

British Academy
School Marrakech

— Belong Achieve Become —

RISK ASSESSMENT POLICY

BASM 38

AIMS

This policy is designed to enable The British Academy School Marrakech to fulfil its legal duties in assessing risks and to be a school where everyone can undertake their roles and responsibilities free from work related or education related injury or ill health; this includes all school staff, pupils and others who may be affected by our activities.

Risk management is the consideration of the risks that arise in the workplace and then ensuring sensible health and safety measures are in place to mitigate the risk. By being proactive, focussing on prevention, and undertaking regular risk assessment it is possible to prevent accidents and injuries.

Once a risk assessment has been completed it should be signed off by a competent school leader, and be effectively communicated to relevant staff and others, to enable it to be implemented effectively.

OBJECTIVES

1. To ensure that **risks** are **identified, classified, and mitigated**, and to understand the significance of any **residual** risk.
2. To ensure that risk assessment and mitigation (control measures) is a **central part** of the **school culture**.
3. To ensure that **practical risk assessments** are undertaken with appropriate frequency, considering the level of the risk.
4. To ensure where appropriate that risk assessments consider the needs of specific pupils (by age / maturity, SEND requirements etc) in relation to the activities to be undertaken.
5. To encourage a **high level of transparency** amongst stakeholders regarding risk to actively **promote the wellbeing of pupils** and all other stakeholders.

RISK REGISTER.

The school has a detailed risk register, and adopts a graded approach to risk, from the strategic to the operational. Strategic risks might refer to an existential threat to the school's existence perhaps because of a change of government policy, or pandemic, whilst operational risks refer to school trips, fire, safeguarding issues etc.

Strategic risks are primarily for the Advisory Board to identify and mitigate, in tandem with the executive. The school executive, SLT and staff have primary responsibilities for operational risks on a day-to-day basis. Staff have a responsibility for mitigating identifying and mitigating risks within their work areas.

ADVISORY BOARD

The Advisory Board gives guidance to the proprietor who has ultimate responsibility for risk management at The BASM. It seeks to ensure that the Head and SLT implement and monitor the effectiveness and implementation of this policy, review and amend when necessary and ensure changes are effectively communicated to all stakeholders.

RESPONSIBILITIES OF BURSAR & DEPUTY HEAD PASTORAL

Although the Bursar has overall responsibility for the Health and Safety policy, he works closely with the Deputy Head Pastoral in implementing the Risk Assessment Policy, by ensuring that:

1. All employees are aware of and accountable for their specific health and safety responsibilities and duties.
2. Risk assessment policies, procedures, are effectively implemented, monitored, and evaluated.
3. Overseeing accident and incident investigations.
4. They are proactive in ensuring that the working environment and school activities is safe by identifying hazards, initiating risk assessments, implement necessary mitigations, and assess residual risk.
5. Checking and documenting where appropriate that the working environment is safe.
6. Inform, train, supervise employees and provide them with the necessary resources to enable them to work safely.
7. Staff report all accidents, incidents, and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

RESPONSIBILITIES OF EMPLOYEES

All staff, and contractors must comply with the school's health and safety and risk assessment policies and are required to:

1. Cooperate with the executive to ensure the diligent implementation of risk assessments.
2. Immediately report to the Bursar, Deputy Head Pastoral, or other school leader any health and safety concerns, risks which might expose any member of the school community to immediate harm.
3. Strive to provide a positive lead in embedding a positive culture in school in relation to assessing and mitigating risk.

RESPONSIBILITIES OF THE PUPILS

To behave in a manner that reflects the school's risk assessment policy and to:

1. Take reasonable care for their own health and safety and that of their peers, teachers, support staff and any other person that may be at school.

2. Cooperate with teaching and support staff and follow all reasonable instructions given.
3. Report to a teacher or other member of school staff any health and safety concerns that they may have.

ASSESSMENT OF HAZARDS AND ASSOCIATED RISKS

1. Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level.
2. Monitoring the effectiveness of those measures including the enforcement of proper working practices by the SLT and other supervising staff members and the review of incidents.
3. Ensure that health and safety / risk assessment requirements/responsibilities are included in the contract conditions agreed by the proprietor, overseen by the Advisory Board, and enforced by the school executive.
4. Provision of information, instruction, training, and protective equipment to staff, relevant 3rd parties and pupils where required.
5. Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.

RISK ASSESSMENT

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

1. A hazard is something with the potential to cause harm, serious injury, death. (e.g., fire).
2. The primary focus **should not be on the likelihood of risk**, but the **risk itself** and efforts to further **mitigate** any **residual risk**.
3. Where such an assessment relates directly to pupils, it should prioritise the **risk to specific children** and **specific nature of the activities** to be undertaken.
4. A risk assessment is the resulting assessment of the severity of the outcome (e.g., loss of life, destruction of property).
5. Risk Assessments focus on prevention. Often simple measures are effective and inexpensive.
6. Risk assessments are not one-off events but require frequent reviewing and updating regularly.

MONITORING & QUALITY ASSURANCE

The Head receives regular updates on the Health and Safety & Risk Assessment policies from the Bursar and Deputy Head at SLT meetings. The Advisory Board are updated at Board meetings. The policy is reviewed and updated on an annual basis, and the policy and procedures are externally benchmarked every two years.

PROCEDURES AND PROTOCOLS

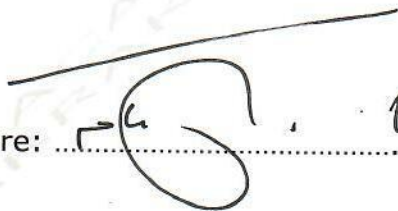
Separate operational protocols

SIGNED BY: HEAD

Head's Signature..... 

RATIFIED BY: ADVISORY BOARD OF GOVERNORS

Advisory Board Member's Signature:

 18.5.24

REVIEWED: AUGUST 2022, May 2023, May 2024

NEXT REVIEW DATE: May 2025