



## **New Forest Small School** **Risk Management Policy**

Member of Staff Responsible	Alison Alp
Regularity of Review	Every 3 years
This Version Dated	May 2019
Next Review Due	May 2022

New Forest Small School will seek to identify risks and take action to reduce the probability of them materialising and/or to limit their impact. All organisations are at risk of suffering loss or damage to their personnel, property, reputation and ability to deliver services through the occurrence of unforeseen events. While the timing of such events is unpredictable, it is usually a feasible matter to identify the possibility and probability of them occurring.

### ***Objective***

The objective of this policy is to identify potential risks and ways of managing them.

### ***Strategies for Implementation***

#### **1. Risks to Property and Person**

The School's property assets include the site, existing buildings, furniture, equipment and materials. Data, such as staff, student and financial records, also represent valuable property assets. Major risks to school buildings and property are associated with fire and water damage, subsidence, explosion and theft. Major damage represents a low frequency/ high severity risk. Low-level vandalism or accidental damage to buildings represent comparatively high frequency/low severity.

The School will also register risks to staff, students and others who use school premises. Structural failure and other threats to physical safety are obvious risks to health and safety, but accidents arising from wet floors and unattended equipment can also cause pain and suffering to those who experience them, and can expose the School to liability.

#### **2. Best Value**

To secure best value, the Head Teachers will seek the lowest total expenditure on risk management, insurance premiums and uninsured losses. The Head Teachers will also aim to minimise the time that would be lost as a result of risks materialising as this detracts from the School's efficient operation.

#### **3. Managing risks**

Effective risk management involves three types of action:

- **Transferring the Risk**

Insurance is a means of transferring those risks the School decides not to accept. It limits the School's exposure to risk but it is not a substitute for active risk management. To the extent that the School manages its risks effectively, its insurance premiums will be lower, providing better value for money.

- **Reducing the Probability of Risk**

The School will seek to identify the risks to property and people using their premises, collect them in a risk register and assess the potential frequency and severity of each risk, where possible based on careful analysis or recent experience. Action will be taken to prevent or reduce the probability particularly of those risks identified as high frequency and/or high severity.

- **Limiting the Impact of Risk**

The School's Risk Management is aimed at both protecting personal health and safety and minimising the disruption to normal operation that may be caused by an unforeseen emergency. Where necessary, the School will develop contingency plans for particular risks identified as high frequency and/or high severity.

***Monitoring, Review and Evaluation***

The Head Teachers will monitor the effects of the actions they take to remove, minimise or limit the risks identified.

The results of monitoring will inform periodical evaluations of the School's risk management procedures.