THE PRIORY LEARNING TRUST

Risk Management Policy

Policies approved by the Board of Trustees

Signed:

Name: John W. Richardson.   Date: 1.9.19

Chair of Board of Trustees

Authorised for Issue

Signed:

Name: Neville Cole   Date: 1/9/19.

Executive Principal

History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
September 2017	1	Rod Sibley	Creation of policy	
May 2018	2	Neill Bird	Policy Review	Neill Bird
May 2019	3	Mike Bull	Annual policy review – no changes made	Mike Bull

This policy applies to The Priory Learning Trust and all its academies.

Date policy adopted	September 2019
Review cycle	Annual
Review date	May 2020

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1. Overview

The purpose of this policy is to ensure The Priory Learning Trust (TPLT) maintains expectations and guidelines to all who manage Risk.

TPLT is responsible to ensure that it has carried out research and identified all potential risks to the smooth running of the organisation. Each member academy will be responsible for providing resource to ensure those risks are monitored and controlled within their academy.

2. Applicability

This Risk management Policy, and any other policy/document referenced herein, shall apply to any and every member of TPLT, including staff, students, Governors and contractors.

It is the responsibility of the Executive to propose a Risk Management Plan for Trustees approval. It is the responsibility of the academy Principal/Headteacher and Academy Council to propose and approve the Risk management Plan for their academy in line with the overall Trust plan.

3. Related Policies

These should be read in conjunction with the following documents:

- *H&S policy TPLT*
- *H&S Arrangements policy for each member academy*
- *H&S Organisation policy for each member academy*
- *Asbestos policy TPLT*
- *Fire Safety policy TPLT*
- *Charging and Remissions policy TPLT*
- *Risk Register TPLT*
- *Risk Register for each member academy*

4.   What is 'Risk?'

An event or action leading to uncertainty in the outcomes of the operations and running of TPLT and/or its member academies

We all take risks every day and we manage those risks without the need for written instruction or indeed direction from others. However, as a corporate entity with responsibility for a wide range of responsibilities answerable to our stakeholders it is imperative that we have a documented set of policies to ensure the safety of all those who access our sites and to ensure that our obligations are met, (see above).

5.   Process and Review

TPLT's preferred option is to follow the HM Treasure publication – Management of Risk – as this provided an approved and accepted structure. Each of the risks identified is then assessed against the likelihood of it occurring and the impact it would have on the organisation should it happen. These are added to a register to form the basis of the Risk Management process and strategy. More detail of the process can be found in the register.

Ownership of the management of the Academy register is the Academy Business Manager and of the Trust register, the Chief Operations Officer (COO).

Annual review of the register of an Academy is undertaken (usually in June) by the Chair of the Academy Council, Academy Business Manager and Principal/Headteacher as a minimum group. Annual review of the register of the Trust is undertaken (usually in June) by the Chair of the Trust, COO and Executive Principal as a minimum group.

The completed register will be published on the academies extranet. The register will be monitored at each Full Trustee meeting and Full Academy Council meeting with each sub-committee reviewing the section in their remit. In order to make this task more manageable a 'Top 10' risk list from the full register will be used for this purpose at Trustees and Full AC meetings with a 'Top 5' from the relevant section for sub-committees. Meetings should consider if the Likelihood, Impact and control measures are acceptable for these key areas.

Responsibility for monitoring and review of the Register on behalf of a member academy lies with the Principal/Headteacher and/or their designated Leadership Team supported by the Chair of the Academy Council.

Responsibility for the implementation of the Policy and relevant procedures/process on behalf of a member academy lies with the Principal/Headteacher and/or their designated Leadership Team member.

Responsibility for monitoring the efficiency of the Policy within their Academy rests with the Academy Council

A formal annual review of this policy will be carried out to reflect changes in TPLT's strategy and/or changes in legislation by the Executive Principal. Proposed changes to be approved by the Trustees.