



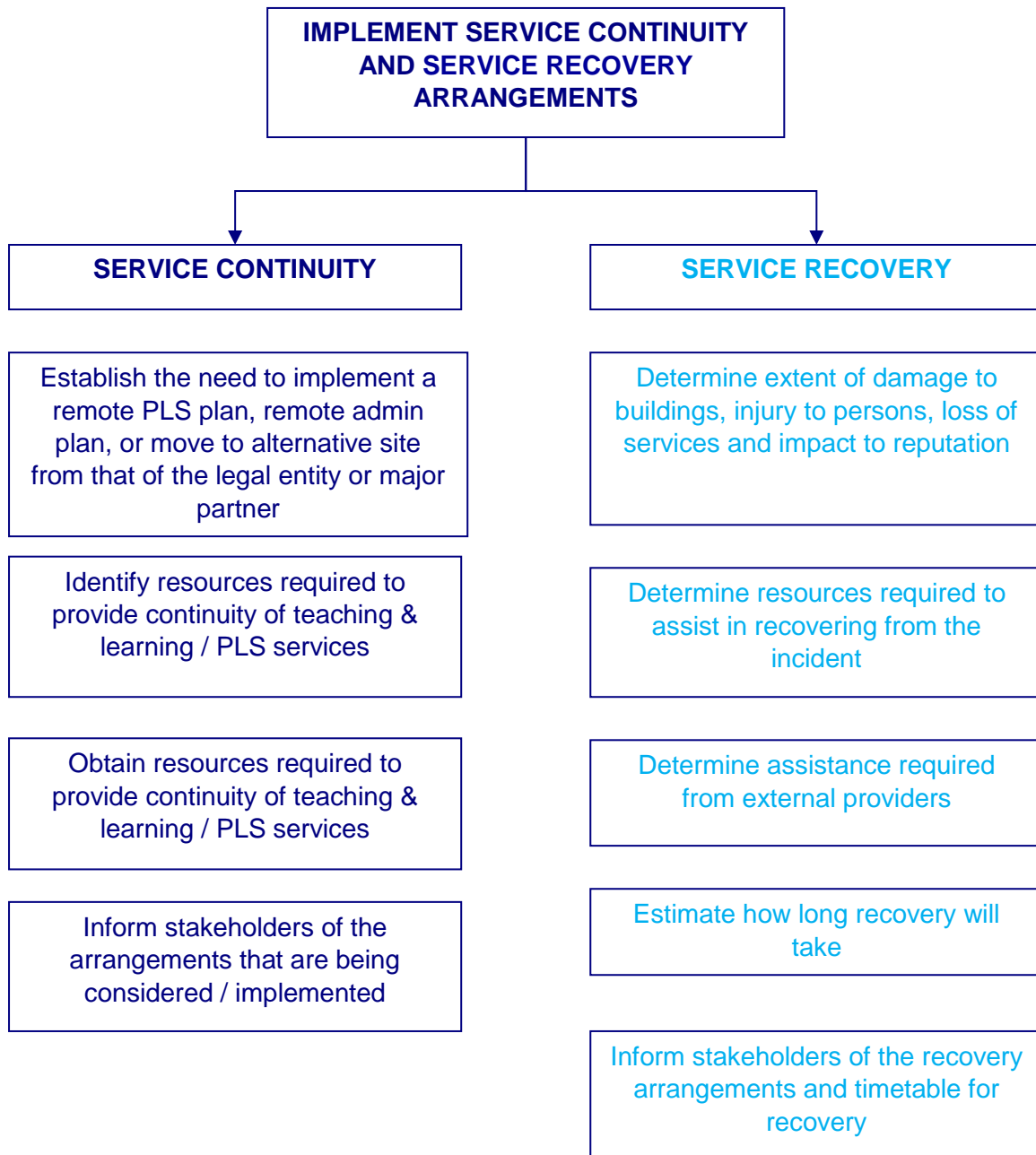
## Risk Management and Service Continuity Policy

- This policy outlines PLS approaches to management and operational risk and the monitoring of such risks will be divided between the Operational and management Boards
- The policy takes a stepped approach to risk management and service continuity
- **STEP 1**-Assess the situation  
 Will there be service disruption?  
 How long will the disruption last?  
 Do we need to consider- Alternative location?  
 Each situation will be judged on the following scale- Minor, Moderate, major

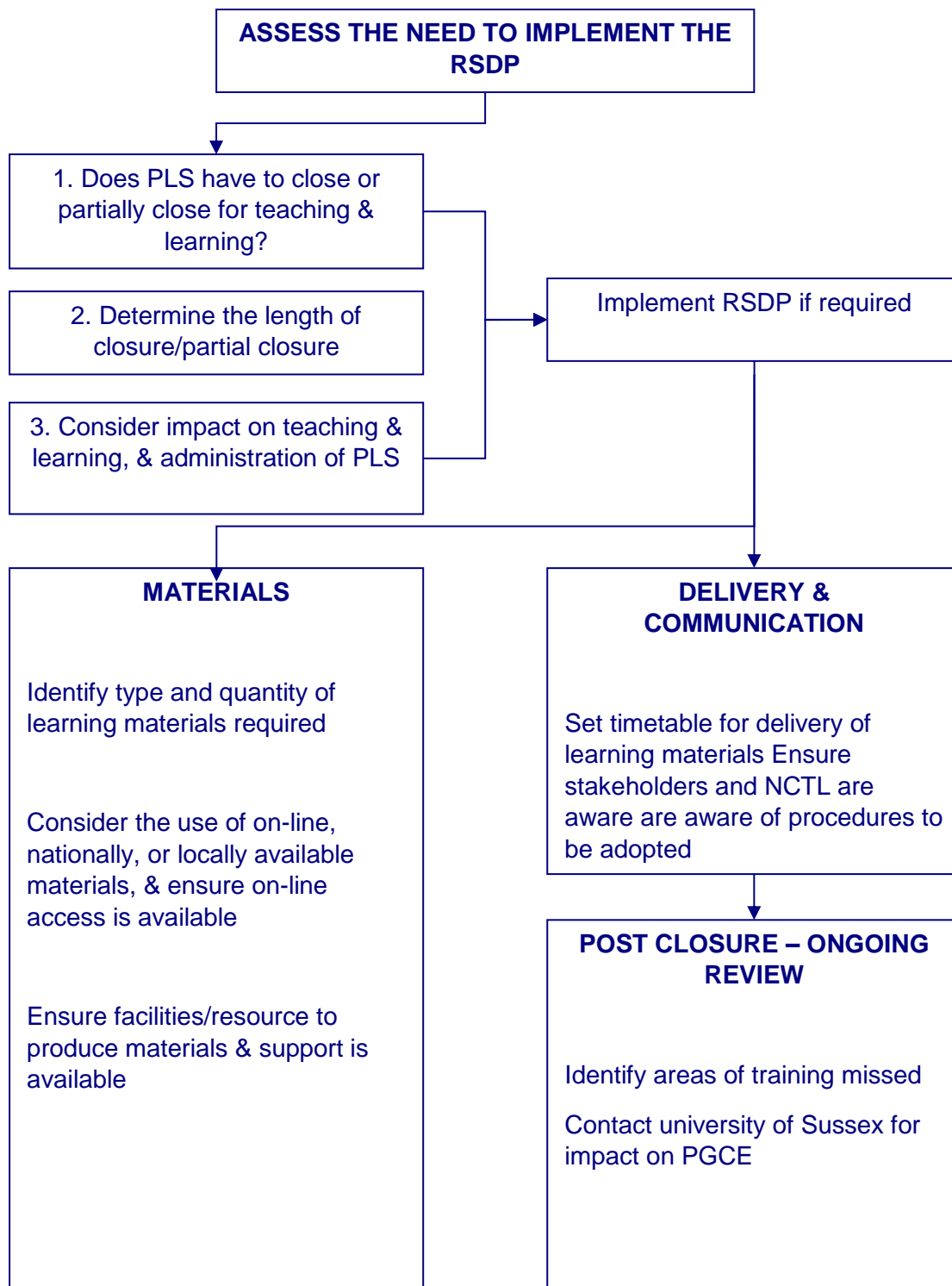
### *What has happened and how bad is it?*

<u>Event Category</u>	<u>Impact Assessment</u>
<b>Minor</b>	No detrimental impact that requires implementation of SCP
<b>Moderate</b>	There is some detrimental impact on teaching & learning / other school services which <i>may</i> require implementation of SCP if the impact affects critical areas such as education or trainee well-being
<b>Severe</b>	The impact is severe with major detrimental impact on PLS school services <i>Immediate implementation of SCP</i>

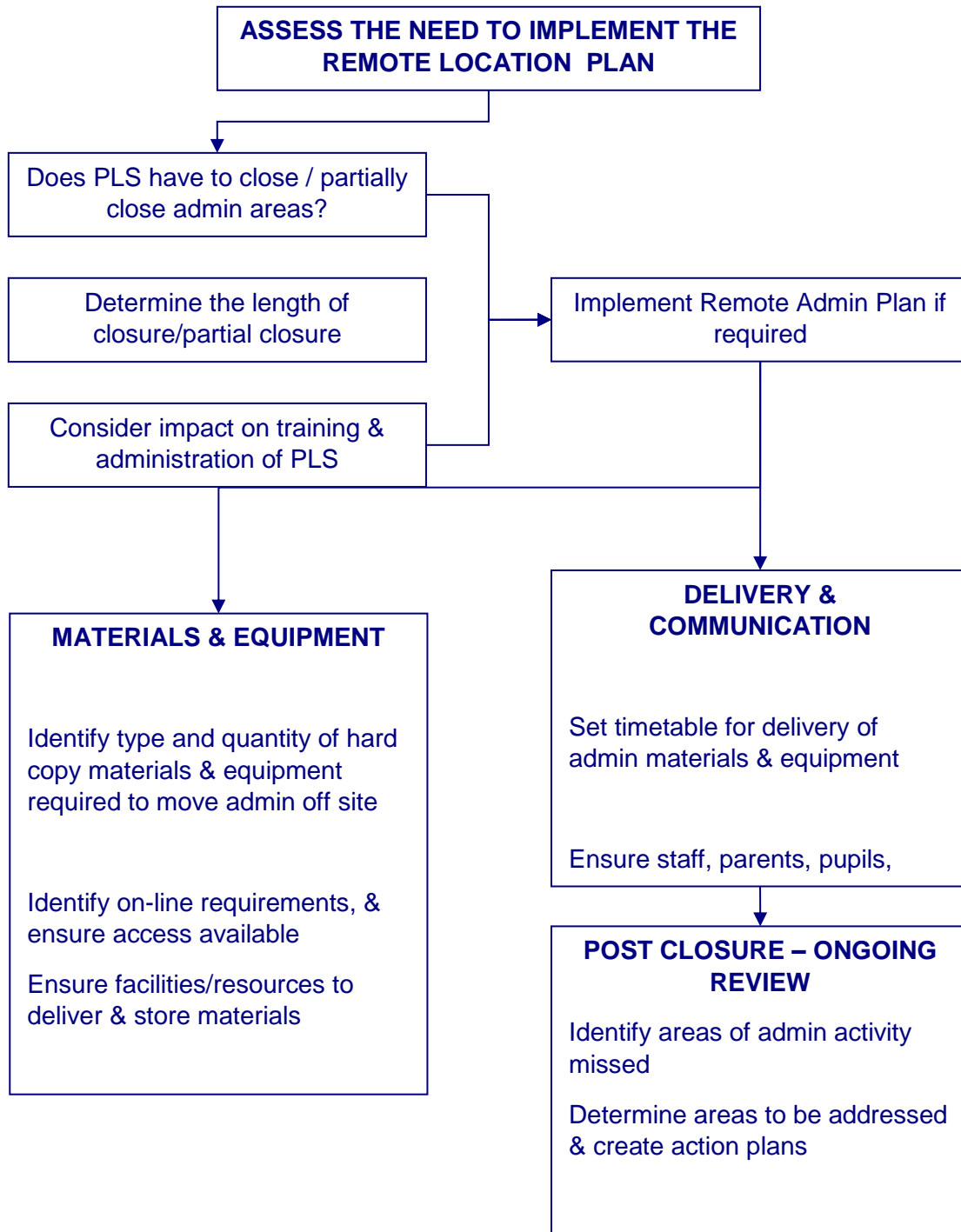
## Step 2 Implement Service Continuity Plan



### Step 3 Implement Remote Service Delivery Plan (RSDP)



## Step 4 Implement Alternative Location Plan



- Responsible for assessment and plan implementation - Accounting officer
- Should such risks take place outside the legal entity the head teacher of the partner school will be responsible for the implementation of school level plans but should notify PLS directors immediately of any impact to PLS trainees in terms of interruption to training or well-being
- Management risks will be assessed on a day to day basis as shown in the Health and safety policy
- Trainees at risk of failing the programme will be fully considered through PLS Quality Assurance and support procedures
- Risk of serious complaint is covered by the PLS complaints procedure
- Risk of academic assessment complaint is covered by the PLS academic assessment appeals procedure
- PLS directors will maintain a risk register, the task usually being delegated to the administration team, and each risk will be evaluated using the impact assessment model on page 1 of this policy
- The Accounting Officer will be notified immediately of all identified risks associated with PLS financial position
- All other risks are covered by the Force Majeure clause of the PLS partnership agreement

