



MARIST CATHOLIC SCHOOL

PROCEDURE: Risk Management

At Marist Catholic School we recognise and respect the sacred dignity of each person as made in the image of God. We therefore undertake to provide students, staff and visitors with a safe physical and emotional learning environment by effectively managing risks.

PURPOSE

Risk management allows the board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this procedure is to explain how we manage risks effectively in the school environment and work carried out by the school.

SCOPE

This procedure applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

The board will keep a risk register and record information from the risk management process. For each identified hazard, the following information will be recorded:

- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented - by whom and by when
- review date

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. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

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 measure are working as planned

ASSESSING RISKS:

1. Assessing severity

The severity of the consequences can be rated by the degree of injury or illness that could occur as follows:

Descriptor	Description
<i>Death</i>	
<i>Major</i>	Extensive injuries or severe illness requiring hospitalisation
<i>Moderate</i>	Injuries or illness requiring medical attention off-site
<i>Minor</i>	Injuries or illness requiring first aid, can be carried out on-site
<i>Negligible</i>	Negligible or no injuries or illness, no treatment required

1. Assessing likelihood

The likelihood of injury or illness occurring can be rated as following:

Descriptor	Description
<i>Very likely</i>	Expected to occur in most circumstances
<i>Likely</i>	Will probably occur in most circumstances
<i>Moderate</i>	Should occur at some time
<i>Unlikely</i>	Could occur at some time
<i>Rare</i>	May occur only in exceptional circumstances

1. Assessing the level of risk

The level of risk will increase as the likelihood of injury or illness and its severity increases, as the risk rating table below shows. Once the risk for each hazard has been assessed, identify and put in place appropriate control measures, concentrating first on extreme and high risks.

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Death
<i>Very likely</i>	High	High	Extreme	Extreme	Extreme
<i>Likely</i>	Moderate	High	High	Extreme	Extreme
<i>Moderate</i>	Low	Moderate	High	Extreme	Extreme
<i>Unlikely</i>	Low	Low	Moderate	Significant	Extreme
<i>Rare</i>	Low	Low	Moderate	Significant	Significant

ROLES AND RESPONSIBILITIES

Everyone has a part to play in managing risk effectively.

Officers

- 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
- comply with the Health and Safety Policy and procedures in the workplace
- comply with any reasonable instruction in relation to risk 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

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