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| ***Live . Love . Learn - Littletown***  **Littletown Primary Academy**  **Honiton Bottom Road, Honiton, Devon, EX14 2EG**  01404 548749  [admin@littletown.devon.sch.uk](mailto:admin@littletown.devon.sch.uk)  [www.littletown.devon.sch.uk](http://www.littletown.devon.sch.uk) |

**RISK POLICY**

**This Policy was adopted by the Full Governing Board of**

**Littletown Primary Academy**

**On 15th November 2022**

**signed…………………………………………………..**

**(Chair of Governors)**

**Date Policy to be reviewed on:**

**October 2024**

**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 Academy’s objectives. Risk 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 Academy’s Risk Register outlines what these risks are, how much of a risk they are and what contingencies are currently in place.

1.5 Examples of the types of risks which the Academy 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 Academy.

· Failing to fulfill its duty of care to those that the Academy comes in to contact with.

· Loss or deterioration of assets above and beyond normal wear and tear.

· Anything that could damage the Academy’s reputation and undermine public confidence.

· Not protecting the environment from the actions of the Academy itself or from others operating within the boundaries of the Academy.

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 Academy, risk management is seen as a tool for identifying and assessing opportunities. The Academy 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 Academy planning and project management.

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

· Embeds risk management as part of Academy decision making; strategic planning; and project management.

· Enables the Academy to deliver its priorities and services effectively.

· Contributes towards the achievement of sustainable improvement.

· Contributes to the Academy discharging its duty of care to pupils and its employees. · Reduces the number and cost of insurance and contractual claims arising. · Minimizes damage to the Academy’s reputation.

**2.0 Roles & Responsibilities**

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

2.2 The full Governing Body and the Principal will be responsible for maintaining the Academy’s Risk Register. It will be updated termly, reported back to Governor meetings and made available to Governors to inform their decision making.

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

Appendix 1

**RISK MANAGEMENT POLICY STATEMENT**

Littletown Primary Academy 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 Academy. Risk management is not about totally eliminating risk but about identifying and understanding risk and therefore managing it more effectively.

The Academy’s risk management objectives are to:

· Embed risk management into the culture of the Academy.

· Comply with statutory obligations.

· Preserve and enhance the delivery of education within the Academy.

· Safeguard pupils, employees and all other persons to whom the Academy 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 Academy.

· Support the quality of the environment.

These objectives will be achieved by:

· Establishing clear roles, responsibilities and reporting lines within the Academy 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 Academy to have regard for risk in carrying out their roles.

Governors and the Academy’s Senior Leadership Team are accountable for implementing this Policy.

Appendix 2

**Littletown Primary Academy**

**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** |
| **Catastrophic** | **5** | 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 |
| **Major** | **4** | 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 |
| **Moderate** | **3** | 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 |
| **Minor** | **2** | 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 |
| **None** | **1** | 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 |

*Risk Register Policy Statement* 6

**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**