

Otahuhu College Health and Safety Policy: Risk Management

Purpose

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the Board to perform its primary duty of care, as far as reasonably practicable, to its staff and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and in the work done by Otahuhu College.

This is done by:

- 1 The board will keep a register and record information from the risk management process. For each identified hazard the following information will be recorded:
 - a. The harm the hazard could cause
 - b. The likelihood harm would occur
 - c. The level of risk
 - d. The effectiveness of current controls
 - e. What further controls are needed
 - f. How the controls will be implemented- by whom and by when
 - g. Review date
- 2 All potential hazards will be identified and assessed
 - a. All staff are responsible for reporting, eliminating and minimising risk
 - b. Managers are responsible for assessing the level of risk. A risk assessment needs to take into consideration factors such as the frequency of exposure to the risk, the likelihood of harm, and previous incidents involving that risk.
 - c. The manager and staff will determine what control is needed to manage the risk
 - d. All controls must be regularly monitored and reviewed to ensure they are effective. The regularity will depend on the risk rating
- 3 The risk rating will be determined on assessing severity and likelihood, with ratings given either: low, moderate, high, significant or extreme
- 4 The principal will report to the Board each meeting on Extreme or Significant Risks.
- 5 All staff, volunteers and visitors will be briefed on Extreme or significant risks present at Otahuhu College

This policy shall be reviewed every two years or more regularly by agreement.

Signed _____

Dated ____/____/____

Review Date ____/____/____