



# RISK MANAGEMENT POLICY

## Rationale

Risk Management is vital to ensure the safety and health of all staff and those who are in their care, including students and school families.

## Scriptural Context

*“Help carry one another’s burdens and in this way you will obey the law of Christ.”  
Galatians 6:2*

## Aims

St Patrick’s Primary School will ensure that all workplace hazards are identified, assessed and controlled in an appropriate and timely manner. A written form and procedure will ensure that the school is compliant with the Work Health and Safety legislation.

## Guidelines & Implementation

St Patrick’s Primary School will use a variety of systems to identify risks. This will include regular workplace inspections, development and implementation of 5 Year Maintenance Plan, review of injuries, review of incidents, review of near misses, soliciting parents and student complaints/comments.

All reporting will be in writing, using the Maintenance Register or Risk Management Report Folder.

The person who identifies the risk should report it (in writing) as soon as is practically possible and pass it onto the Principal or Assistant Principal immediately.

If it is a serious/life-threatening problem, the Principal must also be notified verbally as it is their responsibility to ensure that corrective action(s) are taken as soon as is physically possible.

The WH & S Representative is responsible for bringing the completed Maintenance Request Form Summary to Executive Meetings and to Staff Meetings.

More comprehensive evaluation of all risks will be in conjunction with all the staff at the staff meetings.

Where the risk impacts on non-teaching staff, they will be included in the consultation process.

All the components of the reporting form will be completed to ensure comprehensive assessment and control of the identified risks.

All controls put into place must be re-evaluated at a future date, determined at the time of the assessment to ensure that they have not given rise to any new risks. This timeline is to be determined as part of the consultation process.

Assessment should include the use of the Risk Assessment Matrix included in this policy.

On identification of a hazard, either by receipt of a Maintenance Register item, periodic review of the school or other means, a process of prioritisation will be undertaken. This may be done by the WH&S Representative directly or after consultation with the Principal or Assistant Principal.

Two questions will be answered to enable actions to be prioritised:

1. How likely is it that this hazard will cause injury or illness; and
2. How severe is the injury or illness if it does occur

This process will be undertaken with direct reference to the “Hazpak Risk Management Manual” developed by Work Cover NSW and available in the office. (Please see table and explanation on next page for an overview of this prioritisation process).

**Hazpak Risk Management Model:**

PLEASE RATE THE HAZARD ACCORDING TO THE 2 SCALES BELOW AND FIND CORRESPONDING CELL IN THE RISK ASSESSMENT TABLE BELOW

**Scale 1: Severity of injury**

- Critical : kill or cause permanent ill health or disability
- Serious : long term illness or serious injury
- Major : medical attention and days off work
- Minor : first aid needed

**Scale 2: Potential of injury**

- Very Likely : could happen at any time
- Likely : could happen sometime
- Rarely : could happen but rarely will
- Unlikely : could happen but probably never will

HAZPAK TABLE : RISK ASSESSMENT MATRIX

How severely could it hurt someone or make them ill?	<b>VERY LIKELY</b> Could happen at any time	<b>LIKELY</b> Could happen sometime	<b>RARELY</b> Could happen but very rarely	<b>UNLIKELY</b> Could happen, probably won't
<b>CRITICAL:</b> Cause DEATH, permanent ill health or disability	1 High	1 High	2 Medium	3 Medium
<b>SERIOUS:</b> Long term illness or serious injury	1 High	2 High	3 Medium	4 Medium
<b>MAJOR:</b> Medical attention and days off work	2 High	3 Medium	4 Medium	5 Low
<b>MINOR:</b> First Aid needed	3 Medium	4 Medium	5 Low	6 Low

**Risk Control Mechanisms:****EXAMPLES OF RISK CONTROL MECHANISMS**

<b>Risk Control Category</b>	<b>Control Mechanism</b>
<b>Reduce</b>	<ul style="list-style-type: none"> <li>• Rationalise the amount of cleaning products in the school and use the same on throughout.</li> </ul>
<b>Substitute</b>	<ul style="list-style-type: none"> <li>• Replace an unguarded machine with one that has guarding on it that complies with the Australian standard.</li> <li>• Rather than carry the overhead projector around, use a trolley.</li> </ul>
<b>Engineering Controls</b>	<ul style="list-style-type: none"> <li>• Putting handrails beside steps that are very steep.</li> <li>• Providing non-glare screens for computer operators.</li> </ul>
<b>Administrative Controls Training/Signs/Policies</b>	<ul style="list-style-type: none"> <li>• Providing training e.g. in Backcare.</li> <li>• Putting in place a policy for wearing hats in the sun.</li> <li>• Remind everyone to wear PPE</li> </ul>
<b>Personal Protective Equipment (PPE)</b>	<ul style="list-style-type: none"> <li>• Assess a task to establish what PPE is necessary.</li> <li>• Provide sufficient supplies of PPE.</li> <li>• Monitor the use of PPE.</li> </ul>

**Risk Reporting Terminology:**

Person Reporting	This could be any member of staff or a visitor to the school.
Location	Pinpointing the area where the risk is in the school e.g. room 4.
Date	Date the risk was first identified.
Person reported to:	This refers to a verbal report in addition to the written report to be completed in the case of a serious/life threatening issue.
Description of Risk	Provide as much information as possible to ensure comprehensive and informed assessment.
Can you propose a solution for this risk?	Sometimes the risk has been partially dealt with by the person who identified it. It should still be followed up to verify that action has been effective and appropriate.
Name of person initiating staff consultation:	This should be the person who takes responsibility for Workplace Health and Safety issues e.g. principal.
Risk Rating from 1-6 as per Hazpack matrix	Utilising the Risk Rating system will ensure consistent management regardless of the type of risk.
What is this risk?	Ensure that as much information as possible is provided to make for well informed decisions when discussing the risk.
Can you eliminate this risk? If yes, provide corroborative statement	The additional statement will remind in future why it was decided to eliminate the risk entirely.
Additional controls	The controls mechanisms have been listed to act as a prompt in the decision making process
Specify location if there is any additional documentation related to this risk	This is important if you should ever be called upon to show that you have managed a particular issue e.g. letters to the Council about Fire safety equipment.
Review of recommended controls	The process is never complete unless has been a review of implemented controls.

**Risk Management Reporting:**

- Workplace Inspection Checklists
- Maintenance Register
- 5 Year Maintenance Plan and Procedures

- Risk Management Report Forms
- Hazpak Risk Management Matrix (Work Cover NSW)

### **Responsibility for Hazard Identification and Reporting:**

This section covers periodic review processes and reporting of hazards as they are identified at the school.

All staff members, contractors, students and other visitors to St Patrick’s Primary School are responsible for identifying and reporting WH&S hazards/ risks at the earliest opportunity.

### **Periodic Review for OH & S Hazards:**

#### **Informal Monthly Review**

Each month the Principal and Assistant Principal will do a ‘walk through’ of the school, looking for potential WH&S issues. Any issues identified will be reported using the Maintenance Request form.

#### **Maintenance Register**

All maintenance requests will be written into the Maintenance Register for the Maintenance and Grounds Officer to assess and act upon. Requests that require contractor intervention will be dealt with immediately by the secretarial staff, in consultation with Principal or Assistant Principal. Upon payment to a contractor, details of work carried out are entered into the Repairs and Maintenance section of the Administration Program SAS2000. Reports are generated periodically.

#### **Weekly Staff Meetings**

WH&S is part of the General Staff Meeting where relevant information is disseminated and minutes are recorded.

#### **Semester Classroom Check**

All the end of Semester 1 (Term Two) & Semester 2 (Term 4), teachers will be asked to complete the “Workplace Inspection Checklist”. This needs to be given to the Assistant Principal along with any completed maintenance request forms for prioritisation.

#### **Formal Annual Review**

At the start of Term 4, the Principal will complete a full Maintenance Audit and review of all internal/external areas of the school. A full report will be filed and placed with the Maintenance Plans Folder.

This will highlight areas of urgent concern and identify budget requirements for the future year.

#### **Working Bees**

Parents are asked to help out at Working Bees held throughout the year. Working Bees are held to maintain the School and to keep the grounds in order. A maintenance request can be made via the Maintenance Request Book. Volunteers need to sign a Working Bee Register and understand the WH & S Policy of the school.

#### **Related Policies**

Work Health & Safety Policy 2012  
Maintenance Policy Plan and Procedures

#### **Reflection Material**

- CEO Risk Management Draft Policy
- Hazpak Risk Management Matrix, Work Cover NSW

<p>This policy was last ratified by St. Patrick’s School Board in.... Reviewed in ...</p>	<p>May, 2010 June 2012</p>
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