

The Bosco Centre	
Policy:	Risk Assessment
Applies to:	College, Independent School, Nursery and Youth Clubs
Reviewed:	October 2018
Next Review:	October 2019

Risk assessment encompasses 7 different areas

- Risk to Health and Safety
- Risk of Fire
- Risk to Equal Opportunities
- Risk to Quality
- Risk to Finances
- Risk to Development /Continuity

To manage these risks, we have:

- A Health and Safety Policy and Procedures updated annually and as is appropriate accompanied by a termly risk assessment for all areas of the Bosco Centre
- Fire risk assessment is done in line with the H+S risk assessment for all areas of the Bosco Centre
- Equal Opportunity Statement, Policy and Procedures and monitoring of it on a weekly basis and on a yearly basis for the policy, allows for robust systems to control any risks
- Risks to Quality is controlled by the QA policy and Procedures Manual

Register of risks particularly linked to Finance and Management are:

- Ineligible learners and claims being made on these without justification
- Additional support funding paid to learners who are not eligible
- Funding paid to learners not participating in structured learning
- Invalid outcomes are claimed
- Invalid allowances and support costs are made
- MI system is not reliable

These risks are controlled by the controls set in place: Telephone interviews recorded, eligibility forms signed at interviews or before, counter signing, monitoring through QA and management of learners' personal files with updating data, checking monthly returns keeping lists of progressions, and checking evidence to be claimed.

With each Audit any risks not seen before-hand are added to the set list to be counterchecked.