Risk Assessment

Area	Resources- Electronic		Date	01/10/2024	Assessment number	Rees/El/R1-3
Staff responsible	Prinicpal (with Bur & REG)		Review Date	01/10/2025		
Task	**MAINTENANCE OF ELECTRONIC RESOURCES**					

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Failure to maintain appropriate IT/ electronic equipment	Staff, students, patients - effects on efficiency of the clinic and educational business operation	IT Service Plan, annual review of equipment & annual budget. Server back up. Updated to Office 365 & cloud flexibilities & securities	Medium (3)	Unlikely (1)	Low(3)					Low	
2	Failure to maintain & manage website	Staff, students, patients - effects on efficiency of the clinic and educational business operation	Identified staff to internally monitor the website. Marketing Lead post with web oversight, server back up.	Medium (3)	Possible (2)	Medium (6)	New Website -	Marketing Lead	01/03/2025		Low	Currently out to tender Nov 2024
3	Failure to have adequate electronic continuity plans	Staff, students, patients - effects on efficiency of the clinic and educational business operation	Insurance - business continuity, IT Service Plan; server back-up onsite and external. Updated to Office 365 & cloud backup & securities	Medium (3)	Possible (2)	Medium (6)				SP/SO522	Low	

	Risk Assessment						

Area	Buildings		Date	01/10/2024	Assessment number		Res/B/R1-2
Staff responsible	Bursar		Review Date	01/10/2025			
Task			**MAINTENANCE OF BUILDING RESOURCES**				

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Failure to provide / maintain College owned buildings	Staff, students, patients - effects on efficiency and the attractiveness of the of the clinic and educational business to current and potential new clients.	Annual budget for maintenance and repair, Insurance(s),	Medium (3)	Unlikely (1)	Low(3)					Low	
2	Failure to maintain and manage leases and contracts	Staff, students, patients - effects on the ability of the businesss to function.	Long leases, annual monitoring and review of status, standing agenda items at BoG & SMT. Overview by Bursar/Pr & BoG	Medium (3)	Unlikely (1)	Low(3)					Low	
3	Failure to provide adequate Clinical space to meet cohort numbers	Staff, students, patients - effects the ability of the College to recruit students and patients to mainatin our services in clinic and recruit students to our courses. This ultimately affects College business.	Monitoring of student numbers and space availability Long-term lease agreements & or own property. Infrastructure WG reviewing future space need options as part of Strategic and Business Plan (21 -26)	High (4)	Possible (2)	High (8)					Low	
4	Failure to provide adequate teaching space to meet cohort numbers	Staff, students, patients - effects the ability of the College to recruit students and patients to mainatin our services in clinic and recruit students to our courses. This ultimately affects College business.	Monitoring of student numbers and space availability Long-term lease agreements & or own property. Infrastructure WG reviewing future space need options as part of Strategic and Business Plan (21 -26)	High (4)	Possible (2)	High (8)					Low	

	Risk Assessment							

Area	Human		Date	01/10/2024	Assessment number		Res/Hu/R1 - 3
Staff responsible	HoE/ CDC/CIC & SQM		Review Date	01/10/2025			
Task			**MAINTENANCE OF HUMAN RESOURCES**				

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Failure to maintain adequate /appropriately trained staff academic & clinical staff	The ability to deliver the programme, staff the clinic and ultimately run the business	Appraisal system, Staff Development, remuneration, peer reviews, HR consultants, external audit processes	High (4)	Unlikely (1)	Medium (4)					Low	
2	Failure to maintain appropriate & adequate management & governance staff	The ability to manage the programme, the staff the clinic and ultimately the business	Appraisal system, Staff Development, remuneration, peer reviews, HR consultants, external audit processes	High (4)	Possible (2)	High (8)	Ongoing monitoring of Governor Skillset and continuity following completed terms	Governors	x4 per year		Medium	Review of new resources to improve diversity
3	Failure to maintain adequate /appropriately trained support staff.	The ability to provide the staff support needed to deliver the programme, staff the clinic and ultimately run the business	Appraisal system, Staff Development, remuneration, peer reviews, HR consultants, external audit processes	Medium (3)	Possible (2)	Medium (6)					Low	

				Risk Assessment											

Area	Specialist		Date	01/10/2024		Assessment number		Res/Sp/R1 -3	

Staff responsible	HoE/ CDC & ClC		Review Date	01/10/2025

Task		**MAINTENANCE OF SPECIALIST RESOURCES**

					Risk Rating									
Risk Number	Risk Description	Effects/ Impact on	Existing controls		Impact (I)	Likelihood (L)	Rating	Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
1	Failure to maintain adequate access to specialist physical resources e.g books, plinths, models	Quality of the delivery, H&S attractiveness of the programme to current and future students. Staff and patients in the clinic. RQ, validation, course status and ultimately the business	H&S compliance /consultants, annual audit of resources - books/ plinths/ models, annual budget for resources.		Medium (3)	Possible (2)	Medium (6)	None				Low	
2	Failure to maintain adequate access to specialist human resources e.g human models & patients	Quality of the delivery, attractiveness of the programme to current and future students. Staff and patients in the clinic. RQ, validation, course status and ultimately the business	Staff JD responsibilities, marketing budget/plan & monitoring of patients. Use of local networks & media including the website. Monthly monitoring of patient numbers. Maintenance of human model resource-base using remuneration or free-treatment as appropriate.		High (4)	Possible (2)	High (8)	None				Low	
3	Failure to manage and maintain adequate specialist health consumables e.g daily clinic consumables.	Quality of the delivery, health & safety of staff students and the public. RQ, validation, course status and ultimately the business continuity	Staff JDs & responsibilities, annual budgeting, weekly monitoring, H&S consultant monitoring & reports.		High (4)	Unlikely (1)	Medium (4)					Low	