

3.0 Risk Management Assessments:

In each category (if appropriate) assess the level of Impact and Likelihood of the risk if it is not being carried out. If the measure required is in place then that can be indicated in the table. Details of risk assessment for areas of risk highlighted with an * are held by the host school, **Saints Peter and Paul Catholic College**.

AREA OF RISK

3.1a Professional - Achieving Strategic Aims

	Risk	In place Yes (√) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
I.	CLC Development Plan	√			
II.	Aims of CLC Development Plan are being achieved	√			
III.	Performance Targets (CLCs) being achieved	X	H	H	H
IV.	Performance Targets (LEAs) being achieved	x	H	H	H
V.	Value Added measures being employed	√			
VI.	CLC-wide understanding of aims and objectives	√			
VII.	CLC management Board involvement in preparing development plan	√			
VIII.	CLC management Board involvement in setting CLC performance targets	√			
IX.	CLC management Board involvement in producing value added measures	√			
X.	Web Site in place or in preparation for coming year	√			
XI.	Budget strategy agreed with CLC Management Board	√			

XII.	Budget monitoring	√			
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3.1b Professional - Management Structures

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
I.	Roles and responsibilities of CLC Manager defined	√			
II.	Roles and responsibilities of teaching staff defined	√			
III.	Roles and responsibilities of non-teaching staff defined	√			
IV.	Roles and responsibilities of CLC Management Board defined	√			
V.	CLC Management Board structures defined	√			
VI.	CLC sub-committee structure set up	√			
VII.	Induction programme for staff	√			
VIII.	Staff brochure available	√			
IX.	Administrative support for management	√			
X.	CLC day structure agreed with parents, governors and staff	√			
XI.	Salary policy in operation	√			
XII.	Performance Management Policy	√			

3.1c Professional - Educational Objectives

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Application of National Curriculum *	√			
ii)	Correct syllabuses in use *	√			
iii)	Schemes of work and lesson plans used *	√			
iv)	Initiation of assessment of pupils who may have learning difficulties *	√			
v)	Gifted and talented pupils recognised *	√			
vi)	Ensure personal, moral, cultural, spiritual health and citizenship education in place *	√			
vii)	Religious education is being taught *	√			
viii)	Act of collective worship daily *	X	L	L	L
ix)	Careers education and guidance policy *	√			
x)	Work experience policy *	√			
xi)	Policy on needs of young carers *	√			
xii)	Policy for looked after children *	√			
xiii)	Policy for drugs education *	√			
xiv)	Provision for ethnic minority, travellers, refugees *	√			
xv)	Marking policy *	√			
xvi)	Reporting policy *	√			
xvii)	Assessment policy *	√			
xviii)	IEP Policy *	√			

3.1d Professional - Conduct

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
ii)	Monitoring pupil attendance	√			
v)	Policy on jewellery *	√			
vi)	Policy on uniform/dress/hairstyle *	√			
vii)	Detention/punishment policy *	√			
viii)	School-CLC agreement	√			
ix)	Policy on restraining pupils *	√			
x)	Monitoring staff punctuality	√			
xi)	Monitoring staff attendance	√			
xii)	Disciplinary procedure for staff *	√			
xiii)	Staff grievance procedure adopted *	√			

AREA OF RISK

3.1e Professional - Liabilities beyond classroom

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
I.	Supervision of pupils in CLC	√			
II.	Safety of CLC	√			
III.	Safety of outside areas	√			
IV.	Policy in supervision for off-site activities	√			
V.	Policy on CLC trips, insurance cover, overseas travel	√			
VI.	Equality of access to, and supervision during, out of CLC hours activities	√			

3.1f Professional - Staff and Pupil Procedures

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Provision of adequate staffing level	√			
ii)	Procedures for staff recruitment and selection	√			
iii)	Procedures for staff disciplining and dismissal *	√			
iv)	Ensuring staff rights: *				
	-gender	√			
	-equality	√			
	-racial	√			
	-disability	√			
	-maternity leave	√			
v)	Procedures on employment rights including use and writing of references *	√			
vi)	Ensuring checks (including police) are carried out on new employees *	√			
vii)	Provision of Continuing Professional Development	√			
viii)	Provision of induction training	√			
ix)	Planning for staff reduction or retirement	√			
x)	Provision of induction for learners	√			
xi)	Ensuring learner's rights:				
	-gender	√			
	-equality	√			
	-racial	√			
	-disability	√			

3.2a Physical - Injury to staff / pupils

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
I.	Health and Safety policy adopted	√			
II.	Health and Safety assessments modified as appropriate	√			
III.	Training needs on Health and Safety identified	√			
IV.	First Aid equipment materials available	√			
V.	Trained up-to-date First Aid qualified person available at all times	√			
VI.	Fire risk assessments carried out and shared with staff	√			
VII.	Workplace regulations in force	√			
VIII.	Display screen regulations being followed	√			
IX.	Adherence to COSHH regulations *	√			
X.	Policies in place for use of machinery/electrical equipment *	√			
XI.	Smoking policy *	√			
XII.	Violence in the workplace policy	X	L	L	L
XIII.	Stress management	X	M	H	M
XIV.	Manual handling protocols *	√			
XV.	Adherence to asbestos management *	√			
XVI.	Child protection procedures *	√			
XVII.	Policy on bullying *	√			
XVIII.	Policy on mobile phones	√			
XIX.	Policy on violent behaviour	√			

3.2b Physical - Property

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Procedures to reduce incidents of theft:	√			
	-internal measures	√			
	-external measures	√			
ii)	Policy to minimise vandalism *	√			
iii)	Policy to minimise trespass *	√			
iv)	Measures to minimise risk of fire	√			
v)	Measures to minimise water damage	√			
vi)	Measures to minimise disruption from:				
	-machinery failure	√			
	-breakdown by lack of maintenance	√			
	-external sources (locals, workmen, etc)	√			
vii)	Vehicle movements protocols on CLC premises	X	L	L	L
viii)	Awareness of potential for harm on home/CLC transport	√			

3.3 Financial

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Budget plan for coming 1/2/3 years agreed by CLC Management Board	√			
ii)	Setting of budget, agreed by CLC Management Board	√			
iii)	Allocation of roles and responsibilities with respect to finance	√			
iv)	Expenditure controls – monitoring regularly	√			
v)	Payment controls – monitoring regularly	√			
vi)	Budget monitoring – regular checks	√			
vii)	Budget reports to governors at regular intervals	√			
viii)	Monitoring income	√			
ix)	Monitoring payroll expenditure	√			
x)	Monitoring and taking opportunities for external funding	√			
xi)	Cash-security policy (including CLC meals)	√			
xii)	Voluntary funds – security	√			
xiii)	Voluntary funds – audit policy	√			
xiv)	Cash – safety of staff in dealing with	√			
xv)	Provision of insurance for:				
	-employers' liability (VA only)	√			
	-public liability	√			
	-balance of risks	√			
	-motor vehicles	√			
	-travel (including high risk activities)	√			
	-sickness absence	X	H	L	M
	-maternity leave	√			

3.4 Legal

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Adhere to Health and Safety regulations	√			
ii)	Register and comply with Data Protection Act *	√			
iii)	Adhere to Human Rights Act (as far as able) *	√			
iv)	Comply with Education Acts *	√			
v)	Take advice if uncertain about liability with: *				
	-Occupiers Liability Act	√			
	-Defective Premises Act	√			
	-Environmental Protection Act	√			
	-Building Regulations	√			
vi)	Adhere to employment law *	√			
vii)	Ensure senior staff and Chair of CLC Management Board know where to seek advice if any of the following liabilities look likely to be held against the CLC or individuals: *				
	-failure to educate	√			
	-personal injury	√			
	-motor accident on business	√			
	-giving wrongful advice	√			
	-maladministration	√			
	-leaking confidential information	√			
	-industrial tribunal claim	√			
	-equal opportunities claim	√			
	-disability rights claim	√			

3.5 Environmental

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Contamination of grounds or buildings – how to deal with an incident – who to contact *	√			
ii)	Inefficient use of gas – excessive unnecessary usage leading to increased costs *	√			
iii)	Inefficient use of electricity - excessive unnecessary usage leading to increased costs *	√			
iv)	Inefficient use of water - excessive unnecessary usage leading to increased costs *	√			
v)	Policy on temperatures in buildings *	√			
vi)	Noise control measures – where applicable *	√			
vii)	Policy on recycling of materials	X	L	L	L
viii)	Correct storage and disposal of waste *	√			

3.6 Contractual

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Process for selecting contractors	√			
ii)	Process for checking financial stability of contractors	√			
iii)	Establish indemnification from contractors	√			
iv)	Ensure insurance position re. contractors	√			
v)	Understanding of how to set specification and avoid variations to contracts	√			
vi)	Identify contractual liability	√			
vii)	Ensure contractors satisfy CDM regulations and are on approved lists	√			

3.7 Technological

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	I.T. strategy developed *	√			
ii)	Contingency plan for computer failure *	√			
iii)	Comply with Data Protection Act *	√			
iv)	Comply with back-up procedures *	√			
v)	Access controls documented *	√			
vi)	Internet usage policy	√			
vii)	Hardware security policy	√			
viii)	Data security policy *	√			
ix)	Virus protection policy *	√			
x)	Copyright compliance	√			
xi)	Procedures for dealing with breaches of security *	√			
xii)	Procedures for dealing with, and definitions of, unacceptable use of computer equipment *	√			

3.8 Disaster Recovery

	Risk	In place Yes (9) No (X) N/A	Impact if not in place H or L	Likelihood of creating problem if not in place H or L	Priority for Action Plan High Medium Low
i)	Plan for loss of services/contents/computer records *	√			
ii)	Plan for loss of building(s)/heating/lighting/power/telephone *	√			
iii)	Plan for CLC closure/evacuation	√			
iv)	Provision of secure storage or records *	√			
v)	Contingency plan for loss of staff	√			
vi)	Plan for evacuation due to fire/bomb threat	√			

4.0 Widnes CLC Risk Management Action Plan

4.1 High Risks

The following areas are those that are highlighted as HIGH risks in the above assessment sheets

Area of Risk	Risk	Control Measure(s)	Lead officer	Target date for control implementation	Actual date of achieving target
Strategic Risk	Performance Targets (CLCs) being achieved	Ongoing individual assessment of pupils. Intervention strategy	Mr Weaver	September 2007	
Strategic Risk	Performance Targets (LEAs) being achieved	On-going individual assessment of pupils. Intervention strategy	Mr Weaver	September 2007	

CLC RISK MANAGEMENT ACTION PLAN

4.2 Medium Risks

MEDIUM RISKS are being monitored to see if control measures are necessary. Some MEDIUM RISKS are deemed to need attention now and so they are included in the plan, listed below.

Area of Risk	Risk	Control Measure(s)	Lead officer	Target date for control implementation	Actual date of achieving target
Physical	Stress Management	To identify staff who are suffering stress Attend training session on stress management	Mr Weaver	November 2007	
Financial	Sick Absence Insurance	Supply Budget is sufficient to cover absences	Mr Weaver	October 2007	

CLC RISK MANAGEMENT ACTION PLAN

4.3 Low Risks

LOW RISK areas are being kept under review in case their importance to the organisation or individuals changes.

Area of Risk	Risk	Control Measure(s)	Lead officer	Target date for control implementation	Actual date of achieving target
Strategic Risk	Annual Report to Parents	CLC Profile to be issued to Parents	Mr Weaver	November 2007	
Physical	Violence towards Staff		Mr Weaver	November 2007	
Physical	Protocol for vehicles on the Premises	Staff and Visitor made aware of the protocol	Mr Weaver	November 2007	
Enviromental	Policy on Recycling	Policy to be researched, written and agreed	Mr Weaver as a project	November 2007	

Signed:

(CLC
Manager)

Signed: (Chair of CLC
Management
Board)

Date:

Date: