RISK ASSESSMENT POLICY

Relevant to:	All Staff
Developed by:	Management Team
Date of Introduction:	October 2018
Most recent Review:	Jan 2020, August 2022
Date for Review:	2024 or as required
Approved:	School Board Oct22
Related Documents:	WH&S, Risk Assessment Template, Excursion Letter, Excursion Procedures, Incident and Accident forms, Policy Review and Development Procedure

RATIONALE

The primary educational purpose and benefit of any proposed activity should be at the centre of the risk assessment process. Risk is inherent in educational activities. Tamar Valley Steiner School seeks to reduce risk to an acceptable level in all activities. This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Activities may need to be modified, or avoided, to ensure an acceptable level of risk. It should be simultaneously ensured that the benefits of the activity are retained as fully as possible.

Risk assessment is a necessarily subjective process which will depend on a person's risk appetite, experience with an activity, equipment or environment etc. TVSS requires collaboration in developing risk assessments to ensure sound judgments and consistency across activities.

Risk assessment processes at TVSS will be administered in a manner that supports our core activity of education. Risk assessment processes will be streamlined to reduce the burden on staff for whom risk management is not a key element of their position description (e.g. teachers), while also maintaining meaningful engagement by those staff with the process of ensuring safety and implementing control measures to ensure appropriate levels of risk.

DEFINITIONS

Risk is the potential for harm or damage to occur as a result of an identified combination of actions or hazards.

Risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them. At Tamar Valley Steiner School (TVSS) staff must ensure that risk management processes are integrated into all planning and implementation activities.

Risk management is:

- the identification, analysis, assessment, and prioritisation of risks to the achievement of objectives

- the coordinated allocation of resources to minimise, monitor, communicate and control risk likelihood and/or impact, or to maximise the realisation of opportunities, and

- the coordination of activities to direct and control risks to the achievement of objectives.

- Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

Risk management process will help to deliver objectives, promote sound decision-making, and prioritise resources.

Legislative framework

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

Responsible persons

WHS legislation defines a person conducting a business or undertaking (PCBU) as the primary person responsible for safety within the school. The Grounds and Maintenance Officer and Business Manager are responsible for making sure that risk assessments are completed, logged and effectively monitored, the school administrator assists with compilation and record storage.

Update policies and procedures

The PCBU officer (Business Manager) is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover. Generally, risks will be discovered through incident and accident forms, and through discussion of WHS concerns as a standing item at staff (Faculty) meetings. The process of updating policies will be as per the Policy development and review procedure.

END