KATHARINE LADY BERKELEY'S SCHOOL
FOUNDED 1384

Risk Management Policy and Risk Register Guidance

Reviewed by: Finance, Staffing and Premises Committee

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1.0 Purpose

1.1 This document explains how Katharine Lady Berkeley's School (KLB) uses its school-wide Risk Register to identify, assess, control and monitor significant risks. The Risk Register is the operational record; this document sets out the approach and responsibilities for using it. It does not replace specific risk assessments, safeguarding procedures, emergency plans or other operational policies.

2.0 Responsibilities and oversight

2.1 Board of Trustees: has overall responsibility for oversight of risk management and internal controls. It receives assurance through the work and reporting of its committees and considers significant risks escalated to it.

2.2 Relevant trustee committees: each risk in the KLB Risk Register is assigned to a trustee committee, as recorded in the register. At every meeting, each committee reviews the risks allocated to it, considers changes in scoring and controls, agrees any necessary updates and actions, and ensures these are reflected in the live register.

2.3 Headteacher: has overall operational responsibility for maintaining the school-wide Risk Register, ensuring that committee reviews and agreed amendments are recorded, and escalating significant new or increased risks as appropriate.

2.4 Senior Leadership Team (SLT): contributes operational knowledge, identifies emerging risks, advises on controls and attends relevant trustee committee meetings. Formal review of the register is undertaken by trustee committees, rather than through a separate scheduled SLT review.

2.5 Named risk owners: are responsible for implementing and following up agreed risk-reduction actions, reporting progress and alerting the Headteacher and relevant committee to material changes. All staff should raise emerging risks promptly.

3.0 Identifying and recording risks

3.1 Risks should be described clearly, including the potential event and its consequences for KLB. The register should record the relevant category, assessments, existing controls, further actions, ownership and review information using the fields provided in KLB's current register. New risks may be raised by staff, SLT or trustees and should be evaluated for inclusion. Significant changes should be recorded when identified, not deferred until the next scheduled review.

4.0 Assessing risks

4.1 Use the scoring criteria in the adopted KLB Risk Register consistently. The source framework uses separate five-point scales for probability, proximity and impact. The risk register itself is authoritative for any calculated scores, thresholds or colour coding; do not assume a calculation that is not specified there.

4.2 **Probability:**

Score	Description
5	Highly likely
4	Likely
3	Moderate chance
2	Unlikely
1	Highly unlikely

4.3 **Proximity:**

Score	Description
5	Immediate: daily/weekly
4	Within this term
3	Within the next three terms
2	At some point this year
1	Potential occurrence in the next two to three years

4.4 **Impact:**

4.4.1 Assess impact on a scale from 1 (negligible) to 5 (very significant), considering the relevant dimensions: financial, health and safety/safeguarding, educational outcomes and reputation. The following guide preserves the source framework's distinctions in concise form.

Score	Description
5	Very significant or sustained consequences; major disruption or harm
4	Significant consequences requiring substantial response.
3	Moderate consequences, potentially requiring resources to be reallocated.
2	Small consequences manageable with existing resources.
1	Negligible or no material consequences.

4.4.2 Where more than one dimension applies, consider each and use the most significant credible impact when reaching a judgement. Record the rationale

for important judgements and reassess after controls or circumstances change.

5.0 Responding to risks

Response	Meaning
Terminate	Stop the activity or remove the source of the risk where practicable.
Transfer	Transfer some financial or operational exposure to another party, for example through insurance; accountability remains with KLB
Treat	Introduce or strengthen controls to reduce likelihood or impact.
Tolerate	Accept the remaining risk consciously, with monitoring and a clear rationale.

5.1 For each significant risk, identify existing controls, any additional action required, the person responsible and a realistic completion or review date. Where the register distinguishes initial and residual risk, assess the position both before and after controls.

6.0 Review, reporting and escalation

6.1 At each meeting, the relevant trustee committee reviews every risk assigned to it in the KLB Risk Register. The committee considers whether descriptions, scores, existing controls, further actions, risk owners and deadlines remain accurate, and agrees updates where needed.

6.2 Committee allocation is recorded against each risk in the register. SLT members attend committee meetings and contribute to the review. The Headteacher ensures that the register reflects committee decisions; there is no separate requirement for a termly SLT review.

6.3 Significant new risks, material increases in risk, serious incidents or failures of controls should be brought promptly to the Headteacher and the relevant committee, without waiting for its next scheduled meeting. Matters requiring wider trustee oversight should be escalated to the Board or Chair of Trustees as appropriate.

6.4 The current Risk Register is held on GovernorHub and is accessible to trustees. Committee consideration and decisions should be recorded in meeting minutes, with agreed amendments incorporated into the register.

6.5 Findings from internal scrutiny, audit, safeguarding, health and safety and other assurance activity should inform the relevant committee's review of risks and agreed actions.

7.0 Using this document alongside the register

7.1 This guidance should be read alongside KLB's live Risk Register, which identifies the committee responsible for each risk and records the detailed risk assessments and actions. The register uses the five-point probability, proximity and impact scales described here. If the format or scoring rules of the register are revised, this guidance should be updated accordingly.

KLB

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