

St Mark's CE Primary School Risk Register

2019/20

Risk Group	Item No.	Description of Risk	Probability	Impact	Overall Risk	Risk Consequences	Action Required (for M/H Risks)	Person Responsible	Date of Review
Staffing									
	1	Inability to recruit to key areas	M	M	M	Shortage of staff in specific areas	Allow time to re-advertise where possible, develop use of students where possible	SLT, HT	as nec
	2	Failure to retain Staff	M	M	M	Inability to retain staff therefore losing valuable continuity and knowledge	Develop opportunities to keep staff, consider budgetary implications for retention	Senior Admin, Directors, HT	as needed
	4	Failure to obtain references and checks for new Staff	L	H	L	Failure to obtain correct checks to ensure suitability to employ	follow Safer Recruitment Policy, ensure relevant and up-to-date training for appropriate staff	HT, SLT, Directors	annual check
	5	Lack of staff development and training	L	M	L	Lack of suitably qualified staff	Training intergral to School Improvement Plan	HT, Directors, SLT	annual
	6	Reliance and dependency on key staff	M	M	M	Risk that key staff may leave	Succession training is intergral to staff development	HT, Directors	on-going
	7	Reliance and dependency on supply or casual Staff	L	M	L	Lack of continuity and consistency	Build in good transitions and good support to reduce impact on pupils	HT, SLT	
Strategic									
	14	Loss of funding	L	M	L	Funding claw-back or income gap	Rigorous use of Forward planning with bursar	Senior Admin. & HT	termly
	15	Failure to prepare properly for OFSTED Inspections	H	H	H	Time/resources spent preparing for external assessment	Constant review of practise in line with most recent OfSTED publications, staff training and net-working, high expectations	HT & SLT	on-going
	16	Receiving a poor judgement from OFSTED	M	M	M	External inspection that places school in special measures/affects morale/jeopardises reputation	Communicate closely with key partners, work to actions plans with immediate impact, review staffing.	HT & MAT	on-going
	17	Poor exam results/lack of improvement educational attainment	M	M	M	Impact on school rolls and finances	Communicate closely with key partners, work to actions plans with immediate impact, review staffing.	HT, MAT	on-going
Operational									
	18	Educational Visit incident	L	H	L	Death/injury to pupil or staff on school trip	Compliance with emergency agencies, manage publicity, support staff	LAB, HT & all staff	as needed
	19	Inappropriate transportation of pupils (by staff or parents/others)	L	H	L	Potential for harm to pupil	parent support checked, reputable transport companies used only	all staff	as needed
	21	Litigation from Staff Member due to bullying/victimisation/assault	L	H	L	Discrimination, harassment, bullying, victimisation, constructive dismissal	Relevant training programme for key staff, review of working practise	HT, SLT	as needed
	22	Litigation from Pupil/Parent	L	H	L	Discrimination, harassment, bullying, victimisation, non identification of SEN, failure to Educate			
	23	Failure to protect/avoid harm to pupil or teacher	L	H	L	Death/injury to pupil or staff during school day	H&S procedures followed	all staff	as above
	24	Failure to Safeguard Child Welfare	L	H	M	Child Protection issues	Relevant training, Safeguarding supervision	SLT, HT	monthly
	25	Fire/Flood to site	L	H	M	Incident at school that may affect operations, possibly resulting in temporary closure	Pumps in boiler houses, application for new housing	Caretaker	monthly
	26	Fraud by staff member	L	M	L	Corruption or fraud	Compliance with Financial Standard requirements for all staff	Admin team & Directors	annual
	27	Trespass onto site by third party	L	M	L	Third party accessing site affecting child protection or causing damage to building	Burglar alarms, good relationships with neighbours and key partners	caretaker	daily

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	28	Vandalism of site	L	L	L	Damage to building , loss of key equipment	Low Morale, costs to be met by budget	all staff	
	30	Failure to appropriately manage and protect remote workers/Lone workers	L	M	L	Staff working in remote areas of the site or working alone	Lone worker awareness for all staff	all staff	as needed
	31	Violence and abuse against staff	L	M	L	staff absence / stress, impact on pupils	Posters in Reception area and in regular newsletters, zero tolerance attitude,	all staff	as needed
Information Security									
	32	Inappropriate use of IT by Staff or Pupil	L	M	L	Accessing inappropriate web pages, inappropriate use of emails	Use of IT in School Policy, whistleblowing training for pupils and staff	all staff and pupils	reviewed annually
	33	Failure of IT infrastructure	L	M	L	Breakdown of IT functions affecting running of school	Contract with OneIT	SLT, HT	
	34	Power Failure	L	H	M	Total power failure, resulting in school closure	Emergency plan, training for SLT	HT	as needed
	35	Inappropriate Business Continuity Planning/Resilience Planning	L	H	M	Poor plans in place that make reacting to major incidents difficult	Continuity Plan reviewed as part of Financial Standard	HT	bi-annually
Compliance									
	37	Inability to provide Healthy School/Food hygiene issues	L	L	L	Poor health of pupils or staff	Relevant training programme kept up	Senior Admin	annual
	38	Substance or Drug misuse by Staff or Pupils	L	M	L	Drug misuse, or exposure to misuse	whole school training programme	HT, all staff	annual
	39	Non Compliance with Health and Safety Act 1974	L	H	L	Keeping workplace free from hazards	H&S audits	caretaker & admin team	annual
	40	Non Compliance with Regulatory Reform (Fire Safety) Order 2005	L	H	L	Ensuring suitable Fire Risk Assessment in place	Termly fire practise, weekly sensor checks	caretaker & admin team	weekly
	41	Non compliance with Disability Discrimination Act 2005	L	L	L	Ensuring appropriate access for all members of public	all aspects of school's work	all staff	
	42	Non compliance with Data Protection Act 1998	L	M	L	Data security and information sharing	all aspects of school's work	all staff	
	43	Non compliance with Freedom of Information Act 2000	L	L	L	Appropriateness of request, timeliness of response	Relevant training programme kept up		
	45	Inability to manage Contractual Obligations and Commitments	L	M	L	Contracts, agreements and obligations to third parties			
Maintenance									
	46	Lack of Building Maintenance	M	M	M	Water Hygiene, Energy Conservation, inspections and testing of plant & machinery	school to share building plan with directors	HT & Directors	
	47	Lack of identification and Management of Asbestos on site	L	H	L	Ensuring only suitable persons can enter exposed areas	Asbestos awareness training	caretaker	
	48	Lack of control over Contractors	L	L	L	CHAS Approval, Appropriate Insurance Levels, Permit to work system	Control of contractors Policy	Admin. Team & caretaker	

