



# St Joseph's Catholic School

Queenstown

## RISK MANAGEMENT POLICY

### RATIONALE

St Joseph's Catholic School works towards meeting the safety needs of its community as effectively as possible. A systematic process of identification and evaluation will provide information on which to base plans for improvement by reducing risk factors which contribute to accidents.

### AIMS

- To ensure that appropriate standards of workplace safety are maintained.
- To create a team approach to risk management and safety issues within our school community.
- To prevent accidents, injuries and disease in the workplace.

### PROCEDURES

- Our school has adopted the CAP approach to risk management (Collect Information, Analyse Data and Prevention). This policy is read in conjunction with the following policies: **Occupational Health and Safety Policy; Policy on First Aid in Relation to Student Injuries and Illnesses; Staff Health and Well-Being Policy and Policy on Communicable Diseases and Conditions.**
- School staff, through playground duty and other activities, are encouraged to identify potential hazards and report them to the Principal or delegated officer. Such reports will then be investigated by the Principal or delegated officer and assessed to determine the relative degree of risk and further action required.
- **Collect Information:** All injuries will be investigated by the Principal (or his/her nominee). Immediate action will be taken to avoid a recurrence and recorded in the appropriate form. Routine workplace inspections will occur consistent with the school's Occupational Health and Safety Policy.

- **Analyse Data:** Collected data will be analysed to ascertain accident patterns, identify risks, determine priorities and, in consultation with the school community, develop a strategic plan to be implemented to eliminate or control all identified hazards.
- **Prevention:** The strategic plan will be implemented with resources, responsibilities and timelines all being identified. Where possible, hazards will be eliminated; otherwise the risk will be reduced by means of changed work practices, changed equipment, emergency planning, safety equipment, etc.

## EVALUATION

An annual Occupational Health and Safety review will be conducted. The outcomes of this review will be included in a report to the School Board.

## DIRECT APPLICATIONS

- **Playground equipment:** No student is to use any high monkey bars, ring ladders or climb above waist height if any playground equipment is wet.
- **Climbing:** Duty staff are to be especially vigilant in supervising safe play practices on climbing equipment, ensuring children are not overextending themselves in the context of their height, weight, level of dexterity and prevailing weather; as a general rule, if a student is too small to reach a piece of equipment such as the ring ladder, then they are not to use it.
- **Roads:** No student is permitted to cross any road without teacher supervision.
- **Out-of-bounds:** These areas are to be regularly highlighted to students in assemblies and class discussions, with a clear emphasis being conveyed regarding the possible dangers to students of being in out-of-bound areas.
- **Uniform:** Students not wearing shoes that have grip are not to play games that involve running or climb on play equipment.

*This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.*

**Implemented October 2005; Revised March 2010**