

# RISK ASSESSMENT AND MANAGEMENT

# RISK MANAGEMENT AND ASSESSMENT POLICY

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**Date established:** April 2021

**Date of next revision:** April 2022

This policy will be reviewed in full on an annual basis, or more frequently if there are changes in policy.

## **Overview**

### **Policy statement**

This policy has been developed to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school trips. It requires that major risks are identified and managed as part of an overarching policy with a view to safeguarding students, staff and other persons so far as is reasonably practicable.

### **Purpose**

This policy meets the requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

Employers furthermore, have a duty to safeguard the health and safety of their employees.

### **Applicability**

This policy applies to all members of ICS staff with responsibility for developing/implementing risk management strategy and undertaking risk assessments for activities which are under their control.

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## **Access**

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

## **Failure to comply**

As part of ICS's commitment to Safeguarding and Child Protection, all members of staff who are responsible for creating risk assessments must follow the contents of this policy. Failure to do so will result in intervention/disciplinary action by the Senior Leadership Team.

## **Risk management and assessment policy**

### **1 Guidance**

- 1.1 The GE Board and the Executive Principal will be responsible for ICS's overarching risk management and assessment policy. The overall strategy will be reviewed formally on an annual basis. Responsibilities of the Board and/or senior managers may be delegated.
- 1.2 Risk management strategy and risk assessments are recorded and reviewed when appropriate.
- 1.3 Senior leaders will identify those in ICS who are responsible for conducting risk assessment and monitoring its implementation. However, anyone that organises any form of activity within the school or outside are required to assess the risks in relation to their activity.
- 1.4 Those affected by school activities will receive suitable information on what to do through the risk management strategy and individual risk assessments.
- 1.5 Identified control measures are implemented to control risks as far as reasonably practicable.

## **2 Key risk areas**

- (a) Student supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead (DSL) role and also covers a range of responsibilities outside safeguarding e.g. break and lunchtime play
- (b) School trips
- (c) Management of visitors on school premises
- (d) Fire and emergencies
- (e) Traffic and pedestrian interaction site
- (f) Management of hazardous substances
- (g) Use of hazardous equipment e.g. in Tech, Art, Science etc
- (h) 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 students off-site
- (i) Risk areas which are not directly related to health and safety, including but not limited to:
  - (i) Financial
  - (ii) Recruitment procedures including Board oversight
  - (iii) Reputational
  - (iv) Terrorism, including the prevention of fundamentalism and extremism
  - (v) Student self-harming
  - (vi) Security, in our shared sites and specifically in the EYFS areas

## **3 Requirements**

- 3.1 A dedicated risk assessment policy is required of schools. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non-exhaustive) should include:
  - (a) When to complete risk assessments

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- (b) Who is responsible for drafting and checking
  - (c) Records to be kept
  - (d) Training requirements for staff
- 3.2 The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.
- 3.3 The Executive Principal, Heads of Phase, the Head of Finance and Administration and the HR Senior Manager/Health and Safety Advisor will be responsible for the implementation of the risk assessment policy.
- 3.4 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, legionella, fire, and hazardous substances, there is separate policy arrangements in place. Teaching area risk assessment checklists are also in place for guidance.
- 3.5 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Executive Principal, the Heads of Phase, the Head of Finance and Administration and the HR Senior Manager/Health and Safety Advisor.
- 3.6 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts model risk assessments for lessons in Science and Technology.
- 3.7 Risk assessments will 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
- 3.8 The risk assessment process will consist of the following 6 steps:
- (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 you are going to do to stop/minimise it
- (f) How you are going to check that your plans are working

## **4 Monitoring**

- 4.1 The Executive Principal, Heads of Phase, the Head of Finance and Administration and the HR Senior Manager/Health and Safety Manager will be responsible for the maintenance of risk assessment records. The policy is reviewed and considered annually by the Senior Leadership Team (SLT) and by the Consiglio d'Istituto (*the school's parent /staff council*)
- 4.2 Risk assessments will be reviewed:
  - (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
- 4.3 A list of areas (non-exhaustive) that require risk assessment is included in Appendix 2.

## **5. Sensible Risk Management**

- 5.1 Sensible Risk Management
- 5.2 Sensible risk management is about:
  - Ensuring that workers and the public are properly protected
  - Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences

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- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

5.3 Sensible risk management is not about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering.

5.4 Appendix 3 provides further insight into risk assessment development.

## **6. Links to other Health and Safety documents:**

6.1 ICS Health and Safety Policy Statement and Organisation

Health and Safety Arrangements: Most Arrangements include an element of the need to assess risks