



Business Risk Register – Bandon Hill Primary School – 2021

Ref No	Description of the Risk	Inherent Risk Level (Impact/Probability)	Description and Evaluation of Current Control or Mitigation methods	Residual Risk Level (Impact/Probability)	Acceptable Risk? (Impact/Probability)¹	Action²
1	Kidnapping	Very Low	Main school - with exception of Office Entrance, all gates locked only open at start and end of school day. Gate to school office open with secure entry to school monitored by office staff. Nursery – main gate open but unlocked as also gate to kitchen. Nursery entrance has secure entry monitored by Nursery staff. Kitchen entrance monitored by kitchen staff. CCTV. No children to go home with anyone but authorised person. No child to go home alone without parents permission.	Marginal	YES	None required
2	Logistic/control issues with nearby physical disasters	Very Low	Critical Incident Plan prepared and reviewed	Significant	YES	None required
3	Angry or violent parents/visitors	Low	Key staff trained in dealing with situations. Good site security and CCTV.	Marginal	YES	None required
4	Vandalism	Low	Site security/CCTV/Police liaison	Marginal	YES	None required
5	Intruders on premises during school opening	Low	Site security/CCTV/Visitor badges/staff aware to challenge those unknown to them not identified by badges	Negligible	YES	None required

6	Assaults	Low	As no. 3	Marginal	YES	None required
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7	Premises, physical security	Low	Site security – locked gates, controlled entry system/CCTV cameras, comprehensive locking procedures, alarmed. All internal access doors at WF & OF have magnetic locks fitted. Access gates and playground gates also have magnetic locks	Marginal	YES	None required
8	Software used in school	Very Low	Only use permitted software from reliable school sources/firewall and virus scanning in place. Licensed software only used.	Negligible	YES	None required
9	Virus/hacker protection	Very Low	Protected by LA firewall and updated virus protection on an annual basis.	Negligible	YES	None required
10	Duty of Care over student use of internet	Low	Policy and rules in place. No child uses computer unattended.	Negligible	YES	None required
11	Internet filtering	Very Low	School connects through LA firewalls and virus scanner which is constantly reviewed and updated.	Marginal	YES	None required
12	Protection of child/family records	Low	SIMS.NET the LA system is used. Admin and Curriculum networks backed up centrally by LA every night. Password control. Paper records kept in locked cupboards. WiFi at all sites is password	Negligible	YES	None required

			protected.			
13	Protect and boost school image	Low	Staff and children promote school ethos and present good image. Keep standards high.	Negligible	YES	None required
14	Holding good staff	Low	Keep good communication and HR procedures in place. Keep staff informed of changes that occur. Regular staff briefings and meetings. Staff meet socially.	Negligible	YES	None required
15	Impact of extended school activities	Low	Improved security/within financial controls and budget/insurance cover	Marginal	YES	None required
16	Community use of facilities	Low	Site supervisor is always on site while school open/CCTV/insurance cover/access to classrooms kept locked.	Negligible	YES	None required
17	Exclusions & discrimination	Very Low	LA procedures on exclusion followed strictly.	Negligible	YES	None required
18	Maintaining healthy school environment	Low	Trained first aiders and staff. Infectious disease notification. LA guidelines adhered to strictly.	Marginal	YES	None required
19	Bullying	Low	Anti-bullying policy adhered to and communicated to all school stakeholders.	Marginal	YES	None required
20	Child abuse by staff	Very Low	Safe recruitment training attended by Exec. Head, Head of School and Bursar. All staff vigilant at all times and encouraged to report strange behaviour.	Marginal	YES	None required

			CRB checks done on staff. Policies in place such as Whistleblowing, Child Protection and Code of Conduct for staff. Regular training for all staff.			
21	After-school pickups	Low	Teachers will NOT allow children to leave school with anyone unless authorised by parent/carer. Strictly adhered to. Children going home alone must have consent from parent.	Negligible	YES	None required
22	Fire on premises	Low	Please see separate Fire Risk Assessment Fire test certificates renewed annually. Fire evacuation drills carried out once per term at all sites. Alarms tested weekly. Systems regularly maintained on 6 monthly basis.	Marginal	YES	None required – all dealt with under fire assessment
23	Flood	Low	Flood risk assessment to be carried out using environment agency website. School is not in a flood risk area.	Negligible	YES	None required
24	Bomb threats	Low	Emergency Plan in place. Instructions displayed in Admin offices.	Negligible	YES	None required
25	Separation of financial duties	Low	Key tasks distributed amongst trained staff/work checked by others including clear audit trail	Marginal	YES	None required
26	Written descriptions of financial systems	Low	Scheme for financing schools/Internal Financial Procedures Manual	Marginal	YES	None required
27	Financial transactions – at least two signatories	Medium	Cheque book and BACS approval require at least two authorised signatories	Marginal	YES	None required
28	Maintain proper accounting records	Medium	All transactions traceable via paperwork from commencement to end and kept for 6 years. Good audit trail with authorised signatories where required. Regular	Negligible	YES	None required

			checks by Audit			
29	Security of financial records	Medium	All paperwork kept in locked office and safe. Computer records are backed up daily at MIS	Negligible	YES	None required
30	Staff awareness of financial procedures	Low	All school staff have access to copy of IFP and are made aware of other financial documents held by Bursar	Negligible	YES	None required
31	Payroll procedures secure	\Medium	Separation of duties – HT, Bursar and Finance Manager, audit trail for all monthly payroll runs/external payroll administration/regular checks	Marginal	YES	None required
32	Electrical shock from equipment	Medium	Fixed Wire electrical test certificates –5 yearly. PAT testing every 3 years, visual checks carried out routinely. All new installations carried out by qualified electricians and all work certified.	Negligible	YES	None required
33	Gas escape	Medium	Servicing of all gas fired equipment arranged through JAYSERVE LTD including, boilers, water heaters & the gas boiler at 34 Lavender Vale with gas cert.	Negligible	YES	None required
34	Asbestos	Medium	Register held at MF & WF sites. Annual visual survey conducted by responsible officer. Location of encapsulated asbestos is included when arranging works on the building.	Negligible	YES	None required

			All contractors have access to the registers and carry out checks if necessary.			
35	Substances hazardous to health	Medium	Cleaners and Site Supervisors materials stored in locked cupboard. COSHH risk assessments in place	Negligible	YES	None required
36	Legionella	LOW	Risk assessments held by and managed by Building Monitoring Services Ltd. Water treatment testing termly . D Reader training on course for Legionnella, carries out temperature tested regularly. B McDowall to carry out temp testing at MF & OF	Negligible	YES	None required
37	Boilers and controls	LOW	Regular servicing managed by JAYSERVE LTD	Negligible	YES	None required
38	Air Conditioning & Ventilation Systems	LOW	Twice yearly servicing	Negligible	YES	None required

Reviewed December 2020

Approved January 2021

Review December 2022