**T2.17 RISK ASSESSMENT TOOL FOR EXIT GROUPS CONSIDERING PROGRAMME CLOSURE OR SUSPENSION OF RECRUITMENT**

This template is designed to be used by exit groups, to **carry out a risk assessment on the action plan which has been drawn up** to manage the closure and teach out period for programmes which have remaining students on them and/or potential HR issues associated with the closure. It should also be used for ‘exit’ groups convened to consider action required to manage risks associated with suspending recruitment to a programme.

| **Brookes potentially liable to:** | **Risk**  (The template provides some **common examples** – please make specific additions, deletions and amendments so as to tailor the form according to the circumstances – use a separate line for each risk) | **Action identified in the exit plan to manage the risk:**   * describe the action clearly (must be an action, not an objective) * give date for action to be completed * give action owner | **Is the action adequate to manage the risk?**  Give a Y/N answer | **If answer is N, identify the additional action(s) needed** | **Date of next review or of completion**  Show clearly when action is complete |
| --- | --- | --- | --- | --- | --- |
| **Applicants** | Failure to manage and minimize impact on applicants |  |  |  |  |
| **Applicants holding offers** | Failure to manage and minimize impact on applicants having accepted an offer but not yet started |  |  |  |  |
| **Students progressing** | Failure to manage and minimize impact on progressing students |  |  |  |  |
| **Students completing** | Failure to manage and minimize impact on students in the last stages of the programme particularly if prejudicing their final result |  |  |  |  |
| **Students complaining or making a claim relating to the programme** | Failure to be in a position to handle the complaint or to offer an appropriate remedy |  |  |  |  |
| **Employees of Brookes** | e.g. Loss of key staff;  Inadequate planning for management of redundancies; Inadequate planning for continuation of activity with a transferred provider (i.e. TUPE); Failure to provide for consequences of closure such as loss of right to reside |  |  |  |  |
| **Employees of partner** | e.g. Loss of key staff;  Inadequate planning for continuation of activity with a transferred provider (i.e. TUPE) |  |  |  |  |
| **Employer**   * e.g. provider of work environment for work-based learning, * e.g. placement provider | e.g. Failure to provide work environment; Failure to provide placement; |  |  |  |  |
| **Professional bodies** | Failure to maintain professional body accreditation |  |  |  |  |
| **Collaborative partner(s)**   * consider all parties participating in the programme delivery | e.g. Insolvency of partner; Failure of partner to pay Brookes; Failure to manage or cooperate with joint communications to third parties/public; Failure of partner to maintain quality (consider also premises/facilities e.g. needed for assessment, resits, retakes) |  |  |  |  |
| **Local permission/regulatory authorities** | e.g. Failure of partner to maintain local permissions to operate; Unplanned tax liability; Failure to plan for and manage personal data movements |  |  |  |  |
| **Funder – specify** (including parties under contract to funder) | e.g. Failure to observe internal compliance processes; Failure to design effective exit plan; Failure to manage exit plan effectively; Failure to record extra costs which would be recoverable under contractual indemnity |  |  |  |  |
| **Others (specify)**   * consider other parties affected (e.g. patients, end-users) * consider other risks arising from the action plan |  |  |  |  |  |