

Risk Management Policy



THE KING'S COLLEGE
Be exceptional.



Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.

The King's College Risk Management Policy

Reviewed by:	The Principal	Updated:	October 2019
Endorsed by:	The School Board	Next review:	October 2020

Risk Management Policy

*The Risk Management Policy is to be read in conjunction with
The Critical and Emergency Incidents and Crisis Management Policy,
along with
The School Crisis Management Plan, TKC Risk Register, TKC Risk Treatment Plan
compiled by Crisis Mitigation Solutions*

1. Overview

The King's College implements rigorous processes through its Child Protection Policy to ensure that the College physical and online environments meet child safe standards at all times.

Risk Management is an important tool to use within the College, to allow College activities to run as safely as possible. Processes are used to identify hazards and levels of risk, to help understand what measures can be put into place to assist in eliminating or controlling the problem. Each particular risk or hazard can be substantially different to others and different methods and procedures will differ depending on the case. Therefore, part of the risk management process will involve consultation, which involves contact with staff and management.

This Policy applies to all departments within The King's College.

2. Aims

Staff must cooperate to reduce and manage any arising risks and hazards, so that students, staff and College property are protected.

Offsite activities that have a perceived Medium to High risk require a formal risk analysis to be completed.

3. Hazard risks

3.1 Determining the hazard

The hazard or perceived risk must be considered to allow for methods and procedures to be created as a response. These hazards can be associated with the venue, travel, activities, equipment, environment, and people (eg behaviour and medical conditions).

3.2 Assess the level of risk

- When assessing the level of risk, you are deciding whether they are acceptable or unacceptable risks.
- This involves comparing the level of risk with the previously identified level of unacceptable risk.
- A risk is called 'acceptable' if it is not going to be treated. Unacceptable risks will be treated in some way.
- Your evaluation should take account of the degree of control over each risk and the cost impact, benefits and opportunities presented by the risks.
- Combining likelihood and consequences will produce risk levels

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		Level of risk				
		Consequences				
		*Insignificant	Minor	Major	Critical	Extreme
Likelihood	Almost Certain	Medium	Serious	High	High	High
	Likely	Medium	Medium	Serious	High	High
	Possible	Low	Medium	Serious	Serious	High
	Unlikely	Low	Low	Medium	Medium	Serious
	Rare	Low	Low	Medium	Medium	Serious

Risk descriptors

High risk	Immediate action required, Executive/Board to be involved
Serious risk	Executive attention needed and management responsibility specified
Medium risk	Manage by specific monitoring or response procedures
Low risk	Manage by routine procedures, unlikely to need specific application of resources

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3.3 Identify options

You can choose to accept, avoid, reduce, transfer or retain risk.

3.3.1 Avoiding the risk involves deciding to:

- cease the activity, close the facility or sell the business
- choose an alternative, more acceptable activity
- choose an alternative, less risky methodology or process within the activity.

3.3.2 You can reduce the likelihood of the risk through:

- compliance programs
- control strategies
- inspection and process controls
- preventive maintenance
- security devices, alarms and processes
- training and education.

3.3.3 You can reduce the consequence of risks through:

- disaster/contingency plans
- fire suppression
- fraud control planning
- medical and first aid procedures
- off-site data and information storage.

3.4 Transferring the risk

Risk transfer is only acceptable where goods and/or services are being acquired from a contractor and the contractor is in the best position to manage that particular risk.

Legal responsibility can be transferred through insurance or contractual transfer, involving exclusion clauses, outsourcing, partnerships or subcontracting of hazardous processes.

3.5 Control strategies

Risks can be controlled through measures such as:

- educational and pastoral programmes
- equipment restraint devices
- fences and barriers
- locking less-used perimeter doors/gates during occupied hours
- mobile security patrols, monitored electronic intruder alarm system
- smoke detectors incorporated into the alarm system
- staff on Pastoral Care during recess and lunch breaks
- visitor control and identification systems.

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3.6 Guidelines

3.6.1 Vandalism

- Maintain perimeter fence
- Remove graffiti promptly
- Repair vandalised property
- Maintain lighting at night
- Fit security screens on windows as the need arises
- Divert pedestrians around the College
- Visual surveillance by management of landscaping vegetation.

3.6.2 Theft

- Lock all equipment inside buildings, with items of value not highly visible
- Insure appropriately
- Check all doors are locked and windows closed each day at close of business.
- Maintain security patrols and activate monitored alarm system, including internal sirens
- Use surveillance technology as required

3.6.3 Unauthorized entry and Access

- Staff to wear name badges
- Visitors to sign in at Reception and wear Visitor's badge
- Minimum number of staff and Board with security access codes and master keys procedure in place for people posing a high-risk danger to the College

Related Policies and Documents

*The Critical and Emergency Incidents and Crisis Management Policy,
The School Crisis Management Plan, TKC Risk Register, TKC Risk Treatment Plan
Evacuation Policy
Maintenance Plans Policy
Playground Risk management
Student suicide and NSSI
Child Protection Policy
Student Cyber Safety Code of Conduct*

Appendix 2 Risk Analysis for an Outdoor Activity/ Excursion or Event

Activity: Beach Day – Marine Science

Location: Rockingham Beach Foreshore: Wanlis St end

Activity date/time : ?/?/2019 11.00-2.30pm

Coordinating teacher's name: Teacher / Sue

Name of person completing this assessment: Teacher

Identified Possible Risk and Causes	Occurrence rating 1. Low 2. Moderate 3. Extreme	Risk minimisation strategy	Occurrence rating after minimisation applied 1. Low 2. Moderate 3. High 4. Extreme	Final assessment: Does the final occurrence rating suggest the risk is at an acceptable level to proceed? 1. Accept 2. Review 3. Reject totally
1. Sunburn: Summer months	3.	Utilise shaded area. Initial application of sunscreen for everyone and reapply after swimming or every 2 hours. Hat and shirt.	1.	Accept
2. Syringes/ glass etc in play/beach area	1.	Rake playground area before use. Check beach area.	1.	Accept
3. Dehydration: Summer months plus physical activity	3.	Water bottle check before leaving. Teachers to encourage all students to have a drink at the end of each rotation. Foundation Friends to provide 1 can.	1.	Accept
4. Drowning: Non, weak or injured swimmers.	2.	Provide adequate adult supervision at a ratio of 1 Bronze Medallion Trained Swimmer and 1 Adult to every 20 swimmers. 1 Adult to every 20 people not swimming but near water. Organise buddies.	2. Can't find enough qualified people.	Review: Change activities if cannot find more people.
5. Stranger danger: Public, open area.	1.	Students paired when using toilets. Set playing boundaries. Supervising adults keep an eye out. Student buddies.	1.	Accept
6. Jellyfish sting:	1.	Usually don't appear till January. Take vinegar and cold packs.	Probably nil	Accept
7. Blue ringed octopus stings: Many sightings reported. Signage in the area from the council.	3	Check area. 1 st Aid trained staff	3.	Unacceptable
8. Cuts, sprains etc: Rocks throughout the area	2.	Find a suitable section that is clear. Set boundaries. Sand is supposed to be dumped in the area.	2.	Review: Pending sand dumping.

