

Ri Masterclass Risk Assessment

Task: Secondary Masterclass

Risk Register Ref:

Building: 21 Albemarle Street

Room(s) used: Library, Georgian room, Writing room, Grand entrance

Those at risk (please tick)	Ri Staff/Volunteers	Speakers	Participants	Visitors	Others
	x	x	x		

Area	Risk	Mitigation	Likelihood	Severity of impact	Current risk
Organiser preparation and administration	Potential harm or allegation of harm to child that contravenes Ri Safeguarding Policy for Children and Code of Conduct	Supervisor to be DBS checked – detail supplied to the Ri on Organisers Agreement. Organiser’s responsibility to ensure all adults will have Ri Safeguarding Policy for Children and Code of Conduct shared with them and will sign to confirm they understand and will adhere to this document. Any allegations or concerns to be reported to the Ri Child Protection Officer as outlined in the Ri Safeguarding Policy for Children.	1	4	4
	Photographs taken of children	Organiser’s responsibility to ensure parents are asked to sign photographic consent, to ensure no photos/videos of children are taken without parental permission and that photos/videos of all children are non-identifiable – ie no name labels showing.	2	2	4
	Information not available for supervisor in an emergency	It is the organiser’s responsibility to either collect this information for the supervisor in advance of the classes (or in the case of some primary series where the classes take place during the school day and the students are accompanied to the classes by a member of staff) to instruct accompanying adults to bring and keep this information with them on their person at the classes. The supervisor should check this with the adults on arrival.	2	3	6

Area	Risk	Mitigation	Likelihood	Severity of Impact	Current risk
	Lack of health and safety information given to those attending	Organiser's responsibility to work in conjunction with speaker to provide risk assessment for each session if Masterclass activities go beyond scope of the template risk assessment.	2	2	4
	Missing child	All children to be fully supervised from arrival at the venue until end of session. Supervisor to inform parents and contact police.	1	3	3
	Unexpected unsupervised departure from session	Any child not collected after reasonable time, supervisor to ring parents. Supervisor or DBS checked helper to remain with child until parents arrive. Child to be appropriately supervised at all times (preferably by more than one person, if all others have left the venue).	2	3	6
	Students unsupervised at venue due to short notice cancellation eg due to weather	Supervisor to contact parents (schools if it is a primary sessions where children are brought by schools). If possible, have signs at venue and an adult to inform people if they turn up at venue.	1	2	2
Accidents: Use of Equipment	Usual school equipment e.g. scissors, geometrical equipment,	Supervisor and helpers to brief students on appropriate use and supervise use of equipment, removing equipment if inappropriate behaviour ensues. If injury, treat as below.	2	2	4



Area	Risk	Mitigation	Likelihood	Severity of Impact	Current risk
	Unfamiliar equipment e.g. glue guns,	Supervisor and helpers to brief students on appropriate use and supervise use of equipment (as indicated by risk assessment) removing equipment if inappropriate behaviour ensues. If injury, treat as below. Supervisor to receive presenter's personal Risk assessment for classes that contain activities that are beyond normal classroom practice and must also be sent to the Ri Masterclass team at least two weeks prior to the Masterclass and updated if necessary.	2	3	6
Behaviour	Mild disruption	Supervisor to outline series expectations at the start of the series. Supervisor to start each session by introducing speakers. Supervisor to be aware of potentially disruptive individuals. Supervisor to speak to child, removing him/her from session if necessary. Inform parents if appropriate.	3	1	3
	Harming other children or exhibiting potentially hazardous behaviour	Supervisor to be aware of potentially disruptive individuals. Supervisor to speak to child, removing him/her from session if necessary. Inform parents afterwards if appropriate.	1	3	3
	Bullying behaviour	Supervisor to be aware of children's interactions with each other at all times. Supervisor to speak to child, move the seat of a child, removing him/her from session if necessary. Inform parents if appropriate.	2	1	2



Area	Risk	Mitigation	Likelihood	Severity of Impact	Current risk
Health issues	Injury or illness	Supervisor to know where to access first aid kit, know the procedure in the venue for calling emergency services and have access to student medical details.	1	3	3
Venue emergency	Fire alarm, or fire in room	Supervisor to check fire exits each week and keep them clear during Masterclasses. Supervisor to organise evacuation to a designated meeting point, and to inform attendees of the fire evacuation procedure at the start of sessions so they are prepared for this.	1	5	5
	Stair accident	Supervisor to coordinate moving between rooms.	1	3	3
	Corridors - running, jumping etc	Supervisors to coordinate moving between rooms.	1	3	3
	Science Lab equipment	Supervisor to ensure equipment not in use to be away from areas of work.	1	2	2

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		

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: _____ Date: _____ Signed by: _____ Date: _____