



Prevention and Safety

Internal Risk Management Policy and Procedures

Policy Version Control

Status	Version	Date	Description of Changes
Draft	V0.1	03/12/2025	First Draft of Document
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Prevention and Safety: Internal Risk Management Policy and Procedures

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Prevention and Safety: Internal Risk Management Policy and Procedures

This Internal Risk Management Policy and Procedures sets out how the Association for the Study of Primary Education (ASPE) identifies, assesses, treats, monitors and reports risks that could prevent the charity from achieving its objectives. The policy ensures trustees meet their duty to protect people, assets and reputation, and provides a clear, proportionate and auditable process for staff, volunteers, contractors and partners to follow.

Scope

This policy applies to all ASPE activity including governance, grant making, events, research, publications, partnerships, fundraising, finance, IT and operations. It covers strategic, operational, financial, safeguarding, legal, regulatory, data protection and reputational risks. The policy applies to trustees, the Secretariat, volunteers, contractors, grantees and any third party acting on ASPE's behalf.

Principles

ASPE manages risk according to five principles:

- **Trustee ownership:** The Executive Committee has ultimate responsibility for risk appetite, oversight and assurance.
- **Proportionality:** Controls and procedures are proportionate to the size, likelihood and impact of the risk.
- **Transparency:** Risk decisions, owners and actions are recorded and reported to trustees on a regular cadence.
- **Prevention and preparedness:** Emphasis is on preventing harm and maintaining operational continuity through mitigation and contingency planning.
- **Learning:** Incidents and near misses are used to improve controls, guidance and training.

Risk Appetite

ASPE adopts a cautious appetite for safeguarding, legal and regulatory risk, a prudent appetite for financial risk, and a balanced appetite for operational innovation where benefits to primary education are clear. The Executive Committee will review and set appetite statements for major risk categories.

Risk Management Framework

Identification

Risks are identified through business planning, grant assessments, event planning, audits, incident reviews, stakeholder feedback and horizon scanning. The Executive Committee will discuss and decide whether a risk assessment is needed for new initiatives and for changes to existing activity.

Assessment

Each identified risk is assessed using a consistent scoring method that combines **likelihood** and **impact** to produce a residual risk rating.

ASPE utilises the following matrices to assess likelihood and impact:

Likelihood	Description
1. Rare	e.g. May occur in exceptional circumstances
2. Unlikely	e.g. Could occur but not expected
3. Possible	e.g. Might occur from time to time
4. Likely	e.g. Will probably occur more than once
5. Almost certain	e.g. Expected to occur frequently

Impact	Description
1. Negligible	e.g. Minor inconvenience; no regulatory or reputational effect
2. Minor	e.g. Small operational disruption; limited cost or reputational effect
3. Moderate	e.g. Noticeable operational impact; manageable financial loss; local reputational effect
4. Major	e.g. Significant operational or financial impact; regulatory attention likely
5. Catastrophic	e.g. Threat to continuity, major financial loss, serious regulatory action or severe reputational damage

Risk Level Interpretation

In order to score the risk level, the score of the likelihood and impact must then viewed in light of this analysis grid:

		Likelihood				
		1. Rare	2. Unlikely	3. Possible	4. Likely	5. Almost Certain
Impact	1. Negligible	Very Low Risk	Very Low Risk	Low Risk	Medium Risk	Medium Risk
	2. Minor	Low Risk	Low Risk	Medium Risk	Medium Risk	Medium Risk
	3. Moderate	Medium Risk	Medium Risk	Medium Risk	Medium Risk	High Risk
	4. Major	High Risk	High Risk	High Risk	High Risk	High Risk
	5. Catastrophic	Very High Risk	Very High Risk	Very High Risk	Very High Risk	Very High Risk

Immediate escalation: any risk with an emerging or actual impact that could be high or very high must be escalated to the Chair and Vice Chair within 24 hours.

Serious incidents: where an incident meets reporting thresholds, the Serious Incident Reporting procedures must be followed without delay.

Roles and Responsibilities

- Executive Committee approves this policy, sets risk appetite, reviews high risks, approves major mitigations and ensures adequate resources for risk management.
- The Chair, Vice Chair and Treasurer lead on governance and financial escalations and advise the Executive Committee on material risk decisions.
- The Safeguarding Lead and Deputy Safeguarding Lead manage safeguarding risk assessments, statutory referrals and liaison with partner agencies.
- Secretariat maintains the Risk Register, coordinates assessments, tracks actions and supports project leads.
- Project leads and event organisers identify risks in their area, complete risk assessments for new activity, update risk assessments, and implement controls.
- All staff, volunteers and contractors must report new or changing risks promptly and cooperate with mitigation actions.

High Risk Response

When a risk reaches high residual score the owner must produce a mitigation plan before beginning an activity or within 3 working days where an activity is already in motion. The plan must include immediate actions, resource needs, communications approach and a recovery timeline. The Executive Committee will review and approve the plan and may commission external assurance or specialist support.

Incident and Near Miss Review

All incidents and near misses are recorded and reviewed to identify root causes and control failures. Lessons learned are translated into revised controls, training or policy changes and tracked to completion.

Risk Register and Documentation



The Secretariat maintains version control and access permissions to the Risk Register. The Risk Register is confidential and is shared only with the Executive Committee, Charity Commission, Independent Investigators or individuals deemed by the Chair or Vice Chair to require access.

Final Assurance

ASPE's trustees and officers are committed to a proportionate, transparent and evidence-led approach to risk management. By embedding clear ownership, timely escalation, regular monitoring and a learning culture, ASPE will protect people, public funds and the charity's reputation while enabling the organisation to pursue its charitable purpose.

Risk Assessment Template

Event or Activity:		Risk Assessment Carried Out By:	
Date(s) of Event or Activity:		Date of Risk Assessment:	
Venue Details (if applicable):		Review Date:	

<div style="display: flex; justify-content: space-between; align-items: center;">  Risk Assessment  </div>							
Simple Description of Hazard	Likelihood	Possible Consequence	Risk Factor	Safety Implementation Steps (including Name of Responsible Person to Enact Mitigations)	New Likelihood	New Possible Consequence	New Risk Factor
				•			
				•			
				•			
				•			
				•			
				•			
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