



## **Risk Management Policy**

Date Reviewed:	September 2025
Next Review Date:	September 2026
Policy Owner:	Robert Shirley
Ratified @ FGB/Committee Name & Date:	New Policy

### **Mission Statement**

We are committed to providing a supportive, enjoyable and family style environment in which every child is nurtured and encouraged to achieve their potential through a broad-based curriculum and opportunities for developing sporting, dramatic, artistic and musical talents.

### **Statement of Aims & Objectives**

- To enable each child to fulfil their own academic and personal potential.
- To instil in every child the importance of developing personal initiative and to foster in them a belief that they can fulfil their potential in any area of school life.
- To provide a broad based academic and extra-curricular education that is delivered in such a way as to satisfy the learning needs of each and every pupil.
- To help each pupil to develop both a set of Christian values and an understanding and appreciation of other religious beliefs.
- To learn the difference between right and wrong and to appreciate that rights and responsibilities are equally balanced.
- To develop and promote a sense of caring and community between the pupils within the school and the wider community as a whole.
- To instil in each pupil a high degree of self-respect and respect for their fellow pupils, teachers and other adults.
- To prepare each child for the transition to the next stage of their education and to be able to take advantage of any opportunities as they present themselves.



## Oakhyrst Grange School

### **Safeguarding**

Oakhyrst Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At this school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Oakhyrst Grange School. We recognise our responsibility to safeguard all who access school and promote the welfare of all of our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying. This should be read in conjunction with the Safeguarding Policy.

All staff will be asked to complete training annually following KCSIE updates. Further safeguard training will take place throughout the year. All staff must wear their lanyards at all times.

The Safeguarding governor is: Pauline Clark [Pauline.clark@oakhyrstgrangeschool.co.uk](mailto:Pauline.clark@oakhyrstgrangeschool.co.uk)

DSL: Roxann Dowling (Head of EYFS) 07746135233

DDSL: Gemma Mitchell (Headteacher) 07786 393228

DDSL: Faye Dance (Deputy Headteacher) 07415 359114

[dsl@oakhyrstgrangeschool.co.uk](mailto:dsl@oakhyrstgrangeschool.co.uk)



## **POLICY**

### **1.1 Scope**

The identification, assessment and mitigation of risk is delivered through various policies, not least safeguarding and welfare, Health & Safety and Risk Management and Assessment and separately a Critical Incident Management Plan, and monitored at strategic levels. In line with the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and Early Years Foundations Stage, this document outlines Oakhyrst Grange School's (OGS) approach to Risk Management.

### **1.2 Governance**

- 1.2.1 Managing risk underpins the effective operation of Oakhyrst Grange School's (OGS) and it's ability to deliver it's duty of care to pupils and staff. The Governing Body including the Board of Governors and Head Teacher are responsible for risk management, including contingency and continuity planning. Since Autumn 2024, the Board have split Risk Management from the Risk Assessment Policy, creating a new Risk Management Policy to provide greater clarity and strengthen governance and oversight. This policy will be formally reviewed on an annual basis by the Full Governing Board (FGB). At this time, the Board of Governors do not currently operate a separate Audit and Risk Committee. Risk is monitored through the Health & Safety Committee and reported upwards through to the FGB.
- 1.2.2 The Risk Management Policy sets out the framework OGS has adopted for Risk management and oversight of risk.
- 1.2.3 The Risk Assessment Policy focuses on the detailed assessment of those risks identified in regard to the Health, Safety and Wellbeing of pupils and staff. OGS has developed and operates a separate Risk Register which documents known risks, the impact of those risks and mitigation measures identified, to assure FGB that suitable oversight is in place.

### **1.3 Risk Measurement**

- 1.3.1 Risk measurement consists of assessment, evaluation and ranking, to ensure risks are compared to a consistent standard. Risks are considered on the likelihood of a risk occurring and the impact of that risk if it did occur.
- 1.3.2 The risk register records risks as High, Medium or Low. Further detail of the assessment of risk are included within the risk assessment policy.



## Oakhyrst Grange School

### **1.4** Risk Tolerance and Control

- 1.4.1 With the responsibilities of the Trust and the transition of the Trust to a Charitable Incorporated Organisation (CIO) the Governing Body's risk appetite can be described as Risk Averse.
- 1.4.2 In terms of control, the Board consider a number of factors when deciding appropriate risk treatment options, balancing benefits from the achievement of objectives against cost, effort and the disadvantages of proposed actions. These include tolerating risk where no action is taken, treating risk through actions to minimise impact or the occurrence of risk, transferring risk through key decision making or terminating risk entirely.

### **1.5** Monitoring of Risk

- 1.5.1 The monitoring and assessment of risks together with mitigation is a standing agenda item within the Health and Safety Committee. Chaired by the Head Teacher the Committee includes representatives from OGS's SLT and the Board Member with responsibility for Estates and Health and Safety. Risk is a standard Agenda item and both the Risk Register and Assessments are presented to this Committee.
- 1.5.2 The risk register is central to risk monitoring. As risks are identified, they are logged on the register and associated control measure are documented.
- 1.5.3 The Risk Register includes known risks relating to pupil and staff safety including safeguarding and welfare, and further risk areas which are not directly related to health and safety, including but not limited to:
  - (i) Financial, legal/regulatory compliance
  - (ii) Teaching/Administrative resources/Accommodation
  - (iii) Governance/reputational
  - (iv) critical incident/disaster planning
  - (v) Staffing
  - (vi) Academic standards
  - (vii) Security, specifically EYFS areas or as appropriate
  - (viii) Competition
- 1.5.4 The Bursar and Clerk to Board are responsible for the updating the risk register.
- 1.5.6 In accordance with the risk assessment policy, the Bursar will be responsible for the maintenance of risk assessment records. The Health & Safety Committee monitors risk on behalf of the Head Teacher and



## Oakhurst Grange School

Governing Board, and will request sight of records on a regular basis to assure itself that this OGS's Risk Assessment Policy is complied with.

### **1.6** Reporting and Scrutiny

- 1.6.1 OGS's Risk Register is reviewed regularly throughout each academic year by the Health and Safety Committee, Education and Welfare, Finance and Estates and reported through to Full Governance Board (FGB). The Chair of each Committee is a full member of FGB. Other Committee members include 'Responsible Officers' (RO's) where governors with specific skill sets and experience have been identified as leads for Board. Each Committee Chair critically challenges actions taken in regard to those risks within their area of responsibility to ensure OGS proactively manage known risks and consider new risks regularly. Committee Chairs and RO's provide written reports to FGB to assure FGB members that appropriate actions are being taken. Reports are filed with Board papers and minuted appropriately.
- 1.6.2 FGB will also review the risk register annually and consider the ongoing appropriateness of the risk management policy. The Board will consider how risks are identified and measured and whether control measures are appropriate.

### **1.7** Implementation/Training

- 1.7.1 The Bursar will be responsible for the implementation of the risk management policy.
- 1.7.2 All staff will receive guidance on the school's approach to risk management by the Bursar, as part of their induction. This is refreshed on an annual basis or as required. Risk assessment training is provided on specific areas where identified by the Bursar.
- 1.7.3 Risk will be included as an agenda item on Board Development Days.

### **1.8** Legislation

- 1.8.1 Further reading and guidance regarding the legal requirements and educational standards relating to Risk Management and Risk Assessment is referenced in Appendix 3.

This Policy is subject to regular review.