



**Melrose Education**  
LIMITED

## **Risk Management and Risk Assessment Policy**

<b>Reviewed by:</b>	Andrew Patterson, Compliance Manager
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<b>Approved by:</b>	Tracey Storey, CEO

Melrose Education takes its responsibilities in relation to the Health and Safety at Work Act 1974, and Management of Health and Safety at Work Regulations 1999, seriously, and as such, has robust risk management processes in place.

In simple terms, risk is the possibility of something bad happening. Risk involves uncertainty about the effects/implications of an activity with respect to something that humans value (such as health, well-being, wealth, property, or the environment), often focusing on negative, undesirable consequences. The international standard definition of risk for common understanding in different applications is "effect of uncertainty on objectives."

In life, and in the workplace, it is not possible to eliminate all risk, but Melrose Education and its subsidiaries recognise that effective risk management can help to protect our staff and other stakeholders, as well as the business.

A key aspect of Risk Management is the process of completing Risk Assessments, and the regular review of these Risk Assessments to ensure that no new risks can be identified, and that all control measures are implemented to mitigate or reduce the risks identified. An example Risk Assessment is located at Appendix A of this policy.

When a potential risk is identified as part of a Risk Assessment, the level of risk can be identified by using the 5 x 5 Risk Matrix which can be found at Appendix B of this policy. Appendix C - Hierarchy of Hazard Control, can then be used to reduce or eliminate the risk identified.

Melrose Education and its subsidiaries commit to:

- ensuring our staff, the public and others who may be affected by our activities, are properly protected by managing our risks effectively and responsibly.
- balancing benefits and risks, with a focus on reducing real risks – both those which arise more frequently and those with serious consequences.
- empowering our staff to manage risk rather than avoiding situations which give rise to opportunities for innovation and learning.
- understanding that failure to manage real risks responsibly is likely to lead to legal sanctions.
- involving the right people when conducting Risk Assessments – those who understand the risk assessment process as well as those who participate in the task or area being assessed.
- implementing adequate and effective controls – such as safe systems of work – to reduce risks to as low a level as is reasonably practicable, if risks cannot be eliminated.
- educating individuals to understand that as well as the right to protection, they also must exercise personal responsibility.
- training staff in the effective implementation of Risk Management and Risk Assessment.
- using the model shown below as a tool to achieving our objectives in 'Risk Management.
- ensuring any learners or staff that require additional support during an evacuation will have a PEEP in place and this will be logged in the PEEP register.

Melrose Education and its subsidiaries uses the Evolve risk assessment system to monitor and manage any off-site trips. This online platform allows our schools, and Melrose SLT, to plan, approve, and manage the risk assessment of off-site educational visits and activities.

All risk assessments address activities both on and off school premises. For example, on-site assessments will focus on environments where we can control hazards, and safety. Off-site assessments will ensure we pre-visit a venue/location before an activity takes place, identify any hazards associated with travelling to and from the off-site location, checking external providers are legally compliant, and are insured, and assessing risks created by the specific activity.



### Legislation and Statutory Requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy.
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment.
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed.
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely.
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed.
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of children being drawn into terrorism.
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment.
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable



## Appendix B - 5 X 5 Risk Matrix

**Risk Rating** - is calculated by multiplying the likelihood of an event happening with the consequences or impact if it does, e.g. taking a likelihood of 4, which is classified as probable, and multiplying this against a consequence of 2, which is classified as a minor injury first aid required, would give you an overall risk rating of 8, which would be risk rated as low risk.

**High Risk equals 16 to 25** – High Risk activities should cease immediately until further control measures to mitigate the risk are introduced.

**Medium Risk equals 9 to 15** – medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined period. Note: Medium risks can be an organisations greatest risk because they can be tolerated in the short-term.

**Low Risk equals 1 to 8** – low risks are acceptable, subject to reviews periodically, or after significant change etc.

Likelihood (Probability)	Consequences (Impact)
5. Almost Certain	5. Fatality
4. Probable	4. Major Injury, resulting in disability
3. Possible	3. Injury Requires doctors or hospital attendance
2. Possible (under unfortunate circumstances)	2. Minor Injury, First Aid required
1. Rare	1. Minor Injury, First Aid not required

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Consequences					

Risk Rating
High
Medium
Low

## **Appendix C - Hierarchy of Hazard Control**

### **1. Elimination.**

Eliminating the hazard, i.e., physically removing it, is the most effective hazard control. A decision needs to be made as to the possibility of being able to complete a task/activity if a particular hazard was removed.

### **2. Substitution**

Substitution, the second most effective hazard control, involves replacing something that produces a hazard (like elimination) with something that does not produce a hazard—for example, replacing something toxic with a non-toxic substance.

### **3. Engineering controls**

The third most effective means of controlling hazards is engineered controls. These do not eliminate hazards, but isolate people from hazards, these can be physical barriers to the hazard, keeping a safe distance or any other physical object that could assist in reducing the risk.

### **4. Administrative controls**

Administrative controls are changes to the way people work. Examples of administrative controls include procedure changes, employee training, and installation of signs and warning labels

### **5. Personal Protective Equipment.**

PPE consists of equipment that can be used by persons involved to reduce the risk of injury/harm. This is the least effective means of controlling hazards and should only be considered when the previous methods have been exhausted.

Assessment No:

**RISK ASSESSMENT**

**IF APPLICABLE STATUTORY PROVISIONS, ACOPS, GUIDANCE AND STANDARDS REQUIRING MEASURES TO BE TAKEN COVERING THIS RISK ASSESSMENT**

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<b>COMPLETED BY</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>NEXT REVIEW DUE</b>
<b>REVIEWED BY</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>NEXT REVIEW DUE</b>

**RISK ASSESSMENT – ADDITIONAL INFORMATION/NOTES**

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- ◆ Review the assessment to make sure you are still improving, or not sliding back
- ◆ If there is a significant change in the workplace, check the assessment and where necessary, amend it.