



RISK MANAGEMENT POLICY



RGS



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Newcastle upon Tyne Royal Grammar School

The general principles for managing all aspects of risk in the school are set out in the RGS Risk Management Policy and those relating to general risk assessment are set out in the RGS Health and Safety Policy.

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: **Head**.
- 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.

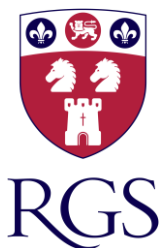
SPECIFIC AREAS

SAFEGUARDING

- Safeguarding and safe recruitment policies based on KCSiE requirements.
- Designated Safeguarding Lead (Deputy Head Pastoral).
- Chair 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: **Head of Facilities**
- 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

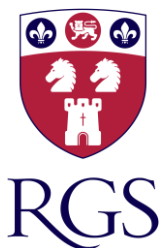
- Non-science departments:
 - Generic risk assessments for general teaching: **Heads of Departments**;
 - specific risk assessments for other activity (e.g. field trip/visit): **Teacher in charge**.
- Science and Technology departments:
 - Head of Science and Technology has overall responsibility;
 - 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: **Head of Digital Strategy**
- 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 Music and Head of Drama.**
- 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

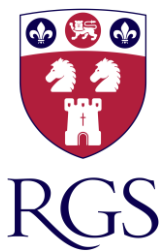
- Rules/guidelines/templates/approval procedures set down in **EDUCATIONAL VISIT POLICY**/guidance: **SLT.**
- Risk assessments for individual educational visits: **suitably qualified and experienced trip leaders.**
- Third party providers – their risk assessments to be approved as part of the procedure.
- 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/Head of Facilities.**
- Maintenance (machine tools, etc.): **Maintenance Supervisors/ Head of Facilities.**
- Maintenance (special activities): **Maintenance Supervisors/ Head of Facilities.**
- Portable appliance testing: **Head Technician.**
- Mains electricity/gas/water services: **Head of Facilities.**
- Water testing and quality: **Caretakers/ Head of Facilities**
- Grounds (machinery, COSHH, special activities, etc.): **Head Groundsman / Head of Facilities.**
- Domestic (procedures, COSHH, etc.): **Domestic Manager/ Head of Facilities.**

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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