

PARKHILL PRIMARY SCHOOL

POLICY: Risk Assessment Policy

PROGRAM LEADER: Rod McKinlay

DATE RATIFIED BY SCHOOL COUNCIL: May 2017

RATIONALE

DET's Risk Management Policy states, "Risk management is everyone's responsibility and must be wired into all planning and implementation."

Risk is intrinsic to our world and therefore, the management of risk and recognition of opportunities are integral to achieving our vision, mission and goals and delivering on our strategic plan. This policy recognises systematic risk management is integral to good management and effective governance required of a public school. Through proactive management of risks and opportunities, the school aims to ensure a safe environment for its community.

Risk can manifest itself in most activities we undertake including delivering key learning outcomes, supporting wellbeing, maintaining finances and infrastructure and building our reputation.

Risk can be reduced or mitigated by careful planning and management. Through these processes we will foster success and be better prepared to respond if (or when) risks materialise. Therefore all school staff are specifically responsible for identifying and managing risk within their areas of responsibility.

AIMS

1. We want to be proactive in mitigating risk.
2. We want to have processes in place to identify risks, communicate and consult and plan appropriately for each one.
3. Resources used to manage risk should also be commensurate with the risks and legislative requirements.
4. Risks must be balanced against our goals and our community's expectations when making decisions on whether or not they are acceptable.
5. Risk management should be integrated into all planning of activities and general practices in the school.
6. Risk management will comply with the Child Safety Policy and Student Code of Conduct.

IMPLEMENTATION

Principals

- Principals are responsible for:
 - identifying and managing risks which affect or may impact the school
 - ensuring that risk strategies and processes are in place
 - promoting the application of risk management including providing appropriate risk management training
 - aligning resource allocation, decision making and corporate governance with risk management
 - monitoring and reviewing identified risks in a systematic and timely manner
 - ensuring appropriate records of assessed risks are maintained.

School Councils

- School councils must inform the Minister and the Departmental Head of known major risks to the effective operation of the school and the risk management systems that it has in place to address these risks (based on Section 81 (1b) of the *Public Administration Act 2004*) in a timely fashion.
- In carrying out these responsibilities the school applies the following standard processes:
 - occupational health and safety risk management for staff, students, visitors and contractors
 - the school's Risk Management Register
 - emergency management planning and incident reporting
 - financial management planning including school council financial audits
 - the School Accountability and Improvement Framework
 - the Department's Fraud Control Framework and school council governance processes
 - the Education Outdoors planning process
 - reputation management.
 - the Department's *Enhanced Risk Management* guidelines and procedures

Risk Management Register

- Risk Management Register:
 - documentation of risks assessed as medium or above, with the exception of those hazards recorded in the Occupational Health and Safety Register, must be recorded in the in the school's Risk Management Register.
 - will be reviewed by the Leadership Team at the start of each term and be brought to the attention of School Council each semester. The purpose of these reviews will be to gauge the effectiveness of risk management as a whole and of specific controls for critical activities and risks.
 - The school will also review risk assessments for all activities to be undertaken away from the school grounds. Risks are to be assessed using the Department's guidelines.

EVALUATION

This policy will be reviewed as part of the school's four year review cycle.

APPENDICES

- Nil

REFERENCES

Department School Policy and Advisory Guide:

<https://edugate.eduweb.vic.gov.au/Services/Policies/Pages/Risk.aspx>.

- Education and Training Reform Act 2006

[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)