

## BEE: RISK REGISTER

Category	Description	Impact	Probability	Existing risk management controls	Risk mitigations	Lead
Health & Safety / Safeguarding  <u>UPDATE: Covid-19 01/04/21</u>	<b>Infection</b>  <b>UPDATE: Covid-19 related fatalities/serious incidence due to infection</b>	<b>High</b>	<b>Low</b>  <b>UPDATE: High</b>	<ul style="list-style-type: none"> <li>• <b>Swift reporting</b></li> <li>• <b>Remote delivery</b></li> <li>• <b>Online delivery</b></li> <li>• <b>Socially-distanced delivery once lockdown is eased</b></li> <li>• <b>Sanitising regime in partnership with host school/employers and use of PPE, gloves, face-coverings as appropriate</b></li> <li>• <b>Postponing events and re-scheduling dates</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pursue a ‘zero incidence’ target</b></li> <li>• <b>Additional safeguarding controls for online delivery involving volunteers</b></li> <li>• <b>Track and tracing system for physical delivery based upon on self-declaration and use of registers for all participants</b></li> </ul>	Karen O'Connor
Resourcing	Key staff not in place leading to inability to mobilise and commence delivery from planned go-live date.	High	Low	<ul style="list-style-type: none"> <li>• Staff pre-assigned to this project as other projects are ending</li> <li>• Second qualified/experienced staff from associate pool</li> <li>• Recruitment activity planned to begin early in mobilisation window to secure appropriate resource by project commencement</li> </ul>	<ul style="list-style-type: none"> <li>• A tailored recruitment plan ensures all vacancies are identified and activity is planned</li> <li>• Organise review calls / meetings throughout mobilisation to proactively identify and manage issues</li> </ul>	Lisa Quinn
Resourcing	Long term absence of key staff impacts on project delivery and achievement of planned outcomes.	High	Low	<ul style="list-style-type: none"> <li>• Robust Performance Management, Leave and Sick Absence management plan in place to effectively manage staff absence</li> </ul>	<ul style="list-style-type: none"> <li>• Additional resource from associate pool</li> <li>• Embed regular supervision of all staff to ensure effective management of issues impacting attendance from go-live</li> </ul>	Lisa Quinn

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Premises (other than schools)	Failure to deliver across the project area due to unavailability.	Medium	Low	<ul style="list-style-type: none"> <li>Planned premises/outreach locations to be confirmed</li> <li>Mobile arrangements agreed with all Partners and profiled into resource plans enabling key workers to deliver peripatetically</li> <li>Online delivery</li> </ul>	<ul style="list-style-type: none"> <li>Finalise estates strategy with all Partners including alternative fixed/outreach by go-live</li> <li>Identify all accessible community spaces and agree MOUs/SLAs when required prior to go-live</li> </ul>	Karen O'Connor
ICT	Failure of ICT leads to insufficient data capture and management information to meet reporting requirements or effectively manage the project.	High	Low	<ul style="list-style-type: none"> <li>ICT is regularly tested</li> <li>Data security plans in place</li> <li>Back-up manual paper systems</li> </ul>	<ul style="list-style-type: none"> <li>Finalise full data capture requirements immediately</li> <li>Establish back-up clerical contingency that meets project requirements</li> </ul>	Lisa Quinn
Operations	Relationships not effectively established with schools and businesses to secure initial or ongoing referrals leading to insufficient through flow of pupils and volunteers	Medium	Low	<ul style="list-style-type: none"> <li>Outreach and marketing plans are ready to promote referrals</li> <li>We have extensive local relationships and business referral mechanisms across London</li> <li>Delivery team has strong working relationships with each school</li> </ul>	<ul style="list-style-type: none"> <li>Finalise plans to promote project and secure early referrals ready for go-live</li> <li>Monitor pre-start activity and increase engagement resource if risk considered high during mobilisation and early delivery</li> <li>Team targeted on achieving minimum levels of referrals and starts to achieve profiles</li> </ul>	Karen O'Connor

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Operations	Quality of service delivery is poor leading to Participant disengagement, impacting on our ability to progress Participants and achieve outcome targets.	Medium	Low	<ul style="list-style-type: none"> <li>Quality Management procedures in place ensuring systematic audit and quality assurance activity, management and continuous improvement</li> <li>Participant feedback and complaints systems established</li> <li>Performance Management processes in place including review to manage progress; staff appraisal; reporting and monitoring of activity; sharing best practice</li> </ul>	<ul style="list-style-type: none"> <li>Establish specific quality measures prior to go-live</li> <li>Embed quality within reviews / reports</li> </ul>	Karen O'Connor
Operations	Inability to secure sufficient volunteers and activities leads to failure to meet targets impacting performance and financial viability.	High	Medium	<ul style="list-style-type: none"> <li>Staff are targeted on engaging businesses and sourcing volunteers</li> <li>We have extensive existing relationships with local employers to support achievement of targets</li> <li>Financial/budget modelling and scenario testing ensures inbuilt tolerances to ensure financial viability</li> </ul>	<ul style="list-style-type: none"> <li>Finalise Employer Engagement and action plan prior to go-live</li> <li>Use existing pools of businesses and volunteers</li> </ul>	Lisa Quinn
Financial / compliance	Inadequate financial management and controls results in inaccurate, non-compliant or unauthorised expenditure or claims.	High	Low	<ul style="list-style-type: none"> <li>BEE have achieved high levels of compliance e.g. DWP, ESF etc. requirements which will be used on all projects</li> <li>Audit system in place to achieve compliance across the contract</li> </ul>	<ul style="list-style-type: none"> <li>Deliver staff training in requirements, evidence, and financial requirements prior to go-live</li> </ul>	Karen O'Connor

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Compliance	Failure to follow project branding and publicity requirements.	Medium	Low	<ul style="list-style-type: none"> <li>All staff already to be in receipt any project guidance and comply with it on existing provision</li> <li>All staff briefed during development and agreement of budgets on restrictions to activity</li> </ul>	<ul style="list-style-type: none"> <li>Undertake pre-start compliance audit and implement remedial action before project begins</li> <li>Follow publicity and branding guidance and train all staff</li> </ul>	Karen O'Connor