

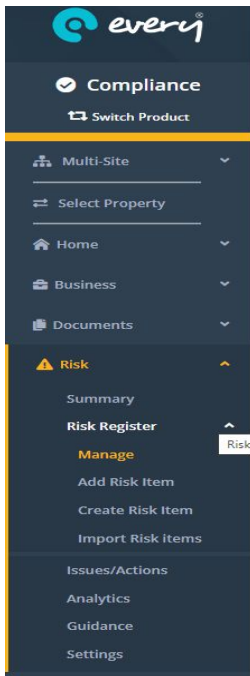


**Schools for  
Every Child**

**Risk Management with Every**



# Risk Homescreen



On the left hand side there is a navigation bar, please click on **Risk**.

This will drop down a menu. Click **Risk Register**.

**Manage** - will show you all risks in the register. As you view the first page, it will show you **My Risks** these are risks that have been assigned to you. The next tab on this page will be **All Risk Items** for your school irrespective of who they are assigned to. The tab next to this is **Actions Required**, at the moment we are not currently assigning tasks to complete against any items, however this may change as we get to define the risk process further. The final tab is **Upcoming Risk Reviews**, this is where you will find any risk items that are coming up for review.

**Add Risk Item** - this will give you a list of pre populated risks that Every feel are the most common to use. You are free to use these if they apply.

**Create Risk Item** - is where you will create a brand new risk item to add to your register.

**Import** - as it sounds however Karen has imported all risks from your current register so nothing left to import.



# Creating a Risk Item

**Summary** - This is the title of the risk. When I logged your risks I used “Risk Category” on your previous register. It doesn't need to be long, just a brief title so you know what it is.

**Code** - We are not currently using this.

**Category** - these have been created for you - they are used to code the risk to where its need for example finance or compliance.

**Description** - This is where you can explain further about your risk, I used “Specific Risk” when adding yours from the previous register. But as much detail here as you require.

**Due Date** - when you would like to set a review for your risk.

**Review Frequency** - Again how often this needs to be reviewed. Some risks once a year some maybe every month or half term.

**Owner** - This is who will be responsible for the risk. In creation we can only add one name but once created we can add multiple users into this entry.

The screenshot shows a web browser window displaying the 'Manage Risk Item' form. The form is titled 'Manage Risk Item' and includes a search bar at the top. Below the search bar, there is a 'Summary' field, a 'Due Date' field set to '04/01/2025', a 'Category' dropdown menu, and a 'Review Frequency' dropdown menu set to '1'. There is also a 'Description' field. Below these fields, there is a 'Owner' dropdown menu set to 'j.peter@hollandsireport.org'. The form is divided into sections: 'Initial Risk (Command)' and 'Final Risk (Prevent)'. Each section has 'Impact' and 'Likelihood' dropdown menus, with 'Default Value' set to 'N/A'. There is also a 'Response to Risk' section with a 'Response' dropdown menu. The bottom of the browser window shows the Windows taskbar and system tray.



# Creating a Risk Item...continued

The screenshot shows the 'Manage Risk Item' form. The 'Initial Risk (Untreated)' section has 'Impact' and 'Likelihood' dropdowns set to 'N/A' and a 'General Score' field. The 'Response to Risk' section has a 'Response' dropdown and a text area for notes. The 'Final Risk (Treated)' section also has 'Impact' and 'Likelihood' dropdowns set to 'N/A' and a 'General Score' field. The form is titled 'Manage Risk Item' and includes a 'Save' button.

**Initial Risk (Untreated)** - this is a score you would give at first sight - so no mitigations. Here you can really assess how much of a risk this poses to your school.

**Final Risk (Treated)** - This is the score at the end of any mitigations you've have made or planned to make

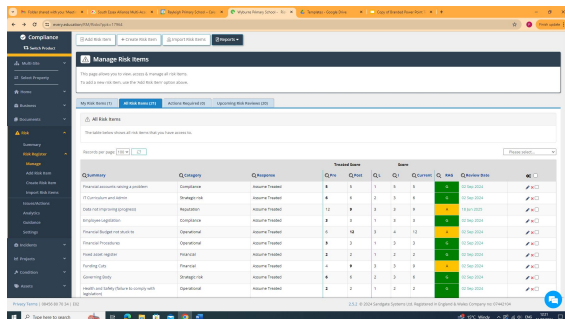
**Response to Risk** - I have marked all your risks as Assume Treated or Tolerate. However we do have list to choose from. Please see Slide 7.

**Guidance Notes** - add here any information you require about the risk.

**Counter Measures** - Here is where you will add any mitigation actions you are taking for the risk. These could be existing or planned.



# Editing a Risk Item



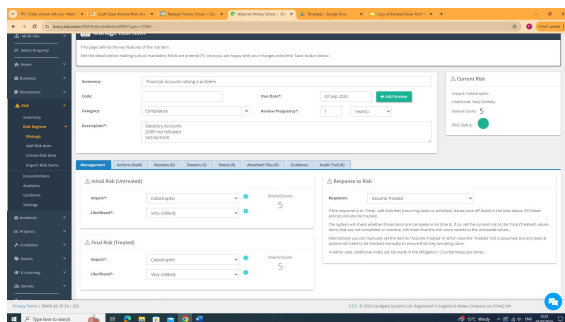
If you need to edit a risk you can do so in the following way:

## Manage Risk Item

Second Tab in blue - **All Risk Items**

Find the risk in list you wish to edit and click the **pencil icon** to the far right of the screen. This will take you into the item to edit.

Once in the item you will be able Edit the template as well as add any additional **owners**.





# Generating Reports

To generate an excel report (risk register) you will find this in **Summary**, last tab **Reports**.

This will generate a download which you then use as your risk register.

Also you will note on this page that you have risk “heat” maps and charts which is generated from your risk data. These can be used to present to LSB. It's a great visual for them to see how many greens to reds/ambers etc.

The screenshot shows the Everj Risk Management interface. The 'Reports' menu is open, highlighting the 'Risk Summary' option. The main dashboard area displays a 'Welcome to Everj Risk Management' message, a 'Risk Summary' section with counts for High Risk (5), Medium Risk (9), and Low Risk (17), an 'Overall Risk Heat Map' showing a grid of colored circles, and a 'Risk Items by Status' pie chart.

The screenshot shows the 'Top 10 Risks' table in the Everj Risk Management interface. The table lists the following data:

Risk Title	Category	Response	Treat score	Score				
			Pre	Post	Current	Max	Review Due	IC
Review all legal and contracts	Operational	Assume Treated	4	12	4	12	10 Sep 2024	🚩
Profit Demand	Strategic risk	Assume Treated	4	4	4	4	01 Sep 2024	🚩
Funding Gap	Financial	Assume Treated	4	4	4	4	01 Sep 2024	🚩
Data not improving (ongoing)	Reputation	Assume Treated	12	9	3	9	18 Jun 2025	🚩
Operating Early	Strategic risk	Assume Treated	6	5	2	5	01 Sep 2024	🚩
Personnel	Strategic risk	Assume Treated	6	4	2	6	01 Sep 2024	🚩
IT Curriculum and Admin	Strategic risk	Assume Treated	6	2	3	6	01 Sep 2024	🚩
Offsite Inspection	Strategic risk	Assume Treated	6	6	2	6	01 Sep 2024	🚩
Human Resources	Operational	Assume Treated	6	6	2	6	01 Sep 2024	🚩
Natural Disasters	Strategic risk	Tolerate	5	5	5	5	01 Sep 2024	🚩

On this page you will also find your top ten risks.



# Response to Risk

Within a risk we have to state what our **response** to the risk is. We have the following to choose from:

**Treat** - To control or reduce the risk. We only use this when we want to add a task that will change the risk result in real time. If the action/task has not been completed by the due date the risk reverts to the pre-treated score. Once action completed the risk reverts to the treated score.

**Tolerate** - No action is taken against the risk and the initial and treated score will be the same.

**Assume treated** - To control or reduce this risk. Mitigating actions will be taken however these will not be recorded as actions on Every. These items need monitoring to ensure they are being done successfully.

**Transfer** - The risk will be contracted out to a third party such as an insurer to manage.

**Terminate** - To avoid or eliminate the risk if risk outweighs any benefits or appropriate steps to mitigate can't be taken.

**Take Advantage** - Where potential opportunities related to a risk would be beneficial to school, there likelihood is maximized and consequences mitigated.



# Impact and Likelihood Guidance

We have modified the scales with which to determine RAG rating. These will help to rate your risk:

## Impact ratings

**Negligible** - little or no financial or PR consequence

**Minor** - financial or PR embarrassment which can be dealt with within budget/year

**Moderate** - impact will require a degree of re-organisation to minimise consequence

**Major** - significant impact on stability of school requiring major reorganisation

**Catastrophic** - will result in failure of school

## Likelihood

**Very Unlikely** - very unlikely to materialise imminently (barely feasible)

**Unlikely** - unlikely to materialise imminently (extremely unlikely in current year but possible in long term)

**Possible** - Some likelihood that the risk will materialise imminently (not likely in immediate future but reasonably likely in longer term)

**Likely** - Likely to materialise imminently (possible in the current year and likely in the longer term)

**Very Likely** - Very Likely to materialise imminently (probable in current year and highly probable in the longer term)