

**PERTON  
PRIMARY ACADEMY**

**RISK REGISTER – AUTUMN TERM 2019-20**

To be used in conjunction with SUAT’s Risk Register.

The **descriptors** for high, medium and low **impact** and **probability** can be expanded as follows:

<b>Impact</b>	<b>Description</b>
High - 3	The financial impact will be significant [in excess of £100,000] Has a significant impact on SUA’s strategy or on teaching and learning Has significant stakeholder concern Can cause significant reputational damage to SUA
Medium - 2	The financial impact will be moderate [between £10,000 and £100,000] Has no more than a moderate impact on SUA’s strategy or on teaching and learning Moderate stakeholder concern Can cause moderate reputational damage to SUA
Low - 1	The financial impact is likely to be low [below £5,000 and £10,000] Has a low impact on SUA’s strategy or on teaching and learning Low stakeholder concern Is unlikely to cause any reputational damage to SUA

<b>Probability</b>	<b>Description</b>
High - 3	Likely to occur each year, or more than 25% chance of occurrence within the next 12 months Potential of it occurring several times within a 4 year period Has occurred recently
Medium - 2	Likely to occur within a 4 year time period or less than 25% chance of occurring within the next 12 months Could occur more than once within a 4 year period Some history of occurrence
Low - 1	Not likely to occur within a 4 year time period or less than 5% chance of occurrence Has not occurred Is not likely to occur

Top 5 Risks

- School Security Breach
- Negative image (social media)
- Low numbers on roll
- Employee stress
- Special Measures Ofsted Rating

Risk	Risk Consequences	Risk score – impact and probability	Existing internal controls and evidence	Response (transfer, tolerate, treat or terminate)	Details of actions required to improve controls	Person responsible
<ul style="list-style-type: none"> <li>• School Security Breach</li> </ul>	<ul style="list-style-type: none"> <li>• Child/children injured by intruder.</li> <li>• Staff injured by intruder.</li> <li>• Child abducted by intruder.</li> <li>• Damage caused by vandals.</li> <li>• Damage to reputation of Perton Primary Academy</li> <li>• Potential loss of children to other schools</li> <li>• No notice Ofsted inspection</li> </ul>	<p>3 X 2 = 6</p>	<ul style="list-style-type: none"> <li>• Blue lines painted on playground to help children to keep away from boundaries.</li> <li>• Supervision of children at playtime, lunchtime and after school club tightened.</li> <li>• Instance of approaches by strangers reported to the police.</li> <li>• Perimeter fencing installed.</li> <li>• Sliding windows in front of secure area are not left open without supervision.</li> <li>• Doors on security controlled locks.</li> <li>• Door release buttons are out of children’s reach.</li> <li>• CCTV</li> <li>• Gates locked to playground</li> <li>• Monitored alarm system.</li> <li>• Annual risk assessment &amp; Health and Safety Audit.</li> <li>• Staff reminded to keep sliding windows closed in Bursar’s office, Principal’s office and reprographics room.</li> </ul>	<p>Treat</p>	<p>Replace most insecure doors and windows from reserves.</p>	<p>SLT LAC</p>

			<ul style="list-style-type: none"> <li>Sliding window to front office to be kept shut when office is empty.</li> <li>Lunchtime staff reminded to close hall windows at the end of lunchtime.</li> </ul>			
<ul style="list-style-type: none"> <li>Employee Stress</li> </ul>	<ul style="list-style-type: none"> <li>High levels of staff absence.</li> <li>Pressure on rest of teaching/support staff.</li> <li>High stress levels for teaching/support staff.</li> <li>Working with SEND pupils increases staff stress.</li> <li>Risk of high staff turnover.</li> <li>Numerous recruitment exercises puts pressure on admin resources.</li> </ul>	2 x 3 = 6	<ul style="list-style-type: none"> <li>Staff offered Staffordshire wellbeing service, Thinkwell.</li> </ul>	Treat		Principal LAC
<ul style="list-style-type: none"> <li>Special Measures Ofsted rating</li> </ul>	<ul style="list-style-type: none"> <li>Damage to reputation.</li> <li>Damage to staff morale.</li> <li>Loss of parental/community confidence.</li> <li>Loss of pupils and therefore revenue.</li> <li>Additional pressure on Principal/Admin time to deal with increased DfE demands/visits.</li> </ul>	3 x 2 = 6	<ul style="list-style-type: none"> <li>Data is scrutinised regularly.</li> <li>Performance management of staff takes place regularly.</li> <li>Inspection of safeguarding practices takes place regularly.</li> </ul>	Treat		Principal LAC
<ul style="list-style-type: none"> <li>Negative image (social media activity)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of parental confidence.</li> <li>Loss of income.</li> <li>Reduced staff morale</li> </ul>	2 x 3 = 6	<ul style="list-style-type: none"> <li>Marketing pan created</li> <li>Facebook advert created</li> <li>Advertising on Facebook community groups</li> </ul>	Treat		LAC

<ul style="list-style-type: none"><li>• Low number of admissions September 2019 (44).</li></ul>	<ul style="list-style-type: none"><li>• Loss of income in 2019/20.</li><li>• Loss of parental confidence.</li></ul>	3 x 3 = 9	<ul style="list-style-type: none"><li>• Marketing plan created.</li></ul>	Treat		Principal LAC
---	---	-----------	---	-------	--	---------------