to contain the risk to an acceptable level.

8.4 Terminate

Some risks will only be treatable, or containable to acceptable levels, by terminating the activity.

8.5 Take the Opportunity

This option should be considered whenever tolerating, transferring or treating a risk. There are two aspects to this. The first is whether or not at the same time as mitigating threats; an opportunity arises to exploit a positive impact. The second is whether or not circumstances arise which, whilst not generating threats, offer positive opportunities.

9. Responsibilities

9.1 All managers are expected to have in place current and valid risk assessments covering their existing areas of activity/work, which address all significant hazards encountered by their staff and where appropriate students and visitors in their care. All risk assessments are recorded on the Evolve system, which is maintained via the Site Manager.

Prior to the introduction of or purchase of any new activity, building, machinery etc, a risk assessment should form part of the planning process to ensure appropriate risk control measures are incorporated in the plan and thereby properly designed in at the outset.

All staff directly involved in the provision of a curricular activity are expected to ensure that current and valid risk assessments covering the lesson, which address's all significant hazards encountered by the students, and where appropriate the staff delivering the lesson, are in existence, current and sufficient. Such assessments

should form an integral part of the schemes of work and lesson plans. The assessments should be carried out in accordance with the procedures detailed in this document.

Where the risk assessment identifies hazards that are covered by specific assessments, the procedures in place for those assessments should be followed, the results of which should, where appropriate, be appended to the overall risk assessment.

Hazards covered by their own assessment criteria include:

- Hazardous and Dangerous Substances
- Manual Handling
- Computer (DSE) Usage
- Fire

10. Financial Risk Management

- 10.1 Specific information on financial risk management is contained in the Academy Financial Handbook. A report on financial risk management should be included in the Trustees' Report on the annual accounts.

11. Monitoring

- 11.1 The operation of this policy will be subject to review in accordance with the Health & Safety Policy and its performance monitored by the Finance and Property Committee.

12. RISK ASSESSMENT PROCEDURE GUIDANCE

- 12.1 To ensure a uniform approach is taken to risk assessment and to assist managers in this process this procedure has been produced which identifies the methodology to be followed and format for recording the findings and training for managers in applying this standard will be regularly available.

This procedure forms part of, and should be read in conjunction with the Risk Assessment Policy made under the overall Health and Safety Policy. It is designed to confirm how King James I Academy addresses the health and safety requirements with regard to the use of risk assessments by management as a planning tool, at organisational and operational level so as to recognise, understand, assess and control the hazards and risks presented by their activities.

Considerable emphasis is placed by current health and safety legislation on the employers need to have in place suitable and sufficient risk assessments, on all aspects of work that present hazards to staff, students and others, so that they are aware of the risks that may be involved and what measures have been taken by the employer to ensure a safe system of work is in operation.

As part of the legislative developments regarding the means by which health and safety should be managed, the requirement to carry out assessments of the risks presented by work activities is contained in regulation 3 of the Management of Health and Safety at Work Regulations 1999. These procedures detail how the

responsibilities with regard to the carrying out of risk assessments and the development of suitable and sufficient risk control measures will be met.

To satisfy the requirement to carry out suitable and sufficient risk assessments, the procedure to be followed will be:

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Evaluate the risks presented by the hazards and decide on the necessary preventive and protective measures

Step 4 Implement preventive and protective measures and record the findings

Step 5 Review, as and when necessary, to ensure the assessment remains valid.

The level of detail in a risk assessment should be proportionate to the risk. The purpose is not to catalogue every trivial hazard, nor are managers expected to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonable to expect.

There is no set approach as to how a risk assessment should be undertaken, but in principle they should be carried out as part of the planning process when new tasks, activities, equipment, premises, etc. are being planned, and when material changes are being considered.

Managers undertaking risk assessments should ensure that they consult with all relevant staff, on completion of the assessments should be tabled at the Committee prior to being introduced.

The regulations requiring risk assessment also expect a retrospective application. Therefore, managers should use the procedures detailed in this document when they are assessing work systems and activities not previously addressed.

In order to achieve the systematic approach required to ensure that risk assessments satisfy the suitable and sufficient proviso, the following steps must be followed:

Step 1 Identify the Hazards

When deciding to introduce a new system of work or modifying an existing one, the manager responsible must, in conjunction with other staff as appropriate, identify the physical, chemical, biological and ergonomic (including psycho-social) hazards that the proposed work will present.

Managers/assessors are expected to sufficiently research the development, calling upon other specialists where necessary, to ensure that all foreseeable hazards are identified and risks correctly quantified and controlled.

Where the principles of risk assessment are being retrospectively applied, managers/assessors will also need to visually assess the system of work and refer to existing active and reactive monitoring data.

Step 2 Decide Who Might be Harmed and How

When deciding on who might be harmed, managers/assessors will need to identify all those categories of staff, visitors, pupils, contractors and any other person who could possibly be affected by the work.

Those at greater risk due to their immaturity, special needs, ethnicity etc., require to be specifically identified to ensure the preventive and protective measures selected are effective in all probable circumstances.

The wider aspects of child protection issues, including CRB checks, social interactions, different peer groups etc should also be considered as part of the overall risk assessment process.

Step 3 Evaluate the Risk and Protective Measures Necessary

An evaluation of the risks arising from the hazards presented by a specific system of work can normally be carried out subjectively by the manager/assessor conducting the assessment. At King James I Academy the assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently.

The following matrix may help to determine your risk rating.

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only, but no First Aid	<p>The matrix grid is color-coded as follows:</p> <ul style="list-style-type: none"> LOW (Green): Severity 1, Likelihood 1-3. MEDIUM (Yellow): Severity 2, Likelihood 2-4; Severity 3, Likelihood 3-5. HIGH (Red): Severity 4, Likelihood 4-6; Severity 5, Likelihood 5-6; Severity 6, Likelihood 6-6. 					
2	Minor injury requiring First Aid						
3	Lost time injury, illness						
4	Major injury, disabling illness,						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

The control measures selected should be commensurate with the risk and follow a hierarchy which firstly ensures the risks are transferred, tolerated, treated or the activity terminated so far as is reasonably practicable.

Step 4 Record Details

Where the findings of an assessment are significant, they must be recorded. The record should represent an effective statement of the hazards and risks that lead to the relevant action taken.

Managers/assessors must use the format detailed in the appendix, such that a uniform approach is taken throughout King James I Academy which will allow the risk assessments to be integrated into the overall safety management system, by being linked to and transferable between other health and safety records and documents. The specified form will provide assessors with a means of recording assessments in a suitable format, ultimately the aim will be for these to be available on line to prevent the need for duplication.

The findings should include:

- The activity and its location
- The significant hazards identified, which might pose a serious risk
- The likely consequences of the hazards
- Details of those persons who could be affected
- The existing preventive and protective control measures where appropriate (when undertaking a retrospective assessment) and their effectiveness in controlling the risks. (Reference to other documents is acceptable here)
- The additional preventive and protective control measures required so far as is reasonably practicable and their effectiveness in controlling the risks.

In most cases, managers/assessors will be able to undertake the risk assessments themselves, calling upon specialist advice as necessary in respect of unfamiliar hazards or more complex aspects of their area of responsibility.

Generic risk assessments of common activities or aspects of work will be produced at organisation level, with implementation occurring at local level to prevent duplication.

Proprietary assessments, such as those produced by CLEAPSS are acceptable as long as they have been tailored where appropriate to meet the specific needs presented by the lesson/location/class etc.

Managers should ensure that appropriate information from the risk assessment process is brought to the attention of those staff and pupils to which it relates.

Step 5 Review

To ensure the risk assessment remains valid, it should be subject to a routine review, at least annually, or when changes in the activity could affect the hazard and the risk presented. Monitoring information such as that obtained during a routine inspection or following an accident investigation may also identify the need to review a risk assessment.

New & Expectant Mothers

New and expectant mothers may be particularly at risk from certain hazards namely, physical, biological and chemical agents; and processes and working conditions, which may

harm their pregnancy or affect their health and safety and that of their unborn/newly born child.

Where any assessment reveals potential risks to new and expectant mothers, all female staff of childbearing capacity that could be affected must be provided with relevant information about the potential risks and the action that will be taken to prevent exposure should they become pregnant.

Where a member of staff informs their line manager that they are pregnant a specific risk assessment should be undertaken into that an individuals' specific circumstances.

Where the new and expectant mothers are students then these issues should be addressed by the specific risk assessments relevant to their activities.

Managers are required to subject risk assessments for new and expectant mothers to routine and regular review to ensure the risk assessment remains effective in addressing the needs of the different stages of pregnancy and of breast-feeding.

Records

A record of all appropriate risk assessments undertaken, along with any revision and associated documentation will be retained within each Curriculum area/Department.

Premises and fire related risk assessments and associated documentation will be retained by the Facilities Manager.

All generic risk assessments and associated documentation will be retained by the Site Manager. These will be recorded on the Evolve system. A full list of all of the risk assessments which are undertaken by King James I Academy, together with the dates for review is attached at **Appendix 1**.

Copies of all risk assessments produced by external agents, contractors and employers operating on King James I Academy site or engaged in or affected by their activities will be held by the relevant Curriculum area/Department.

GENERIC RISK ASSESSMENT

Activity or location being assessed		Date:
Assessed by:		Review date:

What are the hazards / risk	Who is at risk and how?	Initial Risk Rating	Normal Control Measures (what are you already doing)	Additional Control Measures (what further action is necessary by whom and when).	Residual Risk Rating
<i>Consider the generic hazards and risks listed in this column. Add any site-specific hazards you have identified.</i>	<i>Pupils, staff, the public etc. Consider those with special needs</i>	<i>Before controls are applied. Use the risk matrix to help you rate the risk</i>		<i>Record additional controls you have identified and the date they were implemented. Ensure that you address anything highlighted under normal controls as needing action.</i>	<i>With all controls in place use the risk matrix to help you rate the risk.</i>