



ST MARY'S SCHOOL HAMPSTEAD

Operational Risk Management POLICY

September 2021

Reviewed September 2021
Next Review Date: September 2022

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, high standards are expected and pursued. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- To ensure that effective control measures are implemented appropriately to control risk so far as reasonably practicable.
- To ensure that those affected by school activities have received suitable information on what to do.
- To ensure 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.

Responsibility and Management

Strategic Level

- The Trustees are ultimately responsible for the overarching risk management of the School.
- The Trustees are responsible for the Risk Register, which is reviewed annually.
- The Risk Assessment procedures are included in the Health and Safety Policy which is reviewed by Trustees.

Management Level

- The Health and Safety Committee is responsible for setting policies and procedures
- The Headmistress is the legally responsible person
- The day to day responsible person for Health and Safety is the Premises Manager
- The day to day responsible person for Safeguarding is the Designated Safeguarding Lead
- The Senior Leadership Team (SLT) are responsible for implementing and monitoring risk management on a day to day basis

- External advice will always be obtained if there is no adequate expertise available in school, eg, engineering installations, gym equipment, legionella testing
- The SLT are responsible for identifying and arranging training including:
 - i. Safeguarding and mandatory KCSIE training
 - ii. First Aid
 - iii. Fire Safety
 - iv. Safer Recruitment
 - v. Other specific areas

Review of Risk

Risk assessments will be reviewed:

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

Specific Areas

Safeguarding

- Safeguarding and Safer Recruitment Policies are based on KCSIE requirements
- There is a Designated Safeguarding Lead
- There is a specified Trustee and Governor responsible for Safeguarding
- The Trustee responsible for Safeguarding or Headmistress reports on Safeguarding at every Education and Staffing Meeting and at every Health and Safety Meeting.
- There is an annual report on Safeguarding at a Governors' meeting, by the Trustee responsible for Safeguarding. This includes an evaluation of the operation and effectiveness of the Safeguarding Policy and procedures.

Fire Safety

- The Premises Manager is responsible for mandatory school-wide risk assessments.
- The Headmistress and Premises Manager are responsible for organising and reviewing fire procedures and practices

Staff and Pupil Risk Management

- The School's Health and Safety Policy is issued to all staff
- Policies and procedures are also in the Employment Manual
- Understanding and dealing with risk is embedded into various areas of teaching, including PE, Art and DT and Science

Offsite Visits

- The rules, guidelines and approval procedures are set out in the Offsite Visits Policy
- Risk Assessment are completed for individual offsite visits
- All risk assessments are approved by a member of the SLT
- In the case of third party providers, their risk assessments are approved as part of the procedure

Teaching and Learning

There are generic risk assessments prepared for classrooms which are the responsibility of the Premises Manager

EYFS

Specific risk assessments for EYFS are the responsibility of the Head of EYFS and approved by the Headmistress

Sport and PE

- The Head of PE has overall responsibility.
- A risk assessment is prepared for each individual sport and activity
- In the case of external providers, their own risk assessment has to be approved, including safeguarding

Finance

The overall finances of the School are the responsibility of the Trustees. They are reviewed each term by the Finance and General Purposes Committee and the Governors.

Premises, Contractors and External Agencies

- Contractors for Catering (Food and Environmental Health Safety) and Cleaning (COSHH) provide method statements and risk assessments
- The Premises Manager is responsible for maintenance, portable appliance testing, mains gas, electricity, water services and water testing. He uses external contractors as required
- The Premises Manager is responsible for Safeguarding procedures and safe working guidance on site for contractors.

Risk Assessments

Risk assessments must take into account:

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

The risk assessment process consists of the following six steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what steps can and have been taken to reduce risk
- how can checks that place that plans are working

The Premises Manager is responsible for the maintenance of risk assessment records. Where the risk assessment is reviewed, it will be approved by the Health and Safety Committee.

Appendix 1: Risk Assessment Form

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|------------------------------------|---------------|--|
| St Mary's School, Hampstead | Activity | |
| | Activity Date | |

| What could go wrong? | Who might be harmed? | How likely is it to go wrong? | How serious would it be if it did? | What steps can and have been taken to reduce the risk? | What checks take place that plans are working? |
|--|--|--------------------------------------|---|---|---|
| List significant hazards which may result in serious harm or affect several people | List groups of people who are especially at risk from the specified hazards identified | | | List existing controls or note where the information may be found (eg training systems or procedures) | |
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| Assessment Completed by: | Assessment Approved by: |
| Signature | Signature |
| Name | Name |
| Date | Date |