

Risk Log - Attachment Submissions – D

Risks / Mitigations

Bids should set out their position on both the feasibility and risks together with risk mitigation related to their proposal. Within that document, Bidders are required to set out their hierarchy of risks and their proposed mitigations.

For the avoidance of doubt, it is the understanding of the risks to your proposal and crucially your mitigation proposals that is being evaluated. Avoiding addressing risks will score lower marks in the evaluation.

The Authority and its evaluators are seeking to assess the depth of understanding of the Bidder - and their mitigation strategy. A very good response will be one that is clear about the significant challenges and therefore risks of TLIF but proposes mitigations which are comprehensive and robust and which will be likely to address and surmount the risks. (Generic risks which may occur in any project or program will receive a lower score).

A maximum of 12 risks should be submitted - beyond this total of 12 no others will be evaluated.

	Description of Risk	Type of risk	Impact	Severity	Links to other projects and/or business areas	Mitigation	Notes - not more than 50 words per Risk
	Provide a brief description of the risk (a problem which you foresee occurring). <u>Highest impact risks should be placed at the top of the list</u>	Please give a brief description of the risk - for example: people, process, system, financial, legal etc.	What will happen if the risk becomes 'live' and turns into an issue - for example if a risk were an overflowing bath then the impact would be a flood to the house which may result in other events such as making the house uninhabitable resulting in significant cost and disruption.	<u>What is the significance of the risk both to your proposal and TLIF - including Time / Cost / Quality?</u> Bidders should state the severity in terms of High / Medium / Low	Are there any relevant dependencies?	Describe your planned mitigation approach - using the example from the Impact column, a mitigation of calling a plumber after the event would be poor. The Authority is seeking the actions and skills the Bidder will bring to TLIF to address the risks - which may be: people, process, systems, resources, assets and IP etc.	This is for the Bidders to complete - this may be blank or may be a quantification or qualification of the risk.
1	Not able to recruit in the right areas.	people, process, technological	If can't recruit enough schools in Opportunity Areas, RMT will look for priority schools in Category 6 & 5 areas and failing that, priority schools in any area, starting with the most deprived.	Low - RMT is confident in it's recruiting strategy, which is based on sound data provided by the DfE, 15 years of operations and having worked with over 5000 schools.	No	See 'Target areas and schools/participants' attachment for recruitment strategy. RMT has examined the data provided by the Department for Education to determine a recruiting pool that fits the specification of the TLIF bid. There are sufficient priority schools for RMT to meet the specified targets, however, in the unlikely scenario where we can't recruit exclusively in priority areas we will recruit outside the	No risk to the quality of the training or professional development
2	Ruth Miskin Training Consultant Trainer last minute unavailability for training/PD day	people	Consultant trainer informs Operations Manager as soon as they know they cannot be available. Operations Team find emergency cover immediately.	Low - this is a scenario RMT is well practiced at dealing with. The company has a contingency plan for covering sick Consultant Trainers, which has been very successful over 15 years of delivering training.	No	Ruth Miskin Training have procedures in place for last minute emergency cover. An alternative Consultant Trainer will be brought in from another area and be fully briefed to cover the training/PD day. PD days happen on normal school days and so can often be rearranged.	No risk to the quality of the training or professional development
3	Attrition	recruitment, people, financial	Ruth Miskin Training (RMT) cannot guarantee any improvement in schools that withdraw, however it is likely they will still benefit from any training/PD they have had. Money spent on schools that drop out would still give value for money as some training, PD and leadership training will still have more of an impact than no training, PD or leadership training. 'Leftover' funds designated for withdrawn schools can be used to train another priority school.	Medium - some attrition is likely and to be expected. RMT has learnt a lot from previous projects about successful recruiting. Attrition will have some impact on the costs of the project. Attrition will limit the impact on schools that drop out, but will not affect the quality of the training they have already received. Some impact on cost and time as a new school will need to be recruited and trained, and will not be on the same schedule as the rest of the cohort.	No	If the school pulls out early in the programme another school can be recruited (see Target areas and schools/participants). Contingency funds can be allocated to cover costs. Schools that withdraw will have had some access to free training and PD. RMT has learnt from external recruitment of schools for the EEF study of Read Write Inc. Phonics and Fresh Start about the barriers to uptake, e.g. schools not having full knowledge of commitment, requirements, and costs. RMT will address this in recruitment for TLIF funded project.	
4	Training/PD venue receives notification of Ofsted two days or fewer before event	people	Training will be postponed. Headteacher and Reading Leader will be contacted about whether PD days can go ahead.	Low No impact on cost or quality. Small impact on time due to delay in training/PD day.	No	Discuss with headteacher and Reading Leader option of continuing PD day. Training day to be rearranged. Delegates to be contacted via emergency telephone numbers and email.	No risk to the quality of the training or professional development
5	Emergency at training/PD venue - for example, evacuation due to fire.	building, people, security	All staff to follow building health and safety guidance. If the training/PD day cannot resume quickly it will be rearranged to be completed on another day.	Low - in 15 years of training schools this is a rare occurrence for which the company has a contingency plan. No impact on cost or quality. Time delay on training/PD days	No	Training/PD day venue to provide RMT and all relevant parties with all health and safety procedures ones week prior to training/PD day.	No risk to the quality of the training or professional development
6	Training/PD venue last minute closure due to weather or emergency	weather, building, people, security	The venue will close and the training/PD day will be unable to go ahead.	Low - this has rarely happened in 15 years of training schools. No impact on cost or quality. Small impact on time due to delay in training/PD day.	No	All attendees contacted via emergency telephone numbers (collected at booking) and via email. Training/PD day to be rescheduled. Notification added to Ruth Miskin Training website, Twitter and Facebook.	No risk to the quality of the training or professional development
7	Key teaching/leadership staff absent on training/PD day	people	Discussion with Leader about whether to postpone or continue with the training/PD day.	Low S Small impact on cost if additional Regional Training places are required. Small impact on time if there is a delay to training/PD day. No impact on quality.	No	Training/PD day can be postponed if necessary, following a discussion with the school leadership team. Option for key staff to attend Regional Training if they miss in-school training.	No risk to the quality of the training or professional development
8	Ruth Miskin Training Consultant Trainer laptop failure at training/PD day	technology	Alternative laptop/computer to be found. Trainer can work from any computer.	Low - Trainers are provided with up-to-date computers and are knowledgeable about how to use and maintain them. A competent office-based technical team is always on hand to advise. In the worst case scenario, laptop failure, the contingency plan is in place to all training/PD days to go ahead.	No	Consultant Trainers have all the necessary documents and presentations on spare memory sticks which can be used on alternative laptops and computers. Will not required.	No risk to the quality of the training or professional development

9	Tehcnical issues at training/PD venue - including overhead projector failure	technology	Alternative to be found.	Low - contingency plan agreed in advance makes this unlikely to have more than the smallest time delay and no other effects on cost or quality.	No	Check contingency plan with venue when booking training/PD days - include backup projector and spare laptop. Ruth Miskin Training technical team on call to support via phone.	No risk to the quality of the training or professional development
10	Ruth Miskin Training website goes down - attendees unable to book Regional Phonics or Leadership Training	system, people	Delegates will be unable to book on Regional Training for Phonics or Leadership online, but will be able to call the office to book.	Low - The need for training to be booked online is small and can be done over the phone instead. Contingency plan in place reduces impact further.	No	Ruth Miskin Training technical team to attend to issue as a matter of urgency and solve within two hours. The need for training to be booked online is small and RMT staff will be able to make bookings over the phone in the event the website goes down.	No risk to the quality of the training or professional development
11	Ruth Miskin Training office staff sick or unavailable for key tasks	people	Sick employee will call Director/Operations Manager as soon as they know they will not attend work and alert the team to any deadlines or key tasks. The Director will delegate outstanding tasks to other team members.	Low - RMT has a contingency plan and staff are experienced at implementing it. The company structure and the nature of the business allows others to fill in for sick colleagues easily. No impact on cost or quality. Could cause small delays.	No	Team at RMT office to check if any task deadlines are due and ensure they are met if possible. Other staff to complete tasks - Director to delegate. Inform all relevant parties if deadlines delayed.	No risk to the quality of the training or professional development