

## **Introduction**

This policy must be read in conjunction with the Risk Management Framework (RMF).

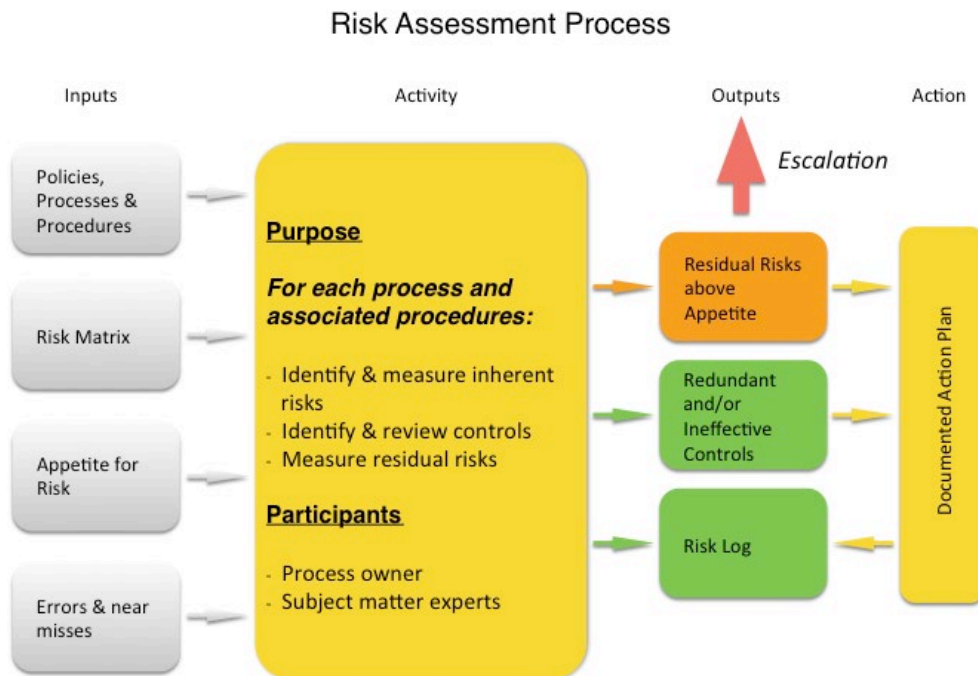
The School recognises that risk assessment is one of the keystones of good Health and Safety Management which can make a significant contribution to safeguarding students, promoting welfare and reducing Health and Safety risks to students, staff, visitors and others who may be affected by the way in which the School operates.

In order to manage risks effectively, the School has designed a Risk Management Framework (RMF) that incorporates all aspects of good risk management. The RMF in turn identifies the statutory requirement, contained within the ISSR Regulations, for the School to have this separate risk assessment policy to detail the process for systematically identifying all of the risks, measuring the risk, reviewing the effectiveness of controls and agreeing any action to mitigate control weaknesses.

## **Related Policies**

- Safeguarding and Child Protection and Social Media/Electronic Devices
- Health and Safety Policy
- SEND Policy
- First Aid Policy
- Policy Statement on Anti-Bullying
- Policy Statement on Whistleblowing
- Recruitment Selection and Disclosure Policy
- Behaviour and Discipline Policy
- Visiting Speaker Policy
- Outings and Activities Policy
- Fire Safety and Prevention Policy
- Wellbeing Scheme of Work
- Tutorial Programme

## Risk Assessment Process



A risk assessment template is included at Appendix B.

### Risk matrix

In order to measure risks in a consistent manner and to permit comparability, and consequently focus management attention and School resources on the School's biggest risks, the Court of Governors has agreed a risk matrix for use in the risk assessment process (see Appendix A). This matrix, though subjective, provides a methodology to measure the importance of a risk based on the assessment of frequency and impact of a risk event.

### Responsibilities

It is the responsibility of the process owner to ensure that the risk assessment is reviewed annually, or when:

- A new risk is identified
- There is a change to an associated policy
- There is a material change to the process or associated procedure
- After an error or near miss

## **Risk register**

It is the responsibility of the Head to maintain a summary of all material risks faced by the School, which will be a subset of all risks on the risk logs and will be called the Risk Register. This will be stored on the shared area/LT>risk register. The Leadership Team will keep this Register under constant review and will ensure that the Court of Governors reviews it at least annually.

## **Reporting**

The Leadership Team will monitor the day-to-day activities of the RMF through the collation of management information that it deems appropriate, but will include:

- The status of all policies and identification of potential legal and regulatory changes
- The status of all risk assessments
- The status of action plans
- The effectiveness or otherwise of key controls
- Any incidents that breach the School's appetite to risk
- An assessment of the culture of good risk management within the School

The Leadership Team will immediately escalate any incidents that breach the School's appetite to risk to the Court of Governors via the Chairman. Otherwise, the Leadership Team will report a summary of the above management information to the Court of Governors annually, along with any other information that the Court could reasonably expect as it relates to the effective management of risks within the School.

## APPENDIX A

### Cobham Hall Risk Matrix (how to measure risk)

FREQUENCY	IMPACT			
	4 SEVERE	3 MAJOR	2 MODERATE	1 MINOR
1 Less than once in four years	Medium	Low	Low	Low
2 Less than once in two years, but more than once in four years	High	Medium	Low	Low
3 Less than once a year, but more than once in two years	Critical	High	Medium	Low
4 Once a year or more	Critical	Critical	High	Medium

IMPACT CATEGORIES	
Impact	Description
Severe - 4	<ul style="list-style-type: none"> <li>- The financial impact severe (In excess of £100,000)</li> <li>- Prevents the School strategy going forward or prevents teaching and learning</li> <li>- Has severe concern</li> <li>- Severe and long-lasting damage to the School's reputation</li> </ul>
Major - 3	<ul style="list-style-type: none"> <li>- The financial impact will be significant [between £50,000 and £100,000]</li> <li>- Has a significant impact on the School's strategy or on teaching and learning</li> <li>- Has significant stakeholder concern</li> <li>- Can cause significant reputational damage to the School</li> </ul>
Moderate - 2	<ul style="list-style-type: none"> <li>- The financial impact will be moderate [between £10,000 and £50,000]</li> <li>- Has no more than a moderate impact on strategy or on teaching and learning</li> <li>- Moderate stakeholder concern</li> <li>- Can cause moderate reputational damage to the School</li> </ul>
Minor - 1	<ul style="list-style-type: none"> <li>- The financial impact is likely to be low [less than £10,000]</li> <li>- Has a low impact on strategy or on teaching and learning</li> <li>- Low stakeholder concern</li> <li>- Is unlikely to cause any reputational damage to the School</li> </ul>

Probability of Risk Occurring	Description	Indicator
4	Likely to occur once a year or more	
3	Likely to occur within a 2-year period but less than once a year	<ul style="list-style-type: none"> <li>- Potential of it occurring several times within a 4-year period</li> <li>- Has occurred recently</li> </ul>
2	Likely to occur within a 4-year time period but less than once in 2 years	<ul style="list-style-type: none"> <li>- Could occur more than once within a 4-year period</li> <li>- Some history of occurrence</li> </ul>
1	Not likely to occur within a 4-year time period or less than 5% chance of occurrence	<ul style="list-style-type: none"> <li>- Has not occurred</li> <li>- Is not likely to occur</li> </ul>

**APPENDIX B**

**Risk Assessment Example Template**

<b>Function</b>	
<b>Date</b>	
<b>Venue</b>	<b>Cobham Hall</b>
<b>Process/Area Reviewed</b>	
<b>Process Owner</b>	

	Risk Description	Inherent Risk/Score	Control(s)	Control weakness	Residual Risk/Score	Actions	Action Status
1							
2							
3							
4							