

2.39 PROCEDURE FOR MANAGING RISK

INTRODUCTION

Lindfield Montessori School is an Incorporated Association managed by an Executive Committee. The Committee is governed by the Rules of Association. Members of the Executive Committee are elected annually by the parent body. The Executive Committee is responsible for managing the non-teaching affairs of the school: staffing, finances, legal issues (e.g. lease), building and grounds maintenance.

The Officers (Executive Committee, Nominated Supervisor) take all reasonably practicable steps to protect health and implement safety in the workplace environment.

RESPONSIBILITIES

Officers have the responsibility of ensuring:

- due diligence is always applied to maintain a safe and healthy service environment thereby protecting all those involved in the service from any potentially adverse health and safety effects.
- all hazards are identified and that the risks associated with those hazards are assessed.
- that, as far as is reasonably practicable, the risks are eliminated or controlled.
- risk control strategies are monitored and reviewed
- workers, and all persons at Lindfield Montessori School are provided with all available information to enable them to fulfil their WH&S responsibilities.
- workers are provided with suitable and sufficient personal protection equipment (PPE) to protect them from hazards in the workplace.
- equipment, amenities and first aid kits are provided and maintained.
- they identify any foreseeable hazard arising from the premises that has the potential to harm the health or safety of any person accessing, using or egressing from the premises including, but not limited to, hazards associated with:
 - the layout and condition of the premises, including the presence of a confined space
 - the physical working environment, including the potential for:
 - people slipping, tripping or falling
 - objects or structures falling on people
 - the presence of material containing asbestos.
- the school's WH&S policy is discussed with all staff on induction, and as necessary with other visitors.
- advising persons at Lindfield Montessori School of any relevant emergency procedures, and their duties, in the event of an emergency.
 - providing adequate WH&S signage (as appropriate) particularly on 'special days', for example, Open Days etc.

- the families involved at Lindfield Montessori School are aware of the school's commitment to WH&S and are made aware of specific system procedures consistent with their role in the service.
- Injured workers are provided with effective rehabilitation programmes to ensure their recovery and can return to work at pre-Injury capacity wherever possible.
- Lindfield Montessori School's landlord (licensor of the premises), All Saints Memorial Church, Diocese of Sydney, is notified of any accident or defect or want of repair in services to, or fittings in the premises and of any other circumstances likely to cause any danger, risk or hazard to the premises or any person.

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The Landlord has the responsibility of:

- ensuring hazards are identified:
 - during any design of the premises
 - before the premises are provided for use as a place of work.
- assessing the risk(s) associated with any identified hazard and eliminating or controlling these risks.
- regularly reviewing and monitoring the risk control strategies, and, in particular whenever:
 - there is evidence that the risk assessment is no longer valid, or
 - injury or illness results from exposure to a hazard to which the risk assessment relates, or
 - there is a significant change in the premises or place of work to which the risk assessment relates.
- ensuring safe access is provided to all parts of a place of work to which a person may require access and from which the person may fall
- ensuring floors are designed to be safe without risks of slips, trips or falls, with adequate drainage (if necessary) and appropriate floor coverings (if necessary).
- ensuring any electrical installation or any electrical article provided for use at the premises is safe at the time it is made available for use by an employer, or if not safe, is disconnected from the electricity supply and secured and the tenant is informed that it is not safe.
- ensuring that, in cases where the premises contain asbestos or asbestos-containing material, risk assessment and control strategies are undertaken and that a register, in which the type, condition and location of all asbestos and asbestos-containing material in any place of work is recorded, as well as any action(s) taken to control asbestos and asbestos-containing material is prepared and maintained and provided to all occupiers of the workplace.

Lindfield Montessori School manages health and safety issues which may affect the health, safety and welfare of our workers, clients, contractors and all persons at or near our service environment through the implementation, documentation and maintenance of a systematic, planned risk management approach to WHS& issues.

The five (5) key steps in our risk management approach are:

1. The identification of hazards and their associated risks
2. The assessment of each risk
3. Decision making on control strategies
4. The implementation of control strategies
5. Monitoring and reviewing the effectiveness of the hazard identification and risk control strategies.

Note: Areas of high risk should be reviewed more frequently than areas of low risk.

In addition, hazard identification is undertaken:

- before setting up and using a workplace (for example, when planning the way work is organised and undertaken, the design and layout of the workplace environment etc.) when planning new workplace procedures
- before introducing new equipment or substances
- whenever changes are to be made to the workplace environment, that is, to the plant, equipment or substances used and/or to workplace tasks or procedures and/or to the number of workers
- when new workers are appointed with differing skills and/or knowledge levels
- when a contractor is engaged
- when new information becomes available about a previously unknown design or manufacturing fault or a previously unidentified hazard
- after an accident, incident or near miss
- when a control strategy is changed after reviewing its effectiveness
- For each hazard identified, a risk assessment is undertaken (and documented) to determine priorities for control
- Control strategies are determined by the relationship between likelihood and consequence and the resulting risk assessment score
- Elimination is always the first control option considered
- Risk management records are retained in the Continuous Improvement Register and retained for a minimum of five (5) years

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
January 2022	Updated copy	2024