

## ***Risk Management Policy***

***This policy addresses issues in relation to:***  
*Safe and Supportive Environment – Student Welfare 3.6.2*

***(See also Policies on Duty of Care, Excursions, Chemical Use in School, Workplace Health and Safety)***

### **Purpose**

This document is used to assist the executive and teaching staff where they are involved in planning and conducting a risk assessment for school activities and events in which staff and students will participate. The document details the steps involved in identifying hazards, assessing risk, eliminating risk and monitoring compliance. A copy of each completed Risk Assessment Proforma is to be kept by the organising staff member. A copy is also to be issued to the Deputy Principal. (Refer to Appendix for Risk Assessment Proforma).

### **Risk Assessment Form**

The School has an obligation to:

1. Identify hazards;
2. Assess the risk associated with each hazard;
3. Eliminate the risks, or if that is not reasonably practicable, minimise the risks; and
4. Monitor compliance with the method of control and review regularly.

This risk assessment document is to be used to assist staff to fulfill each of those obligations.

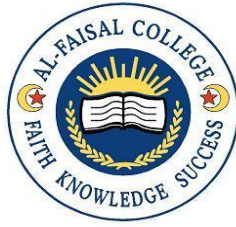
It is really important for staff to consult with colleagues about risk assessment and risk management. It may also be useful for staff to work with students to identify risks as well.

### ***Step One: Identify Hazards***

#### **Identify Foreseeable Hazards and Assess the Risks of Harm**

In identifying hazards, staff should consider:

1. How suitable things are for the task they are being used for, and how well they are located.
2. How people (including workers and students) use equipment and materials.
3. How people might be affected by noise, fumes, lighting etc.
4. How people might be hurt by equipment, machinery, tools, objects etc.
5. How people might be hurt by chemicals and other materials used.
6. How people might be affected by work-related stress and fatigue or bullying.
7. Looking at different tasks, different locations, different roles and different activities in identifying hazards.
8. Reviewing records of workplace incidents, near misses, worker complaints, sick leave and the results of any audits or inspections.



## ***Step Two: Assess – Deciding the Importance of Each Hazard***

In determining how to deal with hazards which have been identified, it helps to understand the nature of the risk associated with the hazard and to prioritise the order in which hazards are addressed. Obviously, staff need to deal with the worst hazards first. Delay in dealing with these is an obvious risk to people. Of course, if staff can easily fix a low-risk hazard it might as well be done straight away. Staff doesn't need to wait until all the riskiest hazards have been dealt with before dealing with the simple ones.

### ***Judging Severity***

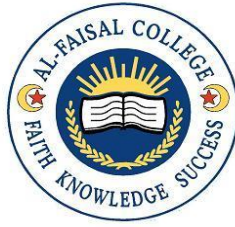
For each hazard, think about whether it could:

- kill or cause permanent disability or ill health
- cause long term illness or serious injury,
- cause someone to need medical attention and be absent from school or work for several days,
- cause someone to need first aid

### ***Judging Likelihood***

How likely is it that someone would be that badly affected:

- very likely
- likely
- unlikely
- very unlikely



## Priority Table

Staff is to use the priority table below to prioritise hazards based on risk. The numbers show how important it is to do something:

**1** - It is extremely important that you do something about this hazard as soon as possible

**6** - This hazard may not need your immediate attention.

	<b>Very Likely</b> Could happen any time	<b>Likely</b> Could happen sometime	<b>Unlikely</b> Could happen but very rarely	<b>Very Unlikely</b> Unlikely to ever happen
<b>Catastrophic</b> Kill or cause permanent disability or ill health	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Major</b> Long term or serious injury	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Moderate</b> Medical attention and several days off work	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Minor</b> First aid needed	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

## Step Three: Eliminate or Minimise the Risk

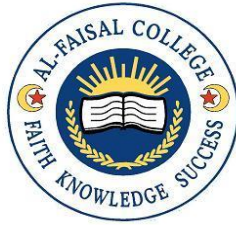
Once staff have identified a risk, their **first obligation** is to eliminate it. If it is not reasonably practicable to do that, then minimise the risk.

Staff should control the risk by taking the following measures (in the order specified) to minimise the risk to the lowest possible level:

1. substitute (wholly or partly) the hazard giving rise to the risk with a hazard that gives rise to a lesser risk;
2. isolate the hazard from any person exposed to it;
3. minimise the risk by engineering means;
4. minimise the risk by administrative means (for example by adopting safe working practices or providing appropriate training, instruction or information)
5. using personal protective equipment.

A combination can be used to reduce the risk to the lowest level.

<b>1 - 2</b>	HIGH PRIORITY	Immediate action required - Discontinue or do not start job or process until hazard is eliminated or appropriate controls are implemented.
<b>3 - 4</b>	MEDIUM PRIORITY	Implement safeguards immediately and/or assess and monitor control measures.
<b>5 - 6</b>	LOW PRIORITY	Implement safeguards as considered necessary.



## **Step Four: Monitor**

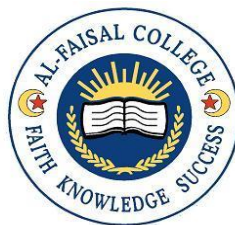
It is important to continue to monitor hazards and risks and compliance with control methods put in place and to review the control methods. Staff should remember to:

1. regularly review the control measures to make sure they are working effectively.
2. stay on the lookout for new hazards.
3. use the risk assessment when things change, such as when you introduce new activities, start a new project, change work systems, change equipment, tools or machinery, their location or the way they are used, introduce new people with different skill levels or receive additional information about health and safety.
4. make sure that the control measures have been implemented and make sure that there is appropriate supervision of safe work procedures.
5. make sure that a message is sent that SAFETY IS IMPORTANT so that staff and students know that if they don't follow safety instructions or if they endanger other members of the school community, they will be disciplined.

This policy will be reviewed by the WHS committee on a regular basis.

Date of Policy:  
January 2018

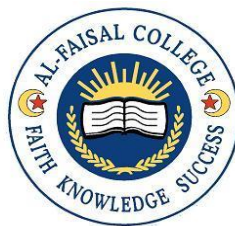
Proposed review date of  
policy:  
January 2020  
*or earlier where amendments in  
legislation require immediate policy  
reviews*



## Risk Assessment Proforma

**Submit to Coordinator/Deputy Principal upon completion. Keep a copy for yourself.**

Activity	Hazard Identified (incl. location & other relevant into)	Risk Assessment rating	Elimination / Control Measures	Who/when	Actioned / Signed / Completed
Plan Prepared by					
Prepared in consultation with :					
Communicated to:					
Venue and safety information (venue risk assessment if applicable) reviewed and attached:			Yes/ No		



Risk Matrix				
	<b>Very Likely</b> Could happen any time	<b>Likely</b> Could happen sometime	<b>Unlikely</b> Could happen but very rarely	<b>Very Unlikely</b> Unlikely to ever happen
<b>Catastrophic</b> Kill or cause permanent disability or ill health	1	1	2	3
<b>Major</b> Long term or serious injury	1	2	3	4
<b>Moderate</b> Medical attention and several days off work	2	3	4	5
<b>Minor</b> First aid needed	3	4	5	6