



Subject: <b>Risk Management</b>	Number: <b>POL00106</b>
Approved by:	Type: <b>Policy</b>
<b>Managing Director</b>	Effective: <b>July 2022</b>
	Revision: <b>2.1</b>
	Effective: <b>September 2023</b>

**1. Objectives**

The Robert Holme Academy (RHA) recognises its responsibilities in managing all risks to provide a safe environment for its staff, students and visitors, while minimising business and regulatory exposures. We will act proactively and at all times to minimise the incidence of all workplace risks.

All activities will be carried out with the highest regard for health, safety and welfare of our staff, children under our care, contractors and visitors, along with the public at large.

We work with all members of staff to promote an open and positive attitude to health and safety in everything that we do. We encourage all staff to identify and report hazards that need attention, along with recommended solutions, so that everyone contributes to maintaining a safe and happy working environment.

Our policies and practices reflect our commitment to thorough management of risk at work, and we acknowledge that effective management of risk actively contributes to our ongoing success.

Regular risk assessments and reviews are carried out to identify potential hazards and establish appropriate controls to mitigate risk, including any corrective action necessary to reduce risk to an acceptable level.

Our policy is reviewed not less than every year or in the light of legislative or substantial organisational change and continual improvement.

**2. Scope and Applicability**

This policy is applicable to all members of staff and mandates the practices necessary to ensure risks are formally identified and are managed effectively to minimise any exposure.

The policy and procedures identified within this document apply to all possible sources of risk. These include but are not limited to:

- the risk individuals pose as part of the school community (staff/pupils);
- business risks;
- health and safety risks;
- risk to the environment;
- risk to the wider community;
- fire risks;
- regulatory risks.



### 3. Procedure

#### 3.1 Responsibilities

##### 3.1.1 Responsibilities of the Managing Director

The Managing Director has overall responsibility for managing risk within the Robert Holme Academy. In this capacity, the Managing Director will:

- co-ordinate the implementation of risk management policies and practices and monitor their effectiveness in meeting obligations;
- make adequate provision for necessary risk management training and resources to ensure that risk is managed effectively;
- ensure that all staff are accountable for managing risk in areas of their control and monitor compliance;
- review ongoing compliance and ensure any corrective or preventive actions are taken to minimise potential exposures.

The Managing Director also personally delivers risk management training during the induction program for new members of staff. The training stresses the importance of health and safety, the need for personal responsibility in managing risks effectively, along with the corresponding systems and controls.

##### 3.1.2 Responsibilities of the Headteacher

The Headteacher has a primary responsibility for the implementation of risk management practices and for monitoring their effective implementation on a day-to-day basis. The Headteacher therefore:

- ensures sufficient staff are adequately trained in risk related policies, procedures, systems and working practices and make arrangements to inform staff and students, of relevant risk management procedures;
- completes risk assessments and ensure any mitigating or corrective actions are completed within planned deadlines;
- monitors the status of risks (in conjunction with the Managing Director);
- ensures that actions taken to mitigate risk are embedded within the curriculum to ensure that all learning activities are conducted in a safe manner;
- ensures staff are competent in the tasks they are undertaking and do not behave in a way that would endanger themselves or others;
- ensures that all unsafe practices are stopped immediately or modified in order to render them safe;
- reports all significant risks to the Managing Director;

##### 3.1.3 Responsibilities of all Staff

All staff are responsible for making sure that they are aware of, and comply with, risk management policies and procedures.

Similarly, all staff must take reasonable steps and avoid taking unnecessary or significant risks, while minimising exposures to themselves and those who may be effected by their acts or omissions.

Staff are required to seek guidance from the Headteacher or the Managing Director if they are in any doubt regarding a risk and corresponding mitigating actions.



**3.1.4 Responsibility of all Students**

All students are also expected to comply with organisational rules to ensure they act responsibly and safely around the premises and when offsite.

While students are not expected to know or appreciate the details and complexities of the risk management systems and practices, they are expected to understand and uphold the principles of health and safety and take all necessary precautions to protect themselves and others from risks.

Students are encouraged to report any potential risks and concerns they have and these should be dealt with sympathetically and appropriately.

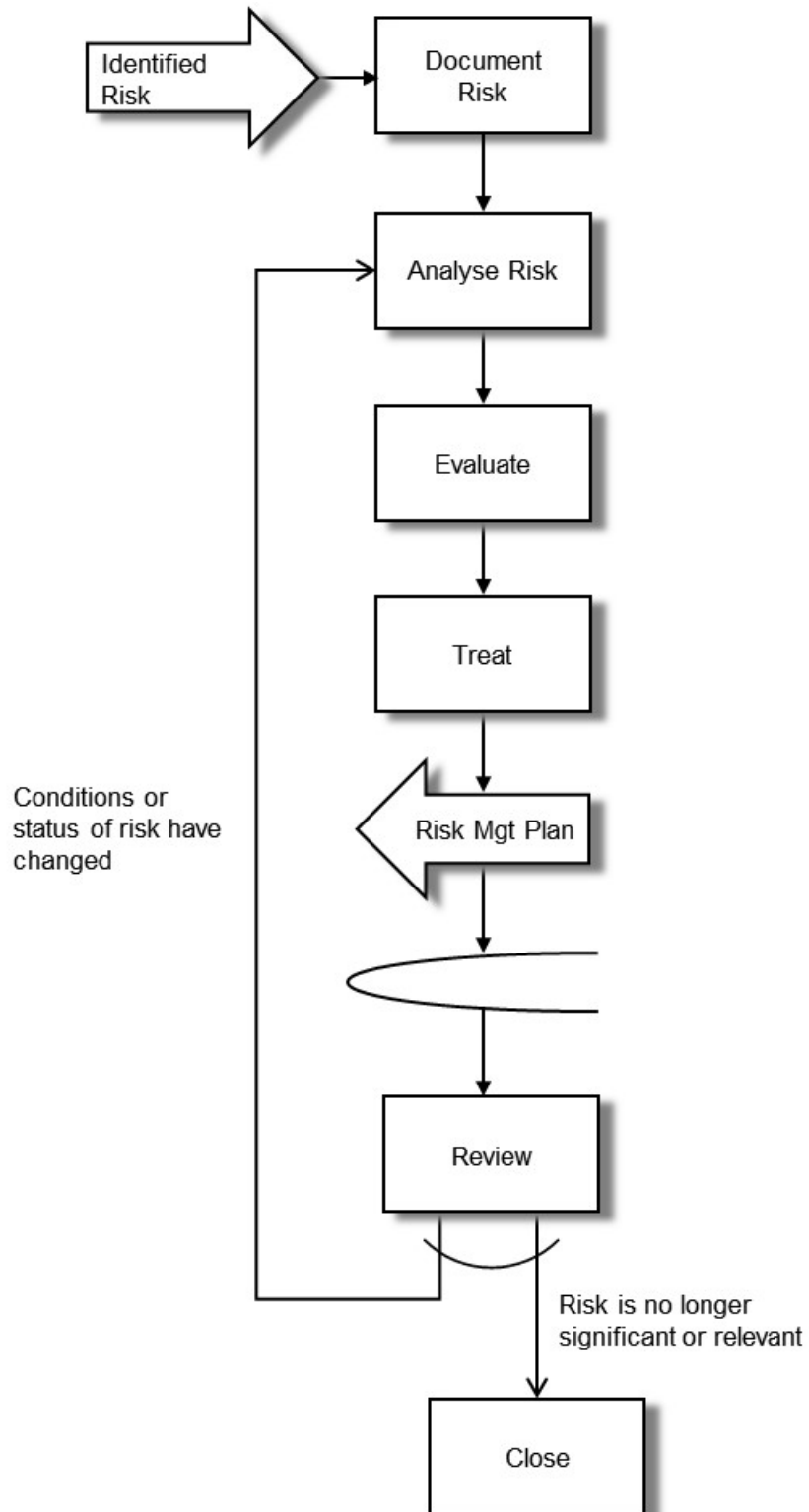
Students are expected to listen to and follow all safety related instructions given by staff immediately and without question.

Students must not interfere with, neglect, damage or misuse equipment, including fixtures and fittings, safety systems, alarms, etc., or take any actions that may put themselves or others at risk.

Students must not access, or attempt to gain access to secure areas, including the kitchen, material stores, hazardous material stores, etc.



3.2 Process





### 3.3 Document Risk

Risks may arise from a variety of sources and day-to-day activities as well as special events and unique situations. Risks are typically either physical hazards or business exposures.

Physical risks, if not managed effectively, may result in injury. These include risks resulting from:

- handling potentially hazardous materials;
- using electrical equipment;
- exposure to infectious disease;
- moving heavy objects and equipment;
- using and storing tools and sharp instruments;
- working at height or in other unsafe environments;
- trips and visits, etc.

Business risks must also be managed proactively to minimise or avoid exposure. Business risks include, but are not limited to:

- financial exposures;
- regulatory non-compliance (including health and safety, DfE standards, etc.);
- potential physical security breaches;
- reputational damage;
- data protection and information security exposures.

In all cases risks are formally identified and managed according to this policy, along with its supporting procedures and training.

Potential risks can be identified by any member of staff or student. All potential risks are taken seriously and are formally documented using the risk management process and corresponding documentation.

### 3.4 Analyse

Risks are analysed to determine the likelihood of the risk occurring and the possible impact. Identified risks are rated according to their potential impact or cost to the business should the risk be realised, and the probability of the risk occurring. Probability and impact are measured on a 1-5 matrix using the following scales:

Value	Impact	Probability
1	Very Low	0%-5%
2	Low	6%-20%
3	Medium	21%-50%
4	High	51%-80%
5	Very High	81%-100%



The product of the probability and impact indices are used as an overall rating (1-25) indicating the severity of the risk. The risk is then colour coded according to the following scale:

Classification	Severity Range
CRITICAL	17-25
HIGH	12-16
MEDIUM	6-11
LOW	1-5

The results of this analysis are used to evaluate the risk (below).

**3.5 Evaluate**

Risks are evaluated to determine the best way to deal with the identified risk. The conditions indicating the increased possibility of a risk turning into an event are identified for each risk. The conditions may be quantitative or qualitative, but include threshold values that trigger actions to mitigate the risk or minimise the impact of the corresponding event.

**3.6 Treat**

Appropriate actions are then identified to reduce the probability of each risk occurring and minimise the potential impact. Consideration is given to the economic balance of mitigating actions against the probability and impact of the risk, along with the overall severity score. Particular focus is given to risks of high severity.

Mitigating actions are considered for all possible risks, but are mandated for all risks with severity ratings above 12 (High or Critical). As far as possible, activities with severity ratings above 20 after treatment are avoided.

Risk parameters including probability, impact, threshold values and overall severity are formally documented along with mitigating actions. Corresponding tasks are formally planned and monitored.

Copies of risk management plans are maintained and are freely available to staff. All staff are informed about risks that have been identified regarding their work, along with the corresponding mitigating actions. Where practicable, copies of risk management plans are maintained in the vicinity of the exposure.

**3.7 Review**

The status of risks are reviewed on a regular basis. Reviews consider the progress of planned mitigating actions to ensure that they are progressing according to the schedule, while taking account of specified thresholds. Further actions are taken where threshold values have been exceeded.

Reviews also examine any circumstances which could indicate, or lead to, an increased probability of the risk turning into an actual event. Additional risks may also emerge, which are analysed and accommodated in updated plans.

Where necessary, further analysis may be necessary to assess the change in status of a risk or to address the increased probability of an existing risk. Conversely, changes may occur which lessen the probability or impact of a risk, suggesting that some planned mitigating actions are no longer necessary.

The status of risks with an overall severity rating of 12 and above are monitored by the Headteacher and Managing Director. The Headteacher and Managing Director are also kept informed of the status of serious risks, particularly where the probability of the risk becoming an actual disruptive event is increasing or specified threshold values have been exceeded.



Plans and schedules are updated to reflect progress. Changes in risk status and the addition or deletion of mitigating actions are also recorded.

**3.8**     ***Close***

Risks are closed when they are no longer significant or relevant. This is typically when the corresponding activity is completed. Corresponding risk management plans and supporting documentation are then removed from circulation.