

<b>Approved Date:</b>	April 2025	<b>Review Date:</b>	April 2026
-----------------------	------------	---------------------	------------

## **Farsley Westroyd Primary School and Nursery RISK ASSESSMENT POLICY STATEMENT**



### **1. Introduction**

Risk management is the process whereby the school methodically identifies and addresses the risks attached to its objectives and associated activities to minimise the potential consequences to the education of pupils.

### **2. The Aims and Objectives of Risk Management**

Our risk management approach is aimed at:

- Supporting the efficient delivery of strategic priorities
- Protecting pupils, staff and assets
- Managing risk in accordance with best practice and reducing the cost of risk
- Anticipating and responding to changing social, environmental and legislative requirements
- Raising awareness of the need for risk management and integrating risk management into the culture of the school

We will achieve this by:

- Establishing and maintaining a documented procedures for the control of risk
- Maintaining effective communication and the active involvement of all staff
- Maintaining appropriate incident reporting and recording systems which support the identification of risk
- Monitoring arrangements on an ongoing basis

### **3. The Benefits of Risk Management**

Effective risk management will add value by to our school though:

- Improving decision making, business planning and prioritisation through a comprehensive and structured understanding of the wider environment
- Supporting more efficient allocation and use of resources within the school
- Enhancing communication between stakeholders
- Protecting and enhancing assets and reputation
- Developing and supporting staff

### **4. The Roles and Responsibilities for Risk Management**

4.1 The Governing Board has a fundamental role to:

- Determine the appropriate risk appetite or level of exposure for the school
- Approve major decisions affecting the school's risk profile or exposure
- Set the policy and strategy for risk management
- Frequently monitor the management of significant risks to reduce the likelihood of unwelcome surprises or impact

- Satisfy itself that the less significant risks are being actively managed, with the appropriate controls in place and working effectively
- Annually review the school's approach to risk management and approve changes or improvements to key elements of its processes and procedures

#### 4.2 The Senior Leadership Team (SLT) will:

- Support and implement policies approved by the Governing Board
- Develop risk response processes, including contingency and business continuity programmes
- Allocate responsibility for the management of risks to individuals.
- Provide adequate information in a timely manner to the Governing Board/its committees on the status of risks and controls
- Develop risk management as part of the culture of the school and provide a mechanism for risk management issues to be communicated and discussed to all areas of the school
- Ensure that risk management is incorporated at the conceptual stage of projects as well as throughout a project
- Ensure that risk management is a regular management meeting item to allow re-prioritisation of work in the light of effective risk analysis
- Report early warning indicators to the Governing Board

### 5. Risk Identification and Recording

Risk is not only about adverse events, it is also about missed opportunities. All areas of activity within the school and partnerships with third party organisations will be considered together with what would stop them being as successful as they should. The key risks that the school faces will be those that would stop it achieving its stated priorities objectives.

As the first step in the risk identification process all staff with responsibility for delivering operations aims or targets will understand the school's objectives and the legal and regulatory environment in which it operates. The plans to deliver these objectives would be scrutinized to identify what would/could prevent success.

Risks identified will be placed into the following categories:

- Strategic (including pupil achievement, the quality of teaching and learning and leadership and management)
- Premises, health and safety and safeguarding
- Staffing, recruitment and HR
- Legal and regulatory (including compliance)
- Financial and fraud
- External (including environmental and reputational)

Risks will be recorded on the risk register and given a score to reflect the significance. This is based on the likelihood of the risk occurring and the impact if it did.

Likelihood scores:

- 1. Rare
- 2. Unlikely
- 3. Possible
- 4. Likely
- 5. Almost certain
- Impact scores:

- 1. Insignificant
- 2. Minor
- 3. Moderate
- 4. Major
- 5. Catastrophic

Scores are multiplied to provide an overall score which is used to rank risks:

- 15 – 20 points: high risk
- 6 – 12 points: medium risk
- 5 and below: low risk

## **6. Managing, Reviewing and Reporting Risks**

Risks will be allocated to individuals who will be accountable for managing and monitoring the risk and delivering agreed actions.

The risk register will be reviewed at least termly by the Governing Board, and more frequently by the Senior Leadership Team who will regularly re-score risks based on the impact of actions undertaken and the current position.

The frequency of reporting will give consideration to early warning indicators reflecting how quickly a risk can materialise and its likely impact.

Only the most significant risks (and usually not more than 20) will be monitored by the Governing Board.