

RISK MANAGEMENT POLICY

Objectives

- To seek to identify as far as is practicable all risks facing the school, its pupils, staff and visitors at all levels and in all activities
- To identify how such risks may be controlled and minimised by means of formal risk assessment
- To record the risk assessments and make them available to all who need to know about them
- To ensure that all staff are aware of the full range of risks identified, understand their responsibility in regard to them and of informing the management of the school if any other risks are apparent

Procedure

- Identify potential risks and hazards
- Evaluate the likelihood of the risk/hazard causing harm
- Evaluate the nature of the harm which might be caused
- Identify the parties involved
- List control measures to mitigate the risk
- Consider if further action is required
- On the basis of formal risk assessment, decide whether the activity may take place
- Complete a risk assessment before commencing the activity
- Obtain approval from the Head Teacher of all risk assessments

St Alban's Classical Academy has completed a General Risk assessment (see index of Standards Part 3) covering all aspects of school life currently identified as giving rise to risk. The risk assessment will be regularly reviewed as indicated.

The first formal review of the risk assessment was carried out at the first meeting of the Board of Directors, which took place in February 2024. At the beginning of each school year, the risk assessment will be reviewed and updated by the school's leadership. This updated risk assessment will be reviewed at the first Board meeting of the year.

In certain cases, more detailed and activity-specific risk assessments are set out within the relevant school policy, e.g. the Trips & Excursions Policy.

Reviewed and updated: February 2024

Mrs L Sediles

Next Review due: August 2024