

RISK MANAGEMENT

Learning through life



Woodlupine
PRIMARY SCHOOL

*Woodlupine Primary
School*

Learning Through Life

RISK MANAGEMENT

POLICY

Woodlupine Primary School will make every reasonable effort to manage risks that threaten to adversely impact upon staff, students, school/community resources or members of the school community.

BACKGROUND

Risk management is evidenced by integrating risk identification, risk management, education and consistent reporting of potential hazards into everyday operations.

The objectives of risk management are to:

1. Protect students, staff and stakeholders from adverse incidents;
2. Reduce risk exposure;
3. Agree on a level of acceptable risk;
4. Ensure the ongoing capacity of the school to achieve its objectives, and to perform its functions of providing quality service; and
5. Reduce any negative impact on the school community.



PROCEDURES

The principal will identify and assess risks through a variety of avenues including regular curriculum reviews, annual workforce review, monthly Occupational Health and Safety (OSH) inspections, regular finance meetings, scheduled board meetings and compliance with the annual Risk Identification Worksheet managed by the Department of Education.

The school will then respond appropriately to the type and severity of risk using strategies including, but not limited to:

- Encouraging academic progress by developing, utilising and monitoring an effective curriculum improvement plan including an assessment and reporting protocol;
- Ensuring all staff are engaged in regular performance development processes;
- Supporting staff and student health and well-being through adherence to Attendance Policy, Behaviour Management Policy, Workforce Planning Strategy, Evacuation/Lockdown Procedures etc.;
- Site Management to monitor and record risks within the various risk management systems in place. This would include the normal maintenance protocols, the Asbestos Register, Individual Medical Health Plans, regular inspection of the school grounds with the OSH Representative at a minimum;

Preserving the health and wellbeing of all staff, students, families and visitors on our school site

Procedures (Cont'd)

- Obtaining feedback regularly from stakeholders through bi-annual Student, Staff and Parent/Carer surveys;
- Communicating risks to staff, as appropriate. The principal ensures there is a communication protocol that outlines expectations for staff-staff communication, staff-parent communication and school-community communication; and
- Ensuring all school personnel receive appropriate education/training in risk identification and minimisation including mock evacuations, cyber-safety lessons and safe usage of school equipment.

School staff, students, volunteers and external contractors will be encouraged to:

- Practise risk minimisation; and
- Inform their line manager/teacher in charge of a particular area of potential risks.

First Aid

The principal will ensure that a minimum of two staff members are formally trained and qualified to administer first aid, if the need arises, to guarantee the safety of staff and students onsite.

REF:

<http://www.det.wa.edu.au/audit/detcms/navigation/risk-management-and-business-continuity/>

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