



Risk Assessment Policy

Date: July 2024

Review date: July 2025

Approved by Advisory Board: June 2024

Linked with other policies:

- Health & Safety Policy
- Fire Safety Policy
- Lone Working Policy
- Off-site Visit Policy

Signed:

A handwritten signature in blue ink that reads "S. Day" followed by a horizontal line.

Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
V2	July 2022	P3	'Directors' added [responsible for the register]
		P3 para 4	Removed: All staff have a risk assessment online training course on induction, and this is updated annually.
		P3 para 5	Governors changed to Directors
		P4 point 11	Lead teacher replaced with caretaker/director
		P4 Point 11	monthly checks are undertaken by the caretaker and we may ask teachers to
		P4 Point 12	Health and Safety officer replaced by caretaker/director
		P4 Point 14	Removed: outsourced - risk assessments. Added: however specific risk assessment for tasks completed in addition.
V3	July 2023	P3 paragraph 5	Support Manager changed to School Secretary
V4	June 2024	P3	Added: 'A spreadsheet of changes to all risk assessments is maintained by the school secretary.'
		Appendix two	Risk Register added.

This is a whole school policy

The Directors, Advisory Board members and Headteacher are fully committed to promoting the safety and the welfare of everyone in the school. Their highest priority lies in ensuring that all activities within the school environment are delivered in a safe manner that complies fully with not just the law, but also with best practice. Risks are inherent in everyday life. Therefore, we need to identify them and to adopt systems for mitigating or minimising them.

What is a Risk Assessment?

We use risk assessments as a systematic way to assess, manage and mitigate risk, and thereby promote children's welfare. A risk assessment takes into account:

- The hazard: something with the potential to cause harm.
- The risk: an evaluation of the probability (or likelihood) of the hazard causing harm.
- Risk rating: assessment of the outcome of the severity of an event.
- Control measures: physical measures and procedures put in place to mitigate risk.

The risk assessment process consists of the following 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 measures are we going to put in place to prevent, manage or mitigate the risk?
- How will we assess the effectiveness of our plans?

Risk assessments are reviewed and updated regularly; our policy is to review annually or earlier in the event of:

- Changes to the activity
- A near miss or accident
- Changes to legislation or best practice

A spreadsheet of changes to all risk assessments is maintained by the school secretary.

The Directors, Headteacher and all staff are responsible for the implementation of this policy.

Staff receive regular training in writing and following risk assessments. This is updated as and when needed. All staff are advised to speak to the Headteacher or School Secretary if they require any further assistance or training in risk assessments.

All members of staff are responsible for taking reasonable care of their own safety, together with that of our students and visitors. They are responsible for the following policy and cooperating with the Headteacher and other members of the SLT in order to enable the Directors to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the receptionist (appendix A).

All members of staff have to have a working knowledge of student's individual risk assessments and behaviour plans when writing or following an activity risk assessment.

What Areas Require Risk Assessment?

For all school trips off site risk assessments must be carried out by the lead teacher with the support of the School Support Manager and Educational Visits co-ordinator.

We have broken down the activities and areas of the school that require risk assessments into the following categories:

1. Safeguarding: please see Safeguarding and Child Protection and Behaviour Management Policies before undertaking risk assessments.
2. The school has an in-depth building risk assessment and fire risk assessment.
3. Supervision: all staff have to follow the supervision on individual risk assessments and activity risk assessments.
4. Visits: please see Evolve training.
5. Titan Walk / Walks with students
6. Risk assessments for trips and visits are reviewed and signed off by the Headteacher.
7. High-risk curriculum activities will be planned in advance and signed off by the Headteacher.
8. Breaktimes and lunchtimes will follow both individual and activity risk assessments, in-line with the activities taking place. It is the staff's responsibility to follow the risk assessment and provide structure. Breaktimes can often result in greater risk if activities become unstructured. Staff need to plan and supervise breaktimes, taking into consideration all risk assessments available.
9. Staff will produce a risk assessment for all activities prior to the activity, and the activity will only take place once this is signed off by the Headteacher or lead teacher. The school office holds a comprehensive folder of completed risk assessments. It is the staff's responsibility to read and follow or amend the risk assessment before carrying out an activity.
10. High-risk extra-curricular activities: a separate risk assessment is required for any high-risk activity which is not already covered by the above. The activity leaders are responsible for preparing the risk assessment.
11. Classroom risk assessments: All rooms are risk assessed annually by the caretaker/director. monthly checks are undertaken by the caretaker and we may ask teachers to risk assess their own classrooms periodically.
12. Premises: activities involving hazardous equipment, hazardous substances and those involving working at height, manual handling etc. are assessed annually by the Caretaker/Director.
13. Catering: the school catering co-ordinator undertakes all relevant risk assessment for the kitchen and staff, and students follow the whole school kitchen risk assessment.
14. Cleaning: focus primarily on COSHH related concerns however specific risk assessment for tasks completed in addition.
15. Fire: please see Fire Safety Risk Assessment and Health and Safety Policy.
16. Lone working risk assessment is also available and staff have received training.

17. Outside areas and back field: this is included in the building risk assessment but also see activity risk assessment relating to the back field.
18. Village Hall: this will include for using the village hall
19. Swimming: at North Walsham Victory Swimming pool
20. PE offsite – Ingham field or Poppy Barns Stalham
21. College: including college risk assessment
22. Alternative provision: including their own risk assessments

Other site-related risks (such as onsite vehicular movement, asbestos and Legionella) are managed as set out in the Management Folder and the Health & Safety Policy.

In addition, the school maintains a risk register. This is reviewed annually by the Directors and Advisory Board. This assesses risks not directly related to Health & Safety, including but not limited to financial, reputational, governance and security.

Appendix 1

Health and Safety Checking, Reporting and Remedy

H&S Representative and Caretaker

The Health and Safety Representative and Caretaker have responsibility for completing regular checks around the school buildings (both inside and outside) to ensure that the whole site is as safe as reasonably practicable for all who work and attend. They must log any faults on the checklist and note any actions which are needed. All faults discovered must be reported as in the steps below.

All Staff

All staff (including teachers, teaching assistants and office staff) must report to the receptionist promptly regarding any Health and Safety issues or concerns they have either inside or outside of the buildings. Any equipment which is found to be defective must be removed from operation and taken to the office for either disposal or repair. If there is a risk of injury resulting from the fault, it is the staff member's responsibility to place appropriate signage to eliminate harm.

Receptionist

The Receptionist will log in a specific Health and Safety log book the date in which the report is being made, the site of the issue, all information regarding the concern and will then pass on to the Headteacher. If the matter requires urgent attention – the Receptionist will seek either the Caretaker to rectify the fault or contact either the Headteacher immediately or a Director.

Headteacher

On receipt of a health and safety report from the Receptionist, the Headteacher will decide upon the correct person to action repair and will contact either the Caretaker or a Director.

Caretaker

Any concerns and issues which have been reported and allocated to the Caretaker for repair, must be undertaken in a timely fashion with the correct materials for the job. On completion of the job, the caretaker must report back to the Headteacher.

Directors

Any concerns and issues which have been reported to the Directors must be dealt with in a correct manner and by appropriately qualified persons. If the issue is of immediate importance, this must be dealt with in this fashion.

Appendix two: Risk Register

Identifying and managing the possible and probable risks that our School may face is a key part of effective management for All Saints School. By managing risk effectively, directors can help ensure that:

- significant risks are known and monitored, enabling Directors and advisors to make informed decisions and take timely action
- the school makes the most of opportunities and develops them with the confidence that any risks will be managed
- forward and strategic planning are improved
- the School's aims are achieved more successfully
- reporting in its report to advisors on the steps the school has taken to manage risk helps to demonstrate accountability to stakeholders including beneficiaries, funders, employees and the general public.

The responsibility for the management and control of All Saints School rests with the Directors with support from advisors. **The directors will keep a risk register which will be a working document owned by the school, with delegated responsibilities for ongoing review and oversight passed to the Headteacher.** Advisors will have their Risk Register as an agenda item at one meeting per year and the Headteacher will update as required and report to the directors. Organisations will face some level of risk in most of the things they do. The diverse nature of the education sector means that the school face different types of risk and levels of exposure.

The identification of risks is best done by involving those with a detailed knowledge of the way the School operates.

Discussion between the Directors, Advisors and Headteacher, will be essential in ensuring that the school follows appropriate procedures and that the Risk Register represents a reliable assessment of the school's overall risk position.

Category	Sub- Category	Details	Intervention/Controls.	Person (responsible)	RAG rating(updated termly)	Review Date	RAG Guide
Strategic and Reputational Risks	Leadership and Management	The school has no clear vision, strategic plan and objectives Issues are addressed piecemeal with no strategic reference Financial management is not aligned with strategic priorities Loss of reputation with key stakeholders	Advisory Board meetings with clear agenda items throughout the academic year Advisor monitoring Director monitoring	Director Headteacher Wider SLT Advisors	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – evidence shows school on track in all areas A – evidence shows school is not on track in one area R – evidence shows more than one area is not on track
	OFSTED	The school receives an unfavourable Ofsted report	Regular review of school evaluations and Headteacher targets	Headteacher, Directors and SLT.	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – evidence shows school on track in all areas A – evidence shows school is not on track in one area R – evidence shows more than one area is not on track
	Competition Risk	Other organisations competing for the same students.	Constant review of Schools reputation. Clear marketing strategy, aimed at having a positive impact on raising the school's profile using website, word of mouth and social media.	Headteacher Directors and SLT	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – positive news in press and community publications, 2 good news stories published. A – No positive press or social media sites R –Negative on social media sites received

	Public Profile	Objects of the school may attract a high level of publicity.	Clear positive Marketing strategy.	Headteacher Directors and SLT	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Positive news in press / social media sites A – No positive press / social media sites R – Negative press / social media sites received
	Failure to monitor the effect of risks over which the school has no or little control such as disruption caused by economic or natural disaster	Financial risk associated with maintenance/recovery of key systems Risk of litigation due to negligence claims The reputation of the Schools is damaged	Business Continuity Plan in place and annually reviewed Appropriate insurance in place covering key risks - Buildings, Fixtures, Fittings, Employer, Public Liability, Professional Indemnity	Director	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – All processes in place and being completed A –All processes in place but not being completed R – Some not all processes in place and not being completed
Management Information	Outcomes	School provides poor quality service to its students impacting on outcomes	Regular review to ensure high standards are maintained.	Headteacher, Directors and SLT	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Outcomes are at least in line with other special schools A – Outcomes are below other special schools R – Outcomes are below other special schools in more than one area
	Education (Curriculum)	Results are poor.	Regular Monitoring and reporting reviews.	Headteacher, Curriculum	R <input type="checkbox"/> A <input type="checkbox"/>	Termly	G – Outcomes are at least in line with

				Manager and wider SLT	G <input type="checkbox"/>		other special schools / internal data A – Outcomes are below other special schools / internal data in one area R – Outcomes are below other special schools / internal data in more than one area
	Quality Risk	Risk that performance data produced is not accurate or in a suitable format for adequate monitoring.	Monitoring of data against Internal/External sources. Collaborative working with other organisations. Independent advisors. Regular monitoring reviews.	Headteacher, SLT, Directors	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Monitoring shows robust procedures in place and accurate data sets A - Monitoring shows that procedures are not robust and data needs reanalysing R – Monitoring shows that data is inaccurate and training is required
	Failure to ensure that the school ensures that the Data Protection systems, procedures and processes are adequate	Risk that the legislative requirements relating to the protection of data are not known or complied with Risk to the school of receiving poor audits and inspections Risk of enforcement action by the Data Commissioner	School has Data protection policies and procedures in place, which are monitored and annually reviewed School Data Protection Office supports policies and procedures.	Headteacher Director Secretary with responsibility for Data Protection	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Audits show that all processes and procedures are in place A – Audits show that most but not all processes and procedures are in place

			Staff and advisor training provided as necessary				R – Audits show that processes and procedures are not in place or not working effectively
	Failure to ensure that the school has adequate insurance cover to cover replacement costs	Financial risk if insurance cover inadequate Risk of litigation Reputational risk if operations adversely affected	Part of the school’s insurance review process organised by the director Regular meetings with insurance companies; Buildings insurance held by the school Employee insurance held by the school as employer; Vehicles insured through the school, Fixtures, Fittings, Employer, Public Liability, Professional Indemnity held by the school	Director	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Director able to prove that adequate insurance is in place A –Director are able to assure that sufficient insurance is in place but not prove it R – Directors are not able to show that adequate insurance is in place
	Failure to ensure that goods and services are purchased in line with financial regulations and	Reputational risk Risk to the achievement of the school's strategic objectives Risk to the financial viability of suppliers Risk of breaking financial regulations	Regular reports to advisors Director is compliant with financial regulations and ensure monthly creditor accruals	Director	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Director able to prove that in line with financial recommendations A –Director are able to assure that sufficient procedures

	that suppliers are paid in a timely and efficient manner	Risk of poor audit reports Risk of breaking the Bribery Act leading to litigation	A comprehensive list of suppliers is maintained Director ensure accurate use of BACs Payment system Effective Internal and External Audits reported to advisors				are in place but not prove it R – Directors are not able to show that adequate procedures are in place
	Failure to ensure that the schools comply with legislation regarding Tax	Risk that legislative requirements relating to VAT, PAYE, National Insurance etc. are not known or complied with Financial risk Litigation risk Ensure and review external payroll provision to ensure compliance	Regular monitoring reports to advisors Directors seek advice from independent VAT consultant / accountants	Director	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G- Director able to prove that in line with financial recommendations A –Director are able to assure that sufficient procedures are in place but not prove it R – Directors are not able to show that adequate procedures are in place
	Failure of school to comply with legislative requirements	Financial risk Reputational risk Risk of litigation Risk of poor morale affecting staff and beneficiaries Risk to the future of the school Reputational risk if	Terms of reference are in place and subject to periodic independent review Strategic and Operational Plans set out the key aims and objectives of the school Risk Policy and Register in place	Headteacher Director Wider SLT	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G- Able to prove that in line with recommendations A –Able to assure that sufficient procedures are in place but not prove it R – Are not able to show that adequate

		school seen as poorly managed	and regularly reviewed Key Policies in place, monitored and regularly reviewed				procedures are in place
	Failure to ensure that the school comply with employee legislation; Health and Safety legislation	Risk that legislative requirements are not known or complied with Risk that Equal Opportunities legislation may not be complied with or discrimination in the work place may occur Risk that Data Protection legislation may not be complied with Risk that Human Rights legislation will not be complied with Risk that employee contract legislation may not be complied with Risk that employee Pension legislative requirements are not known or complied with Risk that Health and Safety legislative requirements are not known or complied with	Relevant policies and procedures in place via the school HR support Key decisions taken with professional HR advice Data Protection Officer supports relevant school data protection policies and procedures Headteacher and Director supports Health Safety Policy First Aid Policy Fire Safety Policy	Director Headteacher Operations Manager Wider SLT Secretary r for data protection	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	

Human Resources	Recruitment	Unable to recruit suitably qualified staff	CPD program offering growth and progression, retaining high quality staff across the organisation. Strong program of PM and succession planning creating strong candidates for future openings across the school. Word of mouth attracting staff.	Headteacher Director.	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – School is fully staffed A – School has a small amount of vacancies but applicants are applying R – School has vacancies and few applications
	Staffing Levels	Insufficient/Supernumerary Staffing levels	Regular staffing review.	Headteacher, wider SLT	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – School is fully staffed and in budget A – School is fully staffed but over budget R – school is not fully staffed or overstaffed and is over budget
	Staffing skills and knowledge	Failure to ensure that staff recruited to the school have the required skills and expertise to meet the strategic objectives of the school	Robust CPD programme including continuing opportunities for external courses and nationally recognised courses	Headteacher, Curriculum Manager and wider SLT	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – All staff demonstrate wider pedagogical knowledge and skills and excellent CPD is offered to all staff. A – Some staff demonstrate wider knowledge and skills. CPD is offered but

							this is not appropriate R –little CPD is offered and only to a small number of staff
	Absence - Staff	High Rates of Staff Absence	Strong Absence Management program. Workload reduction & Wellbeing strategies.	Headteacher, Operations Manager	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Absence rates are low / match or are 5% below last years Nationals A – Absence rates are high but staff are challenged R – Absence rates are high and continue to be high
	Failure to ensure that Information Technology is maintained to the highest standard	IT security risk – e.g. cyber-attack. Risk of the corruption or loss of data Risk that IT equipment and services are outdated, no longer fit for purpose and inefficient Financial risk – e.g. high maintenance costs of outdated systems Risk of litigation – data loss, failure to comply with GDPR	IT Support contract covers all key security issues IT strategy takes full account of security risks Staff training raises awareness of cyber security issues and protection measures IT delivery is closely monitored by IT Manager A programme of cyber security training for school staff and	Headteacher IT Manager Director	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – IT equipment and security systems are as good as we can create A –IT equipment or security systems have action points that need addressing but are being completed R – IT equipment and or cyber security systems are not fit for purpose

			advisors is completed annually The ICT manager and director will review and, as necessary, strengthen cyber security measures within the school				
	Failure of the Directors to ensure that there is a robust organisational approach in place to check quality assurance	Risk that advisory board fails to operate Risk that the school delegates or delegate too much to the Headteacher Risk that terms of reference are inadequate and unfit for purpose Reputational risk if School seen as poorly governed	Advisors oversee at all levels Programme of advisor training and induction in place Register of advisor interests in place and reviewed at each meeting Skills audit of advisors	Directors	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – advisory board working effectively A – advisors in place but not completing audits / school visits etc R – No advisory board in place
Students	Student Numbers	Risk of falling student numbers	Constant review of changes to SEN provision across Norfolk	Headteacher	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – School is full/over subscribed A – School is not full but there are reasons R – school is not full and there are no reasons
	FTE and end of placement	Unable to reduce the number of fixed term exclusions and / or end of placements.	Clear strategies in place to support students	Headteacher, DSL's	R <input type="checkbox"/> A <input type="checkbox"/>	Termly	G – Clear reduction in FTE and end of placements

			Working with LA and outside agencies Constant review of needs		G <input type="checkbox"/>		A – Evidence that school is working towards a reduction in FTE and end of placements R – No reduction in FTE or end of placements and an increase is evident
	The school fails to follow Examination Board procedures for the conduct of assessments and release of results	Student outcomes and opportunities beyond school are jeopardised Legal challenge by parents/carers Challenge by Ofsted/ The reputation of the School is damaged Risk of poor morale affecting staff and students Risk of declining student enrolment Reduced student enrolment bring reduction in finance	Examinations Manager has up to date training and line management from the Headteacher to ensure all processes and procedures are carried out at all key points in the examination / awards annual cycle. SENco has up to date training for access arrangements.	Headteacher, Examinations Manager, SENcos.	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – JCQ report has no or only minor amendments A – JCQ reports have some amendments but working towards them R – JCQ report highlights more than 50% of report is actions

Education Strategies	Failure to ensure that the school is compliant with safeguarding requirements under KCSIE	Risk of harm to students School subject to Ofsted inspection and placed in a category The reputation of the Schools is severely damaged Risk of poor morale affecting staff and students Risk of declining student enrolment Reduced student's enrolment bring reduction in finance	Regular safeguarding audits conducted by advisors Regularly update Norfolk Safeguarding SEF Regular CPD for all DSL's Regular CPD for all staff Regular reminder to staff about whistleblowing	Headteacher and DSL Advisors .	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Monitoring evidences that all safeguarding procedures are being followed A – Monitoring evidences that some Safeguarding procedures are not being followed but actions in place to address these R – Monitoring evidences safeguarding is not robust and actions are not taking place
	Parent / Carer and Students Surveys	The school receives negative responses	Stakeholder surveys are given out at an agreed time Suggested questions are in place A full analysis is carried out with clear actions	Headteacher	R <input type="checkbox"/> A <input type="checkbox"/> G <input type="checkbox"/>	Termly	G – Student/parent / carer surveys are at least 75% positive A – Student/parent / carer surveys demonstrate that there is key focus for attention R – Student /parent / carer surveys are mostly negative