Healesville High School

Risk Management Policy

Purpose

Risks[1] are an integral part of life and therefore, the management of risk[2] and recognition of opportunities are integral to achieving our vision, mission, goals and delivering on our strategic plan.

The policy has been developed to assist with the systematic and responsible management of risk throughout Healesville High School. The proactive management of risks and opportunities aims to improve decision making and outcomes within the school community.

Risk will manifest itself in most activities and endeavours we undertake, including the delivery of key learning outcomes, supporting wellbeing, supporting staff and student safety, maintaining finances and infrastructure and in the building of our reputation.

Through the asking of *'what if…'* questions when planning, risk can be significantly reduced or mitigated. It is through these processes that we will foster success and be better prepared to respond if/or when risks materialise.

Healesville High School will not eliminate all risks, but aims to contain acceptable levels of risk.

Responsibilities and Accountabilities

'Risk management is everyone's responsibility and must be wired into all planning and implementation.'[3] Therefore, all staff are responsible for identifying and for managing risk within their areas of responsibility.

The Risk Management process allows for more accountable and transparent decisions ensuring that decisions are made on the best evidence and information available. Effective risk management is used to support and enhance all areas of the work undertaken by Healesville High School.

The Principal is accountable for the implementation of sound risk management processes in the school, including creating an environment where all staff are encouraged and supported to manage risk

Healesville High School will;

- Ensure that risk management becomes part of the day to day management of the school
- Support staff with training, policies and procedures necessary to manage risks at an operational level
- Ensure relevant staff are actively involved in risk management processes
- Allocate responsibility and resources for risk management within key areas (ie OH&S Officer)
- Review the Risk Management Policy every 2 years or where a serious incident occurs
- Communicate the Risk Management Policy throughout the school community (Healesville High School website)

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[1] Risk can be defined as the effect of uncertainty on objectives. Risk is something you didn't plan for which hinders the achievement of outcomes, objectives or goals. For further information see
https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Documents/Introduction%20to%20Risk%20Management.pdf
Introduction to risk management goes through the required process in detail.
[2] Risk Management is defined as coordinated activities to direct and control an organisation with regard to risk. For further information see
https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Documents/Introduction%20to%20Risk%20Management.pdf
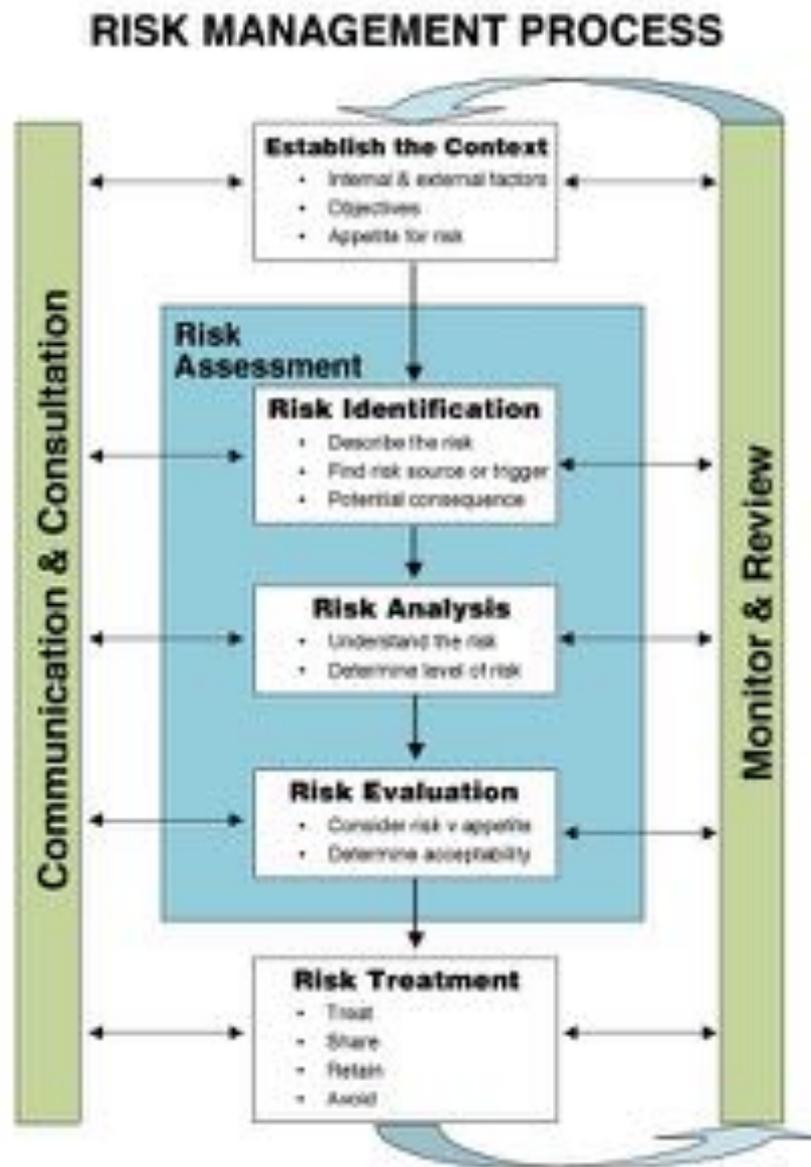Introduction to risk management goes through the required process in detail.
[3] See the Department of Education Risk Management Policy Guidelines;
http://www.education.vic.gov.au/school/principals/spag/governance/Pages/risk.aspx

All staff are responsible for avoiding unnecessary risks to themselves and others. All staff must report any activities which may result in unacceptable risk.

Implementation

Healesville High School has adopted the Department of Education's risk management process (see the flow chart below).

RISK MANAGEMENT PROCESS

Establish the Context
- Internal & external factors
- Objectives
- Appetite for risk

Risk Assessment

Risk Identification
- Describe the risk
- Find risk source or trigger
- Potential consequence

Risk Analysis
- Understand the risk
- Determine level of risk

Risk Evaluation
- Consider risk v appetite
- Determine acceptability

Risk Treatment
- Treat
- Share
- Retain
- Avoid

Communication & Consultation

Monitor & Review

The key elements of a risk management process are as follows:

- *Establish the context* means understanding the objectives, defining internal and external factors that could be a source of uncertainty, helping identify risk and setting the scope and risk criteria for the remaining risk management process.

- *Risk identification* determines what, where, when, why and how risks could arise, and the effect this would have on the school's ability to achieve its objectives. A range resources may be employed to assist in the identification of risks. Risks may also be investigated through relevant meetings that engage relevant stakeholders.

- *Risk analysis and risk evaluation* will occur through the use the Department's Enhanced Risk Management Framework – Assessment Tool[4] (see appendix 1)adopting and using the procedures, guidelines, language and tools. This framework assists in determining whether a risk is insignificant, minor, moderate, major or severe in the areas of Education Outcomes, Wellbeing and Safety, Operations, Finance, Reputation and Strategies. The Assessment Tool then assists in evaluating whether the risk is acceptable.

- *Risk treatment* involves assessing and selecting one or more options for modifying risks by changing the consequences or likelihood and implementing selected options through a treatment plan.

- *Communication and consultation* takes place throughout the risk management process with all identified stakeholders to ensure those accountable for implementing the risk management process and stakeholders understand the basis on which decisions are made.

- *Monitoring and review* confirms that risk and the effectiveness of control and risk treatments are monitored and reported to ensure that changing context and priorities are managed and emerging risks identified.

Recording

Risks will be recorded on the Healesville High School Risk Register (based on the Department's sample register), with the exception of those hazards recorded on the Occupational Health and Safety Register.

Where the risk is assessed as medium (or above) the risk must be recorded on the risk register. Additionally, risks should be recorded if it is thought the risk may escalate in the future.

The risk registry will be reviewed by the Leadership team at the start of each term and by the school council at their second meeting each term. The purpose of these reviews will be to gauge the effectiveness of risk management as a whole and specific controls for critical activities and risks.

The Consultative Committee will review risk assessments for all activities to be undertaken away from the school grounds. Risks are to be assessed using the Department's guidelines as set out above.

School councils must inform the Minister and the Departmental Head of known major risks to the effective operation of the school and the risk management systems that it has in place to address these risks (based on Section 81 (1b) of the *Public Administration Act 2004*).

Conclusion

Risk Management is everyone's responsibility and must be wired into all planning and implementation at Healesville High School.

Risk understanding and our tolerance will be key considerations in our decision making. In the areas of child safety and wellbeing, financial management and governance our tolerance for risk is low but this does not mean a culture of risk aversion as we strive to achieve our vision.

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[4] https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Documents/Risk-Assessment-Toolkit-August-2015.pdf - Risk Management Framework Assessment tools, should be referred to when assessing a risk

Appendix

https://edugate.eduweb.vic.gov.au/Services/Policies/RiskManagement/Pages/Home.aspx

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