



Risk Management

1. Introduction

The JVS has obligations to **ensure, so far as is reasonably practicable:**

- a) the health and safety of:
 - (i) workers engaged, or caused to be engaged by JVS, and
 - (ii) workers whose activities in carrying out work are influenced or directed by JVS, while the workers are at work in the business or undertaking; and
- b) that the health and safety of others is not put at risk from work carried out as part of the business or undertaking.

To meet these obligations, JVS must:

- Ensure the work environment is safe and without risks to health and safety;
- Ensure that the facilities are safe and without risk to health and safety;
- Ensure that systems of work are safe and without risks to health and safety;
- Ensure the safe use, handling, and storage of equipment, structures and substances;
- Provide adequate facilities for the welfare of workers in carrying out work for JVS or undertaking, including ensuring access to those facilities;
- Provide information, instruction, training and supervision as may be necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and

- Ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
- JVS adheres to legal requirements in relation to notification of injuries, keeping a record of injuries and return to work programs for employees who are injured or incur an illness at work.
- Please note that Safe Work Australia is producing a code of practice in respect of a range of different obligations under the WHS Act and Regulations (e.g. for example How to Consult on Work Health and Safety and Hazardous Manual Tasks) to provide practical guidance for duty holders. JVS will ensure that it reviews the codes of practice that are relevant to its business.

2. CONTEXT AND APPLICABILITY

JVS has effective risk management procedures in place to identify and deal with hazards.

The JVS risk management procedures and processes involve the following steps:

- a) identify hazards – find out what could cause harm;
- b) assess risks – understand the likelihood of a hazard causing harm and how serious it could be;
- c) control or minimise risks – implement the most effective control measure that is reasonably practicable in the circumstances; and
- d) review control measures to ensure they are working as planned.
- e) *When should a risk assessment be conducted?*

Risk assessments should generally be undertaken in the following circumstances:

- immediately prior to using premises for the first time as a place of work;
- before changes to work practices, procedures or the work environment are introduced;
- purchasing new or used equipment or new substances;
- planning to improve productivity or reduce costs;
- when new or additional information becomes available from an authoritative source which is relevant to the health and safety of workers;
- responding to workplace incidents (even if they have caused no injury);
- responding to concerns raised by staff, parents, children, health and safety representatives or others at the workplace;
- as an essential part of the pre-enrolment and during enrolment procedure when new children apply to enrol at the school;

- in response to the need to undertake an investigation of alleged reportable conduct, before, during, and after the investigation; and
- when required by the Regulations for specific hazards;

JVS keeps a record of all risk assessments for a statutory period.

At JVS the responsibility for overseeing the completion of risk management assessments is the Principal, supported by the School Psychologist, with respect to student risk assessments, and by the Work Health and Safety (WHS) Committee for non-student risk assessments.

The Principal has overall authority and right to make a determination with regards to any risk management plan, analysis, or context, and this includes the right to prevent an activity, event, or context from taking place under the auspices of being in the best interests of safety.

3. RISK ASSESSMENT CONTENT

Once a hazard has been identified, the School Psychologist or the WHS committee must assess the risk of that hazard to the health and safety of employees, students and other persons and must put in place measures to eliminate the hazard/risk to health and safety. If it is not possible to eliminate the risk, the JVS must minimise the risk by working through the alternatives in the '*hierarchy of control*'.

The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest as shown below. This ranking is known as the '*hierarchy of control*' and provides:

- Level 1: Eliminate the hazard;
 or if that is not reasonably practicable
- Level 2: Substitute (wholly or partly) the hazard giving rise to the risk with something safer; and/or
 Isolate the hazard from any person exposed to it; **and/or**
 Reduce the risk through engineering controls; and/or
 if the risk remains
- Level 3: Reduce the level of harm using administrative controls.
 Use personal protective equipment.

In deciding how to control risks the School Psychologist or WHS committee must, so far as is reasonably practicable, consult with students, employees or other workers who will be directly affected by this decision.

All measures put in place to either eliminate or minimise a risk to health and safety must be enforced, and any equipment must be properly used and maintained. The effectiveness of these measures must be **monitored and reviewed regularly**.

Safety signs must be erected in areas of the workplace that contain hazards or risks to health and safety which may not be readily apparent to workers or students in that area. Please note that there are specific obligations in relation to hazardous chemicals.

4. JVS PROCEDURES:

- 4.1 Teachers and staff are required to produce risk assessments (*see Appendix 1*) for individual students as part of each child's Individual Education Plan which covers risk to self, others, and the environment in both internal and external contexts.
- 4.2 For any new venue staff and students have not visited, and the hosting organisation is unable to provide risk assessment documentation, the school is obliged to conduct a pre-visit for the purposes of completing an initial risk assessment to establish any foreseeable risks to students and/or staff.
- 4.3 All teachers and staff are required to meet and discuss the contents of risk assessments associated with individual students and excursions on an ongoing basis as a means of making the risk assessments more rigorous and appropriate, whilst enhancing the professional development of teachers.
- 4.4 Teachers must produce a risk assessment before an activity that involves possible risk including the use of tools, and for any excursion (including camps), that are outside the school and/or require an overnight stay.
- 4.5 Teachers and staff must consider transportation and the journey to/from an event or activity endorsed by the school e.g. TAFE, as these are unlikely to be provided by the hosting organisation.
- 4.6 All risk assessments must be given to the WHS committee 2 weeks before an event, activity or excursion, which must then be signed off by the Principal.
- 4.7 Teachers/staff responsible for an activity or excursion that poses possible risk to students should inform parents/carers of the nature of the activity. Permission from parents is required in writing for all excursions outside of the school premises.
- 4.8 The school has risk assessment templates (*see Appendix 1*) on the school server for employees to utilise to ensure that all risks and details are recorded.
- 4.9 Teachers are expected to complete an evaluation of any activity/excursion that is then given to the School Psychologist, WHS Committee Chairman or the Principal.
- 4.10 The School Psychologist or the WHS Committee are responsible for discussing evaluations and making any recommendations to the Principal regarding modifications for future/similar excursions or suggested amendments to policies/procedures (where applicable).

5. SAMPLE RISK ASSESSMENT FORM

See following page

Joseph Varga School

Risk Assessment for: _____

Staff Member:		Date of assessment:		Review date:	
----------------------	--	----------------------------	--	---------------------	--

Activity/ Process/ Operation	What are the hazards to health and safety	What risks do they pose and to whom?	Risk level H/M/L	What existing control measures are in place to reduce the risk?	Risk level achieved H/M/L *	Further action required Y/N?*

Name of Staff Member :

Signature:.....

Date

Name of Principal :

Signature:.....

Date

- * If the risk level achieved is still **High**, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.
- * If the risk level achieved is **Medium** you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level. (The risk level may remain as Medium where the risk is inherent in a particular activity/process/operation).

Reference should be made to the Risk Assessment Guide 4.1 Step-by-Step for guidance on when and how the action plan should be used.

Joseph Varga School

Risk Assessment Action Plan for: _____

Activity/ Process/ Operation	Risk	Planned action to be taken to reduce the risk to a reasonable level	Anticipated risk reduction level M/L post action	Responsible person for taking action	Planned completion date	Completion date (Principal signature to verify and date)

Risk Assessment Evaluation

Strengths	
Weaknesses	
Action	



Name of Staff Member :.....

Signature:.....

Date

Name of Principal :.....

Signature:.....

Date.....