



Rikkyo School

Risk Management and Risk Assessment

Date	Review Date	Coordinator	Nominated Governor
16/07/2023	16/07/2024	Dr T Okano	Mrs. Bunday

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Education (School Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (fire Safety) Order 2005
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies (DfE)
- Managing Health and Safety (HSE)
- Risk Assessment: A Brief Guide to Controlling Risks in the Workplace (HSE)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that the Management of Health and Safety at Work Regulations 1999 requires employers to manage health and safety and to make 'safe management' a fundamental part of their business.

Under the Regulations we are required to introduce health and safety arrangements, health surveillance and procedures, provide information to our employees, appoint competent persons to enforce and promote health and safety, train the workforce and to make assessments of the risks to the health and safety of school personnel, pupils and visitors.

We believe it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy school environment.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.



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We acknowledge that Risk Assessment is an exercise that we have to undertake to determine whether or not we comply with Health and Safety Law. Regulation 3 of the Management of Health and Safety at Work Regulations clearly states that 'Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst at work and the risks to the health and safety of persons not in his employment...'.

We realise that by introducing systematic Risk Assessments we can not only determine where we do not comply with Legislation, but in the event of a serious accident or perhaps prosecution by the Health and Safety Executive (HSE) the Risk Assessment can be used as evidence for defence. We are aware that the HSE will prosecute for not carrying out Risk Assessments.

We acknowledge that although risk cannot be eliminated we strive to provide a safe, secure and healthy working and learning environment for pupils, school personnel and visitors as we believe everyone connected with the school has the right to be protected as far as is reasonably practicable.

Therefore, we see the process of risk management as a means of controlling all the activities of the school such as systems, jobs, tasks, people, equipment, etc. in order to reduce the possibility of accidents.

We agree with the Health and Safety Executive that 'risk management is about taking practical steps to protect people from real harm and suffering'..... and by 'taking a sensible approach to risk management.'

We must ensure pupils, school personnel and visitors are properly protected and 'that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action.'

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aim



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- To have in place a thorough process of risk management in order to maintain a safe and secure working and learning environment.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility to ensure that the school has in place a thorough process of risk management in order to maintain a safe and secure working and learning environment;
- delegated powers and responsibilities to the Headteacher and to the Health and Safety Committee to ensure risk assessments are in place;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.



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- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will ensure that:

- risk assessments are undertaken by members of the senior management team and other competent members of the school personnel;
- risk assessments are in place and cover all the main aspects of the school;
- risk assessments are accurate and suitable;
- risk assessments are reviewed annually;
- risk assessments are easily available for all school personnel;
- once a new hazard has been identified then a thorough risk assessment is undertaken and all school personnel are notified;
- advice is sought from appropriate outside agencies in order to complete certain risk assessments;
- training is provided for the appropriate school personnel so that they are aware of the process of completing a risk assessment;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Coordinator

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- make effective use of relevant research and information to improve this policy;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Role of the Senior Leadership Team

The Senior Leadership Team will:

- undertake training in the process of completing a risk assessment;



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- ensure risk assessments are accurate, suitable and reviewed annually;
- provide support for the Headteacher in ensuring relevant risk assessments are in place;
- report any areas of concern in order to minimise risk;
- provide guidance and support to all school personnel;
- keep up to date with new developments and resources;
- review and monitor the effectiveness of this policy.

Role of School Personnel

School personnel must:

- comply with this policy;
- be aware of and comply with all current risk assessments;
- co-operate with those devising and updating risk assessments;
- report any new risks to the SLT;
- make volunteer helpers aware of the relevant risk assessments when they work in school;
- make children aware of the risks of certain activities
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils must:

- be aware of the risks of certain activities;
- be encouraged to bring to the attention of school personnel new hazards
- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Visitors

All visitors must:

- observe the health and safety procedures of the school and the risk assessments for tasks they take part in;
- bring to the attention of the school any identified hazards.



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Role of Local Groups

Local groups who hire the school facilities must:

- observe the health and safety procedures of the school;
- produce their own risk assessments for activities that they take part in.

The Stages of Risk Assessment

The stages of risk assessment are:

- Look at all the activities of the school such as systems, jobs, tasks, people, equipment etc.
- Identify the hazards that are or may be involved.
- Identify those persons who may be at risk.
- Identify the level of risk.
- Decide whether existing measures adequately control the hazard.
- Consider appropriate and suitable measures that may eliminate or reduce risk.
- Implement the risk control measures.
- Communicate the risk control measures to all school personnel.
- Monitor the control measures for effectiveness.
- Review and introduce new procedures.

Frequency of Risk Assessments

Risk Assessments must take place annually although checks to equipment should take place more frequently.

Reporting Procedures

All risk assessments are reported to:

- the Health and Safety Committee
- the full Governing Body
- school personnel
- pupils
- visitors

Publication of Risk Assessments

Risk Assessments will be displayed in the following ways:

- Staff handbook
- Staffroom folder
- Notice boards
- Appropriate areas of the school building



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Training

We:

- ensure all school personnel have received appropriate training for all health and safety policies that is undertaken by a registered training provider that covers:
 - All aspects of this policy
 - Health and Safety
 - Health and Safety - Responsibilities
 - Premises Manager
 - The Process of Risk Assessment
 - Workplace Environment
 - Risk Management
 - Health and Safety Inspections
 - Equal opportunities
 - Inclusion
- ensure the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- can provide data that evidences staff understanding by using a simple short multiple-choice test through one of the following applications such as Google Forms, Microsoft Forms, Kahoot or SurveyMonkey;
- have in place evidence for all staff:
 - that highlights the knowledge gaps in the training;
 - that shows how those knowledge gaps were corrected

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Race Disparity Audit

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.



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The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Health and Safety
- Health and Safety - Responsibilities
- Premises Manager
- Risk Assessment
- School Security
- Workplace Environment

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

We believe this policy:

- has been reviewed thoroughly by the governor responsible for health and safety and the Headteacher has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;
- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;



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- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library

Headteacher:		Date:	
Chair of Governing Body:		Date:	