



# King David Primary School

## Management of Risk Policy

HAZARD	INHERENT RISK	LIKELIHOOD/ CONSEQUENCE RISK OWNER TIMESCALE	CONTROL	LIKELIHOOD CONSEQUENCE FOLLOWING CONTROL
Loss of senior staff – temporary (e.g. illness)	Key tasks left undone or completed to poorer quality Lack of presence Lack of expertise	Medium /moderate RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Team-working approach (through SMT and Leadership teams) so that there is familiarisation of each member's roles and responsibilities. Work shadowing. Work practices encourage good health.	Medium / Low
Loss of senior staff - permanent	Loss of expertise	Medium /mod severe RISK OWNER: Chair of Staffing Governors. TIMESCALE: Ongoing.	Succession planning, including analysis of present team. Rigorous recruitment system to appoint successor. Strong candidate to strengthen school ability for high performance.	Medium /Low
Loss of middle manager - temporary	Lack of leadership within curriculum area Monitoring and review systems not carried out Financial outlay to provide supply cover Impact on education of pupils in classes	Medium /moderate RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Succession planning to build capacity within teams to provide short-term management and leadership. Team-working approach (Faculties and Phases) so that there is familiarisation of each member's roles and responsibilities. Most appropriate senior management focussed support available, flexibility within senior team to facilitate above without detriment to overall leadership of the school. Work practices encourage good health. Use of quality supply agency staff.	Medium /Low

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Loss of middle manager - permanent	Loss of expertise and proven ability.	Medium /medium RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Succession planning. Analysis of school strategic needs for replacement. Rigorous recruitment system to appoint successor.	Medium /Low
Long-term staff absence (teaching and teaching support)	Financial Educational	Medium /Low RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Supply staff used when necessary and full use taken of their flexibility LA Sickness guidelines and the support of Occupational Health where relevant, used to support colleagues back to work as soon as possible or onto another more suitable pathway.	Medium /Low
Short-term staff absence (teaching and teaching support)	Financial due to supply costs. Educational due to cover lessons.	High /Low RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Use of Cover (supply) Application of LA Sickness guidelines, back to work interviews and other methods to reduce absence. Work practices encourage good health. (work life balance) Monitoring of work practices to minimise stress. Monitoring of work completion by line managers.	Medium /Low
Absence of non-teaching staff	Necessary support and tasks not completed. Extra stress on other colleagues.	High /Low RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Use of Cover (supply) Application of LA Sickness guidelines, back to work interviews and other methods to reduce absence. Work practices encourage good health. (work life balance) Monitoring of work practices to minimise stress. Monitoring of work completion by line managers.	Medium /Low
Injury from assault from pupil/outsider	Staff absence Liability	Severe / Medium / Low /Mod severe	Secure school building. CCTV system in place. Senior staff member on call and on duty at all times. Reception at front of school. Staff aware of safe working practices.	Low/ Moderate

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Injury through carrying out regular duties (not covered within specific areas e.g. COSHH Working at Height, Fire	Staff absence Liability	Low  RISK OWNER: Headteacher. TIMESCALE: Ongoing. /Medium	Risk assessment for activities carried out and followed. Safety equipment and signage available and insisted upon. Staff aware of personal responsibility for health and safety.	Low/ Low
COSHH	Substances hazardous to health causing problems to staff/pupils	Medium /mod severe RISK OWNER: BSM. TIMESCALE: Ongoing.	Full compliance with control information. Locked store rooms, cupboards and specialised storage facilities used.	Low/ Low
Working at Height	Fall from access equipment	High /Mod severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Staff barred from working at height unless trained in the use of relevant access equipment. Only BS standard equipment used in schools. Risk assessment of all activities.	Low/ Moderate
Fire	Loss of life or severe injury. Loss of buildings. Loss of records, data	Medium /Severe  RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Fire assessment carried out in accordance with current regulations. Fire drill regularly carried out. Detection and alarm system checked weekly. Vigilance with pupils and ignition resources. Security to minimise chance of arson. Back up external hard-drives of computer data stored offsite.	Low/ Severe
Vehicles on site	Collision with pupil, staff or visitor. Collision with school building or other property.	Low /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Access to site controlled from Reception. No vehicular access to playgrounds except under control of senior staff member. Duty staff vigilance.	Low/ Moderate

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Pupil movement around site	Crush Falling/trampling Fall down stairs	Medium /moderate RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Pupil movement managed by staff and is along corridors and down stairs on the left side.	Low/ Low
Accident/Injury Fight during break times	Injury.	Medium /Moderate RISK OWNER: Headteacher TIMESCALE: Ongoing.	Lunch time supervisors employed and trained. Staff on duty. Trained pupil mentors.	Low/ Low
Cycles to school	Theft of bicycle Road safety	Medium /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Locked bicycle rack. Cycle proficiency training.	Low/ Severe
Pupils leaving after dark	Assault Road traffic incidents	Medium /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Parental agreement sought and arrangements made.	Low/ Moderate
Falling Objects, ie. Objects from building maintenance, branches from trees	Injury	Medium /Severe  RISK OWNER: BSM. TIMESCALE: Ongoing.	Exclusion zone around maintenance work. Use by Local Authority qualified tree surgeon and remedial and preventative action taken.	Low/ Severe
Wet floors during cleaning	Slipping	Moderate /Low RISK OWNER: BSM. TIMESCALE: Ongoing.	Warning signs employed by cleaning staff.	Low/ Low
Lead to cleaning machines	Tripping	Moderate /Low RISK OWNER: BSM. TIMESCALE: Ongoing.	Only used during times of low pupil numbers e.g. after school finishes.	Low/ Low

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Theft of personal/school belongings	Personal belongings of all staff, pupils and visitors stolen School materials stolen	Medium /Low RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Secure school building. CCTV system in place Valuable items discouraged from school. Facility for safe-keeping of valuables during PE. Classrooms/offices locked when no adult present. All visitors to school are signed-in.	Low/ Low
Work carried out on site	Injury, theft, assault	Moderate /Severe RISK OWNER: BSM. TIMESCALE: Ongoing.	Capital Projects – Architect to ensure risk assessment re: contractors in place and issue Permit to work if appropriate, and ensure procedures are followed. Risk assessment Exclusion zone around work	Low/ Moderate
Inappropriate staff recruited to school	Adults with intent to harm children employed in a position of trust within the school.	Low /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Full compliance with safe recruiting procedures carried out. DBS check on all new staff (as defined in latest documentation). List 99 check. Identity check. Training for staff involved in recruitment.	Low/ Low
Inappropriate people presenting themselves for supply work and clubs	Adults with intent to harm children working in a position of trust within the school.	Low /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Agency staff come with DBS checks and proof of identity. Records kept of the checks carried out. Regular club staff present DBS documentation. All club staff provide proof of identity. Organising clubs provide undertaking that full compliance with safe recruiting procedures has taken place	Low/ Low

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Financial shortfall due to lack of pupil numbers on role	School fails to meet budget projection for numbers leading to impact on income.	Low /Mod Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Maintenance of high standards of education as demonstrated by achievement in external tests (SATs). Continued targeted marketing at key groups for recruitment. (Nursery/Reception). Open Evening.	Low/ Low
Increased expenditure due to unforeseen circumstances e.g. statutory compliance leading to expenditure Staff absences Pay increases above inflation	Budget not met and deficit developed	High/ Severe  RISK OWNER: Chair of Finance Governors. TIMESCALE: Ongoing.	Termly budget reports to Finance and Buildings Governors Committee. Reduced expenditure elsewhere.	Moderate/ Moderate
Human Flu Pandemic	Large numbers of pupils affected leading to deterioration of education. Large numbers of staff absence. School closed by Government decree to minimise spread. Death of pupils/staff.	High /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Follow guidelines by Government.	High/ Moderate

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Litigation by employees as a consequence of work practices.	Staff health jeopardised through work practices and the redress on their part sought through legal action. This then leads to increased work by senior staff in preparing defence.	Low /Moderate RISK OWNER: Headteacher. TIMESCALE: Ongoing.	School works within existing policies to prevent staff becoming ill through their work. Staff are given time to do their job. Early signs of problems detected through staff reviews, return to work interviews etc., and action taken. Employee relations notified early in proceedings.	Low/ Low
School trips	Incidents occur during school trip	Medium /Severe RISK OWNER: Educational Visits Co-ordinator. TIMESCALE: Ongoing.	See separate trip documentation. (Educational Visits Policy)	Low/ Severe
Pupil health compromised through actions of the school	Pupils/Parents blame school for ill health developed through poor dietary value of food and/or lack of opportunities for exercise.	Low /Moderate RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Following “Every Child Matters” guidelines Healthy Schools Food Standards for school kitchen Physical Education as part of the curriculum. Extensive range of extra curricular sports activities.	Low/ Low
Pupils with special health needs	Asthma Anaphylactic shock through extreme allergic reaction. Epilepsy Diabetes	Medium /Mod Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Management of Medicines in School Policy. Asthma Policy. Allergies (inc. epi-pen), asthma, epilepsy training for staff. Medical information given to staff and on staff room notice board. Specific medical needs considered in risk assessments for trips off site.	Medium/ Low

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Catastrophic damage to computer network	Loss of data Loss of capacity to run management systems	Low /Severe RISK OWNER: Headteacher. TIMESCALE: Ongoing.	Server room locked and restricted access Data backed up in accordance with schedule including tapes stored off site.	Low/ Moderate
Virus infection to computer system	Loss of data Loss of ICT capability	Low /Severe RISK OWNER: Network manager. TIMESCALE: Ongoing.	Up to date virus checking software on all equipment. ICT usage policy in place and adhered to. Back ups kept off site.	Low/ Moderate

### Key

#### Likelihood

<b>Low</b>	Unlikely
<b>Medium</b>	Reasonable likelihood
<b>High</b>	Almost certain within a year

#### Consequence

<b>Low</b>	Minor disruption
<b>Moderate</b>	Injury or disruption to areas of the working of the school
<b>Mod severe</b>	Serious injury or disruption to the efficiency of the school
<b>Severe</b>	Loss of life or major disruption to efficiency of the school.