

Risk Assessment Policy (Academy21)

2023-2024

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Position: Academy21 Executive Headteacher
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1. Purpose

The purpose of this Risk Assessment Policy is to establish a structured approach to identify, assess, and manage risks across all aspects of Inspired Online Schools' operations. This policy aims to promote a proactive risk management culture, enhance decision-making, and safeguard the well-being of employees, contractors, stakeholders, and the organisation as a whole.

2. Scope

This policy applies to all employees, contractors, and stakeholders involved in Inspired Online Schools' operations. It encompasses risk assessments for all activities, processes, and projects undertaken by the organization.

3. Principles

Inspired Online Schools adheres to the following principles in conducting risk assessments:

- *Proactive Approach: Identifying and assessing risks proactively to prevent incidents and mitigate potential harm.*
- *Inclusivity: Involving all relevant stakeholders in the risk assessment process to gather diverse perspectives.*
- *Continuous Improvement: Regularly reviewing and updating risk assessments to reflect changes in operations, technology, and external factors.*
- *Compliance: Ensuring that risk assessments comply with relevant laws, regulations, and industry standards.*
- *Transparency: Communicating risk assessment findings and mitigation strategies to all relevant parties.*

4. Responsibilities

4.1 Leadership and Management

Leadership and management at Inspired Online Schools are responsible for:

- *Endorsing the risk assessment process and supporting its implementation.*
- *Allocating necessary resources for risk assessments and risk mitigation efforts.*
- *Promoting a culture of risk awareness and accountability.*

4.2 Employees and Stakeholders

All employees, contractors, and stakeholders are responsible for:

- *Participating in risk assessments and providing relevant information.*
- *Reporting potential risks and incidents promptly.*
- *Complying with risk mitigation measures identified in assessments.*

4.3 Risk Assessment Team

A designated risk assessment team is responsible for:

- *Coordinating and facilitating risk assessment across the organisation.*
- *Ensuring assessments are conducted consistently and shared.*
- *Documenting and maintaining records of risk assessments.*

5. Risk Assessment Process

The risk assessment process at Inspired Online Schools includes the following steps:

- *Identification: Identify potential hazards, threats, or opportunities related to the activity, process, or project.*
- *Assessment: Evaluate the likelihood and severity of identified risks.*
- *Mitigation: Develop and implement mitigation strategies to reduce or eliminate identified risks.*
- *Monitoring: Regularly review and update risk assessments as needed.*

6. Documentation

All risk assessments must be documented, including:

- *The identified risks and their descriptions.*
- *The assessment of likelihood and severity.*
- *Mitigation strategies and control measures.*
- *Responsible parties and deadlines for mitigation actions.*

7. Review and Revision

This Risk Assessment Policy will be reviewed annually and updated as necessary to reflect changes in operations, regulations, and best practices.

8. Training and Awareness

Inspired Online Schools will provide training to employees and stakeholders on the risk assessment process and the importance of risk management.

9. Compliance

Failure to comply with this Risk Assessment Policy may result in disciplinary action, up to and including termination of employment or contract.

10. Contact Information

For questions or concerns related to this policy, please contact hr@inspiredonlineschools.com