UNLOCKING POTENTIAL
LEVELLING THE SOCIAL AND ACADEMIC ARENA

RISK MANAGEMENT POLICY

Mission Statement

The Levels School exists to provide a nurturing environment in which students with specific learning difficulties and co-occurring diagnoses can develop their self-esteem and aspire to be independent young adults who value the rights, responsibilities and rules that exist to promote and support their future welfare. Our approach toward establishing this ideology is predicated on trauma-informed practice and an obligation to develop the social skills required to build their future aspirational communities. We exist to help them find their level.

This policy covers all premises known as The Levels School.

Date of policy	December 2025
Next review date	December 2026
Frequency of policy review (annually, every two years)	Annually
Policy owner	Caroline Cook
Published policy	Yes ☐ No ☒
List of connected policies	Safeguarding Policy, Health and Safety Policy, External Visits Policy, First Aid Policy, Staff code of conduct

Approved by/date	Approved by Governors

The Board of Governors acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. Governors undertake a review to satisfy themselves that the implementation of this policy is effective.

The Board of Governors ensures the establishment of familiarity with and the effective operation through monitoring, of school policies, approving those requiring GB sign-off in line with a regular cycle of school policy reviews. This occurs through a cycle of governor committee meetings and full board meetings.

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Rationale

The Management of Health and Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of activities at the school. It is a systematic process for identifying hazards and assessing the risks involved from those hazards.

The Board of governors aims to provide a safe, secure and healthy environment for teaching and support staff, students and visitors to the school. We recognise that this policy alone cannot ensure safe, secure and healthy working conditions. Only good practice will ensure safety and security. It is everybody's responsibility to ensure suitable conduct at The Levels School to keep it as safe as it can reasonably be, and that risk is managed to the benefit of all.

Responsibilities

Responsibilities of the Board of governors:

- The Board of governors has a fundamental role to play in the management of risk within the school. Its role is to supervise the culture of risk management. This includes the following:
    - Set the tone and influence the culture of risk management within the school.
    - Ensure that all decisions take into account health, safety and security matters.
    - Support the management team in determining which kinds of risks are acceptable and which are not.
    - Annually review, or more if required, the school's approach to risk management and approve changes or improvements to key elements of its processes and procedures.
    - Ensure that the school has appropriate monitoring systems.

The Proprietor will be responsible for:

- Arranging completion of risk assessments for the site including teaching areas.
- Supporting the head teacher in the implementation of this policy.
- Ensuring that staff reporting to him have read and understood this policy.
- Ensuring that staff reporting to him have read and signed the risk assessments that are appropriate to them.
- Ensuring that risk management is an open discussion with the aim of reducing harm to staff, students and visitors.
- Providing sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own security.

The Head teacher will be responsible for:

- Checking risk assessment records.

- Ensuring that new staff read and sign appropriate risk assessments, and that they appreciate a culture of honesty and safety within The Levels School.
- Ensure that accidents and incidents are reported and evaluated, and that action is taken to prevent them happening again.
- Ensuring that risk assessments are adhered to.
- Keeping the Board of Governors informed of the implementation of this risk management policy.
- Implementing the Risk Management strategies suggested by the Advisory Service.

The EEC software programme and Educating Safely support The Levels School in managing risk. All members of staff who have access to this software programme, meaning that Risk Assessments can be carried out by staff in their own areas, which they know best. If these Risk Assessments involve the use of COSHH controlled substances which carry a Corrosive or Toxic label, a copy of the Risk Assessment will be stored with the COSHH sheet. Nikki Fouracre is the member of staff responsible for overseeing the COSHH procedures in the Education team. Loredana Middleton is the member of staff responsible for overseeing the COSHH procedures in the housekeeping team. Nigel Phillips is the member of staff responsible for overseeing the COSHH procedures in the Maintenance team.

Trip Leaders will be responsible for completing risk assessments for educational trips and visits. These will be completed alongside the Trips Coordinator, Debbie Williams.

Responsibilities of Teachers and Support Staff:

- Co-operate with other employees in implementing risk assessments.
- Report any hazard or malfunction as a matter of urgency.
- Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- Ensure that they are familiar with current risk assessments and follow their guidance.
- Report all incidents, accidents and 'near misses' in accordance with School procedures, whether injury is sustained or not.
- Make parents/volunteers aware of risk assessments applicable to the area in which they are working and the activity in which they are engaged.
- Draw any anomalies or concerns to the attention of the Head teacher and the Director of Operations.
- Ensure any chemical products they use have an associated Health and Safety Data Sheet and COSHH sheet.

Method

A control register of all risk assessments is held electronically through EEC. A paper copy of each Risk Assessment (signed by the assessor) is available in a folder at the front desk (responsibility of Lorraine Middleton). This allows staff to read regularly those Risk Assessments most applicable to their daily tasks. Copies of risk assessments should be in

date and contain the name of the assessor. There are several members of staff who are assessors. All staff have electronic access to EEC. A training video is provided by Educating Safely is stored on the One Drive. The Head teacher provides training on the use of the EEC system as part of INSET.

The school follows the Health and Safety Executive's 5 stage approach to Risk Assessments:

Step 1 – Identify the hazards.

Step 2 – Identify who might be harmed and degree of severity.

Step 3 – Evaluate the risks and decide on precautions.

Step 4 – Record and implement findings.

Step 5 – Review assessment and update if necessary.

Risk Assessments should be held in the general area of work for each member of staff. This means that those Risk Assessments particular to staff who may not work regularly in the school building e.g. maintenance staff, will have the appropriate copies in their own area. Risk Assessments are also stored in a labelled file at reception. Online copies are also available for inspection by the HSE, and the outside Inspectorates as required. They will also be internally audited by the Head teacher on a regular basis, and also audited by Educating Safely, who support us with the EEC assessment package and all Health and Safety matters.

Risk assessments should be reviewed and revised in accordance with advice from EEC and Educating Safely as our advisors. This will include revisions: -

- Annually as appropriate.
- When work activities or equipment changes significantly.
- When an accident has occurred.

The school uses a standard Risk Assessment template via EEC.

When to Complete a Risk Assessment

Whenever a new activity is considered which is not already covered by a risk assessment, or which involves students leaving the school building or being engaged in activities outside of the normal scope of the school day, a risk assessment should be completed. Examples include the following:

- Extra-curricular clubs.
- Walks around the locality.
- Longer trips and visits.
- Swimming and any new sports and games which the pupils are involved in.
- New programmes that are introduced.

Most in-School activities, such as PE and Games, are already covered by the generic documents held by the school. In science and Food Technology, the school uses the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

for practical experiments, risk assessments, advice on Health & Safety and makes use of its helpline as appropriate.

There might also be a situation where a member of staff requires a risk assessment — for example during pregnancy or on their return after a particular illness or injury. This would normally be drawn up by the Head teacher.

Risk Assessments pertaining to an individual student – A PSP (Personal Safety Plan) will be drawn up by the relevant member of staff, usually the Head Teacher for any students that may require a risk assessment. This could be in identifying safe areas in a 'fight, flight, freeze' scenario, linked to a medical condition e.g.: Heart condition and/or recent injury or a concerning behaviour (use of Positive Handling). Where a student presents a risk throughout all areas of the school and/or significant detail is required e.g.: significant food/chemical allergies then it may be more appropriate to complete a detailed risk assessment within the risk management area of the EEC platform. This is at the discretion of the Head teacher.

Types of Risk Assessment

Specific Risk Assessments, which the school must have in place as appropriate under current regulations are:

- Fire Risk.
- Young workers employed by the school/work experience.
- New and expectant mothers.
- Control of substance hazardous to health.
- Lone working.
- Workplace equipment.
- Classrooms.
- School trips and outdoor learning.
- Asbestos.
- Playgrounds.
- Food preparation.
- Legionella.

Other Types of Risk Assessment:

- **Generic Risk Assessments** - are acceptable where activities/processes/operations are consistent across the workplace. In all cases both hazard (something with the potential to cause harm) and risk (the likelihood of harm being realised and its severity) must be included.

- **Specific Assessments** - may be produced using a generic template but are in place for one dedicated task or event.
- **Dynamic Risk Assessments** are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they can be noted in a full Risk Assessment as an on-going assessment of the risk.
- **Contractor** - In line with our Health and Safety Policy, on site risk assessments and where applicable method statements may be obtained and in place before the contracted task is undertaken. It is the responsibility of Nigel Phillips who would instigate and oversee the contracted works to obtain these and share them with the Head teacher and other appropriate members of staff.
- **Third Parties** - External users of the school facilities will also be asked to submit their own risk assessments. It is the responsibility of the person booking this event to obtain the necessary risk assessment. **Not yet relevant but this will be revisited in the future if the school is planned to be used by third parties.**