| **ELTHAM NORTH PRIMARY SCHOOL No 4212** **POLICY MANUAL** | | | | |
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| **POLICY NO. 1.8** | **TOPIC: RISK MANAGEMENT** | | | **Page 1 of 1** |
| **PURPOSE:**  Eltham North Primary believes that a safe and secure environment for students, staff, parents and visitors should be provided while on the school premises and on excursions. We are committed to the preservation of all its assets -people, property and reputation for learning. **POLICY STATEMENT:** Encourage student, staff and visitor individual safety and group security.  Avoid illegal and improper custody.  Create a safe and hazard free environment.  Ensure safe evacuation of children and staff.  Clarify responsibilities of all members of the school.  Provide adequate training and promotion of roles to all staff  Report and investigate all incidents and hazards and taking action to prevent recurrence.  Consider risk issues before undertaking a new project or procedure.  Communicate relevant issues to the School community  **GUIDELINES FOR IMPLEMENTATION:**   * 1. Students be identified as a group both on school premises and whilst on excursions: * Students be strongly encouraged to wear the prescribed school uniform at all times * Students are encouraged in appropriate play to avoid injury to others * Out of Hours School Care program be available before 8.45 am and after 3.30 pm * Parents / staff attending school after hours should have their security considerations met * Visitors to the school to be readily identified by wearing the school lanyard / badge.   1. As School property is private property, only authorised adults and visitors be allowed on school premises.   2. Other persons will be deemed as trespassers during school hours   • Parents must sign out students when children are collected during school hours  • Other than parents, only people with written authority will be allowed to collect children  • Principal to conduct police checks on all new employees, staff and promoted staff  • Children will always to be accompanied by at least one other child to toilets etc  • No child to go outside grounds during school hours unless accompanied by an authorised adult.  1.4 Secure storage of all school property and the safe handling of hazardous goods:  • Cleaners store rooms remain locked at all times and restricted to authorised personnel;  • Secure storage of bulk solvents, fuels and power tools / equipment;  • Control and limit the distribution of keys  • Designated personnel to maintain responsibility for locking of all doors and buildings  • Staff, visitors and trades persons encouraged to exercise due care to avoid injury to others.  1.5 Staff should have clear procedures to follow in case of a security threat: EMP  • All staff be familiar with EMP  • School will conduct periodic evacuation drills on a semester basis.   * A system to identify and manage risks to be established and maintained * Appropriate annual audits be conducted to ensure equipment safety.   **PARENTS ROLE:**  Parents will be informed of the policy.  **DOCUMENTS IN SUPPORT OF THIS POLICY:**  Refer to School EMP on DET portal | | | | |
| **Program Leader:**  Stephen Hayes | | **Issued on website:**  Nov 2022 | **Updated / Ratified by SC:**  May 2022 | |

Risk Management and Occupational Rehabilitation Program Statement

DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

RISK MANAGEMENT AND OCCUPATIONAL REHABILITATION PROGRAM

The Department of Education and Early Childhood Development is committed to providing a safe and healthy workplace for all workers. In the event of a work related injury we will take all necessary steps to ensure the injury does not happen again. Should one of our workers incur a work related injury where they are unable to continue their normal work we will provide the necessary assistance for them to remain at work, or return to work as soon as it is safe to do so. In all circumstances the welfare of the injured employee, other employees and students must be considered of paramount importance. All employees are expected to assist and cooperate in ensuring that this program is followed.

We will do this through risk management and occupational rehabilitation and our commitments are as follows:

RISK MANAGEMENT PROGRAM

We will:

* Take all practicable steps to identify, assess and control any known or potential risks to workers and visitors.
* Encourage the early reporting and recording of any symptoms of an injury or disease related to the work we undertake.
* Ensure that an injured worker receives appropriate first aid and/or medical treatment as soon as possible.
* Investigate all incidents, accidents, injuries or near misses to identify their cause(s) and prevent them happening again.
* Comply with all our legal obligations, including notification of incidents to Worksafe Victoria when required.

OCCUPATIONAL REHABILITATION PROGRAM

We will:

* Assist our injured workers to remain at work or return to work at the earliest opportunity.

Specifically our RETURN TO WORK POLICY is that:

* Return to work planning will commence as soon as possible after an injury, consistent with medical advice.
* Remaining at or early return to work following injury is a normal expectation of this workplace.
* Treatment, return to work activities and any reasonably necessary occupational rehabilitation services will begin as soon as they are necessary.
* Appropriate suitable duties, including modified or alternative duties which do not jeopardise the well being of the employee, other employees or students, will be provided, as part of the return to work program.
* Where suitable duties cannot be provided within the employee's workplace, reasonable attempts will be made to find other locations where these duties can be provided.
* An individual return to work plan will be established with any worker who is unable to work for 20 calendar days or more. This plan will be developed at the earliest opportunity, in consultation with our injured worker and their treating practitioner.
* Consultation and communication with all workers and / or representative worker(s) in the development and review of our occupational rehabilitation program and individual return to work plans will occur.
* Where disagreements about the return to work program or suitable duties arise, we will work together with the injured worker and, where applicable, union representing them, in an endeavour to seek resolution.
* Confidentiality of worker's information obtained during their return to work or while undertaking occupational rehabilitation services will be maintained.
* Participation in a return to work plan will not, of itself, prejudice any injured worker.

**RETURN TO WORK CO-ORDINATOR:**

Our return to work coordinator is: Stephen Hayes

Telephone: 9439 9639

Our return to work coordinator will attend the following training: *(contact CGU on 8630 1348 to arrange)*

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Following any workplace injury our return to work coordinator will:

Contact our injured worker and their treating practitioner to implement the commitments outlined in the risk management program and our return to work policy.

Determine the need for any occupation rehabilitation assistance in consultation with our injured worker and their treating practitioner, and offer the injured worker a choice of one of three approved occupational rehabilitation providers.

APPROVED OCCUPATIONAL REHABILITATION PROVIDERS

The injured DEECD employee has a choice of one of the following nominated approved occupational rehabilitation providers: (Refer to attached list)

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