



# Risk Protection Arrangement

## Managing Risk

Version: November 2023



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## Introduction

This Managing Risk document has been created to help and support Risk Protection Arrangement (RPA) Members to better manage their risks.

## Who we are working with

Risk management is a key element of the RPA. The Department for Education (DfE) has contracted Willis Towers Watson (WTW) as our Risk Management partners. They will undertake risk management audits, provide risk management support, advice, and best practice guidance, and deliver risk management workshops (including a health and safety court trial scenario) and webinars to support RPA members.

## What is Risk?

Risk is the probability of an event or action occurring which has the ability to cause a positive opportunity or negative threat to any part of your organisation.

Risk is unavoidable. Every member needs to take action to manage risk in a way that can be justified and to a level that is acceptable.

## Why do we need Good Risk Management?

The greatest value in good risk management practices for members is the development of physical, financial, and cultural resilience while still focussing on education objectives. Some of the benefits of getting the balance right are:

- Avoiding or reducing:
  - Fines (not covered by the RPA)
  - Fees for intervention if the Health and Safety Executive are involved (not covered by the RPA)
  - Lost educational days as a result of disruption (not covered by the RPA)
  - Long term reputational damage (not covered by the RPA)
  - The number of incidents occurring or their severity if they do occur
- An optimised learning environment
- A happier more productive workforce

It is important to remember that risk management is a continuous process. Risk assessments and procedures need regular review to assess whether mitigating actions are working or additional measures are needed.

## RPA Cover and Risk Management Queries

Phone: 0117 9769 361

Email: [RPACover@wtwco-gsp.com](mailto:RPACover@wtwco-gsp.com)



Access to the RPA cover and risk management helpdesk is available 9.00 to 17.00 Monday to Friday, excluding UK bank holidays.

For assistance accessing the RPA Risk Management Share-point site email: [RMBlueSupport@willis.com](mailto:RMBlueSupport@willis.com)

## RPA Membership Rules

The RPA Membership Rules can be found on the RPA Guidance page: <https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools>

For Academies and Free Schools:

- Standard
- Church

For local authority schools:

- Community schools, nursery schools, community special schools and pupil referral units
- Voluntary aided, foundation and foundation special schools
- Voluntary controlled schools

## Frequently Asked Questions

RPA Frequently asked questions can be found via the following link: <https://www.rpaclaimforms.co.uk/faqs>

## Member Benefits

### Annual Survey

We routinely invite RPA members to complete a voluntary self-assessment survey to request risk management information. You will receive the request via email

The survey is repeated every three months with new joiners and those that have not responded previously being invited to take part. It should be noted that the invite (and subsequent invites) is issued to the email address that the member nominated as a contact email when joining the RPA. If a MAT is using the same email address for all of its schools then the invite and subsequent invites will be issued to the same email address, it is not possible to distinguish which MAT schools have and haven't responded.

The survey identifies where risk management procedures are working well and risk areas where RPA members may require additional support and information. We encourage you to complete the survey as doing so provides valuable information to you on how well you are managing your risks and to DfE on hot topics across the membership. However, the survey does not provide individual analysis from the RPA.



## Health and Safety Risk Management Reviews

Each year a selection of members are invited by WTW to participate in more in-depth Health and Safety reviews free of charge. Members selected for a full risk management review may include schools that are highly effective at managing risk, those that require additional support, and those where we do not have any risk management detail from the surveys. Audits are currently being conducted remotely and this will continue to be an option once onsite visits are reinstated or permitted.

Reviews are voluntary though members are strongly encouraged to take advantage of this benefit. Members can request a review rather than wait for selection. Some members will be invited to a second review to determine the effectiveness of the initial review in driving risk management improvements.

The process is designed to be supportive, identify areas of good practice (that could be shared with others with your permission) and areas where we may recommend improvement. Any observations or recommendations are discussed at the time of the review and confirmed in writing in the form of a written report. These reviews are not mandatory but are a way for RPA members to demonstrate that reasonable standards of risk management are being maintained.

The categories covered within the review are outlined below. Checklists will be sent to participants prior to the review to assist with preparation.

- Covid-19 guidance compliance
- Policy
- Competent Person
- Risk Assessment
- Accidents and Incidents
- Monitoring risk
- Service, Maintenance and Statutory Inspection
- Fire
- Asbestos
- Legionella
- Stress
- Security
- Employment Law
- Flood and Storm

Reviews are structured in the following way:

- An opening meeting, where the assigned Risk Manager from WTW will explain the process.
- A short tour of the school premises for example, external areas, plant rooms etc. (on-site reviews only).
- A documented review of the school's H&S Management System.
- A closing meeting where the Risk Manager will give an overview of the review findings including any areas for concern or improvements and examples of where best practice is being applied.
- Instructions of how to provide updates for any recommendations made.

## Risk Management Share-point Site

An [RPA Share-point site](#) is available for all members (password required), and includes:

- Guidance documents in key areas such as:
  - Policy
  - Competent person
  - Fire risk assessment
  - Electricity
  - Gas systems
  - Asbestos
  - Legionella
  - Stress
  - Accident investigation and reporting
- Best practice examples from RPA members (i.e. risk assessment and accident reporting systems)
- Bulletins highlighting current topics and upcoming legislation
- Details of future training events and workshops

For assistance accessing the RPA Risk Management Share-point site email: [RMBlueSupport@willis.com](mailto:RMBlueSupport@willis.com)

## Risk Management Training

As part of risk management support **RPA members** are invited to attend free workshops and webinars. These cover subjects including Cyber Security, Accident Investigation and Statutory Inspection, Crime Resilience, Crisis Management and Stress.

Invitations are issued via email to the address you provide to RPA. It is important that these emails are directed internally to the relevant person for the topic as places are allocated on a first come first served basis. Videos of past workshops are available to view on the RPA Share-point site.

In addition to the workshops and webinars WTW, has developed a bespoke training seminar based on a real-life court case, designed to assist governors, trustees, directors and members of Senior Leadership Teams to understand the challenges they face in implementing compliant health and safety management systems. This mock trial, undertaken with qualified Barristers and a high court judge, should enhance the prospects of avoiding enforcement action and improve the school's defensive capabilities where a prosecution is pursued.

There are a number of modular e-learning courses available on the RPA Share-point site. This training is undertaken using a combination of reading and integrated tests to check participant comprehension. A certificate of completion is automatically generated, and the training is available via the RPA Share-point site to all members.

## Cultural Assets

### What do we mean by *cultural asset*?

Cultural asset means Work of Art, Collectable, Heritage Asset or Antique and may include (list is not exclusive): paintings, sculptures, jewellery, china, curiosities, celebrity items, trophies, rare books, manuscripts, antique furniture, and tapestries.

### Risks to Cultural Assets

In addition to the obvious risks to cultural assets (theft, damage) there are others which are less obvious and for this reason it is prudent to undertake specific risk assessments for your cultural assets. It should also be noted that not all of the risks to cultural assets will be covered by the RPA.

Some examples of risks and what to consider are shown in the table below (not exhaustive):

Possible risks to Cultural Assets	What should I consider?
<p><b>Physical damage:</b> Rips/tears, chips, broken frames, heat blistering/melting, partial fire damage, soot deposits, water stains, corrosion, flaking, delamination, structural weakening, mould, insect damage, sun damage, colour fading etc</p>	<p>What risks are associated with environmental factors? Eg. exposure to the elements or corrosive environment, accidental collisions, humidity, light, temperature, positioned under a sprinkler/air vent or in direct sunlight, woodworm or other pests, rodents etc</p> <p>Is it subject to a change of environment? eg. handling, transportation, storage, works in the vicinity etc</p> <p>Is the risk of damage by fire or water sufficient to warrant any additional measures over those in place for the school in general?</p>
<p><b>Criminal behaviour:</b> Theft, vandalism, arson</p>	<p>Consider whether you need any additional security specifically for the asset.</p>
<p><b>Dissociation:</b> Loss caused by missing information or history leading to</p> <ul style="list-style-type: none"> <li>inability to demonstrate provenance,</li> <li>disputes about ownership, or</li> <li>accidental disposal of a potentially valuable item.</li> </ul>	<p>Retaining evidence of purchase, donation, artist collaboration contract, loan agreements, and valuation.</p>

## Collaboratively working with an Artist to form a Cultural Asset

To avoid future misunderstandings about ownership or disposal of assets it is prudent to formalise arrangements for artist collaborations with a contract. As a guide the contract should include:

- name and address of host school and artist
- start and end dates
- number of days per week/month the artist will work on the project
- details of groups with which artist will work – class size, age range
- location of work area and times that space is available
- outline of the artist's contribution to the project including any time and space for artists to develop creative practice; building regulations; any artwork which is to be retained by the school; copyright and reproduction rights; credits and acknowledgements
- name of artist's main contact in school
- artist's self-employed status and responsibilities for NI and income tax
- payment of artist's fee
- any other budgets to cover artist's materials, equipment, travel, insurance cover, eg public liability
- child protection procedures
- costs relating to final product/event and responsibilities for insurance
- procedure for early termination of project including outstanding fees
- signatures of artist and school representative

## Overseas Travel Support Services

Risk management for activities involving travel is a key area for many members. We recommend members undertake the E-learning Travel Safety and Security course prior to arranging travel.

For details of how to access the pre-travel advice, please see the reverse of your RPA Membership document.

Website: <https://traveltracking.northcottglobalsolutions.com/default.aspx>

### E-Learning Travel Safety and Security

To access E-learning please refer to the instructions contained on the reverse of your RPA Membership Document.

TopMark NGS provide a globally accessible suite of on-line travel risk awareness products, allowing a holistic approach to travel risk management.

Our eLearning is a 45-minute modular based travel security e-learning course, designed to reduce exposure to risk through education and awareness training. An evaluation after each module and downloadable certificate of overall performance allows for compliance checks to be conducted.





Modules covered are:

- Travel Security
- Threats facing Travellers Mind-set of the Criminal
- Soft Target? – Hard Target? Preparation for Safe Travel Airport Arrival & Customs In-Country Security
- Hotels Public Places & Transport Kidnapping & Abduction
- Travel Health & Safety Vaccinations
- Bites
- Animals
- Infectious Diseases
- Food & Water
- Staying Healthy

## How To Make a Claim

Advice and guidance on how to make a claim can be found in the 'Risk Protection Arrangement – How Do I?' document on the [TopMark Claims Management Portal](#)

[TopMark Claims Management Ltd](#) handle RPA claims on behalf of the Department for Education.

Email: [RPA.CM@Davies-Group.com](mailto:RPA.CM@Davies-Group.com)

Phone for emergencies and urgent incidents (excluding overseas travel) 03300 585 566

Phone for overseas travel emergencies and incidents 020 3475 5031

## Cyber Incidents

Incident Response Hotline: 0800 368 6378

Incident Response Email: [RPAresponse@CyberClan.com](mailto:RPAresponse@CyberClan.com)