

# Croydon Community School & OPTIONS

## Risk Management Policy



### PURPOSE

To ensure *Croydon Community School & OPTIONS* manages risk appropriately to maximise the ability to deliver on school objectives, to make sound decisions, safeguard student and employee wellbeing and contribute to meeting the Victorian community and Government expectations for accountable and responsible use of public finances and resources.

*To ensure the school applies effective risk management processes.*

*To ensure the school complies with DET guidelines and the provisions of the Public Administration Act 2004 (Section 81, Part 1b).*

To ensure the school complies with Child Safe Standards 1, 2 & 6.

To ensure the school discharges its duty of care towards children.

### SCOPE

School staff must ensure that risk management processes are integrated into all planning and implementation activities.

A risk management process will help to deliver objectives, promote sound decision-making, and prioritise resources.

### DEFINITION

Risk is the effect (positive or negative) of uncertainty on objectives.

Risk management is:

- the identification, analysis, assessment, and prioritisation of risks to the achievement of objectives
- the coordinated allocation of resources to minimise, monitor, communicate and control risk likelihood and/or impact, or to maximise the realisation of opportunities, and
- the coordination of activities to direct and control risks to the achievement of objectives.

### POLICY

The safety and wellbeing of children is a high priority for this school.

Management of risk is everyone's responsibility.

The school will use DET's Risk Management Framework as detailed in the guidelines.

The review of risks will be a standing item on all School Leadership agendas.

The Leadership Team will look at how risks change throughout the year as the school environment changes and as treatments for those risks are completed including:

- Day-to-day Running of the School
- In the classroom
- Excursions and Incursions
- Education Outdoors
- Projects and Events
- Occupational Health and Safety (OHS)

The key steps in this process are:

1. Establish the Context

2. Risk Identification
3. Risk Analysis
4. Evaluation
5. Risk Treatment
6. Communication & Consultation
7. Monitor & Review

School Council may consider including their approach to managing risk within the Annual Report.

### Occupational Health & Safety Risks

The school will maintain a Risk Register detailing all risk to school visions, objectives and goals as well as risks to governance and any other business activities. It will not include OHS hazards which are to be captured in accordance with the OHS Management System, see: [Health, Safety and WorkSafe - OHS Management System \(OHSMS\)](#). A sample register which can be edited and has automatic tools embedded is available, see: [Risk Management in Schools – Risk Register](#).

A subordinate Risk Register may be established for specific activities such as travel/excursions or projects see: [Risk Management in Outdoor Education – Education Outdoor tools](#).

The Leadership Team and the School Council will regularly review the Risk Register to ensure controls remain effective, treatments are being implemented and residual risks remain tolerable.

To be effective, the school's risk management, improvement and accountability processes will be monitored and coordinated by either:

- A staff member
- management committee, or
- an existing school standing committee taking it on as an additional responsibility.

A program of risk management training including an element in induction training will enhance risk management application and culture. The online module may assist in getting started, see: [Risk Management - Online Risk Module](#).

Inspection Checklists will be utilised for:

- External Grounds and Sporting Field Inspection Checklist
- Playground Inspection and Structures Inspection Checklist
- Art Room Inspection Checklist

The Principal initially will consult relevant persons when first reviewing the *OHS Risk Register* for the workplace. These should include:

- the Principal's OHS Nominee;
- coordinators involved in the task, activity or area;
- employees who either undertake the task, activity or work in the area or who may be affected by the outcomes of the risk assessment;
- relevant Health and Safety Committee member/s or HSR.

During the initial review, the Principal and/or Nominee should review each entry for applicability to their workplace (delete only if not appropriate i.e. if specific equipment or tasks are not present or conducted at the workplace) and list any additional hazards identified in the workplace.

All new hazards identified either during the initial review, or on an ongoing basis, will be dealt with in accordance with the risk management methodology outlined in Section 6.5 of this procedure.

OHS risks now include work related stress linked to bullying and harassment including cyberbullying.

Once the *OHS Risk Register* is finalised, the Principal and/or Nominee will ensure the controls defined within the Register are implemented by allocation of sufficient resources and delegation of responsibility to personnel with the required authority to make decisions.

The risk management, improvement and accountability processes will be monitored and coordinated by either a staff member, management committee or an existing standing committee taking it on as an additional responsibility.

The Principal will review the *OHS Risk Register*:

- when first implementing the OHS Risk Register in the workplace
- on an annual basis (review to be scheduled in the *OH&S Activities Calendar*);
- when hazards are reported;
- when incidents or near misses occur;
- when new substances or plant and equipment are introduced into the workplace;
- when new or additional information regarding a hazard, relevant to workers, is made available or communicated via the regulatory authority (WorkSafe).

If a risk control has not been implemented by the intended completion date, the Principal will identify the reasons for the delay and, in consultation with relevant parties, determine an alternate date and update the *OH&S Risk Register* accordingly.

Employees, contractors and visitors are responsible for:

- participating in training as provided;
- reporting hazards and incidents in the workplace;
- advising relevant Workplace Managers and/or Management OHS Nominees where risks need reviewing or hazards require inclusion on the OHS Risk Register;
- completing OHS risk assessments as required;
- implementing OHS risk controls and reporting back on the suitability of those risk controls in reducing risk;
- following safe work procedures and instructions.

A program of risk management training including an element in induction training will be utilised. The online module may assist in getting started, see: [Risk Management - Online Risk Module](#).

The school will undertake risk analysis for school camps and/or adventure activities.

WorkSafe will be notified of incidents occurring at the school resulting in:

- the death of a person
- serious injuries
- an electric shock
- immediate medical treatment as an in-patient in a hospital or medical treatment within forty-eight hours of exposure to a substance
- the collapse or partial collapse of any part of a building or structure
- an implosion, explosion or fire
- the escape, spillage or leakage of any substance, including dangerous goods as defined in the *Dangerous Goods Act 1985*
- the fall or release from a height of any plant equipment, substance or object.

## Child Safe Risk Management

The Leadership Team will work collaboratively with staff, children, School Council and the community to:

- formally identify the potential risks within the school's physical environment e.g. doors that lock, volunteers working unsupervised with children, volunteers working in the school grounds during recess periods, other visitors to the school, school boundaries, school camps or excursions
- consider the risks to children due age related vulnerability, children who have experienced trauma, neglect or abuse, Aboriginal children, children from a culturally and/or linguistically diverse background and children with a disability
- identify the risk associated with children working online including cyber bullying, online grooming, trolling, disclosure of personal details

- consider the opportunities for accidental or intentional harm e.g. poor physical environment leading to injury, poor supervision, high-risk activity, pushing, shoving, jostling, slapping, pinching etc.
- reflect on opportunities for psychological abuse – bullying, ignoring or isolating, lack of respect, social vilification or discrimination
- document the risks
- identify the level of risk i.e. low, medium or high
- consider the consequences of the risk e.g. moderate, severe
- develop strategies to minimise the risk e.g. require WWC Checks and/or criminal record checks for all volunteers, increase levels of supervision, change the environment, make it harder for abuse to occur
  - review the risk management strategy annually or if an incident occurs
  - set a time frame for completing the risk analysis and incorporating the learnings
  - identify a person to lead the ongoing monitoring and review

A [SWOT Matrix \(pdf - 113.86kb\)](#) is a useful tool to undertake an analysis of the school environment.

## FURTHER INFORMATION AND RESOURCES

References:

[www.education.vic.gov.au/school/principals/spag/governance/pages/risk.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/pages/risk.aspx)

[www.education.vic.gov.au/Documents/school/principals/management/ohsriskmgtpcedures.aspx](http://www.education.vic.gov.au/Documents/school/principals/management/ohsriskmgtpcedures.aspx)

[www.education.vic.gov.au/Documents/school/principals/management/ohsriskregister.xlsx](http://www.education.vic.gov.au/Documents/school/principals/management/ohsriskregister.xlsx)

Please refer also to the school's:

- Accident Recording and Reporting Policy
- Camps and Excursions Policy
- Dangerous Goods and Hazardous Substances Policy
- Emergency and Incident Reporting Policies
- Professional Learning Policy
- Responding to Violent and Dangerous Child Behaviour Policy
- Security Risk Management Policy
- (and the) Child Safe Standards
- Student Transfers Policy

## REVIEW CYCLE

This policy, last updated 16<sup>th</sup> October, 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change.