

Procedures for Risk Management

Aim:

The Board of Trustees acknowledges that in order to perform its primary duty of care, as far as reasonably practicable, to its workers and others, it is necessary to manage risks effectively in the school environment.

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. The following four steps describe how we manage health and safety risks effectively:

1. **Identifying hazards:** finding out what situations and things could cause death, injury or illness
2. **Assessing risks:** understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. **Controlling risks:** implementing the most effective control measures that are reasonably practicable in the circumstances
4. **Reviewing control measures:** ensuring control measures are working as planned

Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

Officers – (Board members, Principal and members of the Senior Leadership Team)

- Ensure workers and others know about health and safety risk processes and procedures
- Ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- Hold and maintain the risk register for the work group
- Inform 'others in the workplace' of any known risks and controls in place
- Assess risks that are reported to you
- Consult with workers on the most effective controls to manage the risks
- Regularly review and monitor risks and the controls that are in place

Workers – (employees, temporary workers, contractors, volunteers)

- Take reasonable care of their own health and safety
- Take reasonable care that their acts are not a risk to the health and safety of others
- Take reasonable steps to eliminate risks when they are first identified
- Report any risks to their relevant school leader, including those that have already been eliminated
- Seek support from the health and safety representative on health and safety risk matters if required
- Comply with the Health and Safety policy and procedures in the workplace
- Comply with any reasonable instruction in relation to risks given by the Board or the PCBU they are visiting
- Inform others of known risks

- May cease or refuse to carry out work if they believe the work would expose them to a serious risk

Health and Safety Committee

- facilitates co-operation between the board of trustees and school workers in instigating, developing and carrying out measures designed to ensure the school workers' health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school
- makes recommendations to the board of trustees about work health and safety

Health and Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the board
- investigate complaints from workers about health and safety risks
- after first consulting with the relevant school leader, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonable practicable
- direct workers to cease work if they believe the work would expose them to a serious risk

Others – (visitors, students, parents, etc.)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the board in relation to risks