

Covid 19 Risk register

Specific Risk	Likelihood	Impact	Risk	Officer	Mitigating action	Monitoring
Campus contaminated						
Significant number of staff and students are infected	2	5	10	Principal	Campus closed	Weekly confirmation of no infections
Regulator						
Campus closure required by OfS/Government	3	5	15	Principal	Undertake reviews of all directives	Team takes daily and weekly reviews of public information
Access and Participation						
The Plan recruiting BAME Disabled e.g students at high risk of contracting the virus	3	4	12	Student Welfare Officer (SWO)	Undertake continuous monitoring in line with Universities UK checklist	Reporting weekly to chair of the Management Board
Oversight of Risk Register						
Changes in Covid regulations via government or regulators requires continuous amendment and update and potentially misses major advice	1	5	5	Accountable OfS Officer	Provision of key information to relevant staff	Weekly by MB and regularly by BoG
Maintaining 2 metres social distance						
Occasionally this becomes difficult to maintain at all times	3	4	12	SWO	Compulsory wearing of masks and usage sanitizer and hand at end of session	SWO reports to MB who ensure outcome delivered
IT Infrastructure						
IT infrastructure does not support blended learning and home working	1	5	5	V.Principal Academic	Ensure blended learning monitored regularly	Monthly oral feedback to Management Board
Recruitment						
Inability to recruit targeted number of students for the next academic year	3	4	12	Managing Director	Review marketing strategy	Report to BoG
Student Attendance						
Student attendance during Covid period does not meet regulatory requirements	2	5	10	Principal	a)Check regulatory bodies for quality procedures of 'good' practice b)Implement new Covid procedures	Day to day by Management Board and at all BoG meetings
Student Attendance						
Attendance drops significantly affecting SLC remittance, progression rates	5	5	25	Management Board	a)Ensure awareness of attendance rules for on-line study b)Inform all students of requirements and speak regularly with student cohort representatives	Emergency BoG meeting and requisite action Management Board (MB)

Student withdrawal

Increased withdrawal rates among existing students	4	5	20	Management Board	Reinforce personal tutor actions	MB to collect data to evaluate drop out relationship to Covid
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