

RISK ASSESSMENT POLICY

KISC VALUES

In accordance with the KISC values of grace, justice, community, love and excellence we ensure that our site and community is cared for and protected. We recognise that we need to mitigate any significant risks that may apply to activities that KISC undertakes.

Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.

THE PURPOSE OF THIS POLICY

The purpose of this policy is to enable KISC to meet its duty of care to students and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all KISC operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of students, staff, visitors and others affected by our operations. This policy and associated procedures provide a framework for staff to follow in the completion of risk assessments. KISC ensures the welfare of students is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified. KISC must take a proactive approach to managing risk, and thereby reduce the likelihood that students (and others) will be harmed through negligence and lack of foresight or proper planning.

THE SCHOOL MANAGEMENT COMMITTEE (SMC)

The SMC (governing board) has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the KISC Director and through the KISC Director to staff members.

THE KISC DIRECTOR

The KISC Director is responsible for the implementation of this policy. By focusing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and have financial implications. Any academic or operational activities to be conducted at KISC should be risk-assessed by the appropriate staff members prior to the activities. Where there are risks identified are thought to be significant and their mitigation is unclear, discussion should take place with the KISC Director to determine a course of action. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, or where appropriate more formally by providing a written risk assessment and discussing the findings during a team or faculty meeting.

DEFINITION OF A RISK ASSESSMENT

A risk assessment is a tool for conducting a written formal examination of the harm or hazard to people, particularly in KISC's case, to staff and students that could result from a KISC activity or situation. A hazard is something with the potential to cause harm. A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring. A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

RISK CONTROL MEASURES

Risk control measures are the measures, actions and procedures that are put in place in order to minimise the consequences of uncontrolled risk. The measures may include but are not limited to staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers). Risk assessments are used to identify the potential hazards to people from KISC's activities (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of students, impact on development), financial (falling student rolls), compliance (data protection) and environmental (hazardous waste).

ROLES AND RESPONSIBILITIES

It is KISC's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely teachers, Heads of Faculty if applicable (e.g. Science), their direct line managers (e.g. Head of Section and the KISC Director). This responsibility includes recognition of the particular nature of KISC as an organisation that works with partner schools and the associated risks e.g. security of students. The Head of Operations monitors and evaluates risk assessments, and reports on risk assessment to the Leadership team and the proprietor, HDCS through the SMC. KISC will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments. The teachers and Heads of Faculty or Managers have control over the activities in that department and therefore need to ensure decisions made consider safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely. Heads of Faculty, if applicable, or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department. Heads of Faculty or Managers should ensure that risk assessments are stored appropriately for ease of access and reference. Heads of Faculty or Managers should ensure faculty risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis. Line managers are expected to ensure this happens.

THE ROLE OF STAFF

Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the health and safety policy and arrangements

(including risk assessments) and members of the Leadership Team in order to enable the SMC to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.

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