Inspire London College

Risk and Mitigation Policy and Procedure

Risk and Mitigation Policy and Procedure	Last Review:	September 2025
	Amended Date:	N/A
	Next planned review in 12 months, or sooner as required	

Risk and Mitigation Policy and Procedure

1. Introduction

Inspire London College is committed to identifying, assessing, and mitigating risks that may impact its operations, learners, staff, and stakeholders. Effective risk management ensures that potential threats are proactively addressed, minimising disruptions and maintaining the integrity of the college's educational services.

This policy establishes a structured framework for risk assessment, mitigation, and monitoring to safeguard the college's operations, regulatory compliance, financial stability, and learner success.

2. Purpose

The purpose of this policy is to provide a systematic approach to risk management by identifying potential threats, assessing their likelihood and impact, and implementing measures to mitigate them. This ensures business continuity, regulatory compliance, and a safe learning environment. The policy also defines roles and responsibilities for managing risks at all levels of the organisation.

3. Scope

This policy applies to all operational areas of Inspire London College, including academic delivery, learner services, financial management, IT infrastructure, regulatory compliance, and health and safety. It is applicable to all staff, learners, and stakeholders involved in the institution's activities.

4. Risk Identification and Mitigation Strategies

The table below presents the key risks identified across various operational areas, along with their corresponding mitigation strategies:

Risk Identification and Mitigation Table

Risk Category	Identified Risks	Contingency Plan
Academic and Learning Risks	- Non-compliance with awarding body standards. - Low learner engagement and poor academic performance. - Integrity issues related to assessments, including plagiarism and AI misuse.	- Regular training for staff on compliance and assessment standards. - Learner engagement strategies, including personalised support. - Use of AI detection tools and plagiarism check to maintain academic integrity.
Financial Risks	- Late or non-payment of course fees. - Fraudulent transactions or financial mismanagement.	- Implementing strict fee collection policies and upfront payment structures. - Regular financial audits and fraud detection measures.

Compliance and Regulatory Risks	- Failure to meet awarding body and regulatory body requirements. - Breaches of data protection regulations (GDPR). - Non-compliance with health and safety laws.	- Regular internal audits and compliance checks. - Staff training on GDPR and data protection policies. - Health and safety inspections and compliance reviews.
IT and Cybersecurity Risks	- Unauthorized access to learner records and sensitive data. - System failures or cybersecurity threats such as hacking or malware. - Loss of critical learner or administrative data.	- Role-based access controls to limit data access. - Regular system backups and cybersecurity training. - Implementation of firewalls, antivirus software, and multi-factor authentication.
Operational and Business Continuity Risks	- Staff shortages affecting course delivery and administration. - Technical failures affecting the Learning Management System (LMS). - Disruptions due to external factors such as pandemics or economic instability.	- Cross-training staff to ensure continuity in case of absences. - Regular maintenance and testing of the LMS and technical infrastructure. - Business continuity planning and risk assessment updates.
Health and Safety Risks	- On-site safety hazards affecting staff or learners. - Mental health concerns impacting learner well-being. - Inadequate emergency response planning.	- Regular health and safety inspections and compliance training. - Providing mental health support and counselling services. - Conducting emergency drills and establishing clear safety protocols.

5. Risk Assessment Process

All risks are assessed based on likelihood (the probability of occurrence) and impact (the potential consequences). Risks are classified into three levels:

- **High Risk:** Immediate action required to prevent significant disruption.
- **Medium Risk:** Requires ongoing monitoring and intervention.
- **Low Risk:** Managed through routine procedures and preventive measures.

The college maintains a Risk Register, where identified risks are documented along with their assigned risk level, mitigation measures, and responsible staff members.

6. Monitoring and Reporting Risks

A Risk Management Team is responsible for reviewing risks, updating the Risk Register, and ensuring mitigation strategies are implemented effectively. Regular risk assessment reviews are conducted to identify new threats and evaluate the effectiveness of existing mitigation measures.

All staff members are encouraged to report any identified risks immediately to the Risk Management Team or senior management. Urgent risks are escalated promptly for immediate resolution.

7. Incident Response and Risk Recovery

If a risk event occurs, Inspire London College follows a structured incident response process:

1. **Immediate Containment:** Identify and address the risk to prevent further impact.
2. **Investigation:** Assess the root cause and potential consequences.
3. **Implementation of Corrective Actions:** Apply solutions to resolve the issue.
4. **Communication:** Inform relevant stakeholders of the incident and actions taken.
5. **Review and Improvement:** Update policies and procedures to prevent recurrence.

8. Policy Review and Continuous Improvement

This policy is reviewed annually or in response to significant risk events. Updates are made based on new regulatory requirements, internal reviews, and emerging risk trends. Staff and stakeholders are kept informed of changes, and training is provided where necessary to ensure effective risk management.

By implementing this Risk and Mitigation Policy and Procedure, Inspire London College ensures a proactive approach to risk management, safeguarding its learners, staff, and operations against potential disruptions.