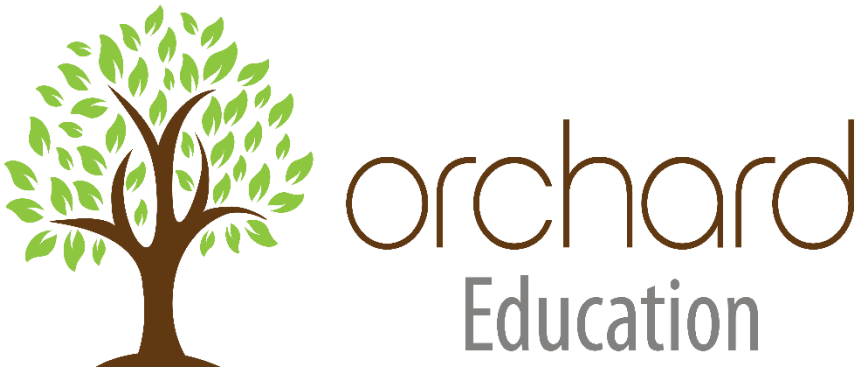


Risk Management Policy

Orchard Education Ltd
1 Sargon Way
Great Grimsby Business Park
GRIMSBY
North East Lincolnshire
DN37 9PH

01472 898498

Risk Management Policy

Overview

We believe that without risk there is no progress; but there is a fine line between innovation and safety.

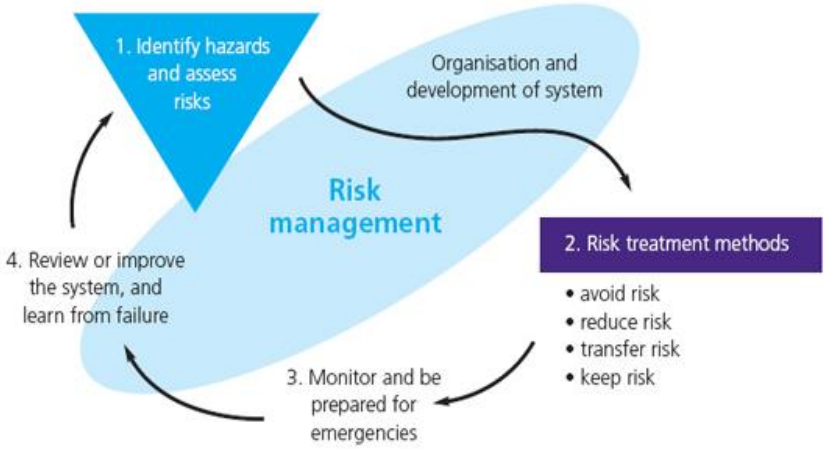
As such, we recognise that effective risk management can help to protect our staff and our business, and key to this is the process of risk assessment, Appendix A.

Our reason for conducting risk assessments is to ensure that we have adequately considered the things that can go wrong in the workplace and their likely consequences and, they are therefore, fundamental to the overall successful management of health and safety risks.

It is our policy to:

- Ensure that our workers, the public and others affected by our activities are properly protected by managing our risks effectively and responsibly.
- Balance benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences.
- Empower workforce innovation and learning - not stifle it.
- Understand that failure to manage real risks responsibly is likely to lead to legal sanctions.
- When carrying out risk assessments, ensure we involve the right people – those who understand the risk assessment process as well as those who are involved in the task or area being assessed.
- If risks cannot be eliminated, implement adequate and effective controls – such as safe systems of work – to reduce risks to as low a level as is reasonably practicable.
- Educate individuals to understand that as well as the right to protection, they also have to exercise personal responsibility.

Use as a tool to achieving our objectives the 'Risk Management' model shown below:



Principal legislation

This document will be evaluated and reviewed within one year of its current date.

	Initial	Review 1	Review 2	Review 3
Signed		D. Melia	Dave Melia	
Position		Director	Director	
Date		20.08.17	14/09/2018	

Appendix A

RISK ASSESSMENT

Work activity being assessed: (Method Statement)	**Company:** Orchard Education Ltd **Location:**

What are the hazards & likely consequences?	**Who might be harmed & when?**	**Initial Risk Assessment (L X C = Risk)**			**How can you reduce the risk?** (Control measures/systems of work) See Hierarchy of Hazard Control for guidance	**Subsequent Risk Assessment** (after control measures applied)		
		L	**C**	**Risk**		**L**	**C**	**Risk**
Hazard – Consequence -								
Hazard – Consequence -								

Hazard – Consequence -								
Hazard – Consequence -								
Hazard – Consequence -								
Hazard – Consequence -								

5 X 5 Risk Matrix

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

Risk Rating - is calculated by multiplying the likelihood against the consequences, 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 time period. Note: Medium risks can be an organisations greatest risk, it's Achilles Heel, this is due to the fact that they can be tolerated in the short-term.

Low Risk equals 1 to 8 – low risks are largely 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

Hierarchy of Hazard Control

1. Elimination.

Eliminating the hazard—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 (similar to 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 rather 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	

Completed by (name & position)	**Signature**	**Date**	**Next review due**
Reviewed by (Line Manager)	**Signature**	**Date**	**Next review due**

Risk assessment – additional information/notes
♦ Review the assessment to make sure you are still improving, or not sliding back.