

Risk Assessment

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| Area | People | Date | 30.06.22 | Assessment number | P/Stu/ R1 - R8 |
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| Staff responsible | Principal with HoE & REG | Review Date | 30.06.23 |
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| Task | People - Student Protection |
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| 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 | Closure of institution | Existing students, staff, college finance, leases, property and clinic | (i) Monitoring financial performance of the College through the Finance-Subcommittee that reports to the Board of Governors . (ii) Continuous monitoring of student numbers and increase in student numbers (iii) Process to support students transfer including COEI agreement (should this occur) (iv) Trigger Refund & Compensation process (should this occur) | High (4) | Possible (2) | High (8) | Constant monitoring by SMT | SMT | Ongoing | Student Protection Plan- 2.5.1 | Medium | Covid - Risk Assessment being actively monitored . |
| 2 | Withdrawal or non-renewal of validation | Existing students, staff, college finance, leases, property and clinic | New 5 year validator and University collaborative agreement, AMR processes, Quality monitored action plans, committee structures (ii) Trigger teach-out agreement which protects students learning agreement entitlement (should this occur) | High (4) | Unlikely (1) | Medium (4) | | SMT | | Student protection plan- 2.5.2 | Low | OFS Registration secured 1.10.20- college monitoring of new committee structure 2021-22 |
| 3 | Loss of RQ | Existing students, staff, college finance, leases, property and clinic | GOSC/ QAA processes (risk-based approach), to monitor the College. i.e. annual monitoring report and action plan. GOSC PAC committee follow up | High (4) | Unlikely (1) | Medium (4) | Monitoring RQ action plan 2021 | SMT GOSC | 2021-22 (October, December, March) | student protection plan 2.5.3 | Low | October monitoring submitted to GOSC. |
| 4 | Breach of Professional and Educational Standards, | No viable programme, no students/ patients | Annual response to University rules and regulations (constant monitoring and update)- University contractual requirements- University AMR action plans, Annual response to GOSC AMR, college QRB, ongoing updates via programme committees. Membership to relevant institutions (NCOR, COEI, IHE, IO.) | Medium (3) | Possible (2) | Medium (6) | | | | Student Protection Plan 2.5.4 | Low | |
| 5 | College unable to deliver a material component of its course | Existing students, staff, college finance | Partnered teaching & learning approach osteopathic & H.E community & our graduates (resource base). Engagement with the Integrated approach to teaching | High (4) | Unlikely (1) | Medium (4) | | | | Student Protection Plan 2.5.5 | Medium | Risk continues to be carefully monitored due to Covid |
| 6 | Updating occurs to programme content/ regs or policies | Existing students & staff (academic & programme administrative) | Limit disruption by timely implementation. Communicate via existing committees i.e. Programme Committee (student voice input). Policy changes communicated at the start of term via College communication channels. | High (4) | Unlikely (1) | Medium (4) | | | | Student Protection Plan 2.5.6 | Low | |
| 7 | Campus closure or service reduction | Existing students, staff, college finance, leases, property and clinic | (i) College recruitment trends & supportive marketing & business planning (ii) Alternative campus options (ii) Industry & partnership supports osteopathy as a growing service | Medium (3) | Possible (2) | Medium (6) | | | | cross ref to P/Pat/R1 Student Protection Plan 2.5.7 | Medium | Risk continues to be carefully monitored due to Covid |
| 8 | Non intake of students at a particular site | Existing students, staff, college finance, leases & partnership agreements, clinic offer to patients & the public | (i) College recruitment trends & supportive marketing & business planning (ii) Alternative campus options (ii) Industry & partnership supports osteopathy as a growing service | High (4) | Possible (2) | High (8) | | | | Student Protection Plan 2.5.8 | Medium | |
| 9 | Safety failure - Injury physical or psychological (inc vulnerable adults/ children) Including FTP | Patients/ Students and staff- impact on finance and college business and ability to trade. College reputation in HE and with regulators | (i) Protocols. Policies, e.g. enrolment, on-course, exiting programme &/or return to study. (ii) monitoring of compliance (External audit including GOSc) (iii) registered tutors, & cross College support . | High (4) | Possible (2) | High (8) | | | | Note: Check Prevent and Vulnerable Adults/ Children | Low | Ref also to Safeguarding & Prevent training staff log. |

Risk Assessment

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| Area | People | Date | 30.06.22 | Assessment number | P/Pat/R1 - R3 |
| Staff responsible | CIC | Review Date | 30.06.23 | | |

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| Task | People - Patient Protection |
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| 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 | Loss of service - clinic closure | Patients/ Students and staff- impact on finance and college business and ability to trade. | Compliance with external auditors (GOSC, validators, GDPR, H & S, OFS) Internal protocols adhered to, external compliance is checked | Medium (3) | Possible (2) | Medium (6) | None | | | Student Protection Plan and P/Stu/R8 | Low | |
| 2 | Safety failure - Injury physical or psychological (inc vulnerable adults/ children) | Patients/ Students and staff- impact on finance and college business and ability to trade. College reputation in HE and with regulators | Protocols. Policies, monitoring of compliance, registered tutors, insurance, externally audited. | High (4) | Possible (2) | High (8) | None | | | Prevent and vulnerable adults/ children | Low | |
| 3 | Failure to safeguard data | Patients/ Students and staff- impact on finance and college business and ability to trade. College reputation in HE and with regulators | Protocols. Policies, monitoring of compliance, registered tutors, insurance, externally audited. | Medium (3) | Possible (2) | Medium (6) | None | | | GDPR risks | Low | |

C:\Users\kerriefreed\Dropbox\College (SMT+ KH)\Strategic Plan\Risk Management & Registers 2016 -21\RISK MANAGEMENT 2019 -20\Risk Assessment Areas\RA v3 20.5.20\[Risk Assessments - people 2019 vs3.xlsx]Patients
 O:\Administration\Risk Assessments\Website folder 2021-22\All other RAs\Externak Website June\KATE TO ADD\5. Risk Assessments - People June 2022.xlsx]Staff

Risk Assessment

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| Area | People | Date | 30.06.22 | Assessment number | P/sta/ R1 -R2 |
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| Staff responsible | Principal | Review Date | 30.06.23 |
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| Task | People - Staff Protection |
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| 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 appropriate conditions of service that comply with HR, H & S, GDPR etc | Ability to recruit and retain quality staff. Impact on student recruitment and retention and quality of programme and reputation on HE front- impacts on validation and RQ status | HR and H&S consultants and monitoring. Policies and practices documented. External auditors. Contracts.Staff development and progression. Pay review. Employee handbook with policies including complaints and grievances. Appropriate insurance cover. Exit interviews QRB processes. | Medium (3) | Possible (2) | Medium (6) | None | | | Regulation & Compliance | Low | |
| 2 | Failure of Governance and management systems | Ability to recruit and retain quality staff. Impact on student recruitment and retention and quality of programme and reputation on HE front- impacts on validation and RQ status | Recruitment processes, vetting procedures for applicants, college committee structures and external auditing processes of governance and finance systems. Internal QA analysis. Ongoing annual external agency monitoring ie. GOsC, OfS. | High (4) | Possible (2) | High (8) | | | | SP Obj 2 | Medium | |