



ACADEMY
Online Learning Ltd

Risk Assessment Policy

Version 1.2

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Academy Online Learning Ltd

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1.0 Introduction

This purpose of this policy is to identify risks associated with AOLL and set out the ways in which we work to minimise and manage risks.

1.2 Scope

This policy covers all activities carried out by AOLL in the delivery of services.

2.0 Persons Affected

2.1 Learners

2.2 Potential learners

2.3 Directors

2.4 Management team

2.5 AOLL staff

2.6 AOLL tutors

3.0 Definitions

3.1 Risk: for the purposes of this policy a risk is anything which can be considered to cause danger, harm or loss.

4.0 Responsibilities

4.1 Learners shall follow AOLL policies to ensure systems are used in the manner they are intended.

4.2 AOLL management will take all reasonable steps to minimise risks associated with the delivery of our services.

5.0 Risks Identified

AOLL have identified the following as possible risks associated with provision:

- loss of personal information, including financial information
- loss of learner work as a result of system failure
- ill-health or injury as a result of study/work activities

6.0 Risk Management

AOLL have in place the following strategies to minimise the risks identified:

Risk	Responsibility	Steps taken to manage risk
<ul style="list-style-type: none"> • loss of personal information, including financial information 	Keiron Walsh	<p>AOLL adhere to the principles of GDPR to ensure only information which is essential is collected. The following measures are taken to protect the information we do hold:</p> <ul style="list-style-type: none"> Daily offsite backups Staff training Limited storage on PCs Encryption of laptops Email procedures for personal data <p>In addition connections to the website and VLE are encrypted SSL and the server is protected by a firewall that only allows Secure Shell access from a single IP address. Passwords are also encrypted, salted and hashed.</p>
<ul style="list-style-type: none"> • loss of learner work as a result of system failure 	Keiron Walsh Amy Green	Additional cloud storage for the backup of assessments.
<ul style="list-style-type: none"> • ill-health or injury as a result of study/work activities 	Keiron Walsh	As most personnel and students work from home, training is provided on the importance of healthy working spaces with good ventilation and lighting and general safe practice such as avoiding trailing laptop charging leads, taking frequent breaks, etc