



**Your risk management  
specialist**



## Supporting you with your risk management strategy

The environment in which we live today is often unpredictable, complex, and ambiguous. Managing health and safety, fire safety, and security legislation can be complex depending on the nature of your organisation. Risk management is becoming increasingly important and protecting a school and its key assets is fundamental to its sustainability.

*“Effective risk management helps ensure strategic priorities and improvement plans for schools and trusts are maintained or met.”*

Managing risk - National Governance Association ([nga.org.uk](https://www.nga.org.uk))

## Wide-reaching experience in education

Endsleigh is part of Howden Group, the world's largest independent retail broker network, with almost 60 years' experience providing bespoke solutions for the education community.

We know schools, multi-academy trusts and academies have different needs and budgets; so we have developed a flexible, tailored approach to our risk management solution.

As well as providing tailored commercial insurance solutions, we provide schools with the assurance that they are managing risk in compliance with all relevant legislation. Effective risk management can lead to a reduction in insurance claims.

## Benefits from managing risk

### Improved morale

Safety in schools should not be seen as a burden of bureaucratic red tape, but should be approached with a creative mindset. Ensuring your school is a safe space for your pupils and your people will lead to improved morale.

- Reduce sickness and turnover amongst staff.
- Fewer incidents (accidents and near misses).
- Increased motivation and less uncertainty amongst staff.
- Reduced risk of impact to a child's learning, loss of coursework and wellbeing impact.

### Legal obligations

Schools have legal responsibilities for the safety of their pupils and it is an integral part of the Ofsted and ISI frameworks. The Health and Safety at Work Act 1974 imposes a duty on all employers to ensure, so far as reasonably practicable, the health and safety of employees and others (such as school visitors and pupils).

- Safe and compliant environment.
- Reduced threat of legal action, both corporately and individually.
- Reduced threat of closure.
- Reduce the risk of prosecution and sanctions.

### Financial and reputational exposure

A systematic approach to managing safety and health risks helps avoid costly accidents, disruption losses and damage to your school's reputation. And, of course, it enables the school to comply with their duties under health and safety law.

- Enhance, not tarnish your reputation.
- Enhance parents/guardians and employees confidence in your operations.
- Reduce the likelihood of uninsurable enforcement fines and costs.
- Reduce insurance claims and be able to defend future claims.

### Negligence

If you aren't managing risk sufficiently, you could be deemed to be operating inappropriately and carelessly. By implementing strong risk management principles, you can be confident in your own approach and provide assurance to:

- Board of governors, trustees & directors.
- Academy/school inspectors such as Ofsted or ISI.
- Enforcing authorities such as the HSE or the fire & rescue service.
- Your insurers.

## Why choose Endsleigh?

Our practical, realistic and solutions based attitude to risk management focuses on protecting your key assets – your pupils, your people and your school. We are an experienced provider of education solutions and risk management who want to support you to become confident that you are managing risk.

- Flexible solutions with no time limited contracts.
- We believe in building relationships with your needs at the centre of our approach.
- We work with your claims executive to support you in the event of a large or complex claim.

### How we can help?

Our risk management consultants can arrange a suitable time for a physical visit to your school or academy to undertake:

- Health and safety audit.
- Fire Risk Assessment.
- Physical security audit.

We can provide access to a suite of supportive documentation, such as education specific template policies, risk assessments and much more.

### Competent person

We will act annually as one of your competent persons:

- To fulfil your duty under the management of health and safety at work regulations 1999, regulation 7 - health and safety assistance.
- To fulfil your duty under the regulatory reform (fire safety) order 2005, article 18 - safety assistance.

You will have unlimited access (via email, telephone advice and/or remote meetings) to proactive and reactive risk advice and assurance. We will provide you with an Endsleigh Letter of Intent for the duration of this period.





## Your Health Check

We can offer you single or multiple consultancy day(s), where we visit your school or academy and work with you to understand and enhance your safety management systems. Our Health Check consultancy service is completely flexible to suit your individual needs.

### Sometimes we don't know what we don't know

That's why we are here to help, and ensure that you are managing health and safety, fire safety, and security sufficiently. We have designed our Health & Safety audit, Fire Risk Assessment and Physical Security audit with you and your people in mind. We aim to provide you with solutions to the challenges that your school or academy faces daily.

### Take a look at what we can offer:

- In depth health check of your existing risk management strategy for health and safety, fire safety, security including risk assessments and training.
- Help you to create, or tailor, health and safety, fire and security policy documents to suit your needs.
- Support you with health and safety, fire, or security risk assessments documents.
- Deliver bespoke health and safety, training packages.

- Remote bespoke work including, training via Microsoft Teams and the creation of bespoke documents that we have agreed need to be in place (such as risk assessments, policies, safe systems of work).
- Undertake bespoke health and safety or security audits in buildings, departments or specific areas of concern.
- Assist you with investigating significant health and safety, fire safety or security incidents.

### Available when you need us

As well as our onsite presence and supporting you to enhance your risk management, answering general queries or questions you may have (including whether incidents are reportable to the HSE under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations - RIDDOR); we also provide you with unlimited access to our dedicated risk management team through telephone, email or meetings on Microsoft Teams, during business hours.

### Our consultant:

Amongst holding memberships of other risk management bodies, our lead risk management consultant is a chartered member of the Institution of Occupational Safety and Health (IOSH), a full member of the International Institute of Risk & Safety Management (IIRSM) and a member of the Occupational Safety and Health Consultants Register (OSHCR).

*"Risk management should be an essential part of governance and leadership and an integral part of business planning and decision-making processes."*

*Education & Skills Funding Agency - Academy trust risk management*

### Some key statistics Health and safety

2.5 million working days lost each year in education due to workplace injury and work-related injury (HSE Education statistics 2022).

1 in 5 teachers have considered leaving their position due to poor building conditions. (Department of Education GEMS).

Over the last decade, it has been estimated there have been over 50 prosecutions within the education sector with uninsured costs totalling well over £1.5 million.

Across the UK in the education sector in 2022, the regulator (the Health and Safety Executive) issued five 5 Prohibition Notices and 32 Improvement Notices.

### Fire

The fire & rescue service attended over **4000 accidental** and over **1000 deliberate** fires in England over the last decade resulting in over 180 non-fatal casualties. (GOV.UK).



## Health and Safety Audit

Prior to arrival on site, we will provide you with a list of what you will need to have ready, who we are likely to speak with, what areas we will visit and the approximate timings of how long we will need to spend with each department on the day(s) of the visit.

Our Health & Safety audit allows us to provide you with a baseline of where your risk management currently stands. We will tell you what you are managing sufficiently and where you need to improve. Our risk management consultants will then work alongside you to further support the strengthening of your safety management system.

### What does the audit cover during the visit?

- Health & Safety Management such as policies, training and risk assessments.
- Premises and grounds statutory duties.
- Domestic Premises (if applicable).
- Boarding Premises (if applicable).
- Landscaping/Maintenance (Plant and equipment).
- Subject specific areas (Art & Design, Design & Technology, Educational Visits, Food Technology, Medical, Nursery/Early Years, Physical Education, Science, Work Experience).

### What else is covered in the service?

- An overview of what you should and could do and signpost you to further guidance to support your next steps.
- Provide useful links to relevant professional bodies and guidance to support addressing your actions.
- We can offer you a five-step priority matrix, giving you better visibility of what you must do right now, what you should do in the coming months, along with what you should plan to budget twelve months onwards.

### Once we have completed the audit you will be confident that you are:

- Meeting your H&S legislative duties of care.
- Reducing the likelihood of incurring a Health and Safety Executive (HSE) Fee for Information (FFI) material breach and subsequent costs as part of the HSE's cost recovery scheme.
- Following a Plan, Do, Check, Act system to ensure you are continually improving your health and safety culture and performance.
- Following education specific best practices such as the Department for Education's Good Estate Management for Schools (GEMS), CLEAPSS, and the Association of Physical Education (AfPE).

We aim to publish your Health and Safety Audit as soon as we can after the visit and typically within ten working days.





## Fire Risk Assessment (FRA)

On your instruction, we will undertake FRAs of your premises to help you meet your legal duties under the Regulatory Reform (Fire Safety) Order 2005 (for sleeping areas we may use one of our partners to conduct the fire risk assessment). FRAs are required to be in place for all non-domestic premises. We will undertake Type 1 only visual non-intrusive FRAs. FRAs will primarily focus upon life safety, however, where reasonable we will consider enhancements to property protection that would provide early warning and reduce fire/smoke damage to provide better insurable premises.

Prior to our arrival on site, we will provide you with a list of what you will need to have ready, who we are likely to speak with, what areas we will visit and the approximate timings of how long we will need to spend with each department on the day(s) of the visit.

Our FRA allows us to provide you with a baseline of where your risk management currently stands. We will tell you what you are managing sufficiently and where you need to improve. Our risk management consultants will then work alongside you to further support the strengthening of your fire safety management system.

### The FRA enables you to be confident that you are:

- Meeting your fire safety and H&S legislative duties of care.
- Reducing the likelihood of incurring an enforcement visit from the local fire safety officer.
- Following a Plan, Do, Check, Act system to ensure you are continually improving your fire safety culture and performance.
- Following education specific best practices such as the Ministry of Housing, Communities and Local Government (MHCLG) – fire safety education guide and British Standards.

### What other support and guidance will we provide?

We will tell you what you should and could do and signpost you to further guidance to support your next steps. As well as this, provide you with links to relevant professional bodies and guidance to support addressing your actions.

What's more, we can offer you a five-step suggested timescale, giving you better visibility of what you must do right now, what you should do in the coming months along with what you should plan to budget twelve months onwards.

We aim to publish your FRA as soon as we can after the visit and typically within ten working days.

### Our consultant

Amongst holding memberships of other risk management bodies, our lead risk management consultant is an associate member of the Institution of Fire Engineers (IFE) – 00056680, Associate member of the Institute of Fire Safety Managers (IFSM) (3797) and has been assessed and meets the requirements of the IFSM Tier 2 Competent Fire Risk Assessors Register (CFRAR) – C465 Assessors - IFSM.

- Our consultants will have visited and be familiar with the premises before undertaking an FRA for you.
- Our consultants are required to undertake mandatory active CPD, logging a minimum of 30 hours per year with their professional body.



## Physical Security Audit

Prior to our arrival on site, we will provide you with a list of what you will need to have ready, who we are likely to speak with, what areas we will visit and the approximate timings of how long we will need to spend on the day of the visit. Our physical security audit allows us to provide you with a baseline grounding, of where your physical security risk management currently stands. We will tell you what you are managing sufficiently and where you need to improve. Our risk management consultants will then work alongside you to further support the strengthening of your physical security.

### Our physical security audit enables you to be confident that you are:

- Meeting your legislative duties of care.
- Following a Plan, Do, Check, Act system to ensure you are continually improving your security culture and performance.

### What does the Physical Security audit cover?

- Perimeter fencing and gates.
- A review of potential weaknesses in your buildings security systems.
- Access Control and Closed Circuit Television (CCTV) management.

### What other support and guidance do we provide?

We can offer you a five-step suggested timescale, giving you better visibility of what you must do right now, what you should do in the coming months, along with what you should plan to budget twelve months onwards.

We aim to publish your Physical Security Audit as soon as we can after the visit and typically within ten working days.

### Our consultants

Our lead risk management consultant was an Accredited Security Management Specialist (ASMS) from the Security Management Professional Accreditation Board (SMPAB) and has a background working within security from his financial services and military experience.





## Online risk compliance for schools

We understand how time-consuming and stressful it can be for schools to track and manage their compliance requirements. iAM Compliant's online risk management tool facilitates a quick and efficient way to make this process easier.

### iAM Compliant online risk management – specifically designed for schools

A simple to use award-winning, online compliance tool which has been developed by iAM Compliant. This enables you to keep on top of your day to day statutory requirements, guides you through all relevant legislation, and supports you in delivering Good Estates Management for Schools (GEMS).

#### Key benefits:

- See what needs to be repaired or refreshed at a glance so you can budget and forecast future funding.
- Monitor energy usage, sustainability and costs with a tool tracker that identifies energy waste.
- Ability to raise premises fault reporting and track through to completion.
- Manage contracts and contractors using the simple-to-use software solution.
- Alerts highlight which staff members have/have not read policies and risk assessments.
- Allows all staff to report incidents (accidents and near misses) electronically into a central place.
- Real-time risk register makes it easier to stay on top of key risks.
- Building condition reports highlight urgent problem areas.
- Utilise QR codes to simply track assets and undertake statutory maintenance.

### iAM Compliant's key features:

#### Asset management

Track, manage and report on all your critical assets from anywhere at any time.

#### Good estates management

Easy actionable advice from GEMS to manage the condition of your buildings, prioritise problem areas, allocate budgets, monitor energy usage and more.

#### Premises

Manage and diarise statutory tasks. Keep all completion history and records documents in the cloud.

#### Risk register

All risk assessments are kept in one place and tracked using a real-time matrix.

#### Policy compliance

Monitor your policies alongside the DfE statutory requirement.

#### Audits

Circulate electronic audits, such as classroom audits and display screen assessments.

#### Training

300+ Institution of Occupational Safety and Health accredited courses. Monitor staff's progress with detailed training records.

#### Contractors' area

Create and manage a dedicated portal for external suppliers to streamline tasks, tender processing, accreditation visibility and appointment scheduling.

#### Incident recording

Keep accurate records of any accidents, observations and near misses in a digital accident book.

#### Contracts

Keep abreast of all contractual obligations. Track your suppliers' history and compliance.

#### Document tracking

Upload, store, communicate and record staff signatures for all your documents.

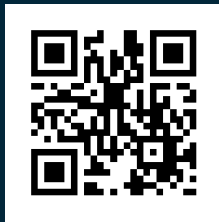
#### Helpdesk

All staff requests centrally managed and allocated to the correct member of staff.



# Get in touch

Call us today on **0333 234 1146**, email us at **[riskmanagement@endsleigh.co.uk](mailto:riskmanagement@endsleigh.co.uk)** or visit our website by scanning the QR code below.



Part of **HOWDEN**