Risk Management

Rationale:
The main purpose of this policy is to make every effort to minimise any risks which students at this school may be subjected to in the course of their education and to which staff may be subjected in the course of their employment.

Focus of this Policy
• Student Welfare
• Staff Welfare
• Occupational Health and Safety

Goals:
• To minimise the risk of accidents, mishaps to students and staff
• To ensure that procedures are in place for staff to identify potential risks and put in place procedures to eliminate or deal with identified risks prior to specified activities taking place

Student Outcomes:
• Students will learn, play and work safely within the school environment and off-school-site activities (eg. excursions and sporting activities)

Implementation Strategies:
• The following areas of risk have been identified:
  - Medical emergencies
  - Supervision of Students
  - Child Protection Issues
  - Emergency Evacuations
  - Class learning program activities which may involve risk to students
  - Excursions
  - Sport and Physical Activity
• Medical emergencies will be dealt with according to this school’s policy on ‘Accidents and First Aid’.
• Supervision of students occurs at all times throughout the school day, both in class and playground activities. The class teacher is responsible for supervision during class time and the teacher rostered on for playground duty is responsible for playground supervision half an hour before school, at recess and at lunchtime.
• In addition to the child protection policy and procedures, additional measures at this school include students are sent to the toilet in pairs; no teacher should remain alone in a room with a child; students arriving late or leaving early must be signed in/out at the office; change of routine in the afternoon requires written confirmation from the parent.
• Emergency situations will be dealt with according to this school’s emergency evacuation policy and procedures and the Serious Incident Action Plan.
• Class learning program activities that could involve risks to students may include, but are not limited to science experiments, physical education activities, activities involving tools. Where the class teacher assesses a situation which could involve students in a greater than usual risk, a risk management form must be completed prior to the activity and discussed with the principal. The completed form will be filed in the class program.

• Excursions are planned, organised and implemented according to this school’s Excursion policy. A higher duty of care is required whilst on excursions. As part of the excursion planning process, a risk management form will be completed by the organiser and discussed with the principal. The completed form will be filed with excursion organization forms in the OHS folder in the staffroom.

• Sport and physical activities are an integral and important part of school life. They are also mandatory components of the syllabus. All planned sport and physical activities must be organised in accordance with the ‘Guidelines for the Safe Conduct of Sport and Physical Activities in Schools’ document (1999 – updated version available on the DET website). As part of the programming and planning process, a risk management form will be completed by the teacher / organiser of the sport or physical activity and discussed with the principal. The completed form will be filed in either the class program or with excursion organization forms in the office.

• Risk management is an essential element of all aspects of school life. At all times, teachers need to be aware of and prevent foreseeable risk situations.

Resources/Supporting Material/Budget Requirement:

• Guidelines for the Safe Conduct of Sport and Physical Activity in School document – located in office
• Above-mentioned school policies