


Risk Management Policy

Issued: March 2019
Reviewed: March 2022
Next Review Due: Spring 2025



Risk Management Policy

1.0 Purpose

The purpose of identifying, managing and monitoring risk is to identify, assess and control uncertainty and as a result improve the ability of BDMAT to succeed. Management of risk should be systematic and not based on chance. Risk management is a continual activity.

2.0 What is a risk?

“A risk is an uncertain event or set of events that, should it occur, will influence the achievement of objectives. It consists of a combination of the **probability** of a perceived threat or opportunity occurring and the magnitude of its **impact** on delivery”¹.

3.0 The aims and objectives of risk management

The Trust’s overall risk management plan is aimed at:

- Protecting its students, staff and assets;
- Managing risk in accordance with best practice and reducing the costs of risk;
- Anticipating and responding to changing social, environmental and legislative requirements;
- Raising awareness of the need for risk management;
- Integrating risk management into the culture of the Trust; and
- Adopting legal compliance as a minimum standard.

4.0 Why we need to manage risk

Daily we manage risk without describing this as “risk management”. We consider what might go wrong and take steps to reduce the impact if things do go wrong. However, the Trust cannot rely on informal processes. Also, as a public body, we must provide assurance to the Department of Education, the Charity Commission, Ofsted, auditors, the Finance and Resources Committee and Trustees (‘directors’) that we are managing risk correctly. We do need to formally identify corporate risk and mitigating actions.

5.0 Risk appetite

“Risk appetite” is an expression of how much risk an organisation is prepared to take. It can vary over time and from work area to work area. If the Trust’s risk appetite is clearly articulated staff can take this into account when making decisions. The Board

¹ PRINCE 2 definition of risk

should therefore, when considering risk, discuss and express the risk appetite as they see it.

5.2 Risks should be prioritised as following:

| Residual Risk Score | Level of Monitoring |
|----------------------------|--|
| Low Risk (1 – 6) | Accept Risk – monitor through executive team, review annually at Board level unless escalated during the year. |
| Medium Risk (8 – 12) | Monitor Risk – Monitor through executive team and Heads, review annually at Board level unless escalated during the year. |
| Medium/High Risk (15 – 20) | Mitigate Risk – Monitor through Board meetings identify actions aimed at reducing and managing the risk. |
| High Risk (24 – 36) | Mitigate Risk – Monitor through Board meetings identify actions aimed at reducing and managing the risk. |

5.3 The risk register steers risk owners into considering risk appetite when updating a risk entry. They need to consider not only the risk status before and after existing mitigating action but also the risk target score status, i.e. what they are aiming for in terms of status for that particular risk.

6.0 The structure and administration of Risk Management

6.1 The Trust has a fundamental role to:

- Set the tone and influence the culture of risk management within the Trust;
- Determine the appropriate risk appetite or level of exposure for the Trust;
- Approve major decisions affecting the Trust’s risk profile or exposure;
- Set policy and strategy for risk management;
- Frequently monitor the management of significant risks to reduce the likelihood of unwelcome surprises or impact;
- Satisfy itself that the less significant risks are being actively managed, with in the appropriate controls in place and working effectively; and
- Annually review the Trust’s approach to risk management and approve changes or improvements to key elements of its processes and procedures.

6.2 The Executive Leadership Team (ELT) will:

- Support and implement policies approved by the Trust;
- Establish internal risk policy and structures for individual schools;
- Develop risk response processes, including contingency and business continuity programmes;

- Provide adequate information in a timely manner to the Trust and its committees on the status of risks and controls;
- Focus and co-ordinate risk management activities throughout the Trust;
- Raise the level of management awareness accountability for the business risks experienced by the Trust;
- Develop risk management as part of the culture of the Trust
- Provide training to Directors, Heads and LABs on the management of risk; and
- Provide a mechanism for risk management issues to be discussed and disseminated to all areas of the Trust.

6.3 The Schools will:

- Have primary responsibility for managing risk on a day-to-day basis;
- Have responsibility for promoting risk awareness within their operations introduce risk management objectives into their activities;
- Identify and evaluate the significant risk face by their operations for consideration by the LAB, ELT, the Finance and Resources Committee, the Trust and the other sub committees;
- Ensure that risk management is incorporated at the conceptual stage of projects as well as throughout a project;
- and
- Report early warning indicators to ELT.

6.4 The Director of Finance and Operations as the Risk Management Champion is responsible for:

- Developing specific programmes and procedures for establishing and maintaining risk management activities within the Trust;
- Ensuring the dispersal of vital information; and
- Providing guidance, interpretation and understanding of the risk management systems.

7.0 Completing the Register

- 7.1 The Charity Commission says the process of risk identification should be undertaken with care, the analysis will contain some subjective judgements – no process can identify all possible risk that may arise. The process can only provide reasonable assurance to Directors that all relevant risks have been identified.
- 7.2 Identified risks need to be put into perspective in terms of potential severity of their impact and likelihood of their occurrence. Assessing and categorising risks

helps in prioritising and filtering them, and in establishing whether any further action is required.

- 7.3 This approach attempts to map risk as a product of the likelihood of an undesirable outcome and the impact that an undesirable outcome will have on Trust's ability to achieve its operational objectives. It enables the Directors to identify those risks that fall into the major risk category identified by the risk management structure.
- 7.4 The process begins with listing each item of risk that Directors believe are appropriate for the Trust. Once identified each risk is looked at and a decision taken as to how likely it is to occur and how severe its impact would be on the Trust if it did occur.

8.0 Identifying Risk

- 8.1 All BDMAT employees have responsibility for contributing to the BDMAT risk management strategy by alerting a member of their SLT to potential risks. It is the collective responsibility of the SLT and LAB to determine how these risks are evaluated and mitigated in the Trust risk register.
- 8.2 Risk is not only about adverse events, it is also about missed opportunities. All areas of activity within the Trust and partnerships with third party organisations should be considered together with what would stop them being as successful as they should. The key risks that the Trust faces will be those that would stop it achieving its objectives in these areas.
- 8.3 As the first step in the risk identification process all staff with responsibility for delivering operations aims or targets need to understand the Trust's corporate objectives and the legal and regulatory environment in which it operates.
- 8.4 The second step is the translation of these objectives into operating aims in the form of detailed business plans and performance indicators for each area of activity. This should be an ongoing annual exercise with regular updating of the aims.
- 8.5 The next step is to identify what would stop each area being as successful as it should. Risks can readily be identified through either brainstorming or a more structured approach.
- 8.6 BDMAT categorises risks into ten core areas, see below:

- a)** Strategic
- b)** Education

- c) Finance
- d) Safeguarding
- e) Health & Safety
- f) Asset
- g) Reputation
- h) Personnel
- i) Political
- j) Operational

8.7 It is accepted that some risks may cut across more than one of the categories.

8.8 BDMATs level of risk tolerance is kept under review and all risk, regardless of severity will be monitored. All risks will be allocated an owner(s) to monitor the risk. The tolerance level will be reported within the risk register which will be updated monthly.

8.9 Newly identified risk should be logged on the Trust risk register including the actions to mitigate the risk. This will show how the SLT have considered reducing the impact/likelihood of the risk.

9.0 Accessing Risk

9.1 Once a risk has been identified and logged, the impact and likelihood of the risk should be estimated. BDMAT assesses risk by considering:

- The likelihood of the risk occurring; and
- The impact should the risk occur.

9.2 Defining likelihood

- a) Extremely unlikely / Rare Occurrence – around a 5% or less chance of occurrence
- b) Unlikely - a risk that could happen but is more unlikely (less than 50%) based on current circumstances.
- c) Possible - is when there is a 50:50 chance of a risk occurring.
- d) Regular occurrence – is when there is a more than 50% chance a risk will happen
- e) Highly likely - is where there is a high chance of a risk occurring (more than 80%)
- f) Certain – around a 95% chance of more

9.3 Defining impact

- a) Not critical to continued operations - Minimal impact where, should a risk occur, it is likely to have a minor impact on the delivery of BDMAT objectives or finances, however this risk will not impact on business success. In many cases this kind of risk can be accepted.
- b) Minor impact to some areas - is where, should a risk occur, it will have a notable impact on the delivery of an objective or business. Mitigating action may need to be planned in case of a minor risk.
- c) Short term impact – were such a risk to occur it will have a notable impact on the Trust for a short period of time.
- d) Medium term impact – were such a risk to occur it will have a notable impact on the Trust for a medium (2-3 years) period of time.
- e) Long term impact - were, should a risk to occur, it will have a wide reaching impact on BDMAT and will require some re-profiling of resources and finance to mitigate.
- f) Fundamental to continuing operations - Risks with major impact to core business, significant business re-planning and resourcing will be required. These types of risks are likely to have a major financial impact.

9.4 The overall cumulative prioritisation of risk needs to be assessed using a combined assessment of both likelihood and impact. BDMAT has adopted the heat map (found in Appendix 1) to aid the Trust to score risk owners.

10.0 Heat Map

10.1 Once action is taken to mitigate each risk a residual or net risk score is applied, and colour coded below. This doesn't mean the risk is necessarily diminished in any way, but it does mean the significance of the risk should be less.

10.2 Those risks identified as 'red' in the net risk score should be reviewed by Directors and LAB at each meeting and all other risk areas at least annually.

11.0 Controlling Risk

11.1 Depending on the level of cumulative risk score, risk may be **accepted, monitored** or **mitigated**. The following table sets out the action required to mitigate the level of cumulative risk, the forum for risk management and frequency of risk review.

| Residual Risk Score | Action Required |
|---------------------|---|
| Low Risk (1 – 6) | Accept Risk – monitor and mitigate within options available in normal business |

| | |
|----------------------------|---|
| Medium Risk (8 – 12) | Monitor Risk – plan additional mitigating actions to reduce the likelihood of risk occurring |
| Medium/High Risk (15 – 20) | Mitigate Risk – Identify counter measures as soon as possible |
| High Risk (24 – 36) | Mitigate Risk – Identify counter measures as soon as possible. |

12.0 Risk mitigation

12.1 Once risks have been identified and prioritised, a decision needs to be made on how the individual schools, or Trust is going to address them.

12.2 As the first step, an assessment of the 'costs' of accepting the risk is made. This may be a financial cost or a lost opportunity. It may be decided that accepting a particular risk is appropriate and no further action is taken.

12.3 If it is decided that further action is needed then there are three main options:

- Avoid the risk;
- Transfer all or part of the risk; or
- Mitigate the risk.

12.4 A risk may be avoided by withdrawing from that area of activity; but doing so may result in a missed opportunity.

12.5 A risk may be transferred wholly or in part to a third party, possibly through insurance or a partnership arrangement.

12.6 In the majority of cases, the next step will be put in place systems to mitigate either the likelihood or the impact of the risk. These will include systems addressing the whole operation of the Trust as well as the areas where risks have been identified. Any system of risk mitigation should provide as a minimum:

- Effective and efficient operation of the Trust;
- Effective internal controls; and
- Compliance with law and legislation.

12.7 Mitigating action plans should be recorded against each risk that has been listed in the risk register with appropriate milestones. For an action plan to be successful the action plan should be:

- **Specific**
- **Measurable**

- **Achievable**
- **Realistic**
- **Time constrained**

12.8 They should also include sources of assurance over the controls in place to mitigate each risk identified.

12.9 Source of Assurance is defined as evidence that mitigating action/controls are in place and being regularly reviewed. As part of the termly risk review the Assurance should be reviewed to ensure that the mitigating action/controls are appropriate and functioning. The residual risk should also be considered at each review if assurance indicates that mitigating actions/controls are working better/worse than originally planned.

13.0 Risk monitoring

13.1 The likelihood or impact of an identified risk can change for a number of reasons including:

- Nature of the risk has changed or is changing;
- Existing controls are inadequate or not functioning; or
- New controls introduced.

13.2 Early warning indicators should be designed for each risk to alert management to the situation effectively. These should have triggers, be described in the register and be highlighted in termly reports to management and the Trust. Key characteristics of monitoring mechanisms are:

- Information must reach the level of management where decisions can be made; and
- Mechanisms must pick up the problem before it happens, or at least before it gets too serious.

13.3 Individual schools should:

- Review monthly the risks which fall into their area of responsibility, the possible impacts these have on other areas and the consequences other areas may have on them;
- Use performance indicators to monitor the key business and financial activities' progress towards objectives and identify developments which require interventions;

- Have systems which communicate monthly variances in budgets and forecast and allow action to be taken; and
- Report systematically and promptly to the Director of Finance and Operations any perceived new risk or failure of existing mitigating or control measures.

13.4 The Director of Finance and Operations should:

- Ensure that the Corporate Risk Register is updated considering developments within the Trust and the wider business environment.

13.5 The Executive Leadership Team should:

- Review the Corporate Risk Register monthly;
- Review key performance indicators and progress towards objectives;
- Take necessary action to address adverse departures for objectives; and
- Provide adequate information to the relevant Trust's Committee on the most significant risks.

13.6 The Finance and Resources Committee should:

- Review the Corporate Risk Register and the Internal Audit monitoring document at its meetings; and
- Provide ongoing advice on the effectiveness of the risk management process.

14.0 Reporting

14.1 All reporting presented to the Board, headteacher and LAB and should include cumulative risks in descending order as a minimum requirement.

15.0 Trust's annual review of effectiveness

15.1 The core risks of the Trust overall, will be reported to the Board of Directors at every meeting.

15.2 The core risks of each school will be reported to the LAB at every meeting.

15.2 In addition, the Trust will undertake an annual review to consider:

- Consistency in the approach to risk management;
- Whether risk management continues to be linked to the achievement of the Trust's objectives;

- Whether risk review procedures cover fundamental reputational, governance, staff, teaching, operational, compliance, pupil experience, estates, financial and other risks to achieving the Trust's objectives;
- Whether risk assessment and risk-based internal control are embedded in ongoing operations and form part of its culture;
- Changes in the nature and extent of fundamental risks and the Trust's ability to respond to changes in its internal and external environment since the last assessment;
- The scope and quality of management's on-going process of monitoring the system of internal control including such elements as the effectiveness of internal audit and other assurance functions;
- The extent and frequency of reports on internal control to the Board and whether this is sufficient for the Trustees to build up a cumulative assessment of the state of control and effectiveness of risk management;
- The incidence of any fundamental control failings or weaknesses identified at any point within the year and the impact that they have had or could have on financial results;
- The effectiveness of the Trust's public reporting processes; and
- The effectiveness of the overall approach and policy to risk management and whether changes or improvements to processes and procedures are necessary.

Heat Map for Assessing Risk

Risk = likelihood x consequence

Likelihood:

1. Rare
2. Unlikely
3. Possible
4. Regular
5. Highly Likely
6. Certain

| | | | | | | |
|--------------|---------------|----|----|----|----|----|
| Likelihood ↑ | 6 | 12 | 18 | 24 | 30 | 36 |
| | 5 | 10 | 15 | 20 | 25 | 30 |
| | 4 | 8 | 12 | 16 | 20 | 24 |
| | 3 | 6 | 9 | 12 | 15 | 18 |
| | 2 | 4 | 6 | 8 | 10 | 12 |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | Consequence → | | | | | |

Consequence:

1. No impact
2. Minor impact
3. Short term
4. Medium term
5. Long term
6. Critical

