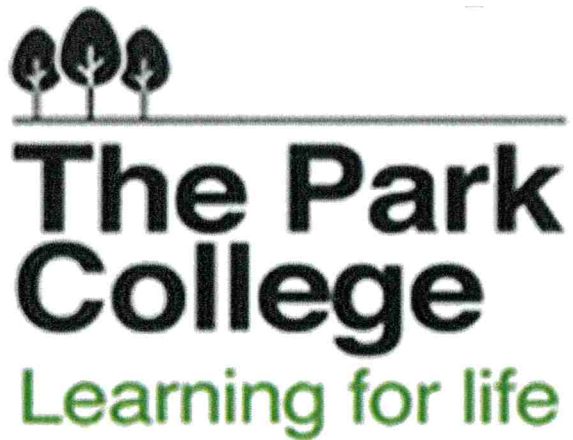

RISK MANAGEMENT POLICY



JULY 2021

CONTENTS

Background

Purpose

Scope

Monitoring and Reporting

Roles and Responsibilities

- **College Board**
- **Staff**

Identification and Categorisation of Risk

Risk Evaluation

Mitigation

Risk Ranking

BACKGROUND

Risk can be generated from a College's internal and external environment. The level and nature of these risks will fluctuate over time. An effective risk management framework can usefully map the key challenges facing a College, together with the corresponding mitigating controls and action plans.

The ESFA funding agreement requires Colleges to have an internal control framework to ensure they meet their wide-ranging obligations towards the DfE. A robust risk policy and supporting risk management arrangements assist in the provision of assurance in these areas.

PURPOSE

The Park College (the College) is committed to building increased awareness and a shared responsibility for risk management throughout the organisation. The purpose of this policy is to clarify the College's underlying approach to risk management through an overall framework which includes principles, mitigating actions and process. Risk management will further assist the College in improving its management of uncertainty thereby helping to optimise the achievement of objectives. This policy, together with the Risk Register, provide internal assurance to the College management, governing body, and other stakeholders.

SCOPE

This policy applies to all members of the College community, including staff, visitors, and contractors.

RELATED POLICIES

This policy should be read in conjunction with the following policies:

Health and Safety

Staff Code of Conduct

Safeguarding

MONITORING AND REPORTING

The Risk Register will be presented, considered, and updated at each meeting of the Board of Governors (the Board). This provides the opportunity to identify new risks and measure progress in addressing existing risks. The effectiveness of this risk framework will be evaluated and reported on annually.

ROLES AND RESPONSIBILITIES

The management of risk is a shared responsibility. Risk management is aligned to the mission and values of the College and protects our students and staff.

College Board

The Board is responsible for approval of this policy and the associated risk register. The Board will ensure that identified risks are owned by an individual manager, that staff are made aware of their responsibilities and that a risk champion co-ordinates the administration of the risks. The Board will help to embed a risk management culture into all major decisions.

Strategic risks are identified through the review of planning documents such as internal policies and procedures and the development plan.

Staff

Staff must be aware of their own individual responsibilities and to report potential and actual risk hazards to management. Much of this standard reporting, such as on health and safety, safeguarding and data protection is already documented in existing College policies. So, the risk register will signpost to these documents which in themselves will evidence the mitigation of the risk.

IDENTIFICATION AND CATEGORISATION OF RISK

Management and staff will incorporate risk assessment into all decision making and business operations. Both formal and informal mechanisms will be used to identify, capture, and share better practices in managing risk across the College.

Where a potential or actual risk is identified it will be reported to the Principal or a member of the Board.

A risk categorisation will be assigned depending on the primary area on which the risk will impact, e.g., Student Recruitment. Associated categories may also need to be assigned. For example, student recruitment may impact Finance and Organisation.

Any links to the College development plan will be recorded and a risk owner will be appointed.

RISK EVALUATION

Following identification and categorisation, and **BEFORE** the identification of any mitigation, the risk will be assigned a score from 1 to 5 (five being catastrophic and 1 being minor), in terms of the probability of the risk occurring. It will then be assigned a score of 1 to 5 in terms of the impact that the risk will have should it take place. The descriptors for each of these categories are detailed on the risk register.

MITIGATION

Mitigating actions will then be considered and recorded. At the meeting of the Board, progress against the mitigating actions will be considered. The risk evaluation scores will then be reviewed in the light of any progress or set back.

RISK RANKING

Following completion of the above actions the risk ranking will be re-evaluated and any movement, in terms of an increase or decrease to the risk, noted with comments.

This policy is agreed by the Board of Directors and will be implemented by **July 2021**

Signed: *Stephanie C. Lea* Date: *23/7/21*

Signatory name/s: *Stephanie Lea* Date of next review **July 2022**