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**16a Risk Management Policy**

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| ISI | Part 3 |
| NMS (if applicable) |  |
| Policy Owner (SLT) | CEJL |
| Governor Responsible | Carol Shaw |
| Gov Annual Review Date | Lent H&S Meeting |
| Next Gov Annual Review Date | H&S Lent 2022 |
| Policy Last Updated | 08.12.2021 |
| On the Website | Yes |

Review of Policy:

* 31.03.2016 – NU (including Health & Safety Policy)
* 19.10.2016 – CEJL
* 10.10.2017 – CEJL
* 17.12.20.19 – CEJL
* 08.12.2021 – CEJL
* 18.01.2022 - CEJL

Please read in conjunction with:

* A9 Health & Safety Policy
* A10 Risk Assessment Policy
* A11 Fire Risk Prevention Policy

# Introduction

At Bloxham School we recognise the risks in running an educational establishment, charity and business. The whole responsible school community – governors and staff – are encouraged to embrace the school’s integrated risk management culture. Whilst we do not attempt to eliminate all risks, the intention is to identify and manage all significant risks that may impact on the strategic or day-to-day operation of the school.

# Responsibility

Overall responsibility for risk management lies with the **Council of Governors** (Council) who will consider risk at least annually as part of its compliance review process. A Governor is nominated with responsibility for overseeing the management of risk in the school. The **Risk Management Team (RMT)** is made up of the Senior Leadership Team with support from the Bursary Management Group **(BMG)**, The Health & Safety Manager & the Risk Management Advisor **(RMA)**, Mr Martyn Kelham from Martyn Kelham Risk Management Ltd.

Day to day responsibility for risk and operational safety rests with the **Health & Safety Manager** and the Risk Management Focal Point (RMFP). This person is required under our interpretation of the Management of Health and Safety at work Regulations 1998.

Additionally, there is a Health & Safety Committee, which meets termly. It is chaired by a Governor and its membership covers the main areas of risk in school activities.

# Governance

The Governors recognise their responsibilities in their corporate capacity as company directors of Bloxham School Ltd and its subsidiary companies and as trustees of Bloxham School as a charity.

The responsibilities of Council includes:

* Determining the aims of the school;
* In conjunction with the Head, putting in place policies, plans and procedures to ensure that these aims are met;
* Ensuring that the School’s finances are properly controlled;
* Ensuring compliance with the School’s governing document, the Articles of Association, and relevant legislation.

Council has produced its own Handbook for School Governors to assist it in executing its responsibilities.

# Structure of Risk Management Manual

The Risk Management Manual is the compendium of all policies and procedures relevant to normal school activities unless these are covered in one of the other files mentioned below. It is available online through firefly (intranet), these are the:

* Risk Assessment file, which provides a ready reference to most risk assessments;
* Health and Safety file, which contains certificates of routine inspections and safety information;
* Fire safety file which holds fire safety risk assessments and other supporting information (records of fire checks are kept online).

Other relevant handbooks can be found on the Policies folder on the staff intranet and include:

* Staff employment manual containing employment related policies
* Critical incident plan
* Risk assessment policy
* School trips policy

# Risk Management Schedule

Major risks to which Bloxham School is exposed have been identified by the Council, have been reviewed and systems are established to mitigate those risks. Risks are considered in relation to the following overarching objectives:

* Provision of a sound academic boarding education;
* Ensuring commercial viability of the School so that this provision can be maintained.

The risk assessment for the school is a live document which is regularly reviewed by the Governing body**.** The purpose of this document is to identify the major business risks to which the School is exposed and to ensure that all reasonably practicable steps are taken to mitigate these risks to an acceptable level in the day to day operations of the School. This will be reflected in the annual Directors' Report.

The schedule summarises the areas where Council considers there is a possibility of material risk. The criteria for selection is that the event should count as a major risk with a significant impact on one or both of the objectives set out above.

The likelihood of an occurrence is graded 1 to 5 from very unlikely (score of 1) to very likely (score of 5)

The impact, of an occurrence is graded 1 to 5 from very insignificant (score of 1) to very significant (score of 5)

The two gradings are multiplied together to get a classification of risk which ranges from negligible to intolerable. For example, fraud may involve a small sum of money or many thousands of pounds; the expulsion of a pupil may attract no media attention or a great deal of it. The grading attributed in the schedule has been assessed at the highest end of the scale for that risk and insignificant risks have not been considered.

The relevant committee or sub-committee of Council reviews its sections of the schedule at least annually and consider what actions may be made to further reduce risks and what elements should be added or removed from the schedule. They should report on their findings to Council. Ultimate responsibility for the schedule rests collectively with Governors.

The risk register is a list of all the operational risk assessments that Bloxham School uses and refers to. They are all accessible to staff via the online dashboard and new staff are introduced to this as part of their induction.

# Financial Risk Management

With a consolidated income of over £12million a year, the School recognises the importance of managing financial risk. The consideration of financial risk forms a significant part of the Business Risk Register.

Executive responsibility for financial matters sits with the Leadership Team, and in particular the Bursar, along with the Finance Controller, and the Headmaster. The F&GP Committee meets at least termly. It considers the termly management accounts, including cash flow forecast and balance sheet, and the budget forecast for Bloxham School Ltd and its subsidiary businesses.

The school accounts are audited annually by auditors appointed by the Woodard Corporation. These are approved at a meeting of Council before being submitted to the Woodard Corporation.

*Cash Reserves.* The school has a Revolving Credit Facility (RCF) to provide cashflow security during the development plan which sits within the termly income and expenditure cycle.

*Authorisation Procedure*. The School has in place an authorisation procedure related to: payments, pupil matters, and personnel matters. It is reviewed annually by the F&GP Committee along with the Risk Register

*Insurance*. The School is insured by Ecclesiastical Insurance Office as part of the Woodard Schools’ insurance. The following are covered:

* Employers’ liability (limit of any one loss £25m)
* Public liability (limit of any one loss £25m)
* Governors’ liability (limit of any one loss £2m)
* Legal expenses including employment practices protection (limit of indemnity £1m)
* Hirers’ liability (limit of any one loss £2m)
* Material damage to buildings and computer equipment (total value of buildings and contents £74m)
* Material damage for works in progress, if required (up to a maximum of £1m)
* Business interruption – 48 months revenue cover (£43m)
* Loss of money (£250k)
* Fidelity Guarantee, covering governors and employees (£100k)
* Engineering insurance (£500k)

Travel insurance for overseas school trips is covered under a separate Zurich Municipal policy.

All school vehicles are insured by Marsh Education Insurance.

# Training

All new staff receive induction training. Responsibility to initiate this rests with the HR Manager in coordination with the Deputy Head (Staffing and Operations) for teaching staff, and Bursar for support staff. A record of induction training is retained on the personnel file. Induction training includes an introduction to risk management and fire safety.

In accordance with the Safeguarding Policy all new staff and volunteers receive child protection training from the Designated Safeguarding Lead (DSL) as soon as possible after joining. They read Part 1 of Keeping Children Safe in Education (KCSIE) and complete an online Prevent module. The DSL maintains a record of this training.

Other risk related training and refresher training is either carried out by the Health & Safety Manager, or by specialists if necessary. This is targeted towards those staff whose job requires them to have such training. Records of this are kept in the Risk Management Manual and on and individual’s personal file.

The Governors also receive training and a handbook when starting their first term of office. Appropriate training is provided by AGBIS and/or Woodard Corporation to facilitate their specific role within Council. Training updates and records are held on file by the Bursar as Clerk of the Governors.

# Communication

Risk management decisions made by Council and its committees are recorded in minutes which are retained by the Bursar. Decisions made by the Leadership Team are recorded in minutes which are available for staff to read.

In some cases policies or statements will be disseminated to all staff.

# Conclusion

In order to be effective, the risk management process must be relevant to school activities. It must be understood by all governors and managers with buy-in from all staff.

Appendices:

1. Risk Management Register
2. Authorisation Procedure