



Risk Register 2015-18

Ref No	Description of the Risk	Inherent Risk Level (Impact/Probability)	Description and Evaluation of Current Control or Mitigation methods	Residual Risk Level (Impact/Probability)	Acceptable Risk? (Impact/Probability) ¹	Action ²
Financial Risks						
1	Reduction in student intake	High probability/significant impact	The effect will be a reduction in funding. The budget would need to be set to accommodate the reduction in funding. Work with SLT to identify savings and budget reductions early enough to make appropriate recommendations to Finance Committee and Governing Body.	Low probability/significant impact	Yes	The current situation is deemed manageable Further reductions may require strategic adjustment/ staff reductions/ adjustment to the curriculum
2	Reduction in 6 th form intake	High probability/significant impact	The effect will be a reduction in funding. The budget would need to be set to accommodate the reduction in funding. Work with SLT to identify savings and budget reductions early enough to make	Medium probability/significant impact	Yes	The current situation is deemed manageable Further reductions

¹ Use table 2 to guide your answer to this question which will be either “yes” it is acceptable or “no” it is unacceptable

² Red and Amber risks require some degree of management action. Red risks being the more pressing than amber risks



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			appropriate recommendations to Finance Committee and Governing Body.			may require strategic adjustment/ staff reductions / adjustment to the curriculum
3	New funding formula for KS3 and KS4 and 6 form	High probability/ significant impact	The effect could mean a reduction in funding. Determine ways to maximise funding from alternative sources by utilising charitable status and apply for grants. As well as reductions in funding risk of greater responsibility for same or less funding.	Medium probability/ significant impact	Yes	The current situation is deemed manageable Further reductions may require strategic adjustment/ staff reductions / adjustment to the curriculum
4	School sued by parent / ex-pupil, member of the public.	Low probability/ significant impact	Difficult to see where this would come from. The school has all the necessary insurances, policies, procedures, processes and systems in place but there is always the possibility. Robust	Low probability/ significant impact	Yes	Continue to review policies, procedures, processes, systems,



			policies and procedures will provide a sound defence in the unlikely event of such action being taken against the school.			insurance cover
5	Failure to properly manage budget	Medium probability/ significant impact	Monitoring procedures are in place, external review and scrutiny undertaken through County LFS team and school appointed accountants and auditors. Changes to role of Finance committee to be made to encompass audit responsibilities.	Low probability/ significant impact	Yes	Audit monitoring procedures/ adjust where necessary
6	Risk of Tribunal	Medium probability/ significant impact	Current insurance policy covers the school for the cost of defending any tribunal case.	Low probability/ significant impact	Yes	Ensure adequate insurance cover in place
Premises / Infrastructure Risks						
7	Computer/ICT failure	Medium probability/ significant impact	Although a very low probability a system failure of any duration would be catastrophic. The system is very well managed currently with sufficient checks and balances. Disaster recovery plan needs to be developed. Planned replacement and renewal programme needs to be maintained.	Low probability/ significant impact	Yes	An audit of the various checks and balances and the disaster recovery plan would be useful.



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8	Internet abuse	High probability/ marginal impact	Discipline policy / school ethos management. Ensure web filter is comprehensive and fit for purpose. Embed social networking policy across all staff.	Low probability/ marginal impact	Yes	Low instances / monitoring to be continue through ICT team and breaches reported to SLT.
9	Failure to ensure health and safety of staff, pupils, visitors, governors	Medium probability/ significant impact	The major statutory requirements are being met. Suitable insurances in place, health and safety policy in place and adhered to. Ensure fixed and non-fixed installations are compliant with all relevant legislation. Includes health and safety of staff on pupils on educational visits and all other visits.	Low probability/ significant impact	Yes	A thorough review of all H&S policies, procedures, processes and systems. Ensure compliance with all relevant legislation and appropriate contractor insurance in place.



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10	Unauthorised access to school site	High probability / significant impact	Despite the various security measures in place there are still many ways an intruder can access the school premises / grounds without being challenged	Low probability / significant impact	Yes	Review access points and make them secure so that access is only through controlled entrances. Improve CCTV and signage.
Teaching / Learning Risks						
11	Poor teaching standards	Low probability / significant impact	SDP / PEP / lesson observations / feedback / LDGs / recruitment & selection / leadership development programme / school improvement cycle	Low probability / significant impact	Yes	Review & monitor
12	Failure to meet Bichard report requirements	Medium probability / Catastrophic impact	Every child matters but covers the whole gambit including DBS reviewed separately in this register SDP / policies / procedures / processes / systems	Low probability / catastrophic impact	No	Audit everything that is in place currently / Adjust as necessary



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13	Poor 'league table' performance	Low probability/ significant impact	SDP / PEP / LDGs / Leadership / Lesson observations / Curriculum planning / Assessment / Student mentoring. Depends what is deemed by 'poor' / A marginal movement downward might be deemed by Ofsted to be catastrophic in the light of other indicators but other factors need to be considered – risk linked to financial risks above (see 1 and 2)	Low probability/ significant impact	Yes	Assess / review / monitor / strategic adjustment as required
14	Bullying at school (including on-line bullying)	Medium probability/ significant impact	Policies / behaviour management / school ethos management / parental involvement.	Low probability/ marginal impact	Yes	Statistics log / monitor activity
15	Inability to contact parent or carer in emergency situation	Medium probability/ significant impact	Parent / carer database is kept up to date and parents / carers reminded termly to provide updated details to the school	Medium probability / significant impact	Yes	Review database every term
16a	Drugs on site	Medium probability / significant impact	Policies / behaviour management / school ethos management / parental involvement	Low probability/ significant impact	Yes	Log instances / monitor
16b	Weapons on site				Yes	Log instances / minor



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17	Securing key personal data	Medium probability / significant impact	Pass words / access to system areas only by key personnel / hardcopy personnel data secure	Low probability / significant impact	Yes	Review procedures / processes / systems
18	Failure to undertake DBS Checks or take references leading to inappropriate staff appointments	Low probability / catastrophic impact	DBS checks undertaken on all staff / including cover staff / peripatetic teaching staff / visitors to school who have close contact with students / governors	Very low probability / catastrophic impact	No	Review all procedures and processes / make any changes necessary
19	Conflict of Interests	Low probability / catastrophic impact	Any staff / governors in a relationship with other staff / governors may generate a perceived conflict of interest.	Low probability / significant impact	Yes	Conflict of interest risk assessment sets out procedures to follow
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Probability/impact matrix

Very high probability	Yellow	Red	Red	Red
High probability	Yellow	Yellow	Red	Red
Medium probability	Green	Yellow	Red	Red



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Low probability				
Very low probability				
Almost impossibility				
	Negligible impact	Marginal impact	Significant impact	Catastrophic impact

Key to the Shading Used

	Unacceptable Risk – Immediate action to improve control is required
	Acceptable Risk – Close monitoring is required and cost effective control improvements should be sought
	Acceptable Risk – No action now but review periodically and consider possible low cost control improvements