

## **Risk Assessment Policy (Academy21)**

2024-2025

**Approved by:** Alessandro Capozzi  
**Approved by:** Executive Headteacher (Academy21)  
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**Review date:** September 2025

## 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.

## 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.

## 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.

## Responsibilities

### 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.

### 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.

### 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.

## 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.

## 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.

## Review and Revision

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

## Training and Awareness

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

## Compliance

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

## Contact Information

For questions or concerns related to this policy, please contact [hr@inspiredonlineschools.com](mailto:hr@inspiredonlineschools.com)