



Risk Management Procedure

This procedure should be read in conjunction with the Health and Safety at Work Act 2015: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities and the school Health and Safety Policy.

Purpose

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the Board of Trustees to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this procedure is to explain how we manage risks effectively in the New Plymouth Girls' High School environment and in work carried out by the school.

Scope

This procedure applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

The Board of Trustees will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this procedure can also be applied where an adequate risk procedure does not exist in other workplaces.

The Board of Trustees will keep a risk register and record information from the risk management process. For each identified hazard, the following information will be recorded:

- the harm the hazard could cause
- the likelihood of the harm occurring
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

How do we manage health and safety risks effectively?

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this:

1. Identifying hazards: finding out what situations and things could cause death, injury or illness.
2. Assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening.

3. Controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances.
4. Reviewing control measures: ensuring control measures are working as planned.

Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

Officers

- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- hold and maintain the risk register for the work group
- inform 'others in the workplace' of any known risks and controls in place
- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks
- regularly review and monitor risks and the controls that are in place

Workers – (employees, temporary workers, contractors, volunteers)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their relevant school manager, including those that have already been eliminated
- seek support from the health and safety representative on health and safety risk matters if required
- comply with this Procedure and procedures in the workplace
- comply with any reasonable instruction in relation to risks given by the Board of Trustees or the leadership of the site they are visiting
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk.

Health and Safety Committees

- facilitates co-operation between the Board of Trustees and school workers in instigating, developing, and carrying out measures designed to ensure New Plymouth Girls' High School's workers' health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at New Plymouth Girls' High School
- makes recommendations to the Board of Trustees via the Health and Safety Representatives about workplace health and safety

Health & Safety Representatives

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the Board of Trustees
- investigate complaints from workers about health and safety risks
- after first consulting with the relevant school manager, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they believe the work would expose them to a serious risk

Others – (visitors, students, parents etc)

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the Board of Trustees in relation to risks