

Risk Assessment

Area: People

Date: 01/10/2023

Assessment number: P/Stu/ R1 - R8

Staff responsible: Principal with HoE & REG

Review Date: 01/10/2024

Task: People - Student Protection

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)	Continued monitoring by BoG & SLT in 2023 - 24 in line with: cost of living crisis/finance validation & regulation changes (cross ref to Finance, reg & compliance action plans 2022-23)	SLT & BoG	Ongoing	Student Protection Plan 2.5.1	Medium	
2	Withdrawal or non-renewal of validation	Existing students, staff, college finance, leases, property and clinic	New 5 year validation 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)	Preparation for re-validation in 2023 -24 underway	SLT	Ongoing	Student protection plan 2.5.2	Low	Oct 2023 Revalidation scheduled for summer 2024 (online)
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)				student protection plan 2.5.3	Low	
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, iD)	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 Engagement with the osteopathic & H.E community & our graduates (resource base). Integrated approach to teaching / blended learning	High (4)	Unlikely (1)	Medium (4)				Student Protection Plan 2.5.5	Medium	
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	
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	

Risk Assessment

Area: People

Date: 01/10/2023

Assessment number: P/Pat/R1 - R3

Staff responsible: CIC

Review Date: 01/10/2024

Task: People - Patient Protection

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	

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Risk Assessment

Area: People

Date: 01/10/2023

Assessment number: P/sta/ R1 -R2

Staff responsible: Principal

Review Date: 01/10/2024

Task: People - Staff Protection

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)				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)	Recruitment of a permanent admin support for Governors (Clerk)				Medium	Oct Temp admin support established for 6 -12 months