

policy RISK MANAGEMENT

RATIONALE

All schools need to work towards meeting the safety needs of their respective communities as effectively as possible. A systematic process of evaluation will provide information on which to base plans for improvement, by reducing risk factors for accidents.

AIMS

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues within our school.
- To prevent accident, injuries and disease in the workplace.

IMPLEMENTATION

- Our school has adopted the “CAP” approach to risk management (Collect Information, Analyse Data, Prevention) as detailed in the CAP booklet. This policy is to be read in conjunction with the “Injuries to Staff” policy and the “Occupational Health and Safety” policy.
- **Information:** All injuries will be investigated by principal and OH&S representative who will take immediate action to avoid a recurrence if possible, recorded using form LE375, and recorded on CASES. All reports will form a Register of Injuries available to all staff. Refer to ‘Injuries to Staff’ policy. Routine workplace inspections will occur consistent with the school’s ‘OH&S’ policy.
- **Analyse Data:** The Occupational Health and Safety committee will analyse all of the above data to ascertain accident patterns, identify risks, determine priorities, and in consultation with the community, develop a strategic plan to be implemented to eliminate or control all identified hazards. School Council or DEET to fund the improvements required.
- **Prevention:** The strategic plan will be implemented with resources, responsibilities and timelines all being identified. A Hazard Alert Register will be developed and maintained. Where possible all hazards will be eliminated, otherwise the risk will be reduced by means of changed work practices as a result of a Task Analysis, changed equipment, protective equipment, emergency planning, safety equipment etc.

EVALUATION

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee.
- The outcomes of this review will be included within the Buildings and Grounds committee’s report to School Council and the community. \
- This policy will be reviewed as part of the school’s three year review cycle.

Reference: SOTF Reference Guide: 6.12.1 – OHS www.sofweb.vic.edu.au/hrm/OHS/accpreu/guide.htm

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