

# Risk Management Policy

## **UNDERLYING PRINCIPLES**

- 1: We believe the School has a responsibility to identify, measure and control risks to its assets, personnel and clients. The School will undertake a systematic approach across all activities to Risk Management based on Australian Standard ASNZ4360.
- 2: These measures assist in the development of a culture of continuous improvement in OHSW.

## **PROCEDURES**

- 1: The Principal is responsible for ensuring the Risk Management System is established, implemented and maintained in accordance with policy and procedures.
- 2: The Business Manager is responsible for maintaining the Risk Management System documentation, including the Risk Register, the Risk Management Status Log and Risk Evaluation forms.
- 3: The Business Manager shall implement and maintain the School's insurance to ensure risks are adequately insured.
- 4: The Admin Team is responsible for: the development and maintenance of the Risk Register, ensuring that Risk evaluations are completed, participating in the Risk evaluation process, participating in the review of the Risk Management system, the development and implementation of Action Plans for risk improvements, developing and reporting on performance against Key Performance Indicators, developing and maintaining policies and procedures directed at Risk Management, investigating risks, hazards and incidents when appropriate, assisting with the incorporation of risk management principles into other management systems, liaising where appropriate with people or groups responsible for quality assurance, clinical risk management, auditing and insurance, and distributing Admin Team meetings agendas and minutes.

## **BASES OF DISCRETION**

- 1: In respect to a Critical Incident, the principal and/or his/her delegate will determine the seriousness of the risk or threat, and implement processes as required.

## **RESOURCES**

- 1: Every teaching and administration area to have in full view and easy access a copy of the Critical Incidents Management Guide.
- 2: Provision detailed Critical Management Incident Plan, to be located in OHSW manual.

**REVIEW DATE** August 2008

**SIGNED**



**DATE** 26<sup>th</sup> August 2007