



**The Halifax Academy**  
**Risk Management Policy**



<b>Name of Policy Writer/Amendments</b>	<b>Date Written/amended</b>	<b>Next Review Date</b>
<b>G Hellowell</b>	<b>January 2016</b>	<b>March 2017</b>
<b>G Hellowell</b>	<b>March 2017</b>	<b>March 2018</b>

## **The Halifax Academy**

### **Risk Management Policy**

#### **1. Introduction**

The Halifax Academy recognises it will face on-going risks to the pursuit of its stated objectives to establish, maintain and develop a school offering a broad balanced curriculum, in a safe environment, whilst achieving Value for Money within limited and finite financial resources.

The Risk Management Policy forms part of the Academy's corporate governance arrangements and explains its underlying approach to risk management, the responsibilities of key groups and personnel, and the main processes to identify, control and report risk.

#### **2. Key Principles**

The following key principles outline the Academy's approach to risk management:

- The Governing Body has responsibility for overseeing risk management and internal control and safeguarding public and other funds and assets assigned to it
- The Dual Headteachers advise and implements policies approved by the Governing Body or its committees delegated with that power
- The Academy makes conservative and prudent recognition and disclosure of the financial and non-financial implications of risk
- There is an open and receptive approach to resolving risk issues
- Risk is assessed continuously by the Academy's Senior Leadership Team (SLT)
- Key risk indicators are identified and monitored by means of a Risk Register on an annual basis by the Resources Committee.

#### **3. Risk Management Objectives**

- To ensure risks facing the Academy are identified and documented
- To provide assurance to Governors that risks are adequately controlled
- To ensure action is taken to Treat, Terminate, Transfer or Tolerate risks.

#### **4. Roles and Responsibilities**

##### **4.1 Governing Body**

- Responsible for overseeing risk management in the Academy and setting the Risk Policy
- Sets the tone and influences the culture of risk management
- Determines the Academy's *appetite* for risk
- Satisfies itself that risks are being actively managed
- Delegates the Resources Committee to review the Risk Register on an annual basis.

##### **4.2 Resources (Audit) Committee**

- Monitors the management of fundamental risks
- Reviews the Risk Register and Risk Policy annually

- Monitors the work of internal and external audit in respect of risk
- Reports annually to the Governing Body.

## 5. Risk Reporting and Communication

### 5.1 Risk Register

- The primary reporting mechanism for risk.
- Identifies principle risks, mitigating controls, and residual risk.
- Classifies risks as Financial, Operational, Compliance, or Strategic & Reputational
- Monitored on an ongoing basis by Senior Leadership Team and maintained by the Finance Director
- Formally reviewed annually by Resources Committee
- Records significant changes in risk, impact or probability, as it occurs.

### 5.2 Communicating Risks

- Risk policy and register held on shared drive and all staff alerted to its existence and use
- Profile of risk management raised via team briefing and training days
- Staff aware of their accountability for risks
- Staff report promptly to Senior Leadership any perceived new risks or inadequate control measures

## 6. Risk Appetite

The term risk appetite describes the Academy's readiness to accept risks and those risks it would seek to reduce, defined as:

Risk Seeking – high risk is accepted in the pursuit of high returns.

Risk Averse – more likely to limit risk and make low risk choices, accepting that reward and return may be low. *Default position for public sector organisations.*

Regret Averse – decisions are made on the basis of avoiding getting things wrong.

Risk Neutral – largely ignores risks associated with a range of outcomes and makes decisions based on expected monetary values.

Review Approved On: 5 April 2017

By: Resources Committee

Date of Next Review: March 2018