



THE HUTCHINS SCHOOL

Risk Management Policy

Relevant legislation	Work Health and Safety Act 2012 (Tas) Work Health and Safety Regulations 2012 (Tas)
Commencement date	16 April 2014
Last review date	01 April 2021

1. Purpose

The purpose of this policy is to outline The Hutchins School's commitment to embedding risk management in all of its activities, programs and services.

2. Scope

This policy applies to all school staff, activities, programs and services.

3. Objectives

The objective of this policy is to facilitate the development of a risk aware culture and to assist staff in implementing effective risk management practices which eliminate or reduce risk to The Hutchins School (the School).

The primary policy objectives of risk management at the School are to:

- provide an environment in which staff and students are safe, healthy and afforded opportunities to grow;
- ensure that each student is given the opportunity to do their best;
- safeguard children and young people from abuse and neglect;
- enable the ongoing development and implementation of our Strategic Directions;
- safeguard school assets: people, property, finance and technology;
- protect and enhance the reputation of the School within the community;
- create and maintain an environment where Hutchins employees are risk aware and responsible for risk management;
- better identify opportunities that enhance the School;
- contribute to effective corporate governance by supporting the flow of timely and effective information to officers and stakeholders;

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- ensure compliance in a rapidly changing environment; and
- ensure that the School's business and operational risks are monitored by The Hutchins School Board.

4. Definitions

Consequence	The outcome of an event.
Control	The measures in place to modify risk.
Likelihood	The chance of something occurring.
Risk	The effect of uncertainty upon objectives.
Risk management	The co-ordinated activities intended to direct and control an organisation in respect to risk.
Risk attitude	The organisation's approach to assess and eventually pursue, retain, take or turn away from risk.
Risk assessment	The process of risk identification, analysis and evaluation.
Risk treatment	The process of modifying risk. This can involve avoiding risk (by deciding not to commence or continue with an activity that gives rise to risk), taking or increasing risk (in order to pursue an opportunity), changing the likelihood, changing the consequence, sharing the risk with another party or parties, or retaining risk by informed decision.
Residual risk	Any remaining risk after risk treatment.

5. Policy statement

Risk is inherent in our daily lives. The School is committed to embedding risk management in all of its activities, programs and services.

The Hutchins School Board and Executive recognise that risk management is an integral part of good management and governance. To this end, the management of risk at the School is conducted in a manner that is aligned with our [Guiding Statements](#).

Risk overview

- Risk management will be incorporated into the strategic and operational planning levels of the School.
- Risks will be identified, reviewed and monitored on an ongoing basis at nominated levels within the School.
- Risks will be assessed against the School's agreed risk assessment matrix.

- Identified risks will be recorded in the School's risk management system.
- Risks to children in respect to abuse and neglect will be considered for all programs and services.
- Risks will be assigned to an owner who will be responsible for managing. This will involve monitoring and ensuring appropriate controls are being applied so that risks are within the School's tolerance levels.

Risk management approach

Risk at the School will be managed according to The Hutchins School Risk Management Framework which is based on AS/NZS ISO 31000: 2009 *Risk Management – Principles and Guidelines*.

Risk Management Process Overview



Roles and responsibilities

- The Finance, Audit and Risk Committee will oversee risk management and risk assessment and will advise the School Board in relation to its functions.
- Heads of School, managers and supervisors will ensure that staff within their areas, understand their responsibilities with respect to operational risk, and will assist in fostering a risk aware culture within their area.
- Roles and responsibilities for risk management at all levels are described in the School's *Risk Management Framework*.

Reporting risk

The Safety and Risk Advisor will report regularly to the Headmaster and Chief Operating Officer on risk. The Chief Operating Officer will report regularly to the School's Finance, Audit and Risk Committee.

6. Supporting/related documents

Risk Management Framework

[Safeguarding Children and Young People Policy](#)

Practice and Behaviour Standards

Work Health and Safety Risk Management Procedure

The Hutchins School Risk Register (refer to CompliSpace online Risk Management System)

Standards Australia/Standards New Zealand, AS/NZS ISO 31000:2009: Risk Management – Principles and guidelines

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in [SharePoint Online](#) in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Manager People, Culture & Safety	Initial release	16/4/2014
2.0	Manager People, Culture & Safety	(unknown)	1/10/2018
2.1	Policy & Compliance Manager	Full review and update. Replaced graphic with higher quality representation of process; minor textual revisions, rewritten purpose (and moved existing purpose into Policy Statement).	1/4/2021