



## **Risk Management Policy**

### **Aims**

- A. To proactively, systematically and responsibly manage risk throughout Kerry Street Community School.
- B. To ensure the safety, security and wellbeing of students, staff, volunteers and visitors;
- C. To ensure the school delivers a satisfactory standard of education;
- D. To ensure the continued smooth and successful operation of the school;
- E. To minimise the legal, financial, physical, technological and reputational risk to school.

### **Scope and Application**

This policy applies to all areas of the school's operation at all operating locations, including routine internal activities.

This policy is available on the school website and applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

### **Definitions**

The basis of the following definitions are drawn from *AS/NZS ISO 31000:2009 – Risk Management – Principles and Guidelines*. In many cases additional explaining text has been added for use in this policy.

- A. **Risk** – The chance of something happening that will impact objectives. It is measured in terms of consequence and likelihood.
- B. **Risk Management** - The coordinated activities to direct and control an organisation with regard to risk. Risk Management encompasses processes and structures that are directed towards the effective management of situations that have the potential to have adverse effects on the organisational environment.
- C. **Risk Assessment** - The overall process of risk identification, risk analysis and evaluation.

- D. Consequence Categories** – Determining the consequence of a risk event. Consequence categories include the following factors Governance/ Legal implications, Financial loss, Health & Safety, the Environment, the Schools Reputation, and the student’s Educational needs.
- E. ALARP** - As Low as Reasonably Practicable (the cost involved in reducing the risk further through the addition of more controls would be grossly disproportionate to the benefit gained)
- F. Hazard** - means a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.
- G. Level of Consequence** – The level of impact (1 to 5) in relation to each of the consequence categories defined in the Consequence Table.
- H. Level of Likelihood** – How likely (1 to 5) a risk will eventuate with the defined consequence.
- I. Risk Rating** – The level of risk calculated by multiplying the level of consequence by the level of likelihood.
- J. Raw Risk Rating** - is the initially assessed level of risk prior to preventive controlling strategy has been implemented.
- K. Residual Risk Rating** - is the remaining risk after the preventive controlling strategy has been implemented to reduce the Raw Risk.
- L. Control/mitigation** – a measure that is implemented to reduce or manage a risk.
- M. The School** - Kerry Street Community School (KSCS)
- N. Workplace** - This is KSCS premises (20 Forrest Road, Hamilton Hill) or any place where employees are likely to be during the course of their work. The definition includes such places as camp facilities or other structures where lessons or any other training activities are held for students.

## Principles

- A.** The School is committed to a risk management system that will reduce assessed risks to an ALARP level thereby reducing the likelihood of hazards turning into incidents.
- B.** The Board has responsibility for overseeing risk management. While the School Board has ultimate responsibility for risk management, it delegates the day-to-day responsibility to the Principal and Staff.
- C.** Risk management practices will:
  1. be part of all activities and decision making;
  2. be systematic and proactive; and
  3. facilitate an open and receptive approach.
- D.** The risk management process for all risks will be monitored and reviewed.

## Responsibilities

- A. Board**
  1. Prepare and update this risk management policy in consultation with relevant stakeholders and instilling a mature risk-aware culture within the school.

2. Identify and evaluate the significant risks faced by the school.
3. Ensuring that adequate resourcing will be available, as far as is possible, to ensure that the workplace meets the appropriate requirements of *AS/NZS ISO 31000:2009 – Risk Management – Principles and Guideline*.
4. Approve major decisions affecting the school's risk profile or exposure.
5. Monitor the management of significant risks to reduce the likelihood of unwelcome surprises.
6. Satisfy itself that the less significant risks are being actively managed.
7. Undertake and annual review of effectiveness of the system of control.

#### **B. Principal**

1. Developing procedures consistent with the principles of this policy, and implement these across all school activities, including onsite and offsite activities and settings.
2. Complying with and enforcing the results of risk assessments, as well as communicating the results to students, parents and the wider community.
3. Responsible for ensuring good risk management practices.
4. Ensuring that risk management is supported by a program of education, training and development for staff at all key levels in the school.
5. Report to the school's governing body on all activities of significant risk. Continuously assess risks and any changes that affect the school risk profile and report these to the Board.
6. Oversee management of the risk register and regular monitor and review all risks.

#### **C. Teaching staff**

1. Develop procedures that are consistent with the principles of this policy, and implement these across all school activities, including onsite and offsite activities and settings.
2. Comply with and enforce the results of risk assessments, as well as communicating the results to students, parents and the wider community.
3. Continuously assess risks, identifying emerging risks or changes that affect the school risk profile, and report any changes to the Principal and/or Chair of the Board.

#### **D. Administrative staff**

1. Develop procedures that are consistent with the principles of this policy, and implement these across all school activities, including onsite and offsite activities and settings.
2. Comply with and enforce the results of risk assessments, as well as communicating the results to students, parents and the wider community.
3. Continuously assess risks, identifying emerging risks or changes that affect the school risk profile, and report these to the Principal and/or Chair of the Board.
4. Receive hazard report forms.

#### **E. Adult members of school community**

1. Parents and members of the school community are responsible for maintaining awareness of, and complying with, the school's policies, instilling risk-awareness in their children and bringing risk-related matters to the school's attention.

**F. Students**

1. Students are responsible for complying with the school's policies; following the instructions of staff and adopting appropriate behaviour.
2. Students should report any hazards to the Staff.

## **Related Legislation**

- A. Australian Standard AS3745 – 2010: Planning for Emergencies in Facilities
- B. AS/NZS ISO 31000:2009 – Risk Management – Principles and Guideline
- C. Disability Discrimination Act 1992
- D. Emergency Management Act 2005
- E. Emergency Management Regulations 2006
- F. Health (Public Buildings) Regulations 1992
- G. Industrial Relations Act 1979
- H. Occupational Safety and Health Act 1984
- I. Occupational Safety and Health Regulations 1996
- J. Privacy Act 1998
- K. School Education Act 1999
- L. School Education Regulations 2000

## **Related Kerry Street Documentation**

- A. Procedures and Forms including:
  1. Risk Management Procedure
  2. Risk Assessment Matrix
  3. KSCS Risk Treatment Plan
  4. Specific Risks to consider (AISWA)
- B. Policies including:
  1. Building and Grounds Policy
  2. Bushfire Policy
  3. Critical Incident Policy
  4. Duty of Care Policy
  5. Emergency Response Procedure Policy
  6. Excursion and Camp Policy
  7. Records Management Policy
- C. Hazard Report Form

- D. Risk Register
- E. Risk Assessment Spreadsheet
- F. Emergency Management Procedure (EMP)
- G. Critical Incident Management Plan (CIMP)

## Contact Person

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

## Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

## Review and Authorisation

- A. New policy created September 2016.
- B. To be reviewed 2017
- C. Reviewed February 2020
- D. Reviewed November 2022
- E. To be reviewed S2 2025

## Revision History

| Date          | Revision | Detail   |
|---------------|----------|--|
| February 2020 | V.2      | Review of policy to align with AISWA guidance. |
| April 2021    | V.2.1    | Formatted. Policy list updated.                |
| November 2022 | V.2.2    | Updated legislation                            |
|               |          |  |