



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

**Risk Management Policy
May 2017**

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

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Reviewed By	Executive Officer: Darryl Buchanan
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Table 2: Revision Record

Date	Version	Revision Description
January 2017	1	New policy developed
March 2017	1.1	Formatting, adding risk of fraud
10 th April 2017		Added header



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Contents

Introduction.....	3
Purpose.....	3
Definitions	3
Policy	4
Authorisation.....	4
Risk Management Procedures	4
Communication	5
Procedures	6
Managing Risk	6
Risk Management Checklists.....	6
Authorisation.....	7
Identifying the risks at the Hungarian Community School, Adelaide Inc.	8
Risk Matrix.....	9



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Introduction

Hungarian Community School, Adelaide Inc. will endeavour to minimise the risk any particular operation possess to our school, our staff, our volunteers, our clients, or the general public. The Hungarian Community School, Adelaide Inc. has developed a Risk Management Plan in order to comply with the requirement of Child Safe Environments.

The parameters relate to the care of children attending Hungarian Community School, Adelaide Inc. on Mondays between 5-8pm and external events associated with the Hungarian Community School, Adelaide Inc..

Purpose

The purpose of this document is to identify applicable risks and enable risk management procedures to be satisfactorily identified, organised and maintained.

Definitions

“Risk” is the probability that an occasion will arise that presents a danger to our school, our staff, our volunteers, our clients, or the general public. It includes but is not limited to

- Physical hazards – e.g. tripping, falling, sun exposure
- Financial hazards e.g. inappropriate use of resources by staff, theft of personal effects, resources or damage and destruction by accident or vandalism
- Reputational hazards – e.g. slander
- Legal hazards e.g. copyright infringement
- Record management – e.g. staff inadvertently release confidential information, inappropriate staff talk, student records incomplete or out of date including medical records
- Operational – e.g. accessing inappropriate websites, cyber bullying, device and internet use when not authorised
- Safety and Welfare – unauthorised personnel on school grounds, lockdown, natural disaster, bomb threats, fire, maintenance of playground equipment, electric shock, gas leak, threats, acts of violence by or to students/staff or family, discrimination, bullying, management of allergic reactions, bites and stings,



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Policy

Hungarian Community School, Adelaide Inc. has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organisation. Hungarian Community School, Adelaide Inc. will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

Authorisation

Chairperson, Management Committee

Principal, Management Committee

Date _____

Risk Management Procedures

Responsibilities

It is the responsibility of the Board, with the assistance of the Chairperson and the Risk Management Officer, to carry out risk Management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the Chairperson to ensure that:

- a Risk Management Officer for the organisation is nominated;
- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented, and



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the Risk Management Officer to ensure that:

- risk management analyses are carried out for all relevant sectors of the organisations;
- risk management checklists are prepared for each relevant sections;
- risk management checklists are reviewed regularly by relevant staff with the assistance of the Risk Management Officer to ensure that no risks have been overlooked or have ceased to be relevant;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register

It is the responsibility of all employees and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures applicable to their section;
- they observe those risk management procedures; and
- they inform their supervisor if they become aware of any risk not covered by existing procedures.

Communication

Parents will be advised of the Risk Management Plan by email and it will be available for review on the Hungarian Community School, Adelaide Inc. website. Parents will be invited to assist in the review of the draft Risk Management Plan. The Hungarian Community School, Adelaide Inc. will also draw parents' attention to the Risk Management Plan by including a copy of it with each child's enrolment form. Each parent will be required to sign off on the enrolment form



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

that they have read and familiarised themselves with the terms of the Risk Management Plan.

Procedures

Managing Risk

The Risk Management Officer shall nominate appropriate officers in each section of the organisation to carry out risk assessment exercises; this should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form of deliverable checklists.

The Risk Management Officer shall participate in each section's risk management exercise to ensure consistency of approach.

Risk Management Checklists

The Risk Management Officer will ensure that

- each section of the organisation has available to it all relevant risk management checklists;
- each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked;
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Authorisation

Principal

Date



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Identifying the risks at the Hungarian Community School, Adelaide Inc.

Risk management can be said to be about knowing what can go wrong and how to avoid it.

Set out below are the matters that the Hungarian Community School, Adelaide Inc. Board (has considered in drafting its Risk Management Plan:

1. *What could possibly happen?* Think about anything that could possibly go wrong. This could include things like people hurting themselves, a fire, lack of supervision, negative media coverage of an event.
2. *How likely is it to happen?* For each risk that you've identified think about how likely it is for it to happen. Consider everything, from the far-fetched to the common, the everyday to the rare.
3. *How serious would the harm be?* If it did happen, how serious could the harm be? Consider the consequence for your organisation, children, staff, volunteers etc. if harm did occur?
4. *Have a plan of action for each risk identified.* What would you do in response if the identified risk happened? When the harm is serious, and the problem could arise often, you have a risk that needs immediate attention.

Set out below is the risk matrix in relation to risks identified by the Hungarian Community School, Adelaide Inc.:



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Risk Matrix

Risk	How likely is it to happen?	How serious could the harm be?	Plan of action for each risk identified
Fire	Low	Serious to fatal	Fire Evacuation Plan in place
Lack of supervision	Low	Minor to Serious	School children supervised at all times during school hours
Bullying	Low	Psychological harm	School children supervised at all times during school hours
Child wandering onto road	Medium to High	Minor to Serious	Yard Duty in place during recess time
Child being struck by vehicle in car park	Medium to High	Minor to Serious	Yard Duty in place during recess time Car park closed during school hours
Earthquake	Low	Serious to fatal	Fire Evacuation Plan in place
Child left at school by parents after school finishes	Low	Minor	Teachers to make sure that all of their school children are released to their parent's care at the end of school



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Sunburn	Low	Minor	Students are required to wear protecting clothing outside and apply sunscreen – refer to SunSmart policy
Folding tables			
Manipulation of financial reporting	Low	Minor to Serious	School Safety and Security Policy implemented

Risk management process

AS/NZS ISO 3100 is based on a continuous improvement process. It includes a number of steps that any community organisation or business enterprise can adopt. Here is an adaptation of these steps:

1. **Establish the context.** Why are you doing this? What external and/or internal factors/requirements are making you develop a risk management strategy/plan? What are the parameters in which you are doing it?
2. **How will you do it?** What processes are you going to use to develop the strategy/plan? Who is going to be involved, and how? Is there a timeframe for completing it in? What will you do with the strategy/plan when it is finished?
3. **Communicate and consult.** Let people know what you are doing and work together in identifying the risks and how they can be managed. Do this with your internal and external stakeholders in developing your strategy/plan as a whole, and then, as appropriate, at each stage of the risk management process.
4. **Identify risks.** What are the *where, when, why and how* events that precipitate risks? Identify not just Occupational Health and Safety issues but also risks to do with child abuse and unintentional harm.



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

5. **Analyse risks.** Determine what the likelihood and consequences are of each identified risk and assign a level to the risk, e.g. high if highly likely and the consequence is severe. Use a matrix to do this to plot the rating for each risk.
6. **Develop interventions.** Work out what you can do to stop the identified risk from happening, and what to do if the risk does eventuate. What will these interventions mean in terms of resources and what will be the consequences of doing them and not doing them.
7. **Monitor and review.** Develop a process to monitor and evaluate your risk management strategy/plan. Keep a record of any risks that happened and what the outcome was, both of the risk itself and what you did. Record whether these accorded with your strategy/plan or deviated from it and why. This is important for continuous improvement.
8. **Designate and manage.** Risk management is not a function you do once and forget about it. It should be part of the ongoing quality improvement process of the organisation. Nominate a person to be responsible for the ongoing management of the strategy/plan and include the strategy/plan in the organisation's culture and management



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Risk Assessment - Form B3

1. The Context:

2. Identify Risks – Brainstorm ideas and group under appropriate risk headings. Consider the effects on people (staff, students and other people), information, physical assets and finances, reputation. Write the final list onto the table (risk assessment summary).

3. Analyse Risks – Determine consequences and likelihood of each risk. Write these items onto the table next to each risk.

Consequences		Likelihood	
Level	Descriptor	Level	Descriptor
1	Insignificant	A	Almost certain
2	Minor	B	Likely
3	Moderate	C	Possible
4	Major	D	Unlikely
5	Catastrophic	E	Rare

4. Evaluate Risks – Use the grid below to identify the level of risk. If you are not happy with the level of risk then proceed to step 5.

	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood					
A-almost certain	High	High	Extreme	Extreme	Extreme
B-likely	Moderate	High	High	Extreme	Extreme



HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

C-possible	Low	Moderate	High	Extreme	Extreme
D-unlikely	Low	Low	Moderate	High	Extreme
E-rare	Low	Low	Moderate	High	High

5. Identify and evaluate existing risk controls – Identify what happens already to manage the risks and consider how well these strategies are working. (good, adequate, variable) How does this affect the level of risk? Fill these items in on the table. If you are not happy with the level of risk at this stage proceed to step 6

6. Further risk treatments and opportunities for improvement – What actions are needed to bring risks to an acceptable level (these actions are incorporated into other planning processes and include responsibilities, resources and timelines). What opportunities are there for improvement? Write these onto the table.

7. Communicate and consult, monitor and review should be incorporated throughout the process.

8. Review the assessment on a regular basis. **File** the documentation.

RISK ASSESSMENT SUMMARY

TOPIC

Date **Issue No.** **Review date**

2. Identify Risks	3. Analyse Risks 4. Evaluate Risks			5. Identify and evaluate existing risk controls.			6. Further Risk Treatments
Risk (people, information, physical assets and finances, reputation)	consequence	likelihood	Risk level	What we are doing now to manage this risk.	Effectiveness of our strategies	New risk level	Further Action Needed Opportunities for improvement
