# Ri Face-to-face Masterclasses: guide to creating a risk assessment

### *Risk assessment for Ri Masterclasses*

Assessing risk and identifying mitigating actions is imperative for any event, regardless of whether they are online or face-to-face. Masterclass organisers will need to work with their venue organisation to create one for their Masterclasses, incorporating venue procedures such as responding to emergencies. Risk assessments must be shared with Masterclass supervisors in advance, with the provision of training in the routine and emergency procedures listed.

Your risk assessment is a working document for your Masterclass supervisor to use. It should only reference procedures and documentation that they can access, are familiar with and have been trained in (for example, do not list the Ri organiser handbooks unless your supervisor has access to and a working knowledge of these).

Please ensure all appropriate safeguarding measures are in place and attending adults are appropriately trained for their role.

*Risks and mitigating procedures - quick access to Ri procedures*

The ‘Risks and mitigating procedures’ table (1) below lists a set of risks the Ri has identified for face-to-face Masterclasses. These are specific to safeguarding, health and safety and data protection risks. The relevant sections of the Ri handbooks for organisers and supervisors are listed in table 1 for easily access to the supporting material. We hope this table is a useful tool for organisers to create their own risk assessment, demonstrating how they can use the Ri handbooks to assess and mitigate risks.

These risks are specific to students joining an ‘in real life’ face to face event with students from other schools, not for online Masterclasses or school groups observing livestreams in classrooms. See our [online Masterclasses](https://www.rigb.org/education/masterclasses/organiser-resources/online-masterclasses) documentation for these (normal school procedures apply for the latter).

Other risks categories beyond safeguarding, health & safety and data protection do exist, e.g. reputational and financial. Please see our handbooks 4 and 5 to help you mitigate for these if you are planning to fundraise or undertake any publicity for your Masterclasses.

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| If you think your organisation already has an RA and procedures that covers this activity, check it covers all aspects in table 1 and contact us if unsure. You can also contact us if you would like someone from the team to run through our procedures with you and identify how to apply them to your Masterclass activities. masterclasses@ri.ac.uk |

*Risk assessment template*

There is a template at the end of this document that you can use. The second page of the template gives you guidance on how to quantify or score the risks, and a table of action ratings.

### Ri Masterclass documentation listed in table 1 below

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| *Ri Organiser and contributing adult documentation list* |
| Organiser Handbooks: <https://www.rigb.org/education/masterclasses/organiser-resources> * Handbook 2 - H&S Safeguarding
* Handbook 3 – data protection
* Consent forms for parent/carers
* Ri Photography, video and social media guide
* Ri safeguarding policy
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| Supervisor and contributor guides for safeguarding etc. <https://www.rigb.org/education/education/masterclasses/contributor-resources>* Supervisor handbook
* Adult attendee guides – helper and speaker
* Ri Photography, video and social media guide
* Ri safeguarding policy
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### Table 1. Face-Face Masterclasses: Royal Institution summary of risks and mitigating procedures

*Mitigating risks for safeguarding, health & safety and data protection*

| **Risk****SAFE- GUARDING** | **Mitigation** | **Ri Handbook and documentation - organiser** | **Ri guidance and documentation - supervisor** |
| --- | --- | --- | --- |
| Lack of supervision: Harm (emotional) to a Masterclass attendee  | Organisers and supervisors to follow listed documentation/guidelines. *Organiser** Recruit supervisors to oversee all masterclasses
* Offer safeguarding training to supervisors (e.g. via Ri or NSPCC) – for newcomers and/or as refresher course.
* Ensure all supervisors have DBS/PVG/Access NI checks
* Ensure enough supervisor/helpers present so that students are adequately supervised at all time
* Create a procedure in the case of missing child (do not allow students to leave unaccompanied; contact parents; contact police)

*Supervisor** Review Ri and venue documentation prior to start of Masterclasses. Ask for training/induction if unsure of any element of supervision
 | Handbook 2: safeguarding and health & safety(sections on working with the Ri and Coordinating volunteers) | Face-face supervisor handbook |
| Inappropriate adults behaviour (helpers, speakers): Harm (emotional/physical) to a Masterclass attendee | *Organiser** Attending adults other than supervisors and organisers to be provided with listed documentation/guidelines.

*Supervisor** All attending adults’ details recorded at each session on adult register
* Adults to be given short safeguarding induction at start if no previous experience (covering photography/video recording rules, report anything of concern, avoid situations where you are alone with one or two students)
 |  Ri Safeguarding Policy for Children (SPC)https://www.rigb.org/home/safeguarding-policiesRi adult contributor resources https://www.rigb.org/education/masterclasses/contributor-resources Ri Masterclass code of conduct https://www.rigb.org/ri-masterclasses-code-conduct |
| Inappropriate student behaviour: harm (emotional/physical) to other Masterclass attendees | *Supervisor and organiser** Arrange to set expectations at start of series regarding behaviour – Use Ri Code of Conduct to outline verbally at start of series. Can include venue – specific heath & safety measures such as ‘no running’
* Arrange actions for supervisor to take if students break the code of conduct from verbal/physical abuse (remove from class, inform parent/teacher) to more minor transgressions (speak to child, move to different place in class if behaviour persisting, talk to parent)

*Supervisor** Outline code of conduct at start, follow procedures provided by organiser for dealing with disruptive individuals
* Ensure you and/or helpers circulate amongst students to monitor and discourage poor behaviour
 | Ri Masterclass code of conduct https://www.rigb.org/ri-masterclasses-code-conduct |
| Photography:Risk of identification or (*cont…*) inappropriate use of student photograph | Some, but not all parent/carers will have provided consent for Masterclass organisers and the Ri to take and use images and videos of their child during Masterclasses. Specified uses are for outreach, fundraising, reporting and media purposes, including on social media. The consent specifically states that no child may be named by the Ri. Since not all parents consent to this, do not allow any adult attendee to photograph a student’s face (or recognisable feature) unless it is an organiser or supervisor who knows that photo consent is present. Any adult taking photographs of students must follow the Ri photography guide. | Ri Photography, video and social media guide for Masterclasses |

| **Risk****HEALTH & SAFETY** | **Mitigation** | **Ri Handbook and documentation - organiser** | **Ri guidance and documentation - supervisor** |
| --- | --- | --- | --- |
| Participation problems (illness, or inclusion requirements not being… met): Physical or emotional harm  | *Organiser** Organiser to gather information on any health conditions or accessibility needs relevant to the Online Masterclasses on consent forms.
* Share details with supervisor for any condition that might require student to need additional support

*Supervisor** If student falls ill, follow venue guidance on emergencies
* Ensure emergency contact details of all students close at hand

*All adult contributors** Organisers to prepare for student(s) with supervisors and speakers where appropriate to help adapt Masterclass and cater to needs.
 | Handbook 2, Health & Safety section | Face-face supervisor handbookAccess to student emergency contact details and health/accessibility needs |
| Injury Harm via accident/injury while undertaking activities or using equipment | *Organiser* * Contact speakers in advance to assess whether their activities fall within scope of existing risk assessment. Arrange for them to provide a verbal warning for standard classroom activities or an additional written RA for any activities for which the risks are greater
* Share risk assessments with supervisor
* ensure first aider present at events

*Supervisor** Access venue procedure for dealing with emergency. Ask for training if unsure of anything
* Review mitigating actions for activities with speakers before session start, and ensure verbal warnings are communicated to attendees
* Assess venue for hazards (tripping etc.) prior to event
 | Handbook 2, Health & Safety sectionOrganiser will need activity-specific documentation or verbal announcement from speaker.  | Activity-specific RA |
| Venue emergency procedures | Organiser/supervisor* Add venue risk assessment to your own risk assessment for emergencies e.g. medical emergency, fire, evacuation procedures. Always follow venue rules regarding presence of fire warden/marshal
 | Venue-specific emergency procedures Handbook 2; Health & Safety section | Venue-specific emerg. procedures Supervisor handbook - table in appendix I (a tool to gather information) |

| **Risk****DATA PROTECTION** | **Mitigation** | **Ri Handbook and documentation - organiser** | **Ri guidance and documentation - supervisor** |
| --- | --- | --- | --- |
| **Data protection**Loss of data, mishandling data and breach of regulations | Appropriate procedures in place to handle all data in accordance with legislation (gathering, storing and destroying data).*Organiser** use current Ri consent forms to gather data and consent, and share Ri privacy statement with parent/carer

*Organiser and supervisors** follow procedures to protect the data provided by families and other contributors
 | Ri Masterclass Handbook 3 | Organiser will need to provide supervisor with verbal or written procedure on how to handle student emergency contact data and sensitive data |

# Risk assessment template

**Risk Assessment for Face-face Masterclasses: [Series name]**

**Task:** **Building**: **Room(s) used:**

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| --- | --- | --- | --- | --- | --- |
| **Those at risk** (please tick) | Ri Staff/ Volunteers | Speakers | Participants | Visitors | Others |
|  |  |  |  |  |

| **Risk** | **Documentation/ guidelines** (reference Ri and venue-specific document as necessary) | **Mitigation**Add specific actions/responsibilities for those with responsible roles at Masterclasses e.g. supervisors | **Likeli-hood** | **Likely severity of impact** | **Current risk** |
| --- | --- | --- | --- | --- | --- |
|  |  | Appropriate safeguarding measures in place. |  |  |  |
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| ADD EXTRA ROWS AS NEEDED |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Likelihood** |  | **Likely severity of impact** |  | **Current risk** |  |
| Certain | 5 | Death or total destruction | 5 | **Multiply Likelihood and Severity of impact to get Current Risk rating** |
| High | 4 | Major injury or damage | 4 |
| Medium | 3 | Serious injury or damage | 3 |
| Low | 2 | Minor injury or damage | 2 |
| Very low | 1 | Negligible | 1 |

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| **Action Rating**  |
| **10 and above** | **The work is too dangerous and should not be undertaken**  |
| 8 or 9 | The work is high risk. Those undertaking the work must be fully competent and experienced for the type of work, equipment to be used and fully understand all risks present. |
| 5 or 6 | Moderate risk Workers must be fully competent for the type of work and risks present, or under competent supervision. |
| 4  | Low risk. Those undertaking the work must be aware or be made aware of the risks and mitigation measures required. |
| 2 or 3 | Slight risk. Those undertaking the work should be aware or be made aware of the risks and mitigation measures required. |
| 1  | Insignificant risk. Activity suitable for all workers |

**Prepared by:**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date prepared \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_**

**Checked by (venue organisers):**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review date set as \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_**