Schools Industry Partnership

CHILD SAFETY RISK MANAGEMENT PROCEDURE

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RISK MANAGEMENT AND ASSESSMENT PROCEDURE

Purpose

Schools Industry Partnership (SIP) promotes a Child Safe workplace and recognises that to ensure a safe workplace; risks must be identified, assessed and eliminated or controlled.

MANAGING CHILD SAFETY AND WELLBEING RISKS

To achieve a safe workplace, there are a number of measures which should be implemented to manage all identified risks.

These include:-

- Setting up a well-documented system for identifying, reporting and responding to actual and potential risks;
- Implementing a risk management program and risk assessment procedure, and
- Training all workers and managers on how to apply the risk management process.

Risk Management is a process whereby issues or risks are identified in the workplace, the risks associated with of those risks are assessed, and then control measures are implemented which will eliminate or minimise the risk posed by the issues or risks which have been identified.

THE RISK MANAGEMENT STEPS ARE:

Step 1: Identify Issues or Risks

What is the problem in the workplace which may cause an issue or risk to the Safety and Wellbeing of a child or young person?

Step 2: Assess the risk

How serious is the problem?

Step 3: Eliminate or control the risk

What needs to be done to solve the problem?

Put these controls in place.

Step 4: Monitor and Review Risk Controls

Are the controls effective in eliminating or reducing the risk?

Are changes necessary?

STEPS IN THE RISK MANAGEMENT PROCEDURE

Each issue or potential risk / issue will be assigned a risk rating which is used for prioritising risks and quantifying the degree of risk. The risk rating is determined by using the risk assessment matrix below.

		Consequence Level			
		Low	Medium	High	Very high
Likelihood Level	**Almost Certain**	10	11	15	16
	Likely	4	9	13	14
	Possible	3	7	8	12
	Rare	1	2	5	6

Risk Levels	
12-16	**Extreme**
5-11	**Moderate**
1-4	**Low**

An assessment should then be made of the current risk mitigation strategies in place.

Risk assessments will be reviewed when:

- An incident occurs;
- There are significant changes to workplace activities, services, and products; or
- There is evidence that the risk assessment is no longer valid.

Where possible, elimination of the risk is to be considered. Where elimination is not reasonably practicable, the risk will be controlled in accordance with the hierarchy of hazard controls .

	Method	Examples of control measures
Most effective control measure ↓ **Least effective control measure**	**Elimination**	
	Substitution	
	Administrative Controls	

A combination of the above methods may be needed to reduce the risk to the lowest level.

Following implementation of control measures, there will be periodic reviews to ensure they are appropriate and effective. This will be achieved through regular workplace inspections, consultation with workers and review of incident investigations.

VARIATIONS

SIP reserves the right to vary, replace or terminate this procedure from time to time.