

Policy: Risk Management

Reviewed: November 2024

Next review: November 2025

Mid-year updates:

Policy Monitoring

Libra Policies are reviewed when the need arises in line with legislation updates, guidance, and useful information we receive to improve and enhance our provision. Additionally, Policies are updated annually by relevant members of staff and the Senior Leadership Team.

Equality Statement

We believe that this policy is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any child or member of staff, and it helps to promote equality at this school.

We all have a responsibility to ensure equality permeates into 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 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.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Introduction

The Directors and senior management team are committed to ensuring a safe and healthy working environment for all staff, children and visitors at all times both on and off Libra premises. We recognise our responsibilities under the current Health and Safety at Work Act and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our children, staff and visitors to the school. 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.'

Aims and Objectives:

We aim to:

- Detail the policy and procedures currently in place to meet legal and good practice requirements.
- Ensure that risk assessment is an integral part of all Libra activities.
- Bring together all other policies and procedures relating to risk assessment in one document to provide an overall picture of risk management.
- Raise awareness amongst staff and other professionals of Libra's risk assessment procedures.
- Ensure understanding of what a risk assessment is and how it is to be used by staff.

Risk Assessments

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or organisation) that could result from a particular activity or situation. A hazard is something with the potential to cause harm (e.g. fire).

A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a pan will catch fire if left unattended). A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property). Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Our risk assessments are updated annually.

Areas of risk within Libra School covered by our policies, procedures and or risk assessments:

- **Activities** – we have in place a full library of activity risk assessments that cover the day-to-day operation of the school both onsite and offsite.
- **Curriculum** – we have in place art, design technology, cooking, science and physical education risk assessments specific for our curriculum content.
- **Premises** – we have in place a comprehensive raft of policies, protocols, guidelines and risk assessments which cover the health and safety of all the school premises covering fire, electrical safety, first aid, COSHH, vehicle movement, security, CCTV, working with screens, manual handling, dogs, animals at the farm and playground and breaktime.
- **Children** – the children placed with Libra have often experienced multiple rejections and exclusion in their lives and many can display behaviours which test the boundaries of others. At Libra we manage exceptionally difficult behaviours which have previously been unmanageable in previous school placements through robust relational and managing a crisis using safety intervention policies. We have in place a supervision of children protocol and risk assessments for each individual child which measure the risk of challenging behaviour, allegation making, prevent, sexual exploitation, trafficking and risky behaviours, bullying behaviours, medical and medication and mobility risks if appropriate.
- **Staff and visitors** – we have in place robust safer recruitment policies and procedures, a comprehensive staff handbook, a protocol for managing visitors on premises, risk assessments for conducting home visits safely, pregnant women, stress, staff with health conditions or disabilities where appropriate and work experience placements within school. We have in place a staff planner which details the safe deployment of all staff to cover the risk of supervising the children on and offsite.
- **Offsite trips** – Getting out of the classroom can mean children and staff facing hazards which are not present in the classroom. Risk can never be eliminated entirely but can be reduced to an acceptable level by good safety management and we are a risk-aware school. This enables children to enjoy outdoor learning offsite even where potential additional hazards exist. We have in place an Outdoor Learning (including Farm-Forest School & Offsite Visits & Trips) policy, Offsite staff handbook of procedures, and an offsite risk assessment which is completed for every activity we conduct offsite, including activity risk assessments and those involving the transport of children.
- **Safeguarding** – we have in place a raft of interlinked safeguarding policies, protocols and guidelines which provide a secure framework to ensure that we safeguard and promote the welfare of our children. Safeguarding and promoting the welfare of children is broader than ‘child protection’ as it also includes prevention. Safeguarding and managing risk are at the heart of what we do here at Libra, the two are interlinked and essential to provide the safest environments for our children and staff. We complete an annual Safeguarding Audit through Babcock as well as a 360 online safety audit annually to ensure we are fully compliant and we use CPOMS for recording.

Monitoring and evidence

- Risk assessments for activities, curriculum, premises, children, staff, offsite trips
- Transport Plan
- Transport protocol
- Safeguarding CPOMS
- Accident book
- Behaviour data and SMT minutes of meetings
- Staff planner
- Physical intervention records and reports

Staff training and supervision

All staff are provided with induction training that raises the importance of the management of risk and how this is done within Libra including expectations and responsibilities of staff as well as the school.

Responsibilities

The senior management team will:

- ensure risk assessments are completed and are accurate, suitable and reviewed annually.

- consider TILE(E) requirements when completing risk assessments.
- report any areas of concern to Directors to minimise risk.
- work in conjunction with the Directors to ensure all school staff, children and parents are aware of and comply with this policy.
- provide an environment that is safe, fun, stimulating and challenging to all children.
- promote an awareness of and respect for a diversity of cultures, values, beliefs and abilities.
- encourage parents to take an active role in policy development where appropriate.
- ensure all relevant risk assessments are in place to ensure a safe school environment.
- provide leadership and vision in respect of equality.
- provide guidance, support and training to all staff.
- consider providing remote learning to children in circumstances when in-person attendance is either not possible or contrary to government guidance in accordance with school risk assessments and safeguarding guidance.

This might include occasions when:

- we decide that it is not possible for the school to open safely, or that opening would contradict guidance from local or central government.
- individual children, for a short period, are unable to physically attend school but are able to continue learning.
- monitor and evidence the effectiveness of this policy.

Teaching and learning support staff will:

- be aware of and comply with all current risk assessments.
- co-operate with those devising and updating risk assessments.
- consider TILE(E) requirements when completing risk assessments.
- report any new risks to the senior management team
- comply with all aspects of this policy.
- implement the school's equalities policy and schemes.
- report and deal with all incidents of discrimination.
- attend appropriate training sessions.
- report any concerns they have about any aspect of the school community.
- receive relevant training, periodically and ongoing as required, according to their role.
- have equal chances of training, career development and promotion.
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Children will:

- be aware of and contribute to all appropriate policies through the school council.
- work with and support the school council on all agenda items.
- strive to take pride in their work and work to the highest standard that they are capable of.
- listen carefully to all instructions given by the teacher, ask for further help if they do not understand and participate fully in all lessons.
- participate in discussions concerning progress and attainment.
- 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.
- talk to others without shouting and or using physical aggression and will use language which is neither abusive nor offensive.
- hand in homework properly completed and on time.
- wear correct uniform.

Parents and Carers will be encouraged to:

- be aware of and comply with all school policies including this one.
- be encouraged to become involved in policy development by taking part in parent engagement opportunities and by maximising learning opportunities between home and school.
- Keep informed via termly newsletters of the children's curriculum.

- be encouraged to take an active role in the life of the school by attending parent-teacher consultations / Parent Open Days / fundraising and social events.
- ensure regular and punctual attendance of their child.
- notify school on the first day of child absence.
- have holidays out of term time and authorised by school.
- encourage effort and achievement.
- encourage completion of homework and return it to school on time.
- provide the right conditions for homework to take place.
- ensure correct school uniform is worn.
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- speak with children and staff respectfully and expect the same in return.

Linked Policies and documents:

Health and Safety / Outdoor Learning and Off-Site Visits / Activity Risk Assessments / Relational Behaviour / Safeguarding / Anti-Bullying / Managing Allegations Against Staff / Whistleblowing / Managing a Crisis Using Safety Intervention

Policy Location

This policy can be found:

- on SharePoint within the staff and master's folder
- on the school website www.libraschool.co.uk
- available upon request from the office: admin@libraschool.co.uk / 01598 740044

