



Stapeley Broad Lane CE Primary School

Risk Management Policy

1.0 Policy Statement

1.1 Stapeley Broad Lane CE Primary School's policy is to adopt best practice in the identification, evaluation and effective control of risks to ensure they are managed to an acceptable level. It is acknowledged that some risks will always exist and will never be eliminated.

Effective risk management in school will reduce:

- Disruption to children's education
- Damage to the school's reputation
- The negative effect of incidents on pupil and staff morale
- Time lost in reacting to incidents, handling claims etc
- The stress and anxiety that accompanies accidents and losses
- Insurance costs

2.0 Responsibilities

2.1 The Board of Trustees (Governing Board) is responsible for making a statement on risk management in the annual accounts of the school. In order to be able to make the required statement with reasonable confidence, a system of review and reporting ensures that the Governing Board has full access to the risk register and has a monitoring schedule in place to ensure risks are minimised.

2.2 The Head Teacher has responsibility for ensuring that the risk management policy is implemented and for co-ordinating risk management activity across the school. Senior leaders will provide an annual report on risk management to the Governing Board.

2.3 The School Business Manager is responsible for compiling and maintaining a risk register which will be formally reviewed by the Governing Board at least annually.

3.0 Process

3.1 The process for risk management at Stapeley Broad Lane CE Primary School involves four fundamental stages:

- Identify – having a process for identifying the risks faced by the school
- Assess – assessing the probability and impact of those risks within the risk register in order to prioritise where action is required
- Address – determining what management action is required, who is responsible for its implementation and when should it be implemented by.
- Monitor – ensuring that risks are effectively managed and monitored and that the list of risks is regularly reviewed and updated.

Step 1 – Where senior leaders / governors perceive that a risk in existence, this will be added to the Risk Register;

Step 2 – The risk is reviewed by senior leaders and allocated a priority dependent upon the it's potential impact and the likelihood of it happening;

Step 3 – Consideration is given to what steps should be taken to reduce the risk to acceptable levels;

Step 4 – the risk register is considered in detail by the finance and audit committee and their findings reported to the Full Governing Board. This is usually an annual exercise but may take place more often if it is thought necessary;

Step 5 – the Governing Board will consider how to effectively monitor specific risks and whether audits should be put in place.

Review Process

This policy will be reviewed every 3 years by the Full Governing Body of Stapeley Broad Lane CE Primary School.