



Oak Hill School Risk Register

Reviewed on 9th September 2019

Next Review date 9th September 2020

Reviewed by Chair and Executive Head, AP Barnet MAT

Category	Sub-category	Specific	Likelihood of occurring 5 = high 1 = low	Impact if occurs 5 = high 1 = low	Control procedures and target date	Person (s) responsible for action	Date of next review
Strategic Risk	Inspection	Academy receives unfavourable ofsted report	1	4	Ensure constant oversight of standards in the school. Annual Learning Network Inspector to review education provision at the school. Clear accountability structures.	Head/ Exec Head/ Board	1.9.20
	Academy status risk	Risk that academy could lose it's academy status	2	5	Ensure that legislation is adhered to and any updates applied	Board of Directors	1.9.20
	Long term demand risk	Insufficient demand for the academy's services leaves it unsustainable	1	5	Ensure that the school's profile remains high at the Local Authority and other local authorities	Chair/Exec Head	1.9.20
	Competition risk	Presence of other organisation with similar objectives and little scope for differentiation	2	5	Not applicable at this time.	Chair/ Exec Head/ Head	1.9.20

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	Stakeholder risk	Beneficiaries/other stakeholders don't consider that academy provides a valuable/high quality service	2	5	Senior Management ensure high standards are maintained.	Head/ Exec Head/ Chair	1.9.20
	Alliance/ partnership risk	Integrity of partner risk	1	1	Not a practical risk at present.	Chair/ Exec Head	1.9.20
	Investment powers risk	Risk of the Trustees not acting in accordance with their investment powers	1	2	Procedures in Finance Policy Followed	Chair	1.9.20
	Insurance Risk	Risk of financial loss/inability to replace items if academy does not have adequate insurance cover	1	4	Annual review of insurance value against assets	Exec Head/ SBM	1.9.20
	Macro-economic risk	Risk of the impact an uncontrollable event will have on the academy eg recession, war, oil, crisis	1	5	Manage reserves to reduce risks	Board of Directors/ Exec Head	1.9.20
	Natural disaster risk	Risk of the impact an uncontrollable event will have on the academy eg fire, flood	2	5	Some risk transferred to insurers. Regular review of Business Continuity Policy	Board of Directors/ Exec Head	1.9.20
	Technology Risk	Virus risk/corruption of data risk Information security risk	2	4	Anti-virus software on all machines Robust backup procedures Procedures in ICT Policy	IT contractor Head/SBM	1.9.20

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					Robust backup procedures		1.9.20
		IT systems out of date/no longer supported	2	4	Planning for regular renewal	IT contractor overseen by head/SBM	1.9.20
Public Profile Risk	Trustee profile risk	Trustees have a high public profile and may cause the academy to attract publicity	1	2	Not a risk at present	Chair	1.9.20
		Trustees are seen by the public to be paid a high amount for expenses	1	2	Not a risk at present	Chair	1.9.20
		Senior management of the academy are seen by the public to be paid high salaries	1	2	Salaries reviewed against pay scales - see Pay Policy ESFA guidance adhered to.	Chair	1.9.20
		Reserves level risk - Academy seen to be holding reserves and not spending enough on its academy objects	1	1	Not a risk at present	Chair	1.9.20
	Quality of service/product risk	Academy provides a poor quality service to its beneficiaries/customers	1	4	Review regularly to ensure high standards maintained	Head/Exec Head	1.9.20
	Fraud risk	Fraud discovered at the Academy attracts bad publicity	1	4	Financial policy and procedures and audit in place	SBM/ Chair/ Exec Head	1.9.20
	Failure to comply with legislation risk	Failure to comply with H&S legislation results in an employee, volunteer or beneficiary or the academy being injured at work, attracting bad publicity	2	4	Apply Health and Safety Policy and Risk Assessments.	Chair/ Trustee with H&S responsibility	1.9.20 1.9.20
Dismissal of an employee attracts adverse publicity.		1	3	Make full use of HR advice to avoid such situations.	Head/ Exec Head	1.9.20	

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	Litigation risk	Academy is involved in litigation	1	5	Maintain high standards in all aspects of the School's work	Board of Directors	1.9.20
Governing Body organisation risk	Delegation risk	Committees not established with delegated authority eg finance, personnel, etc	2	4	Periodic review to ensure they are all still current and working effectively.	Chair/Exec Head	1.9.20
		Committee terms of reference not sufficiently flexible	1	3	Periodic review to ensure they are still current and working effectively	Chair/Exec Head	1.9.20
		Trustees delegate too little/too much to the Principal and/or Finance Director	2	4	Keep under regular review	Chair/Exec Head	1.9.20
	Principal/FD absence risk	Trustees do not ensure rigorous monitoring is undertaken in the absence of the Principal and/or Finance Director	2	4	Procedures in place to ensure that monitoring by Trustees takes place. Clear lines of accountability.	Chair	1.9.20
Management Information risk	Quality risk	Risk that information produced for trustees and SLT is not accurate or not in a format suitable for monitoring the performance of the academy.	2	4	Internal quality assurance Information is monitored using independent sources of advice, especially RO, Auditor, Independent advisers, RAISEonline	Head	1.9.20
	Timeliness risk	Risk that management information is not available quickly after the period	2	3	Kept under review by SLT, Committees and Board.	Head	1.9.20

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		to which it relates.					
	Review risk	Risk that management information is not subject to review	1	3	Periodic review by SLT, Board and Committees	Chair/Exec Head/Exec	1.9.20
		Risk that action is not taken after the review of management information	1	3	Action points always identified in minutes and reviewed at next meeting	Chair/Exec Head	1.9.20
	Quantity risk	Risk that too little management information is produced to facilitate informed decision making	2	3	Kept under review by Committees	Chair/Exec Head	1.9.20
Human resources risk	Trustee risk	Insufficient experience of the academy/education sector	1	4	Training, co-opt members with expertise	Chair/Exec Head	1.9.20
		Trustees without required expertise	2	4	Training	Chair/Exec Head	1.9.20
		Lack of availability/poor attendance at meetings	2	4	Review of membership	Chair/Exec Head	1.9.20
		Entrepreneurial risk - risk that trustees are too entrepreneurial, that the activities of the academy could be outside its objects	1	4	Not a risk at present	Chair	1.9.20
		Trustees become too involved with management of the academy	1	3	Not a significant risk at present	Chair/Exec Head	1.9.20
		Trustees are not independent of management	2	3	Not a significant risk at present	Chair/Exec Head	1.9.20

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		Trustees do not act solely in the interests of the academy but for their business/other interests etc	1	5	Declaration of interest required of trustees	Chair/Exec Head	1.9.20
		No member with responsibility for financial oversight is appointed	2	5	Appoint Chair and members of resources committee	Chair/Exec Head	1.9.20
		Passive trustees	2	3	Governor training	Chair	1.9.20
	Management risk	Senior management capability/ experience of academy sector risk	1	4	Training	Exec Head/ Head	1.9.20
		Integrity risk	1	4	Professional code of conduct in place	Chair/ Exec Head	1.9.20
		Key person loss/succession risk	2	4	Put succession plan in place	Chair/ Exec Head	1.9.20
	Staff risk	Low morale risk	3	4	Monitored by Head	Head	
		Retention risk	3	5	Review pay policy and allowances	Head/ Exec Head	1.9.20
		Unable to attract the right level of skills in some subject areas	3	5	Review pay policy and allowances	Head/ Exec Head	1.9.20
		Recruitment risk (recruiting someone unsuitable to work with children)	1	5	Follow best practice in recruitment. Ensure DBS procedures are strictly applied	Head/ SBM	1.9.20
		Staff matters not referred to HR professionals, may lead to tribunals	2	4	HR advice sought regularly on all difficult issues	Exec Head/ Head	1.9.20
		Lack of training risk	1	3	Ensure all staff have training opportunities	Head	1.9.20

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	H&S risk	Injury to students, staff, or visitors while on site	4	3	Ensure adequate number of trained first aiders	Head/SLT/SBM/ All staff	1.9.20
		Incident on a trip outside of school	4	3	Ensure trip leaders are aware of the risks and complete appropriate risk assessments.	Head/ Trip Leader	1.9.20
		Fatality to staff, student or visitor	1	5	Apply procedures in Critical Incident Plan	All staff/ Exec Head/ Head	1.9.20
		Contractors on site do not abide by H&S rules	2	3	Ensure adequate supervision and intervene if any breaches are observed	Head/ SBM	1.9.20
		Outbreak of illness or disease	1	2	Ensure communication with all parties is clear. Follow guidelines in H&S Policy	Head/SLT/ SBM	1.9.20
	Security risk	The school is targeted by thieves and items stolen	2	4	Maintain site security. Insurance policies in place.	Head/ SBM	1.9.20
Income risk	Grants receivable risk	GAG received late or sum reduced	2	4	Manage reserves prudently	Exec Head/ SBM	1.9.20
Supplier risk	Supplier selection risk	Supplier financial viability	2	3	Tendering and payments processes supplied	Head/ SBM	1.9.20
		Supplier inappropriate	1	3	Apply financial procedures	Head/ SBM	1.9.20
		Supplier connected with either trustees or staff	1	3	Declaration of interest by trustees	Exec Head/ SBM	1.9.20

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	Key supplier	Risk that supplies are not available	2	3	Difficult to avoid the risk	Head/SBM	1.9.20
	Dpendency risk	Risk of dependency on few suppliers	2	3	Ensure tendering/quote process takes place	Head/SBM	1.9.20
	Value for money risk	Efficiency, cost risk	2	3	Monitor contracts, suppliers	Head/SBM	1.9.20
Employee Legislation Risk	Non compliance risk	Non compliance with EFA requirements	1	5	Ensure all aware of deadlines Returns are made on time	Exec Head/SBM	1.9.20
	Employment laws risk	Risk that not up to date with legislation and/or compliant	2	4	Ensure updates are sourced and policies and practice comply	Head/SBM	1.9.20
		Data protection risk	2	5	Follow Data Protection policy	Head	1.9.20
		Discrimination risk	2	4	See Equal Opportunities policy	Head	1.9.20
		Equal opportunities risk	1	4	Follow Equal Opportunities policy	Head	1.9.20
Pension risk	Risk that legislative requirements are not known or complied with	1	4	Audit by Buzacott	SBM/Finance	1.9.20	

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	Health and Safety risk	Risk that legislation not known or complied with	2	4	H&S policy H&S annual inspection	SBM/Head	1.9.20
Environmental Legislation	UK	Risk that legislation not known/complied with	2	3	Source updates	Head	1.9.20
	EU/World	Risk that legislation not known/complied with	2	3	Source updates	Head	1.9.20
Financial Reporting Risk	Statutory Accounts risk	Risk that legislative requirements are not known or complied with	1	4	Staff training Audit ensures compliance	Exec Head/ SBM	1.9.20
	Accounting standards risk	Risk that legislative requirements are not known or complied with	2	4	Staff training Audit ensures compliance	Exec Head/ SBM	1.9.20

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Academies Legislation risk		Risk that legislative requirements are not known or complied with	1	2	Training	Chair	1.9.20
		Risk trustees are not aware of legislative requirements of being on the board	1	2	Training	Chair	1.9.20
Tax legislation risk	VAT/PAYE/NI Risk	Risk that legislative requirements are not known	2	3	Payroll outsourced to Schools Choice	Exec Head/SBM	1.9.20
GDPR Risk		Risk that legislative requirements are not known or complied with	2	4	Follow Data Protection policy	Head	1.9.20
Welfare compliance risk	Disability risk	Risk that legislative requirements are not known or complied with	1	3	Equal opportunities policy	Head	1.9.20
	Child Protection Risk	Risk that legislative requirements are not known or complied with	1	4	Safeguarding Policy	Head	1.9.20
Sector compliance risk	Curriculum compliance	Risk that legislative requirements are not known or complied with	1	2	Curriculum policy	Head	1.9.20

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	Mental health compliance risk	Risk that legislative requirements are not known or complied with	1	2	HR advice		1.9.20
Local Authority and Central Government risk	Licensing risk	Risk that legislative requirements are not known or complied with	2	2	ICT policy	IT Contractor/ Head/SBM	1.9.20
Financial control risk	Budget risk	Risk that budget cannot be prepared in accordance with DfE timetable	1	3	Finance policy Adherence to deadlines	Exec Head/ Budget	1.9.20
		Risk that budget will be in deficit	3	4	Forward planning Regular meetings with SMT and Resources Committee	Chair/ Exec Head/ SBM	1.9.20
	Reconciliation risk	Risk that bank and other reconciliations are not completed	1	3	Accountants/month end procedures Audit ensures compliance	Exec Head/ SBM	1.9.20
Financial systems risk	Disaster risk	Risk that financial information is destroyed in the event of a fire/theft	1	5	ICT policy	Head/SBM	1.9.20
	Unauthorised access risk	Risk of unauthorised access	2	4	ICT policy	Head/SBM	1.9.20

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Income risk	EFA	Funding changes	4	5	Be aware of changes Contingency planning	Exec Head/ SBM	1.9.20
	Restricted income risk	Restricted income used for purposes other than restriction	2	2	Finance policy	SBM/ Exec Head	1.9.20
	Completeness risk	Invoices not raised for all transactions	2	3	Finance policy	SBM/Head	1.9.20
Expenditure risk	Authorisation risk	Risk that expenditure is not authorised	1	3	Finance policy	SBM/ Head	1.9.20
	Allocation risk	Risk that expenditure is not accurately allocated	1	2	Finance Policy and procedures applied rigorously Audit ensures compliance	SBM/ Head	1.9.20
	Price risk	Risk that discounts are not sought or obtained	2	2	VfE, best value principles applied	SBM/ Head	1.9.20
	Cut off risk	Risk that expenditure is not accounted for in the wrong accounting period	2	2	Finance policy and procedures Oversight by Resources Committee Audit ensures compliance	SBM/ Head	1.9.20
	Fraud risk	False payments/invoices	1	3	Financial procedures followed rigorously Separation of duties principle applied	SBM/ Head	1.9.20

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Treasury risk	Cash flow risk	Risk that cash flow requirements not in forecast	2	3	Finance Policy and procedures 3 Cash flow forecast prepared annually by school accountant in line with audit request	SBM/Exec Head	1.9.20
Fixed asset risk	Asset recognition risk	Risk that assets are not capitalised	1	1	1 Fixed asset policy Financial policy and procedures policy	SBM/ Exec Head	1.9.20
		Risk that depreciation rate is not appropriate	1	3	3 Fixed asset policy	SBM/ Exec Head	1.9.20
		Risk that assets are misappropriated	1	2	2 Financial policy and procedures policy	SBM/ Exec Head	1.9.20
Stock risk		Risk that stock is misappropriated	2	2	2 Financial policy and procedures policy Restrict access to stock cupboard	SBM/ Head	1.9.20
Debtors risk	Rocoverability risk	Risk that debts are not recovered	2	4	Auditors and Responsible officer to advise	SBM/ Exec Head	1.9.20
Related party risk	Identification risk	Risk that related party transactions are not identified	1	2	2 Financial procedures followed rigorously	SBM/ Exec Head	1.9.20
	Disclosure risk	Risk that related party transactions are not correctly or fully disclosed in financial statements	1	2	2 Auditor and RO to advise	SBM/ Exec Head	1.9.20
Funds risk	Level of funds		2	4	Budget management and monitoring	SBM/ Exec Head	1.9.20
Pension risk	Funding risk	Risk that scheme is in deficit	5	1	No practical action available to school	SBM/ Exec Head	1.9.20
	Contribution risk	Risk that employers' contribution rate increases Risk that the academy is not making the correct contributions	2	2	No practical action available to school Actuarial valuation	SBM/ Exec Head	1.9.20