



RISK MANAGEMENT POLICY

Introduction

The aim of the Risk Management at Penola Catholic College is not to eliminate risk, but to manage the risks involved in College activities, maximise opportunities and minimise negative outcomes. Penola Catholic College will comply with the Victorian OHS Act 2004 and embed risk management principles and practices into the organisational culture. This includes decision making processes, strategic and operational planning of programs and activities, and business and financial processes.

Penola Catholic College will pro-actively identify and manage its risks at all levels and strive towards implementation of an effective risk management system which will support and strengthen the College practices. This Policy formalises and communicates the approach to the management of risk across the College and is intended to provide an effective structure for the management of risk.

The Principal will ensure that risk management processes are in place and that risk management and strategic, operational and financial planning are aligned. Staff will be consulted on risk management strategies at the College.

The College recognises the need for appropriate strategic and operational risk management which covers all types of risks including, but not limited to:

- Education and development of students so that learning outcomes are achieved
- Safety and wellbeing of students, staff, contractors, volunteers, parents and all visitors to the College
- Good management of financial, human and other resources
- Preservation, security and maintenance of assets
- Emergency management and business continuity
- Information security
- Risks of not complying with legislative and policy requirements

A strong risk management culture and practice assists Penola Catholic College to:

- Efficiently achieve strategic objectives
- Improve governance and accountability
- Put in place improvements in decision making about processes and programs and align and embed risk management with key organisational processes and functions

- Manage risks and opportunities effectively and efficiently
- Comply with legal obligations and policy commitments
- Promote sound management practices, enhance the quality of decision making and protect governance and accountability principles
- Promote prudent financial management practices
- Develop and maintain a risk register which contains all risk assessments
- To record all incidents, injuries and near misses

Penola Catholic College uses the following Risk Matrix for all risk assessments.

Guidance in completing the Penola Catholic College Excursion Risk Management Plan Proforma

<p>Hazard Identification</p> <p>The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.</p> <p>Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue</p> <p>Venue – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors</p> <p>Excursion Program Activity – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing</p> <p>Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue</p> <p>Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals</p> <p>People – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities</p> <p>Accommodation – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues</p> <p>Other – Consider other hazards related to specific excursions.</p>	<p>Risk Assessment</p> <table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <th align="center" colspan="5">Risk Assessment Matrix</th> </tr> <tr> <th align="center" rowspan="2">How serious could the injury be?</th> <th align="center" colspan="4">How likely is it to be that serious?</th> </tr> <tr> <th align="center">very likely</th> <th align="center">likely</th> <th align="center">unlikely</th> <th align="center">very unlikely</th> </tr> <tr> <td>Death or permanent disability</td> <td align="center">1</td> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> </tr> <tr> <td>Long term illness or serious injury</td> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> <td align="center">4</td> </tr> <tr> <td>Medical attention and several days off</td> <td align="center">2</td> <td align="center">3</td> <td align="center">4</td> <td align="center">5</td> </tr> <tr> <td>First aid needed</td> <td align="center">3</td> <td align="center">4</td> <td align="center">5</td> <td align="center">6</td> </tr> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p>Severity – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p>Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.</p> </div> </div> <p>Legend</p> <p>1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.</p> <p>3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk</p> <p>5 and 6 Low risk; manage by routine procedures.</p> <p>Elimination or Control Measures</p> <p>Hierarchy of Controls</p> <p>Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.</p> <p>Eliminate the hazard: Remove the hazard. Change the activity or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.</p> <p>Substitute the hazard: Replace the activity, material, or equipment with a less hazardous one e.g. choose an easier bushwalk.</p> <p>Isolate the hazard: Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.</p> <p>Use engineering controls: Consider hiring coaches with seatbelts and ensure these are worn if available</p> <p>Use administrative controls: Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.</p> <p>Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.</p>	Risk Assessment Matrix					How serious could the injury be?	How likely is it to be that serious?				very likely	likely	unlikely	very unlikely	Death or permanent disability	1	1	2	3	Long term illness or serious injury	1	2	3	4	Medical attention and several days off	2	3	4	5	First aid needed	3	4	5	6
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