

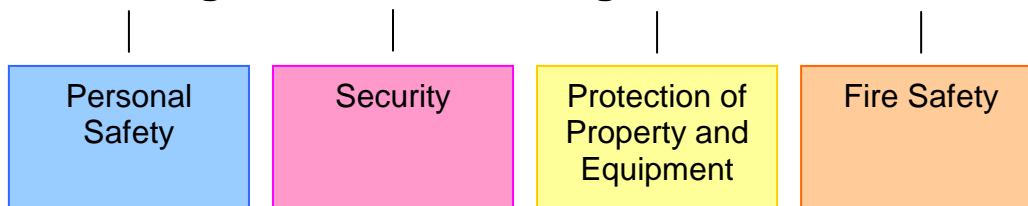
For: Heads of all Establishments/Settings
OCC Managers
Governors/Management Committees
Trade Union Safety Representatives
Employee Notice Boards
Intranet



Risk Management

Health and Safety at Work etc. Act 1974
Management of Health & Safety at Work Regulations 1999 (as amended)
Regulatory Reform (Fire Safety) Order 2005

Risk Management is the Management of Loss Control



Roles and Responsibilities

Responsibility for risk management rests with Oxfordshire County Council.

NB For Aided, Foundation, Free and Academy schools, the employer is the Governing Body (see Annex 1).

The main role of the County Council is to maintain an overall policy for Risk Management within its settings as part of its Health and Safety policy. Further, the Council is required to advise and monitor its implementation.

NB The Governing Body sets a more detailed strategy for their particular establishment and the head of establishment/setting is required to implement the risk management strategies set by the employer and governors (see Annex 1).

What is the Role of the County Council?

- To provide advice and guidance on risk reduction strategies.
- To provide Health, Safety and Wellbeing advice, guidance and training.
- Implement strategic risk reduction programme.
- Have in place procedures to monitor systems and losses.
- To work collectively with other specialist groups e.g. Police, Fire and Insurance

Issued by the Health, Safety and Wellbeing Team, Customer Services, Unipart House, Garsington Road, OXFORD, OX4 2GQ

Risk Management Strategies – What must I do?

Every setting is unique and must develop a strategy tailored to its own particular circumstances. A risk management strategy sets out how to implement the establishment's risk management policy. The strategy will be informed by undertaking a survey to identify and assess risks. From this risk survey (see Annex 2) recommendations can be made about which measures to implement to control these risks.

- Gather information;
- Identify potential losses;
- Assess the scale of the risk and
- Assess the effectiveness of preventative measures.

The attached risk survey enables Heads of Establishments/settings to assess their site as a Low, Medium or High Risk as outlined in the table below:

Overall Score	<u>Rating of a Setting</u>
<70	Low Risk – further no cost or low cost measures should be considered. Attention should be paid to maintenance and improvement of existing security measures.
71-130	Medium Risk – medium to high cost measures should be considered. (Seek advice from the County Council, police and other agencies).
131-195	High Risk – Advice must be sought from the County Council etc.

Findings


If the analysis indicates a High Risk status then the setting must jointly consider a risk reduction strategy with the employer.

Within the overall assessment any specific components that are identified as High Risk scores will need more in-depth analysis/monitoring.

What monitoring and reviewing is required?

- All settings must undertake a minimum of one review of risks annually.
- Given the dynamic nature of risk management, a review will be necessary following each incident or near miss, if circumstances change.

For further information and advice:

	email and web addresses	
Specialist:		
Governor Services	email: governors@oxfordshire.gov.uk	01865 797320
H&S Training Learning & Development	email: LandD.sharedservices@oxfordshire.gov.uk	01865 797123
General:		
Health, Safety & Wellbeing Team	email: healthandsafetyhelp@oxfordshire.gov.uk web address: http://intranet.oxfordshire.gov.uk/links/intranet/healthandsafety	Helpdesk 01865 797222

Annex 1

What is the Role of the Governing Body?

The governing body is required to draw up its own detailed policy. The governing body's policy will need to include such things as:

- How governors exercise their risk management responsibilities (by either establishing a sub-committee or nominating an individual governor with specific responsibilities for risk management);
- Reporting and feedback of arrangements for consulting and informing all employees about risk management;
- Criteria for allocating resources for implementing risk reduction measures;
- Training of employees (in fire safety, risk assessment, personal safety etc);
- Arrangements for monitoring and reviewing the policy, (including specifying the frequency and nature of reports from the Head Teacher) and
- The arrangements for the governors' statutory annual report to parents on security.

What is the Role of the Head of Establishment/Setting?

The Head of Establishment will be responsible for implementing the Risk Management Policy agreed by the Governing Body and for ensuring:

- All employees are informed of the Policy and all employees appreciate the importance of risk management and understand the establishment's policy and their own responsibilities. This should be part of the induction process.
- There are regular (at least annual) risk management assessments.
- To ensure all incidents and "near-misses" are reported, investigated and preventative action taken to minimise the level of risk and assessments are reviewed.
- Staff training needs are kept under review and training arranged as necessary.
- Regular (termly) reports are made to the governing body and, where specified, to the LA.
- Advice is obtained from risk management professions (LA, Police, Fire, Insurance).
- There is an agreed method of contacting the Police/Fire/Ambulance in the event of an emergency (and that all the employees know of this);
- All crimes are reported to the Police.
- Parents are informed of the risk management policy and are encouraged to help.

What Monitoring and Reviewing is required?

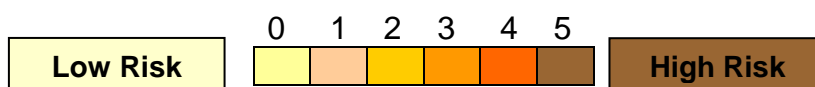
- Governors may wish to use the findings of the risk management survey and their overview of procedures in their annual report to parents.

Risk Assessment Survey

Annex 2

Part 1: Incidence of Crime in the last 12 months

Scale:

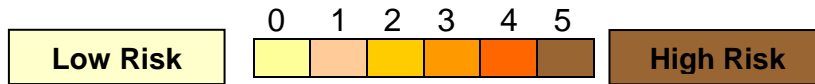


			Points
1. Trespass No cases of trespass in establishment grounds		Trespassers commonly present in establishment grounds	
2. Vandalism No cases of vandalism reported		Frequent and costly vandalism to buildings, grounds & equipment	
3. Theft/burglary No cases of theft or burglary		Frequent theft or burglary	
4. Fire No arson attacks in the locality		Establishments in locality have suffered from arson attacks	
5. Safety – attacks on staff or pupils No attacks or threats reported		Attacks inside establishment or in the vicinity	
6. Drug/solvent/ alcohol abuse No problems reported		Establishment or locality problem with drugs, solvent, alcohol abuse	

Risk Assessment Survey

Part 2: Environment and Buildings

Scale:

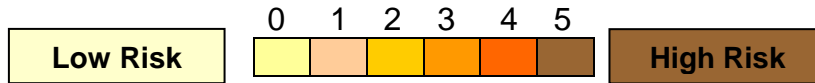


			Points
1. Incidence of crime in surrounding area Locality has a low crime rate as reported to police		Locality has high crime rate as reported to police	
2. Establishment overlooked from roads and/or housing Grounds clearly visible to public		Grounds not over-looked (Unobserved grounds)	
3. Boundaries, fences and gates Boundaries well defined with fences and gates to grounds preventing all but determined intruders		No fences or gates preventing unauthorised access	
4. Clearly defined entrance Clear entrance with signs directing visitors		No clear entrance or multiple entrances	
5. Well organised reception area and visitors' control Reception area controlled and pass system in operation with badges issued to all visitors, access to the parts of the site restricted		Reception not controlled. No system of recording visitors. Free access to other parts of the site.	
6. Car parking Car parks well lit and overlooked		No safe place to park, car parks unlit and not overlooked	

Risk Assessment Survey

Part 2: Environment and Buildings (Continued)

Scale:

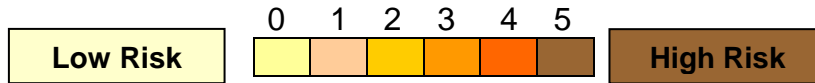


			Points
7. Condition and appearance of buildings Buildings well-kept and in good repair with no graffiti and not vandalised		Buildings badly kept and in state of disrepair, graffiti covered and vandalised	
8. Detached and temporary buildings No buildings detached from main block		Many detached buildings including temporary accommodation	
9. Recesses and internal courtyards No places for intruders to hide and break in unobserved		Numerous places for intruders to hide and break in unobserved	
10. Secure exit doors Doors secure against all but most determined intruders		Fire and exit doors easily forced, inadequate locks	
11. Secure windows and roof lights Windows and roof lights protected against burglars		Windows and roof lights provide easy access	
12. Valuable equipment that is easily stolen and disposed of Few computers, TVs and VCR, DVD's etc, keyboards, faxes etc.		Many computers, etc that could be easily disposed of	

Risk Assessment Survey

Part 2: Environment and Buildings (Continued)

Scale:

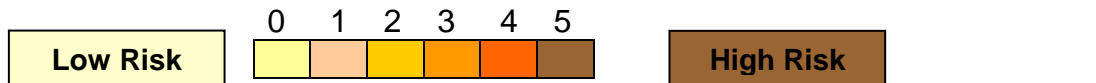


			Points
13. Fire precautions Buildings have adequate fire compartmentation, fire/smoke barriers and fire doors		Over-large fire compartments and lack of fire/smoke barriers and doors	
14. Community ethos and support for establishment Strong community and parent support benefits security e.g. active PTA		Insignificant parent or community involvement or negative attitudes	
15. Out of hours use of facilities No reported problems and/or security benefit from out of hours use		Many security problems due to out of hours use, special risks e.g. bars, social clubs	

Risk Assessment Survey

Part 3: Security Measures

Scale:

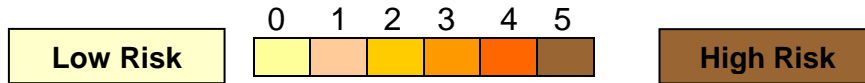


			Points
1. Schoolwatch scheme Efficient system of reporting suspicious incidents e.g. paging via satellite link		No scheme in operation	
2. Building/user involvement Successful building/user action group or school council		No involvement from building users	
3. Waste bins Waste and recycling bins locked up every night and away from buildings		Unlocked mobile waste and recycling bins left around site	
4. Security lighting Lighting of all entrances observable, footpaths and building facades		No lighting	
5. Surveillance Efficient surveillance e.g. CCTV covering perimeter or security patrols employed		No system	
6. Intruder alarms Maintained Intruder Alarm system protecting all ground floor, perimeter and other vulnerable rooms		No system	
7. Fire detection Automatic system linked to fire brigade		No automatic detection	

Risk Assessment Survey

Part 3: Security Measures (Continued)

Scale:

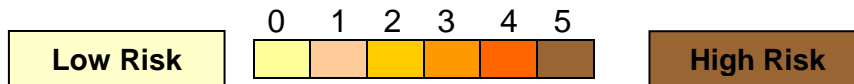


			Points
8. Property marking All valuable property marked and kept in secure store or secured locally		No markings on property	
9. Cash handling procedures Secure methods in operation		No cash handling procedure	


Risk Assessment Survey

Part 4: Personal Safety

Scale:



			Points
1. All employees / partners / volunteers have been trained in fire safety		No training	
2. All employees / partners / volunteers have been trained in personal safety		No training	
3. All employees / partners / volunteers are aware of site safety/security procedures		No awareness of site safety/security procedures	
4. Key employees / partners / volunteers have been risk assessed for lone working		No assessment undertaken	
5. All employees / partners / volunteers are aware of critical incident/ emergency procedures		No awareness of critical incident/emergency procedures	
6. Key employees / partners / volunteers have received first aid (HSE approved) Emergency First Aid Person Training		No first aid training given	
7. Adequate escape lighting is provided for working in the dark		No escape lighting available for use during working in the dark	
8. Key employees / partners / volunteers have been risk assessed and trained in Manual Handling		No Risk Assessment. No training.	

9 Key employees / partners / volunteers have been risk assessed and trained in safe chemical (COSHH) practices		No Risk Assessment. No training.	
---	---	----------------------------------	--

Risk Assessment Score Summary

Part 1 – Crime	<input type="text"/>	(0-30)
Part 2 – Environment and Buildings	<input type="text"/>	(0-75)
Part 3 – Security Measures	<input type="text"/>	(0-45)
Part 4 – Personal Safety	<input type="text"/>	(0-45)
Grand Total	<input type="text"/>	(0-195)

Key:

Overall Score	Rating of an Establishment
<70	Low Risk – further no cost or low cost measures should be considered. Attention should be paid to maintenance and improvement of existing security measures.
71-130	Medium Risk – medium to high cost measures should be considered. (Seek advice from the County Council, police and other agencies).
131-195	High Risk – Advice must be sought from the County Council etc.