

RISK MANAGEMENT POLICY

March 2016

BACKGROUND

The school recognises its obligation to make reasonable efforts to manage risks that threaten to adversely impact upon staff, students, school/community resources or members of the Hilton Primary School community. Risk management is evidenced by integrating risk identification, risk management, education and consistent reporting of potential hazards into everyday operations.

POLICY GOALS

The objectives of risk management are to:

1. Protect students, staff and stakeholders from adverse incidents;
2. Reduce risk exposure;
3. Agree on a level of acceptable risk;
4. Ensure the ongoing capacity of the school to achieve its objectives, and to perform its functions of providing quality service; and
5. Reduce any negative impact on the school community.

RISK MANAGEMENT PROCEDURES

The Principal will:

- Identify and assess risks through the annual Risk Identification Worksheet managed by the Department of Education. The school will then respond appropriately to the type and severity of risk;
- Develop management plans to prevent or minimise negative consequences to the school community in the day to day running of the school. These include, but are not limited to, Attendance Policy, Behaviour Management Policy, Workforce Planning Strategy, Evacuation/Lockdown Procedures etc;
- Monitor and record risks within the various risk management systems in place. This would include the normal Maintenance protocols, the Asbestos Register, Individual Medical Health Plans, Regular inspection of the school grounds with the Head Cleaner and Grounds person at a minimum;
- Communicate risks to staff, as appropriate. The principal ensures there is a communication protocol that outlines expectations for staff-staff communication, staff-parent communication and school-community communication; and
- Ensure all school personnel receive appropriate education/training in risk identification and minimisation. This may range from mock evacuations to Cyber-safety lessons to safe usage of school equipment.

School staff, students, volunteers and external contractors will be encouraged to:

- Practise risk minimisation; and
- Inform their line manager/teacher in charge of a particular area of potential risks.

REF: <http://www.det.wa.edu.au/audit/detcms/navigation/risk-management-and-business-continuity/>

To be reviewed - April 2019