

**Honiton Community College  
Academy Trust**



This Policy was adopted by the Governing Body of  
Honiton Community College Academy Trust  
on 7<sup>th</sup> December 2016  
and will be reviewed every 2 years.

# RISK REGISTER

# POLICY STATEMENT

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**Note: A copy of the Risk Register can be obtained by contacting the Director of Finance and Resources. The Risk Register also includes a list of priorities and the risk scoring matrix (the scoring matrix is also attached at appendix 2).**

*\*Added July 2016*

## **RISK POLICY**

### **1.0 Policy**

1.1 For the purposes of this strategy, risk is defined as something that might have a detrimental impact on the achievement of the College's objectives. Risk & Opportunity Management is defined as encouraging innovation through a managed process, ensuring that tangible and intangible assets are safeguarded.

1.2 The aim of risk management is to answer the questions: What could go wrong? What are we going to do about it and when?

1.3 The purpose of risk management is to proactively identify what we should be doing in order to achieve our objectives while protecting our staff, pupils, property and reputation from harm.

1.4 The College's 'Risk & Opportunity Management Policy Statement' (Appendix 1) records the College's risk management objectives and summarises how these objectives will be achieved.

1.5 Examples of the types of risks which the College face include:-

- Failure to comply with statutory obligations and regulations such as those covering the environment, health and safety, employment practice, and human rights.
- Anything that poses a threat to the achievement of educational objectives, including failure to take opportunities to improve educational standards within the College.
- Failing to fulfil its duty of care to those that the College comes in to contact with.
- Loss or deterioration of assets above and beyond normal wear and tear.
- Anything that could damage the College's reputation and undermine public confidence.
- Not protecting the environment from the actions of the College itself or from others operating within the boundaries of the College.

1.6 Risk needs to be managed rather than avoided and consideration of risk should not stifle innovative decision-making.

1.7 In addition to identifying and defining risks associated with the activities of the College, risk management is seen as a tool for identifying and assessing opportunities. The documented assessment of opportunities will provide the level of confidence required to make informed decisions. The College recognises that it works in an increasingly litigious and risk-averse society.

1.8 A consistent approach to risk analysis will be an integral part of College planning and project management, and will be developed with the minimum of bureaucracy.

1.9 The College is committed to establishing a systematic and consistent approach to risk identification, analysis and control which:

- Embeds risk management as part of College decision making; strategic planning; and project management.
- Enables the College to deliver its priorities and services effectively.
- Contributes towards the achievement of sustainable improvement.
- Contributes to the College discharging its duty of care to pupils and its employees.
- Reduces the number and cost of insurance and contractual claims arising.
- Minimises damage to the College's reputation.

## **2.0 Roles & Responsibilities**

2.1 The full Governing Body and the Principal have joint responsibility for the College's risk management direction.

2.2 The Director of Finance and Resources will be responsible for maintaining the College's Risk Register. It will be updated following Governor meetings and made available to Governors and ELT to inform their decision making. Termly ELT will review the College Risk Register to ensure it reflects the current position for the College.

2.3 Each of the College's Governors Committees will review the College's Risk Management arrangements in line with its agreed Terms of Reference.

2.4 It is the responsibility of all Governors and staff to consider risks and opportunities as part of their decision making and day to day activities for the College. This will include highlighting risks and opportunities as well as implementing agreed actions.

## **RISK & OPPORTUNITY MANAGEMENT**

### **POLICY STATEMENT**

Honiton Community College views risk management as an integral part of good corporate governance. It is essential in order to continue to meet high educational standards, demonstrate Best Value and protect the assets of the College. Risk management is not about totally eliminating risk but about identifying and understanding risk and therefore managing it more effectively.

The College's risk management objectives are to:

- Embed risk management into the culture of the College.
- Comply with statutory obligations.
- Preserve and enhance the delivery of education within the College.
- Safeguard pupils, employees and all other persons to whom the College has a duty of care.
- Protect its property including buildings, equipment, vehicles and all other assets and resources.
- Maintain effective control of public funds.
- Protect the reputation of the College.
- Support the quality of the environment.

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the College for risk management.
- Providing a framework for recording and reviewing potential risks and associated actions.
- Reinforcing the importance of effective risk management by offering training, good practice, and other support.

It is the responsibility of every member of staff of the College to have regard for risk in carrying out their roles.

Governors and the College's Executive Leadership Team (ELT) are accountable for implementing this Policy.

## Honiton Community College



## Risk Scoring Matrix

Table 1 – Likelihood of Occurrence

Likelihood of Occurrence	Score	Description
Almost certain	5	Will undoubtedly happen, possibly frequently
Likely	4	Will probably happen, but not a persistent issue
Possible	3	May happen occasionally
Unlikely	2	Not expected to happen, but is possible
Remote	1	Very unlikely this will ever happen

Table 2 – Impact of Occurrence

Impact	Score	Description				
		Impact on Service Objectives	Financial Impact	Impact on People	Impact on Time	Impact on Reputation
<b>Catastrophic</b>	<b>5</b>	Unable to function, inability to fulfil obligations	Severe financial loss	Death	Serious – In excess of two years to recover pre event position	Highly damaging, severe loss of public confidence
<b>Major</b>	<b>4</b>	Significant impact on service provision	Major financial loss	Extensive injury, major permanent harm	Major – Between 1 year – 2 years to recover to pre event position	Major adverse publicity, major loss of confidence
<b>Moderate</b>	<b>3</b>	Service objectives partially achievable	Significant financial	Medical treatment required, semi-permanent harm up to 1 year	Considerable – between 6 months to 1 year to recover to pre event position	Some adverse publicity, legal implications
<b>Minor</b>	<b>2</b>	Minor impact on service objectives	Moderate financial	First aid treatment, non-permanent harm up to 1 month	Some 2-6 months to recover	Some public embarrassment, no damage to reputation
<b>None</b>	<b>1</b>	Minimal impact, no service disruption	Minimal loss	No obvious harm/injury	Minimal – up to 2 months to recover	No interest to the press, internal only

**Table 3 – Risk Matrix**

	Impact				
Likelihood	None (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Remote (1)	1	2	3	4	5

**1-5 Low**

**6-12 Medium**

**15-25 High**