1. RATIONALE
All schools need to work towards meeting the safety needs of their respective communities as effectively as possible. A systematic process of evaluation will provide information on which to base plans for improvement, by reducing risk factors for accidents.

2. AIMS
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues within our school.
- To prevent accident, injuries and disease in the workplace.

3. IMPLEMENTATION
Our school has adopted the “CAP” approach to risk management (Collect Information, Analyse Data, Prevention). This policy is to be read in conjunction with the “Work Health and Safety” policy.
- Collect Information: All injuries will be investigated by principal or their delegate who will take immediate action to avoid a recurrence if possible and recorded appropriately. All reports will form a Register of Injuries available to all staff.
- Analyse Data: The Principal and/or their delegate will analyse all of the above data to ascertain accident patterns, identify risks, determine priorities, and in consultation with the community, develop a strategic plan to be implemented to eliminate or control all identified hazards. CSO will be contacted for funding if required.
- Prevention: The strategic plan will be implemented with resources, responsibilities and timelines all being identified. A Hazard Identification Register will be developed and maintained. Where possible all hazards will be eliminated, otherwise the risk will be reduced by means of changed work practices as a result of a Task Analysis, changed equipment, protective equipment, emergency planning, safety equipment etc.

4. BUDGET
Funds will be provided from the school budget to ensure that this risk management policy meets the safety needs of our school community.

5. EVALUATION
- An annual Work Health and Safety review will be conducted by the Principal or their delegate after every significant incident.
- The outcomes of this review will be included in the annual staff induction at the beginning of the school year or at staff meetings as required. This policy will be reviewed as part of the school’s three-year review cycle.

References:
Liability Management Branch – 9637 3022 or 9637 3033
For Emergency Management Software – contact ASCIV ph: 03 9808 2499