

# Padworth College – Policy Manual

## Section G.1 Risk Assessment

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### G.1 Risk Assessment Policy

This policy is crossed referenced and read in conjunction with the following Padworth College Policies:

- Health & Safety Policy
- Safeguarding and Child Protection Policy
- Offsite Trips Policy

#### G.1.1 Risk Management

##### 1. Background

The Risk Management strategy aims to ensure that Padworth College complies with risk management (The Management of Health and Safety at Work Regulations 1999 Regulation 3), best practice and sets out the current processes and responsibilities for risk management in the College.

1.1. The requirements can be summarised as:

- The Senior Leadership Team acknowledge responsibility for the system of internal control
- There are ongoing discussions for identifying, evaluating and managing all significant risks
- In turn there are also ongoing discussions to review the effectiveness of the systems of internal control & where or how things could be done better
- There is a system in place to deal with internal control aspects of any significant issues disclosed in the annual report and accounts.

1.2. In assessing what constitutes a sound system of internal control, consideration will be given to:

- The nature and extent of the risks facing the College
- The extent and categories of risk which it regards as acceptable
- The likelihood of the risks concerned materialising
- The organisation's ability to reduce the incidence and impact of the risks that do materialise.

##### 2. Risk Management objectives

The objectives for managing risks across the College are:

- To ensure that major risks facing Padworth College are identified and managed as part of this overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership and management in respect of risk assessment.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including College trips, use of College premises and equipment.
- That identified control measures are implemented to control risk so far as reasonably practicable.

Section G.1	Page 1 of 6	Version: November 2021
Updated	CF/CD	March 2023
Review	CF/CD	March 2023
Next Review Due		March 2024

# Padworth College – Policy Manual

## Section G.1 Risk Assessment

---

- That those affected by College activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the College responsible for conducting risk assessment and monitoring its implementation.

### 3. Risk Management strategy

This strategy aims to:

- Outline the roles and responsibilities for risk management.
- Identify risk management processes to ensure that all risks are appropriately identified, controlled and reviewed
- Ensure appropriate levels of awareness and training throughout the College.

#### 3.1. Roles and responsibilities

The Senior Leadership Team (SLT) has overall responsibility for managing risk and the College’s risk register. The Directors and Principal have joint lead responsibility for risk management processes. This responsibility includes:

- Monitoring and evaluating the performance of risk management processes
- Ensuring that appropriate controls are in place to manage identified risks so far as is reasonable practicable
- Ensuring that those affected by college activities have received suitable information and training on what to do
- Recording and reviewing the risk assessments after every activity/trip/visit.

All members of staff are given a thorough induction into the College’s arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, all staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for co-operating with the Principal, Directors and other members of the SLT in order to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Maintenance Manager, preferably through the maintenance log, or the Director.

#### 3.2. Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Section G.1	Page 2 of 6	Version: November 2021
Updated	CF/CD	March 2023
Review	CF/CD	March 2023
Next Review Due		March 2024

# Padworth College – Policy Manual

## Section G.1 Risk Assessment

---

Our approach to risk management is linked to five key areas:

1. Strategic and Reputational Risks
2. Operational Risks
3. Compliance Risks
4. Financial Risks
5. Safeguarding Risks

Risk assessments will take into account:

- Hazard – Something with 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 structure and organisation of the College’s risk register seeks to ensure that all significant activities have been included and the risks associated with each area have been identified along with existing internal controls.

Under each key area, there are numerous activities carried out at Padworth College, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Student supervision (including safeguarding and welfare requirements)

Assessments are, or might, also be completed for many other areas, including:

- Educational activities such as sport, art, music drama, design and technology, science (Padworth College subscribes to the CLEAPSS Advisory Service that provides model risk assessments for lessons in Science). Staff receive relevant training in risk assessments tailored to their specific areas.
- Premises
- Support areas:
  - Catering
  - Cleaning
  - Security (including management of visitors on college premises, public access and rights of way)
  - Maintenance (depending on what maintenance task is under way)
  - Grounds (including traffic and pedestrian interaction on site.)
- Recruitment
- Prevent

Specialists carry out the following risk assessments:

Section G.1	Page 3 of 6	Version: November 2021
Updated	CF/CD	March 2023
Review	CF/CD	March 2023
Next Review Due		March 2024

# Padworth College – Policy Manual

## Section G.1 Risk Assessment

---

- Fire safety
- Asbestos (when applicable, e.g. when working in an area with suspected asbestos)
- Water Hygiene (as above, when applicable, e.g. when there is a risk of Legionella)
- 5 Year Fixed Electrical

### **3.3. The risk assessment process**

The Risk assessment process will consist of the following 6 steps:

1. What could go wrong
2. Who might be harmed
3. How serious would it be if it did
4. Who is responsible for the control measures
5. What are we doing to stop it
6. How are we going to check that our plans are working

### **3.4. Conducting risk assessments**

Risk assessments are conducted by, or delegated and reviewed by, the most senior person in charge of a trip or area. The risk assessments are done either in advance of the trip/activity, or as part of any annual review undertaken/part of the normal cycle of the College.

Activities involving students are normally low risk. A few medium risk activities are undertaken with older students, such as canoeing and orienteering and in science lessons; but only using specialist/qualified instructors. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment and to follow instructions.

Appendix 1 – Trip Risk Assessment Form

Appendix 2 – General Risk Assessment Form

Risk assessments are conducted prior to all activities and events by the person in charge of the group. Trips and activities are checked by the Deputy/Head of Boarding (EVC) and approved by the Principal; premises safety and security by the staff in charge of each building; student safeguarding and welfare by D/DDSs. Records are kept by the EVC and D/DDSs. Risk assessments should be completed and signed by relevant staff at least 3 days prior to the activity/trip occurring. This will give the leader chance to make any amendments as necessary.

### **3.5. Review of assessments**

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
- in respect of new or expectant mothers (Regulation 16, Management of Health and Safety at Work Regulations 1999)
- when there are changes in good practice
- when there are legislative changes

Section G.1	Page 4 of 6	Version: November 2021
Updated	CF/CD	March 2023
Review	CF/CD	March 2023
Next Review Due		March 2024

# Padworth College – Policy Manual

## Section G.1 Risk Assessment

---

### 3.6. Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks to the organisation.

The College uses a simple low, medium and high scoring system to assess impact as follows:

#### Impact of risk occurring

Impact	Description
High	Risk score is greater than or equal to 8/16 or an Impact score 4 The financial impact will be significant Has a significant impact on the college's strategy or on teaching and learning Has significant stakeholder concern
Medium	Risk Score is greater than 5, 6 or 7 The financial impact will be moderate Has no more than a moderate impact on strategy or on teaching and learning Moderate stakeholder concern
Low	Risk score is less than or equal to 4/16 The financial impact is likely to be low Has a low impact on strategy or on teaching and learning Low stakeholder concern

### 3.7. Addressing risks

When responding to risks, the college will seek to ensure that risk is managed and does not develop into an issue where the potential threat materialises.

Padworth College will adopt one of the 4 risk responses outlined below:

Avoid	Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business
Transfer	The risk is transferred to a third party, for example through an insurance policy.
Mitigate	The response actions either reduce the likelihood of a risk developing, or limit the impact on the college to acceptable levels.
Accept	We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Almost all entries on the risk register and almost all risk assessments will mainly feature mitigating actions. Risk assessment training will be provided on specific areas (e.g. COSHH & RIDDOR) where identified by the Directors, Principal and/or Heads of Department.

Section G.1	Page 5 of 6	Version: November 2021
Updated	CF/CD	March 2023
Review	CF/CD	March 2023
Next Review Due		March 2024

# Padworth College – Policy Manual

## Section G.1 Risk Assessment

---

### 4. Risk Reporting and Communication

The aim of reporting risk is to provide assurance to all stakeholders and auditors that the college is effectively managing its risks and has a robust system of internal controls.

#### 4.1. Risk Register

The reporting mechanism will be the College's Calendar. It will highlight the risks facing the college, consequences, controls in place and any actions required to improve controls. These are monitored by the SLT on a regular basis.

Any significant changes in risk impact or probability, or the occurrence of an event which raises the profile of a risk will be recorded as it occurs. Any new or increased risks identified by SLT or raised by a member of staff will be evaluated and recorded.

#### 4.2 Communicating Risks

The SLT will continually raise awareness that risk management is a part of the College's culture and seek to ensure that:

- Individual members of staff are aware of their accountability for individual risks (all staff will receive guidance on risk assessment as part of their induction)
- Individuals report promptly to Senior Leadership any perceived new risks or failure of existing control measures

#### 4.3 Annual risk review and assessment

This review will consider:

- The significant risks facing the college
- The effectiveness of the risk management processes
- That the college has a risk management strategy covering risk management philosophy and responsibilities.

### 5. Areas for improvement

Any areas identified as being in need of improvement will be discussed and agreed as necessary.

Section G.1	Page 6 of 6	Version: November 2021
Updated	CF/CD	March 2023
Review	CF/CD	March 2023
Next Review Due		March 2024