Hazard Management

Introduction

Stella Maris Primary School acknowledges its legal and moral obligation to ensure the safety and welfare of staff, students and members of the community who may be affected by its activities. In accordance with legislative requirements the school implements a number of hazard management strategies aimed at identifying, eliminating or reducing the likelihood of harm.

Staff members at Stella Maris Primary School regularly assess hazards associated with all activities and conduct formal risk assessments for core activities including excursions & camps.

Purpose

The purpose of this procedure is to ensure a safe workplace for all students, staff members, volunteers, visitors and contractors through effective and systematic risk management processes to ensure that all hazards are eliminated or adequately controlled.

Scope

This procedure applies to all activities undertaken by staff members, volunteers and contractors on behalf of Stella Maris Primary School in all school environments.

Key Definitions:

Control Measure: Actions taken to remove or reduce the likelihood of foreseeable hazards causing harm.

Harm: Physical or psychological injury or damage caused by a hazard or incident.

Hazard: A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Raw Risk: The likelihood and consequence of injury or harm occurring prior to control measures being implemented.

Residual Risk: The likelihood and consequence of injury or harm occurring subsequent to control measures being implemented.

Risk: The likelihood and consequence of injury or harm occurring.

Risk Assessment: The term used to describe the overall process or method of:
  - » Identifying hazards and risk factors that have the potential to cause harm (hazard identification).
  - » The analysis and evaluation of risks associated with that hazard (risk analysis, and risk evaluation).
  - » Determining appropriate actions to be taken to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).

Implementation:

Stella Maris Primary School actively identifies hazards associated with day-to-day operations to ensure the safety and welfare of all associated or affected by the school's activities. The school adopts a hazard management approach designed to, where possible; eliminate hazards associated with its activities and operations or to reduce the likelihood of harm by implementing appropriate control measures.

Aspects of the school's operations and activities that are assessed include:
- » School buildings, grounds and infrastructure;
- » Work processes including general classroom & specialist activities, yard-duty, before and after-school duties;
- » Traffic Management;
- » Activities and individuals that pose a risk to Child Safety;
- » Excursions & camps;
- » Sporting & swimming programs;
- » Assemblies & special events;
- » Fete & other school celebrations;
- » Contractors & volunteers.

Stella Maris Primary School assesses risks associated with identified hazards in consultation with staff members, contractors and others that may be affected. All hazards and identified controls are listed in the school's Risk Register and regularly reviewed by members of the school Leadership Team.

Risk Register										
Date of Next Review:										
Legal Requirement	Aspect	Hazards	Raw Risk	Control 1	Control 2	Control 3	Control 4	Control 5	Residual Risk	Responsibility
OHS Act 2004 Section 20	School Excursions - Planning	The poor planning of excursions can expose both students and teachers to significant risk of injury & harm.	20 Extreme	Prior to any Excursion being authorised by the Leadership Team the coordinator must ensure that the service provider has processes in place to support Child Safety. If they do not actively implement the Child Safety Standards then the camp or excursion may not be permitted. Staff members responsible for arranging the excursion or camp must complete the school's Excursion & Camp Planner Risk Assessment an provide it to the Principal or Member of the Leadership Team for approval. Staff Members are to complete the CEM School off Site Activity Log identifying hazards and appropriate control measures associated with Child Safety.	Where practical an assessment of the intended venue / service provider should be conducted by the organising staff members to determine the suitability. Where this is not practical, an assessment of the venue / service provider website should be conducted to determine the suitability. Service providers should as a minimum maintain Public Liability insurance.	When preparing for an excursion, organising staff members must ensure: - Permission slips signed by parents - Transport arranged/bus booked - Site assessment conducted - Staff / Student ratio numbers have been identified - Complete list of students - Each child has a medical form (copies to be taken on excursion) - Ensure staff members have access to a list of emergency contact numbers. - Provisions are made for student medication - At least one First Aider attends the excursion - A First Aid Kit is readily available - Office notified - Working With Children's Checks obtained for all attending volunteers Child Safety Code of Conduct signed for all volunteers. - Staff Members have access to a mobile phone	Parents & Guardians should be adequately informed of all intended arrangements. Permission forms should be distributed w ell in advance of the intended date of the excursion.		5 Medium	Coordinating Staff Member / Principal / School Leadership Team

Hazard Management Process:

The school adopts a 'four-step' process to hazard management illustrated below.

Worksafe – Identifying Hazards & Controlling Risk

Step 1: Identifying Hazards

The school actively identifies hazards associated with its activities & operations. This is done using a variety of methods including formal risk assessments, excursion and event planners, workplace, playground, maintenance and essential safety measures inspections. Where hazards are identified the risk or likelihood of them causing harm is then assessed.

Step 2: Assessing Risk

Where a hazard has been identified it is assessed to determine the likelihood of it occurring and the degree of harm that it may cause. To achieve this the school uses a Risk Matrix to ensure a consistent and objective approach to evaluating the risk.

Step 3: Controlling Hazards and Reducing Risk

The school uses the 'hierarchy of control' to assist it eliminate or effectively control identified hazards.

Hierarchy of Control
1. **Eliminate** - Remove the hazard altogether ie... cease using a material, substance, process or piece of equipment;
2. **Substitute** - Replace the material, substance, process, or equipment with a less hazardous one;
3. **Engineering / Isolation** – Control the hazard by redesigning or containing the hazard so that it cannot cause harm ie... installing a guard or barrier, redesigning equipment or processes.
4. **Administrative controls** - Establish and document work procedures and safe work practices ie… effectively supervise employees; providing instruction and training and signage etc….
5. **Personal Protective Equipment** – Using hi visibility vests, hats, hearing protection, eye protection, safe footwear etc…. to protect employees.

Step 4: Monitoring of Control Measures

Where control measure are identified the school maintains a process of regularly monitoring the effectiveness of their implementation. To achieve this the school conducts regular observations and inspections, annual reviews and consults with staff.

Risk Matrix

Stella Maris Primary School uses a 5 x 5 Risk Matrix to ensure a consistent and objective approach to evaluating the risk.

When assessing hazards associated with any material, substance, process or equipment used by the school the assessors must first calculate the likelihood of it causing an incident or harm. The assessor must then calculate the consequence to determine the Raw Risk Score (the risk prior to control measures being implemented).

Each likelihood & consequence is assigned a numerical value to assist with calculating the Risk Score relevant to the Hazard. These numbers are multiplied together to determine the Risk Score and the subsequent preventive action required.

Likelihood = 3   X   Consequence = 5   =   Risk Score = 15

The assessor then uses the Risk Score to classify the risk to determine the appropriate action required. Risk Scores are categorised as being either low, medium, high, unacceptable or extreme. The higher the Risk Score, the greater the necessity for elimination or implementation of a higher level control measure. The lower the Risk Score the less requirement for a comprehensive suite of control measures to be implemented.

Once the control measure have been identified the assessor must then recalculate the likelihood & consequence of the hazard causing an incident or harm to determine the Residual Risk Score (the risk subsequent to control measures being implemented). The aim of this assessment is to ensure that the likelihood of the hazard causing an incident or harm has been sufficiently reduced to an acceptable level.

Risk Matrix

			Likelihood				
			Almost Impossible Only in extreme circumstances	**Unlikely** But could occur	**Possible** But unusual	**Likely** To be expected	**Almost Certain** Commonly repeated
			1	2	3	4	5
Consequence	**Catastrophic** Potential Life threatening. Long term recovery. Long term hospitalisation. Months/Years of lost time. **Example** - Loss of multiple limbs, life threatening illness, mental condition or disease. Unlikely to return to work/school.	5	5	10	15	20	25
	Significant Person requires external medical care / hospitalisation. Medium term recovery. Weeks of time away from the work/school environment. **Example** - Loss of appendage, prolapse disc, long term mental health issue, broken limbs.	4	4	8	12	16	20
	High Person requires external medical care. Medium term recovery. Days away from work / school. **Example** - Serious sprains/strains, broken appendages, deep laceration, counselling required.	3	3	6	9	12	15
	Moderate Person may require external medical attention. Hours of lost time. **Examples -** Lacerations, minor illness, foreign objects in eye, onsite mediation.	2	2	4	6	8	10
	Low Person may require minor First Aid. No lost time. **Safety** - First aid or no treatment required. Liaison required between school leaders and affected person relating to the incident.	1	1	2	3	4	5

Risk	Score	Action Required
Extreme	16 - 20	**Stop Work/ Activity Immediately**: Immediate action is required by the Leadership Team. Work or the activity is not to proceed until the risk is eliminated or high level control measures are implemented to reduce the risk score.
Unacceptable	15	**Act Immediately to Minimise the Risk**: Ensure appropriate control measures (Substitution, Engineering & Administrative) are implemented to reduce potential for harm. If controls cannot be immediately implemented, then risk reduction strategies need to be identified as soon as is practicable.
High	8 - 12	**Action Must be Taken Within a Reasonable Timeframe** by Leadership Team & affected Staff Members to reduce the potential from harm. These control measures must be communicated to all affected workers at a staff briefing.
Medium	4 - 6	**Take all Reasonable Actions to Minimise the Risk using 'Lower Level' Administrative & Personal Protective Equipment Control Measures**. The risk is to be controlled by the establishment of a process, policy or procedure. This must be developed in consultation with staff and may include PPE.
Low	1 - 3	**Action to be taken to control the risk via consultation & Staff Member Awareness.** Affected Staff members are to be made aware of identified processes, policies or procedures for controlling the risk.

References:

Victorian Government 2004, Occupational Health & Safety Act 2004

Victorian Government 2004, Occupational Health & Safety Regulations 2007

Victorian Government 2018, Identifying Hazards and Controlling Risk