READING BLUE COAT

Risk Management and 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 Reading Blue Coat (RBC), 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 Independent School Standards Regulations (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 Headmaster and Governors are responsible for the overarching risk management policy of the School. However, the Headmaster and Governors delegate their responsibilities as follows:

- Bursar – School strategic risk assessment, School fire risk assessment and all risk assessments for Operations and Academic Departments.
- Senior Deputy Head – Educational visits risk assessments and all risk assessments for 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 Thomas Franks 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 the School site. This is covered by the *Visitors* Policy.
- Fire and emergencies. This is covered by the *Fire Safety Policy* and the *Critical Incident Management* Policy.
- Traffic and pedestrian interaction on site. *This is covered by the Traffic Management Plan/*
- Management of hazardous substances, including in lessons, e.g. in science etc. This is covered by the *Control of Substances Hazardous to Health and Radioactive Sources* policy and CLEAPSS guidance.
- Use of hazardous equipment including during lessons, e.g. in DT, Art etc.
- Staff recruitment i.e., staff are suitable to undertake designated roles. *This is covered by the Recruitment, Selection & Disclosure Policy.*
- Terrorism, including the prevention of fundamentalism and extremism. *This is covered by the Child Protection & Safeguarding Policy and the Management of Large Events Policy.*
- *Student welfare including mental health* and self-harming. *This is covered by the Child Protection & Safeguarding Policy*
- Security. This is covered by the *Security, CCTV & Access Control and Long Working* policies.

When to complete / review risk assessments:

- All the responsible managers listed in Appendix 1 must review their risk assessments annually, 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 Bursar.
- 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 Headmaster / Bursar should be presented to the relevant Governors for review annually.
- The Bursar has overall responsibility, supported by the Health and Safety Manager, for checking risk assessments.
- The Deputy Head (Co-Curricular) is responsible for checking risk assessments for trips..
- The School employs a Health & Safety consultant who visits departments regularly and reviews their risk assessments.
- The Estate Committee maintains oversight of the Risk Assessment register.

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.
- General Risk Assessments are saved centrally on the iProtectU Compliance system on the Risk Assessment Register.
- Educational Visits Risk assessments are saved on the Fire, Health and Safety section on the Staff Intranet.
- Specialist or private/secure Risk assessments are stored as required within in the department (including but not limited to Safeguarding, HR, personnel etc.)

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 and have access to online training on TES Develop. H&S manager and H&S consultants are available for in person training and guidance.
- 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 conducted via an online form on iProtectU and automatically distributed at the beginning of the school year. 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 is conducted via an online risk assessment on iProtectU and save to the iProtectU Risk Assessment Register. This ensures the following are taken into account:
    1. Hazard – the potential for something to cause harm
    2. Risk – an evaluation of the likelihood of the hazard causing harm
    3. Control measures – physical measures and procedures put in place to mitigate the risk.
- Educational Visits are still conducted on Word forms and approved by Deputy Head Co-Curricular and saved on the Fire, Health and Safety Risk Assessment folder on the Staff Intranet.
- Departments may also have local management arrangements which should be submitted to the Bursar / Senior Deputy Head for review alongside risk assessments. These are saved on the iProtectU Documents Page.
- 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 as required, 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 *H&S Policy*.

Appendices:

Appendix 1: RBCS categorisation of departments and responsible managers

Appendix 2: General risk assessment template

Appendix 3: Departmental risk assessment template

References:

A. RBCS Health & Safety Policy
B. Handbook for the Inspection of Schools – The Regulatory Requirements Part 3
C. Health & Safety Executive, 5 Steps to Risk Assessment
D. ISBA Risk Assessment: Policy Guidance
E. Health & Safety at Work Section H of the ISBAN Model Staff Handbook

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Authorised by:	 Mike Rumbelow (Health & Safety Governor) *on behalf of the Full Governing Board*
Date of Agreement:	14 September 2026

Appendix 1: RBCS categorisation of departments and responsible managers

Sector	Department	Responsible Manager	Risk
Co-cur & Activities	**Activities**	**Deputy Head (Co-Curricular)**	**High**
Co-cur & Activities	**Adventure Education**	**Director of Adventure Education**	**High**
Academic	**Art**	**Head of Art**	**Low**
Academic	**Biology**	**Head of Biology**	**High**
Operations	**Catering**	**Catering General Manager**	**Low**
Operations	**Car Parking**	**Property Manager**	**High**
Co-cur & Activities	**CCF**	**Contingent Commander CCF**	**High**
Academic	**Chemistry**	**Head of Chemistry**	**High**
Academic	**Classics/Latin**	**Head of Classics**	**Low**
Academic	**Design Technology**	**Head of Design Technology**	**High**
Co-cur & Activities	**DoE**	**Head of DofE**	**High**
Academic	**Drama & Dance**	**Head of Performing Arts**	**High**
Academic	**Economics & Business**	**Head of Economics & Head of Business**	**Low**
Co-cur & Activities	**Educational Visits**	**Deputy Head (Co-Curricular)**	**High**
Academic	**English**	**Head of English**	**Low**
Operations	**Enterprise**	**Enterprise Manager**	**High**
Operations	**Examinations**	**Exams Manager**	**Low**
Operations	**External Relations**	**Director of External Relations**	**Low**
Operations	**Finance**	**Finance Bursar**	**Low**
Operations	**Foundation**	**Foundation Director**	**Low**
Academic	**Geography**	**Head of Geography**	**Low**
Academic	**Geology**	**Head of Geology**	**Low**
Academic	**Politics**	**Head of Politics**	**Low**
Operations	**Grounds**	**Grounds Manager**	**High**
Operations	**Health and Safety**	**Health and Safety Manager**	**High**
Academic	**History**	**Head of History**	**Low**
Operations	**Housekeeping**	**Operations Manager**	**High**
Operations	**Human Resources**	**Director of HR**	**Low**
Academic	**Information Technology**	**Head of IT**	**Low**
Academic	**Integrated Science**	**Head of Integrated Science**	**High**
Operations	**IT Support**	**Network Manager**	**Low**
Academic	**Learning Support**	**Director of Learning Support**	**Low**
Academic	**Library**	**Head Librarian**	**Low**
Academic	**Mathematics**	**Head of Mathematics**	**Low**
Operations	**Medical**	**Nurse Manager**	**High**
Academic	**Modern Languages**	**Head of Modern Languages**	**Low**
Academic	**Music**	**Director of Music**	**High**
Operations	**Operations**	**Operations Manager**	**Low**

Sector	Department	Responsible Manager	Risk
Academic	**Philosophy, Religion & Ethics**	**Head of Philosophy, Religion & Ethics**	**Low**
Academic	**Physics**	**Head of Physics**	**High**
Operations	**Property**	**Head of Property**	**High**
Academic	**Psychology**	**Head of Psychology**	**Low**
Co-cur & Activities	**Rowing**	**Head of Rowing**	**High**
Academic	**Safeguarding**	**Deputy Head (Pastoral)**	**High**
Academic	**Sport and PE**	**Director of Sport/Head of PE**	**High**
Operations	**Strategic School Risk Assessment**	**Headmaster & Bursar**	**High**
Operations	**Transport**	**Health and Safety Manager**	**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	

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 and will be available on the Staff 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 email to property@rbcs.org.uk and directly to the Head of Property 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 Health and Safety Manager and followed up as required with a Maintenance Request. If urgent, the Maintenance telephone extension is 849. For non-urgent requests, please use the online form, which can be found on the Staff Intranet front page, left hand side, entitled 'Maintenance Request'

Departmental Risk Assessment

Department:

Building:

Completed by: Position:

Date: Review date (annual):

Signed

Checklist

Issue	*YES*	*NO*
Is your department clean, tidy and in good condition?		
Do you that 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 Senior Deputy Head & Health & Safety Manager?		
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.	

Audit and Measurement Criteria		
This policy will be reviewed biennially in line with updated legislation and revised as required.		
No	**Action**	**Frequency**
1	H&S RA audits	Schedule
2	Review of Risk Assessment by H&S Committee	Termly
3	Review of Policy	Annually

Document Consultees	
Name	**Title**
Alexandra West	Bursar
Carly Macey	Health & Safety Manager
Howard Williams	Chair of Governors
Mike Rumbelow	H&S Governor

Associated/Linked/Related Documents			
Ref.	**Name**	**Type**	**Location/Link**
	RBC Policies	Policies	SharePoint > Policies

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