RISK ASSESSMENT POLICY

Policy Title:	Risk Assessment Policy
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Ratified by:	Badar Chaudhry – CEO
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1. Purpose

The purpose of this policy is to establish a structured approach for identifying, assessing, managing, and mitigating risks associated with iQualifyUK Ltd's (IQUK) educational, administrative, and operational activities. This ensures the safety and wellbeing of staff, students, and stakeholders while protecting the organisation's reputation, assets, and compliance obligations.

2. Scope

This policy applies to all IQUK operations in the UK and internationally, including:

- On-site activities at learning centres and offices
- Online course delivery and assessment
- Events, seminars, and workshops
- Business development and partnership activities
- IT systems and data handling

3. Policy Statement

IQUK is committed to maintaining a safe, secure, and compliant environment. We recognise that managing risk is a critical part of good governance and operational success. Through effective risk assessment procedures, we aim to:

- Prevent harm to staff, students, and visitors
- Comply with legal and regulatory obligations
- Safeguard the continuity of our academic and administrative services
- Support informed decision-making across all departments

4. Responsibilities

Senior Management
- Oversee the implementation and review of risk assessments across all operational areas
- Ensure risk mitigation strategies are funded and prioritised

Operations and Academic Leads
- Conduct and update risk assessments relevant to their area
- Ensure control measures are in place, communicated, and followed

Tel: +44 (0)20 3743 1808 - **Email:** info@iqualifyuk.com - **Website:** www.iqualifyuk.com

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Employees

- Report potential risks or unsafe practices immediately
- Follow risk control measures and contribute to a risk-aware culture

Health and Safety Officer (TBH)

- Monitor and audit compliance with risk assessment procedures
- Support departments in identifying, recording, and mitigating risks

5. Risk Assessment Process

IQUK follows a five-step risk assessment approach in accordance with UK Health and Safety Executive (HSE) guidelines:

1. **Identify the Hazards**
   - Physical, technological, organisational, or reputational risks.

2. **Decide Who Might Be Harmed and How**
   - Staff, students, visitors, partners, or IT infrastructure.

3. **Evaluate the Risks and Implement Controls**
   - Assess the likelihood and severity; implement control measures to eliminate or reduce risk.

4. **Record the Findings**
   - Use standard IQUK Risk Assessment Templates; ensure accessibility to relevant parties.

5. **Review and Update Regularly**
   - Update risk assessments annually or following a significant incident or change in operations.

6. Types of Risk Assessed

IQUK conducts risk assessments in various areas, including but not limited to:

- **Health and Safety:** fire, slips/trips, equipment, work environment
- **Academic:** data integrity, assessment malpractice, safeguarding students
- **Operational:** IT systems failure, staff turnover, service disruption
- **Strategic:** reputational damage, loss of accreditation, legal non-compliance
- **Financial:** fraud, funding shortfalls, mismanagement
- **Data Protection:** cyber threats, data breaches, GDPR compliance

7. Documentation and Record Keeping

All completed risk assessments will be:

- Retained securely by the Campus Manager and a copy shall be shared with the respective Department Head
- Reviewed annually or sooner if required
- Shared with staff where applicable to ensure awareness of controls

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8. Training and Awareness

All relevant staff members will receive training on:

- Understanding risk assessments
- Completing and reviewing assessments
- Responding to identified risks effectively

9. Monitoring and Review

IQUK senior management will review the overall risk profile on an annual basis, informed by individual risk assessments and incident reports. Recommendations will be incorporated into the operational improvement plan.

10. Policy Review

This policy will be reviewed annually or following any significant operational, legal, or regulatory changes affecting the college.

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