**Schools Handbook**

**Risk Management and Insurance**

**Issued: 2024**  
**Version 6.0**  
**Section 0**

Document Control

V1.0 Spring Term 2010 Obsolete

V2.0 Summer Term 2011 Obsolete

V3.0 Autumn Term 2014 Obsolete

V4.0 Spring Term 2016 Obsolete

V5.0 Summer Term 2018 Obsolete

V6.0 Autumn Term 2023 Current

Shropshire Council’s

Risk Management and Insurance Handbook for Schools

Introduction

Welcome to Shropshire Council’s Risk and Insurance Handbook for Schools.

We are working to develop close links with all schools and have produced an easily identifiable handbook for your use, which gives an overall view of the Risk Management and Insurance provision.

Our aim is to provide a comprehensive guide specific to your needs.

This Handbook is separated into the following sections for your ease of use:

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| **CONTENTS**  **Contacts**  **Insurance Guidance**  Claims Procedures  Schools Travel Insurance Scheme  Lettings - Third Party Hirers Liability Insurance  Insurance Certificates  **Risk Management Guidance**  Risk Register Template | **Section**  **1**  **2**  3  4  5  6  **7**  8 |

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| **IMPORTANT NOTICE**  This document and its contents are and remain the property of Shropshire Council.  It may not be disclosed or used by any other third party without the written permission of the Risk or Insurance Manager.  Summary of Good Practice  All schools should actively engage in risk management which allows you to identify the risks to which you are exposed and allows you to put in place specific controls to ensure you are protected as much as you can be should the risk occur. Part of considering risks is to decide whether you wish to treat, transfer, tolerate or terminate the risk. Insurance allows you to transfer some of the risk but it cannot remove the possibility of accidents or losses occurring and it cannot cover for:   * Disruption to education * Damage to reputation * Lowering morale of staff and pupils * Time lost while dealing with those who handle losses on behalf of the school * Stress and anxiety that always accompanies accidents and losses   Risk management involves:   * Identifying risks * Analysing risks * Controlling risks   Insurance is a way of controlling risks by transferring the risk to an Insurer - it is not a substitute for good risk management practices.  **What are the benefits of having appropriate insurance cover at school**?   * Insurance compensates for large losses that otherwise could not be funded, such as a major fire in a school. * Having appropriate insurance cover ensures the school has conformed to legal requirements, as some insurances are compulsory by law.   Good Practice  Schools should review their insurance programme annually and identify those areas where insurance is an appropriate part of the risk management process with the aim of:   * Notifying the Insurance team of any new activities, property, specialist equipment and vehicles, which require insurance, or of any alteration affecting existing insurance. * Informing the Insurance team immediately of all accidents, losses and other incidents, which may give rise to an insurance claim.   **Who needs to know about the insurance cover?**  All staff and governors will need to be aware of the levels of insurance cover provided:   * The limits of insurance cover (e.g. cash holdings above a certain level). * Reporting procedures. * Losses for which claims can be made. * Security requirements that must be met (e.g. safe keys must not be left on the premises out of hours) if the insurance cover is to be valid. |