

RIDGEVIEW SCHOOL BOARD OF TRUSTEES POLICY



RISK MANAGEMENT

National Administration Guideline 5 - Health and Safety

Background to Policy

This policy is designed to set down the necessary requirements in regards to Risk Management within the school grounds. A separate policy is active in regards to EOTC events.

Policy Statement

RidgeView School recognises that risk management and Health and Safety is the shared responsibility of all, when on the school premises during (i) the normal operating hours of school and (ii) during out-of-hours school organised events and meetings. Any risks that are identified must be reported immediately to the school principal, office administrator or the person in charge of any and all after hours events.

Policy Implementation

- This policy applies to and is to be followed by all of our workers and others in the workplace . This includes all students, contractors, temporary workers, volunteers and visitors.
- The board will consult , cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason this policy can also be applied where an inadequate risk policy does not exist in other workplaces.
- The board will keep a risk register and record information from the risk management process.

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

1. Identifying hazards: finding out what situations and things could cause death, injury or illness.
2. Assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening.
3. Controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances.
4. Reviewing control measures: ensuring control measures are working as planned.

Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

Officers:

- ensure workers and others know about health and safety risk processes and procedures.
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area.
- hold and maintain the risk register for the work group.
- inform "others in the workplace" of any known risks and controls in place.
- assess risks that are reported to you.
- consult with workers on the most effective controls to manage the risks.

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- regularly review and monitor risks and the controls that are in place .

Workers (employees, temporary workers, contractors, volunteers):

- take reasonable care of their own health and safety.
- take reasonable care that their acts are not a risk to the health and safety of others.
- take reasonable steps to eliminate risks when they are first identified .
- report any risks to their relevant school leader , including those that have already been eliminated.
- seek support from the health and safety representative on health and safety risk matters if required .
- comply with this policy and procedures in the workplace.
- comply with any reasonable instruction in relation to risks given by the board or the PCBU they are visiting.
- inform others of known risks.
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk.

Health and safety representatives:

- represent workers on health and safety risk matters.
- promote the interests of workers who have raised health or safety risks.
- monitor risk controls undertaken by the board.
- investigate complaints from workers about health and safety risks.
- after first consulting with the relevant school leader, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable.
- direct workers to cease work if they believe the work would expose them to a serious risk.

Others (visitors, students, parents etc):

- take reasonable care of their own health and safety.
- take reasonable care that their acts are not a risk to the health and safety of others.
- take reasonable steps to eliminate risks when they are first identified.
- comply with any reasonable instruction given by the board in relation to risks.

- 1) This policy assists in clarifying the implementation and risk management expectations whilst still operating within the current Health and Safety Act. For further guidance in regards to the Board of Trustees Health and Safety policies refer to:
 - a) the other policies within this section
 - b) the schools separate Health and Safety binder located in the principal's office
 - c) Current Health and Safety 2015 act.
- 2) This policy is to be reviewed within three years of its implementation.

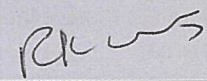
This policy will be reviewed as per the Board's Effectiveness Review Programme

Confirmed by the Board of Trustees on: 11/05/2021 (date)

The planned review date will be: annually (date)



Chairperson



Principal