

Risk Management

Policy

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Issue Date:	Issue History :
June 2016	Policy Approved (V1.0)
October 2016	Revised and updated risk management personnel (General Manager added) (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

Policy Title	Risk Management Policy
<p>Policy and Scope</p>	<p>Cambridge International College (WA) is committed to providing healthy and safe work and learning environments for all persons involved in the college's activities. Through a process of continuous improvement Cambridge International College will continue to develop its work health & safety Processes with a focus on the reduction of illness and injury for all employees, students and other persons</p> <p>Cambridge International College will observe, implement and fulfil its requirements under the WHS Act 2011 and Regulations and other health & safety requirements to which the college subscribes.</p> <p>Consultation with all persons involved in Cambridge International College activities forms a fundamental part of the health and safety management process, and can encourage innovative means of reducing WHS risk in the work environment. The active involvement of managers, supervisors, employees and students to ensure the safety of all persons is encouraged and promoted.</p> <p>Cambridge International College recognises the importance of ensuring staff receives the appropriate health and safety training. All staff as well as students, contractors and visitors will receive the relevant safety training required for them to undertake their work or study competently and safely.</p> <p>Cambridge International College also recognises the important role of safety leadership in promoting positive attitudes in all staff and students to Cambridge International College safety systems and processes. In recognition of this management will demonstrate a visible commitment to health and safety to motivate, educate and support line managers, staff and students.</p> <p>This policy describes the documentation of a risk analysis as prescribed by The National Vocational Education and Training Regulator Act 2011 and Standards for RTO's 2015, and for work health and safety assessment.</p> <p>This is a framework to allow preventive planning in conjunction with continuous improvement plans.</p> <p>The risks identified at internal audit [Standards for RTO 2015] are to be reviewed at that time. Other risks identified are assessed as they arise .The audit is to systematically assess the probability of an occurrence of each risk and the effectiveness of the preventive measures that have been defined.</p> <p>This risk assessment is to be reviewed by the Director of Studies/ Campus Manager/ VET Education Director on the risk matrix, recorded on the Risk Management register or when a potential risk is identified through the continuous improvement process.</p>
<p>Risk Analysis</p>	<p>The steps involved in our risk analysis are as follows:</p> <ul style="list-style-type: none"> ❖ Record the potential hazards that can occur within each Standard ❖ Identify preventive measures ❖ Define the monitoring procedures ❖ Conduct internal audits against the risks listed to ensure that the risks are not actually taking place.

Risk Management Team	The risk management team comprises the Campus Manager, Director of Studies, Academic Coordinator, and the VET Education Director if and when required. The staff are involved in risk management consultation processes when risks are identified as part of the continuous improvement process. Staff are then informed of changes when/if they occur in staff meetings and/or emails .
Potential Hazards	Using the standard Risk Assessment Matrix [see below], possible/likely hazards would be listed. The methods used to monitor these hazards and to identify the problems as soon as they begin to occur are identified and documented. This is not strictly quantified but generally is based upon the perception of the Director of Studies and/or Academic Coordinator and/or the VET Education Director. Risks are rated as extreme, high, medium or low based upon their potential ability to damage the operations of Cambridge International College. Where possibility is so remote that the risks occurring are unlikely, then the risk rating is low and can be left as a simple awareness issue.
Related Policy and Procedures	Critical Incident Policy and Procedures Continuous Improvement Policy
Related Forms	Hazard Incident Report (Form) Incident Report (Form)
Policy Record Management	SharePoint
Policy Owner and Delegated Authority	Director of Studies
Approved by	CEO
Approved Date	June 2016
Definitions	<p>The Standards for RTO's – refers to the Standards for Registered Training Organisations (RTOs) 2015</p> <p>The National Code of Practice - refers to The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students Act 2007.</p> <p>WHS – Work Health and Safety Act 2011.</p> <p>Risk Assessment matrix – page 5 This is a matrix that is used during risk assessment to define the level of risk by</p>

	<p>considering the category or probability or likelihood against the category of consequence severity.</p> <p>Risk Assessment process Using the Risk Assessment Matrix this is a mechanism to increase visibility of risks and assist management decision making</p>
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Risk Assessment Matrix						
Impact of Risk (consequence)	Likelihood of occurrence (probability)					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Severe E.g. Potential fatality or permanent injury or error with ongoing permanent consequence	MEDIUM		HIGH	EXTREME	
	Major E.g. Potential lost time injury or delay in rectification before proceeding	MEDIUM				
	Moderate E.g. potential treatment or rectification but no immediate lost time	MEDIUM		MEDIUM	HIGH	
	Minor E.g. potential first aid injury or immediate rectification required	LOW		MEDIUM	MEDIUM	
Minimal E.g. Hazard or near miss /error requiring reporting and follow up action	MEDIUM			MEDIUM		
Seriousness of risk= Probability x Consequence	0-33%		33-66%	66-100%		