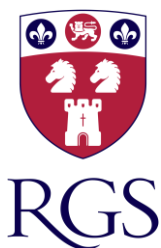




RISK MANAGEMENT POLICY



RGS



RISK MANAGEMENT POLICY

Newcastle upon Tyne Royal Grammar School

OBJECTIVES

- To seek to identify (so far as is practicable) all risks facing the school at all levels and in all activities.
- To identify how such risks might be mitigated by means of a risk assessment.
- Record the outcome of the risk assessments and make them available to all who need to be aware.

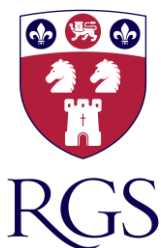
PROCEDURE

- Identify potential risks and hazards.
- Identify the parties involved.
- Evaluate the likelihood of the risk/hazard causing harm.
- Evaluate the severity of the outcome of an event arising from the risk/hazard.
- List control measures already in place to mitigate the risk.
- Consider if any further controls required.
- On basis of the risk assessment, confirm whether the activity can take place.
- Complete the risk assessment process (and **RISK ASSESSMENT PRO-FORMA** if appropriate) before commencing the activity.
- All written risk assessments must be approved by a designated member of staff (see below).
- A copy of the risk assessment must be sent to the Director of Finance and Operations (DFO).
- A copy of the risk assessment template is attached at the end of the policy.

LEVELS OF RESPONSIBILITY

STRATEGIC LEVEL

- The ultimate responsibility for health and safety in the school rests with the Governors.
- Governors (as Trustees) are responsible for the Risk Register: the legal requirement is for an annual review at least.
- The Senior Leadership Team (SLT) makes termly reports to the Finance and General Purposes Committee and in turn to Governors on any perceived changes to the Risk Register.
- A copy of the Governors' Risk Register is available from the DFO on request.
- The risk assessment procedures are embedded in the **HEALTH AND SAFETY POLICY** approved by Governors.



MANAGEMENT LEVEL

- Health and safety committee: sets policy and procedures.
- Compliance committee: checks compliance with (new) legislation and regulations.
- Legally responsible person: **Headmaster**.
- Day to day responsible person (health and safety): **DFO**.
- Day to day responsible person (safeguarding/wellbeing): **Deputy Head Pastoral**.
- Implementing/monitoring risk management on a day to day basis: **SLT**.
- At all levels, if no adequate expertise available in school, obtain external specialist help (the school retains an H&S consultant).
- External advice/inspections as part of routine maintenance.
- Engineering installations are inspected by the insurer.
- Identifying and arranging training (SLT), including:
 - Safeguarding (including mandatory KCSiE training)
 - First aid (at various levels)
 - Fire safety
 - Other specific areas.
- Review risk management, taking account of:
 - Changes to legislation/regulations
 - Following an incident
 - Maintaining best practice – SLT/Health and Safety Committee.

SPECIFIC AREAS

SAFEGUARDING

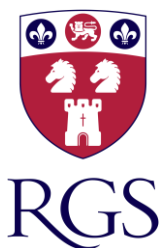
- Safeguarding and safe recruitment policies based on KCSiE requirements.
- Designated Safeguarding Lead (Deputy Head Pastoral).
- Chairman of Governors acts as Governor responsible for safeguarding.
- Termly reports to Governors on safeguarding and all compliances.
- Where a potential safeguarding concern is identified, the situation is risk assessed.

FIRE SAFETY

- Overall Fire policy: **DFO**.
- Mandatory school wide fire risk assessments: **Facilities Manager**.
- Individual risk assessments for activities involving fire or risk of fire: **person in charge of activity**.
- Fire procedures and practices: **SLT**.

STAFF AND STUDENT RISK MANAGEMENT

- The school's **HEALTH AND SAFETY POLICY** is issued to all staff (and signed for).
- Policies and procedures are found in the Staff Handbook.



- Understanding and dealing with risk is embedded in various areas of teaching (including PSHE, Science and Technology, Geography and Sports).
- Information is also provided in Student Planners.
- **RISK ASSESSMENT POLICY: STUDENT WELFARE** refers to safety of students during activities.
- The **SUPERVISION POLICY** refers to safety of students on site.
- **TRAFFIC ON SITE POLICY**.

FINANCE

- The overall finances of the school are reviewed regularly by the Finance and General Purposes Committee and Governors, who also have a separate investments policy.
- School finances and systems audited annually by external auditors.
- In considering finance for major projects, the Governors undertake a due diligence exercise.
- The Governors' Risk Register includes a section on financial risks.
- Financial management is in accordance with the school's financial procedures, approved by the Governors.

TEACHING AND LEARNING

- Non-science departments:
 - Generic risk assessments for general teaching: **Heads of Departments**;
 - specific risk assessments for other activity (e.g. field trip/visit): **Teacher in charge**.
- Science and Technology departments:
 - Head of Science and Technology has overall responsibility;
 - risk assessments for subject-specific activities: **Heads of Departments**;
 - risk assessments for each practical lesson: **Individual teachers**;
 - CLEAPSS, etc: individual teachers and technicians.
- Junior School:
 - Overall responsibility: **Head of the Junior School**;
 - risk assessments for specific activities: **Teacher in charge of activity**.

INFORMATION AND COMMUNICATIONS EQUIPMENT

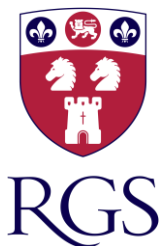
- Overall responsibility: **Director of IT Services**
- E-safety: **Deputy Head Pastoral**.

SPORTS AND PHYSICAL EDUCATION (PE)

- Overall responsibility: **Director of Sport**.
- Risk assessment for each individual sport/activity: **Teacher in charge of each sport**.
- Pool safe operating procedure (PSOP).
- External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

PERFORMING ARTS

- Overall responsibility: **Director of Performing Arts**.



- Individual performances and equipment maintenance: **Theatre Technical Manager**.
- External users: own risk assessment to be approved, including safeguarding if children/vulnerable adults are involved.

EDUCATIONAL VISITS/ EXPEDITIONS

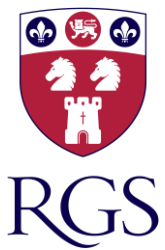
- Rules/guidelines/templates/approval procedures set down in **EDUCATIONAL VISIT POLICY**/guidance: **SLT**.
- Risk assessments for individual educational visits: **suitably qualified and experienced trip leaders**.
- Third party providers – their risk assessments to be approved as part of the procedure.
- All risk assessments must be signed off by an authorised/competent member of staff.
- Minibus risk assessment and procedures (in Minibus Handbook): **DFO**.

SUPPORT ACTIVITIES

- Catering (food and environmental health and safety): **Catering Manager**.
- Plant Rooms: **Caretakers/Facilities Manager**.
- Maintenance (machine tools, etc.): **Maintenance Supervisors/Facilities Manager**.
- Maintenance (special activities): **Maintenance Supervisors/Facilities Manager**.
- Portable appliance testing: **Head Technician**.
- Mains electricity/gas/water services: **Facilities Manager**.
- Water testing and quality: **Caretakers/Facilities Manager**.
- Grounds (machinery, COSHH, special activities, etc.): **Head Groundsman/Facilities Manager**.
- Domestic (procedures, COSHH, etc.): **Domestic Manager/Facilities Manager**.

CONTRACTORS/EXTERNAL AGENCIES

- Careful selection procedure prior to order/appointment.
- Safeguarding procedures for operatives on site.
- Contractor to provide method statements and risk assessments.
- RGS provides guidance for safe working in school.



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