



READING BLUE COAT

Risk Management & Risk Assessment Policy

(including support for Child Protection & Safeguarding Measures)

Purpose

The management standards contained in this policy outline the arrangements for managing health, safety and environmental risks within RBCS, particularly in relation to the safeguarding of young and vulnerable persons.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of Schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including School trips
- That identified control measures are implemented to control risk in accordance with the law and the measure is in the main "so far as reasonably practicable".
- That those affected by School activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the School responsible for conducting risk assessment and monitoring its implementation.

Key Responsibilities

The Head and Governors are responsible for the overarching risk management policy of the School. However, the Head and Governors delegate their responsibilities as follows:

- Bursar – School strategic risk assessment, School Fire risk assessment and all risk assessments for Administrative Departments.
- Second Master – All risk assessments for Academic Departments.
- Deputy Head (Co-curricular) – Educational visits risk assessments and all risk assessments for all co-curricular activities.

The responsible managers within the School are responsible for ensuring that the workplaces and public access areas of the School are safe. A list of the responsible managers is at Appendix 1. However all staff have a duty of care and a responsibility to maintain a safe environment for the children in their care and may need to carry out risk assessments. Within this context Staff therefore includes anyone who is either:

- Directly employed by the School including permanent staff, temporary staff, seasonal staff,
- Those employed who are working at the School such as Sodexo and peripatetic sport and music teachers.
- Those who are not employed but contributing to the running of the School such as governors and volunteers.

The Risk Management Strategy

The School deems the key risk areas to be as follows:

- Student supervision (including safeguarding and welfare requirements). This is covered by the *Supervision Policy*.
- School trips. These are covered are in the *Educational Visits Policy*.
- Management of visitors on School premises. This is covered by the *Visitors Policy*.
- Fire and emergencies. This is covered by the *Fire Safety Policy* and the *Critical Incident Policy*.
- Traffic and pedestrian interaction on site
- Management of hazardous substances, including in lessons, e.g. in science etc.
- Use of hazardous equipment including during lessons, e.g. in DT, Art etc.
- Staff recruitment, i.e. staff are suitable to undertake designated roles
- Terrorism, including the prevention of fundamentalism and extremism
- Student welfare including mental health and self-harming
- Security. This is covered by the *Security, CCTV and Access Control Policy* and *Lone Working Policy*.

When to complete / review risk assessments:

- All the responsible managers listed in Appendix 1 must review their risk assessments at the beginning of each academic year as a minimum, as well as:
 - a. When there are changes to the activity
 - b. After a near miss or accident
 - c. When there are changes to the people involved in the activity
 - d. When there are changes in good practice
 - e. When there are legislative changes
- Before a new activity can be undertaken, a risk assessment must be written by the member of staff organising the activity and approved by the Deputy Head (Co-Curricular) or Bursar (administrative).
- Leaders of educational visits must submit their risk assessments to the Deputy Head (Co-Curricular) in advance of the trip.

Responsibility for checking risk assessments:

- School wide risk assessments written by the Head / Bursar should be presented to the relevant Governors for review annually.
- The Bursar is responsible for checking risk assessments for administrative departments as listed in Appendix 1.
- The Second Master is responsible for checking risk assessments for administrative departments as listed in Appendix 1.
- The Deputy Head (Co-Curricular) is responsible for checking risk assessments for co-curricular departments as listed in Appendix 1.
- The Health and Safety Officer will offer help and assistance for staff in completing risk assessments, reviewing assessments, authorise School risk assessments and completing assessments directly where appropriate.
- The School employs a Health & Safety consultant who visits departments regularly and reviews their risk assessments.

Record keeping:

- Responsible Managers must have their risk assessment available for inspection at any time and it should be discussed with all departmental staff at least annually.
- The Deputy Head (Co-Curricular) and Bursar also hold copies of the risk assessments following their annual review.

Training requirements for staff:

- All staff listed as responsible managers in Appendix 1 are given training in how to write risk assessments when they join RBC.
- All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis.
- Risk assessment training / guidance will be provided on specific areas where identified by a responsible manager.

Method for assessing risk:

- The risk assessment process consists of the 6 following steps:
 1. What could go wrong?
 2. Who might be harmed
 3. How likely is it to go wrong?
 4. How serious would it be if it did?
 5. What are you going to do to stop it?
 6. How are you going to check your plans are working?

Guidance

- All departments should complete the general departmental risk assessment at Appendix 2. This is intended to cover all safety, health, welfare, hygiene, fire and environmental hazards within the department.
- Specific activities should be risk assessed using the template at Appendix 3. This ensures the following are taken into account:
 - a. Hazard – the potential for something to cause harm
 - b. Risk – an evaluation of the likelihood of the hazard causing harm
 - c. Control measures – physical measures and procedures put in place to mitigate the risk.

- Departments may also have local management arrangements which should be submitted to the Bursar for review alongside risk assessments.
- The School adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science, Design & Technology and Art.
- Staff should remember there is also a dynamic risk assessment process which can be done in theirs, for example if they come across a wet floor. These are not written risk assessments but can be recorded later if needs be.
- This guidance is applicable to general risk assessment. Where specialist skills are required e.g. Asbestos, fire, water quality, hazardous substances, separate guidance is provided in the *Health & Safety Policy*.

Appendices:

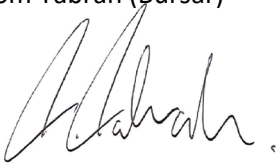
Appendix 1: RBCS categorisation of departments and responsible managers

Appendix 2: General risk assessment template

Appendix 3: Departmental risk assessment template

References:

- RBCS *Health & Safety Policy*
- Handbook for the Inspection of Schools – The Regulatory Requirements Part 3
- Health & Safety Executive, 5 Steps to Risk Assessment
- ISBA Risk Assessment: Policy Guidance
- Health & Safety at Work Section H of the ISBA Model Staff Handbook

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Agreed by:	Tom Tabrah (Bursar) 
Date of Agreement:	September 2022

Appendix 1: RBCS categorisation of departments and responsible managers

Sector	Department	Responsible Manager	Risk
Co-Curricular	Activities	Head of Activities	High
Operations	Administration	Bursar	Low
Academic	Art	Head of Art	Low
Academic	Biology	Head of Biology	High
Operations	Bursary	Bursar	Low
Operations	Catering	Sodexo General Services Manager	Low
Operations	Car Parking	Deputy Bursar	High
Co-Curricular	CCF	Contingent Commander CCF/Head of DofE	High
Academic	Chemistry	Head of Chemistry	High
Academic	Classics/Latin	Head of Classics	Low
Academic	Design Technology	Head of Design Technology	High
Co-Curricular	DoE	Contingent Commander CCF/Head of DofE	High
Academic	Drama	Head of Drama	High
Academic	Economics & Business	Head of Business & Economics	Low
Co-Curricular	Educational Visits	Second Master	High
Academic	English	Head of English	Low
Operations	Examinations	Exams Officer	Low
Operations	Foundation	Foundation Director	Low
Academic	Geography	Head of Geography	Low
Academic	Geology	Head of Geology	Low
Academic	Government and Politics	Head of Government & Politics	Low
Operations	Grounds	Head of Grounds	High
Academic	History	Head of History	Low
Operations	Housekeeping	Domestic Operations Manager	High
Operations	Human Resources	Head of HR	Low
Academic	Information Technology	Head of IT	Low
Academic	Integrated Science	Head of Integrated Science	High
Operations	IT Support	IT Services and Support Manager	Low
Academic	Learning Support	Head of Learning Support	Low
Academic	Library	Librarian	Low
Operations	Maintenance	Head of Maintenance	High
Operations	Marketing and Admissions	Director of Marketing & Admissions	Low
Academic	Mathematics	Head of Mathematics	Low
Operations	Medical	Deputy Bursar	High
Academic	Modern Languages	Head of Modern Languages	Low

Academic	Music	Head of Music	High
Operations	Operations	Deputy Bursar	Low
Academic	Physics	Head of Physics	High
Academic	Psychology	Head of Psychology	Low
Operations	Reception	Director of Marketing & Admissions	Low
Academic	Religious Studies	Head of Religious Studies	Low
Co-Curricular	Rowing	Head of Rowing	High
Academic	Safeguarding	Deputy Head (Pastoral)	
Academic	Sport and PE	Head of Sport and PE	High
Operations	Sports Facilities (re lettings)	Deputy Bursar	High
Operations	Strategic School risk assessment	Head & Bursar	High
Operations	Transport	Vehicle Manager & H&S Technician	High
Operations	Warden	Deputy Manager	Low
Co-Curricular	Wilderness	Contingent Commander CCF/Head of DofE	High

Appendix 2: General Risk Assessment Template

Name of person completing assessment		Department	
Title of activity / trip		Date & time	
Description of the activity / trip			
Location of the activity / trip			

How might the harm occur i.e. what is the risk? and who might be harmed?	Risk controls – what is already in place?	Further action required to control risk	Person responsible	Target date	Completion date

Signed off by		Signed off date	
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Appendix 3: Department Risk Inspection Template

Responsibilities for HoDs and HaDs

- HoDs must ensure that every member of the department understands precisely what they and every other individuals must do to ensure the health and safety of all colleagues, students and visitors.
- HoDs need to make sure that they and their department comply with the legal requirements for risk assessment, for the maintenance of safe systems of work and for adequate regular review of the health and safety documentation and working practices.
- A copy of this document and any risk assessments must be kept in the departmental office, will make up part of the departmental handbook and will be available on the Schools' intranet.

The Head of Department will take necessary and appropriate action to ensure that the requirements of the School's Health and Safety policy are met in full. In particular the Head of Department, with the cooperation of all colleagues in the department, will:

- Ensure safe working practices and procedures, including those relating to particular student needs and student behaviour and to fire safety and use of electrical equipment
- Ensure ongoing risk assessment is undertaken to control risks such as those associated with furniture, equipment and the fabric of the building including those that cause trips and falls and slips
- Ensure that safety appears as a regular agenda item on agendas for departmental meetings.
- HoDs must ensure that they have carried out a visual survey of their classrooms / office (s). A comment is required along the following lines "a risk assessment of the department has been carried out and there is nothing to report". This needs to be included in the minutes of Departmental meetings. If an incident occurs, then there should be a further review of the Risk Assessment to see what, if anything, needs to occur to reduce the risk of it occurring again.
- Identify the training needs specific to the department
- Ensure that any defects in the premises, equipment or facilities are reported via Pirana and directly to the Head of Maintenance if the issue is urgent.
- Review the contents of these arrangements annually and inform colleagues of any changes at the start of term.
- Complete and submit an annual H&S review of the department at the beginning of each academic year.

Regular safety checks

All employees have a legal duty and must ensure that they have a safe and tidy workplace. Employees must check that the workplace and work equipment is safe before work starts.

Any significant Health and Safety maintenance issues must be reported immediately to the Deputy Bursar and followed up as required with a Pirana request to Maintenance. If urgent, the Maintenance telephone extension is 849. For non-urgent requests, please use the online form, which can be found on the Intranet front page, left hand side, entitled 'Raise Maintenance Request'

(<https://ourportal.rbc.org.uk/staff/home/maint/Pages/Pirana.aspx>).

Departmental Risk Assessment

Department:

Building:

Completed by:

Position:

Date:

Review date (annual):

Signed

Checklist

<i>Issue</i>	<u>YES</u>	<u>NO</u>
Is your department clean, tidy and in good condition?		
Do you think your department is noisy?		
Do you feel your department is too hot or cold?		
Do you feel your department is adequately lit?		
Do you have access to a first aid box and do staff know its location?		
Do you feel your department is adequately ventilated?		
Are all accidents recorded on an accident report form and submitted to the Second Master & Deputy Bursar?		
Do you record lessons learnt from accidents and near misses?		
List the date on which Health & Safety last formed an agenda item at a departmental meeting		

Below is an example of common hazards found in classrooms and offices. Please now work through the following risks and hazards and confirm how you manage any that are relevant to your department. The control measures and actions stated here are only suggestions. This form must reflect current practice in your department. Please add any additional departmental specific hazards in the blank boxes.

Hazard	Control Measures in Place	Further Controls necessary	Further Actions/by whom
Electric Shock Hazard	Portable appliances tested and labelled Staff carry out a visual inspection before use All defective equipment removed from use.	HOD to report any equipment out of stated test date HSO to maintain up to date records	
Slips, trips, and falls	Good housekeeping practices ensure walkways are clear of obstructions Defects to flooring reported to Maintenance Team	Staff to report any lighting that has failed. A good standard of keeping classrooms clear of clutter	

Manual Handling	Assistance is sought for moving any heavy items HOD will assess what needs moving and where before attempting any task	HSO gives advice on manual handling during staff induction Items such as sack trucks are available for moving heavier items School Warden will assist with deliveries of large items.	
Working at height	Working at height should not be attempted unless a full risk assessment for the task has been completed.	Maintenance team can be contacted for any tasks that are above head height.	