



Risk Register

Risk Number	Risk Register	Description	Risk Likelihood	Risk Impact F+R	Risk Score	Risk Rating	Action Plan, Controls and Monitoring	Person Responsible	Date of Review
1	Strategic and Reputational	Failure to achieve planned student numbers.	3	3 + 5	8	Low	Maintain a good outwardly facing profile of the school. Ensure that the school's work is promoted across the Tees Valley. Maintain links with the SEN Service to enable us to identify possible pupils from a young age.	HT	09/24
5	Strategic and Reputational	Failure to reach end of KS2 achievement targets.	3	3+3	18	Medium	Ensure progress is monitored closely. Intervention support will be used effectively if pupils are not progressing.	HT DHT SLT GB	7/24
11	Strategic and Reputational	Failure to meet attendance targets.	3	2+3	15	Medium	Even though attendance has been excellent for the past 5 years, sickness bugs, unauthorised holidays, school refusal, at risk behaviour etc could occur. In a school with a small population, this could affect attendance on a significant scale.	HT	7/24
16	Financial	Failure to deliver necessary financial savings to ensure balanced budgets can be achieved long term.	2	4 + 4	16	Medium	A healthy budget is forecasted for 2023 2024	HT Office Manager GB	7/24

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21	Operational	Inability to recruit and retain key staff.	2	4 + 4	16	Medium	Even though Holmwood has a low turnover of staff, recruitment of staff with the knowledge needed to educate children with complex needs is difficult.	HT GB	09/24
25	Operational	Loss of a key member of staff due to illness or other reason.	4	3 + 3	24	Medium	GB would give support, if HT and DHT were not available to Lead..	HT DHT GB	09/24
26	Operational	SLT succession /absence risk.	4	2 + 3	20	Medium	Consider contingency plan for illness of a senior member of staff.	HT SLT	09/24
2	Strategic and Reputational	Failure to improve on teaching quality.	1	1 + 1	2	Low	Ensure support is given throughout the school.. Ensure maternity cover is supported. Respond to Ofsted recommendations. Maintain excellent CPD and appraisal practices.	HT DHT	09/24
3	Strategic and Reputational	Failure to achieve a Good or Outstanding Ofsted rating result at next inspection.	1	1+1	2	Low	Ensure progress, achievement and attendance percentages are improving. Ensure all practises and policies are of a high standard. Respond to current Ofsted recommendations.	HT GB SLT	07/24
4	Strategic and Reputational	Failure to improve the rates of progress for learners.	2	3+3	12	Low	Ensure progress is monitored closely. Intervention support is used effectively if pupils are not progressing. Review and evaluate SIP and SEF.	HT DHT SLT	09/24
6	Strategic and Reputational	Failure to improve the brand image of the school.	1	1+1	2	Low	Continue to deliver a good/outstanding educational provision for our stakeholders. Maintain positive relationships with agencies and the LA. Take advantage of positive publicity.	HT	09/24
7	Strategic and Reputational	Inability to improve and maintain parental and wider	1	1+2	3	Low	Continue to deliver a good/outstanding educational provision for our stakeholders. Maintain positive relationships with	HT SLT PSA	09/24

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		community support.					agencies and the LA. Take advantage of positive publicity.		
8	Strategic and Reputational	Failure to adhere to relevant aspects of legislation.	1	1+1	2	Low	Ensure all policies and procedures are updated and followed in accordance to current local and national expectations/legislation. Ensure the monitoring and evaluation of practise in school is happening at all times.	HT GB SLT	09/24
9	Strategic and Reputational	Failure to have effective Health and Safety arrangements in place and subsequent serious incident.	1	2+2	4	Low	Ensure all Health and Safety policies, risk assessment, training and procedures are updated and followed in accordance to current local and national expectations/legislation. Ensure the monitoring and evaluation of practise in school is occurring at all times.	HT AHT SLT	09/24
10	Strategic and Reputational	Failure to comply with STA requirements resulting in maladministration.	1	1+1	2	Low	Ensure all policies and procedures from the STA is shared and followed.	HT SLT	09/24
12	Strategic and Reputational	Failure to manage behaviour effectively.	2	2 + 2	8	Low	Maintain a consistent approach to behaviour across the school.	HT SLT TLR - Wellbeing	09/24
13	Strategic and Reputational	Risk that new initiatives detract management from core business and key priorities.	2	2 + 2	8	Low	All new initiatives need to be well planned out and Action Planned. All new initiatives need to be a part of the whole school vision and add to the ethos rather than distract from key priorities.	HT GB SLT whole staff	09/24
14	Strategic and Reputational	Failure to implement 'DBS checks and Disqualification by Association' checks correctly.	1	1 + 1	2	Low	All procedures need to be followed at all times. All staff, volunteers and students must follow the strict procedures in place.	HT Office Manager GB SLT	09/24
15	Financial	Failure to achieve 2023 2024 budget plans.	2	4 + 3	14	Low	A healthy budget is forecasted for 2024 .	HT Office Manager GB	09/24

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17	Financial	Failure to detect significant fraud.	1	1 + 1	2	Low	Ensure audit and accountancy processes are robust. Monitoring of budget done on a regular basis. Governors informed of current situation and expected outturn throughout the year.	HT Office Manager GB	09/24
18	Financial	Failure to produce accurate financial statements.	1	1 + 1	2	Low	Ensure audit and accountancy processes are robust. Monitoring of budget done on a regular basis. Governors informed of current situation and expected outturn throughout the year. Advice sought from EFA and Accountants on appropriate reports for Governors.	HT Office Manager GB	09/24
19	Financial	Loss (or stealing) of valuable assets.	1	1 + 1	2	Low	Maintain security of premises. Adequate insurance in place.	HT Office Manager	09/24
20	Operational	Failure to have effective safeguarding arrangements in place and subsequent incident.	1	1 + 1	2	Low	Maintain security of premises. Ensure DBS checks and other recruitment and vetting checks are carried out. Appropriate training for all staff must be in place.	HT SLT All staff GB	09/24
22	Operational	Inability to respond effectively to a major incident.	2	2 + 3	10	Low	Emergency plan in place.	HT LEA GB	09/24
23	Operational	Significant failure of critical ICT systems.	1	1 + 1	2	Low	Work closely with OneIT to ensure risk of failure is slight.	HT OneIT GB	09/24
24	Operational	Information security risk.	1	1 + 1	2	Low	Personal information stored on laptops, papers or memory sticks should not be carried out of school or left unattended.	HT OneIT All staff GB	09/24
27	Operational	Failure to manage & monitor CPD needs of all staff.	1	1 + 1	2	Low	Utilise appraisal meetings to ensure CPD requirements are identified. Other new initiatives may also require CPD, as well as CPD that requires renewing eg First Aid, Team Teach and Safeguarding.	HT DHT	09/24

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28	Operational	Failure to operate a duty of care & ensure work life balance of staff.	1	1 + 1	2	Low	Review the staff's paperwork responsibilities. Make staff aware of the support network in school and the LEA.	HT	09/24
29	Operational	Payroll not processed/ checked whilst the Office Manager is absent.	1	1 + 1	2	Low	HT is familiar with MyHR Financial System	Office Manager HT	09/24