

Risk Management

Procedure Manual

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June 2016	Initial release (V1.0)
October 2016	Revised and included WHS committee in Training for Risk Reduction/Policy Owners (V1.1)
August 2017	Reviewed and revised (V1.2) Director of Quality Assurance removed

Procedures	Risk Management Procedure
Risk Reduction	<p>Risks are reduced by either training or documentation being produced. Risks are viewed as:</p> <p>Extreme risks High risks Medium risks Low risks</p> <p>Risks are reduced by documenting activities and processes within the policies, the student handbook and/or staff handbook. The currency and relevance of these manuals is linked to the perceived risk.</p> <p>Should any of the perceived risks actually occur, then it will trigger the Continuous Improvement processes and be recorded on the Risk Management register.</p> <p>Equally, where significant, the risks that have been assessed as part of the Continuous Improvement process should also be transferred to the risk matrix for ongoing monitoring and audit</p>
Training for Risk Reduction	<p>The following procedures are in place to reduce known risks for students and staff:</p> <ul style="list-style-type: none"> ❖ Fire exit maps in each classroom ❖ Evacuation procedures in each classroom ❖ Orientation for students includes evacuation and emergency procedures, and College WH&S policies ❖ Student orientation handbook includes WHS ❖ Orientation for staff includes evacuation and emergency procedures ❖ Orientation for staff includes duty of care, agreement on following necessary legislation, College WH&S policies ❖ Regular risk assessment as above ❖ WHS Committee and other relevant staff are involved in risk assessment consultations
Related Policy and Procedures	<p>Critical Incident Policy and Procedures Continuous Improvement Policy</p>
Related Forms	<p>Hazard Incident Report (Form) Incident Report (Form)</p>
Policy Record Management	<p>SharePoint</p>
Policy Owner and Delegated Authority	<p>Director of Studies WHS Committee</p>
Approved by	<p>CEO</p>

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>

Risk Assessment Matrix						
	Likelihood of occurrence (probability)					
		Rare	Unlikely	Possible	Likely	Almost Certain
Impact of Risk (consequence)	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%	