

School Risk Reference List

BEFORE YOU START **Step 1** Click on the 'Enable Editing' option, highlighted in yellow, and located directly above this field.
 * Or, if the option to 'Enable Content' is provided, then please do so.

Step 2 At this point a 'pop-up box' will appear on your screen with the heading 'INSTRUCTIONS - DO NOT CLOSE'.
 *This is the macro-form in which you will need to work.

School Name	John Tonkin College
School Code	4196
Principal	Kim Savins
Date:	29-Mar-17

RISK ID	Risk Context	Risk	Example/Description-	Risk Category	Controls	Controls Rating (Excellent, Adequate, or inadequate)	Consequence Category	Level of Consequence (1-5)	Level of Likelihood (1-5)	Risk Rating	Treatment Plan	Status	Risk Owner	Date Implemented
1	Operational	Student fails to meet basic educational standards	<ul style="list-style-type: none"> Students at risk; truants; education support student not achieving full potential; itinerant students. 	School Management	Planning	Excellent	Student achievement targets	2	3	6		-	Principal	
					Training		Reputation & Image of Department & School	-	-	-				
					School Management Policy and Procedures		-	-	-					
					-		-	-	-					
					-		-	-	-					
2	Operational	Safety within the school grounds	<ul style="list-style-type: none"> Car park accidents, Student misbehaviour, playground accidents, accidents within the school buildings 	Safety and Welfare	Planning	Adequate	Safety of people	3	4	12	Review of BM policies & procedures.	-	Principal	
					Training		-	-	-					
					Safety & Welfare Policy and Procedures		-	-	-					
					School Management Policy and Procedures		-	-	-					
					-		-	-	-					
3	Operational	Safety outside school grounds	<ul style="list-style-type: none"> Injury on school excursions, water based activities, safety travelling to and from school (stranger danger), Interstate or overseas school related travel, online harassment 	Safety and Welfare	Planning	Excellent	Safety of people	2	3	6		-	Principal	
					Training		-	-	-					
					Safety & Welfare Policy and Procedures		-	-	-					
					School Management Policy and Procedures		-	-	-					
					-		-	-	-					
4	Operational	Health	<ul style="list-style-type: none"> Control of drugs (legal or illegal), Infectious disease control, management of allergic reactions, management of bites and stings, appropriate first aid (training and equipment) available. Medical records not correct, incomplete or not appropriately stored 	Safety and Welfare	Planning	Adequate	Safety of people	2	4	8	Anaphylaxis e-training.	-	Principal	
					Training		-	-	-					
					School Management Policy and Procedures		-	-	-					
					Safety & Welfare Policy and Procedures		-	-	-					
					-		-	-	-					
5	Operational	Interpersonal behaviour	<ul style="list-style-type: none"> threats, acts of violence by or to students/staff or family, discrimination, bullying 	Safety and Welfare	School Management Policy and Procedures	Adequate	Safety of people	2	5	10	Increased human resources in Student Services on both	-	Principal	
					Safety & Welfare Policy and Procedures		-	-	-					
					Human Resources Policy and Procedures		-	-	-					
					Training		-	-	-					
					-		-	-	-					
6	Operational	Facilities and Infrastructure Safety	<ul style="list-style-type: none"> maintenance of playground equipment, vandalism, electric shock, asbestos, gas leak, fire, chemical and hazardous material control and storage 	Safety and Welfare	Planning	Excellent	Safety of people	3	3	9	Help Desk Reporting System of breakdown faults.	-	Manager Corporate Services	
					Training		-	-	-					
					Safety & Welfare Policy and Procedures		-	-	-					
					Corporate Management Policy and Procedures		-	-	-					
					-		-	-	-					
7	Operational	Emergency Control	<ul style="list-style-type: none"> Unauthorised personnel on school grounds, Lockdown natural disaster including bushfire, earthquake, flood or cyclone, bomb threats, utility failure, fire 	Safety and Welfare	Planning	-	Safety of people	4	1	4	MET Bushfire Plan / Evacuation Drills.	-	Principal	
					Training		-	-	-					
					School Management Policy and Procedures		-	-	-					
					Safety & Welfare Policy and Procedures		-	-	-					
					-		-	-	-					
8	Operational	Post incident Management	<ul style="list-style-type: none"> Traumatic events such as Death, attempted suicide, severe injury/illness of staff/student or somebody related to the school community, hostage situation, long term or high number of workers compensation claims 	Safety and Welfare	Training	Excellent	Safety of people	4	1	4		-	Principal	
					School Management Policy and Procedures		-	-	-					
					Safety & Welfare Policy and Procedures		-	-	-					
					Human Resources Policy and Procedures		-	-	-					
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9	Operational	Staffing related disruption to educational programs	<ul style="list-style-type: none"> Teacher absence; poorly planned AL, LSL, SL replacement; staff shortages; poor quality teaching; inadequate PD. 	Human Resources	Planning	Adequate	Operational Efficiency & Governance	3	2	6		-	Principal	
					Training		-	-	-	-				
					School Management Policy and Procedures		-	-	-	-				
					Human Resources Policy and Procedures		-	-	-	-				
					-		-	-	-	-				
10	Operational	Non staffing related disruption to education programs	<ul style="list-style-type: none"> Events which inhibit delivery of education programs e.g. funding. 	Finance and Administration	Planning	Excellent	Operational Efficiency & Governance	3	1	3		-	Manager Corporate Services	
					Training		-	-	-	-				
					Finance and Admin Policy and Procedures		-	-	-	-				
					Corporate Management Policy and Procedures		-	-	-	-				
					-		-	-	-	-				
11	Operational	Loss of Assets	<ul style="list-style-type: none"> Theft of Personal effects, school funds, resources and assets, money. Damage/destruction by accident or vandalism 	Finance and Administration	School Management Policy and Procedures	Adequate	Financial loss	1	4	4		-	Manager Corporate Services	
					Finance and Admin Policy and Procedures		-	-	-	-				
					-		-	-	-	-				
					-		-	-	-	-				
					-		-	-	-	-				
12	Operational	Poor Financial Management practices	<ul style="list-style-type: none"> Poor budgeting processes. Payments made incorrectly or outside prescribed Department guidelines; embezzlement, inappropriate use of resources by staff. 	Finance and Administration	Training	Excellent	Financial loss	2	2	4		-	Principal	
					School Management Policy and Procedures		-	-	-	-				
					Finance and Admin Policy and Procedures		-	-	-	-				
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					-		-	-	-	-				
13	Operational	Poor management of student information records	<ul style="list-style-type: none"> Personal information regarding parents and students e.g. unlisted phone numbers inappropriately accessed; staff inadvertently release confidential data to non custodial parents; staff member breaches student's confidence; inappropriate staff talk. Student records incomplete, out of date or incorrectly stored 	Corporate Management	Training	Excellent	Reputation & Image of Department & School	2	2	4		-	Principal	
					School Management Policy and Procedures		Safety of people	4	1	4				
					Finance and Admin Policy and Procedures		-	-	-	-				
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14	Operational	Misuse of school facilities by community e.g. pools, buildings, grounds	<ul style="list-style-type: none"> Using school facilities not in accordance with agreement. 	Corporate Management	Resources	Excellent	Operational Efficiency & Governance	1	3	3		-	Manager Corporate Services	
					School Management Policy and Procedures		-	-	-	-				
					Corporate Management Policy and Procedures		-	-	-	-				
					-		-	-	-	-				
					-		-	-	-	-				
15	Operational	Copyright breaches	<ul style="list-style-type: none"> Unauthorised distribution of copyright material. 	Corporate Management	Training	Adequate	Operational Efficiency & Governance	1	3	3		-	Principal	
					School Management Policy and Procedures		-	-	-	-				
					Finance and Admin Policy and Procedures		-	-	-	-				
					Corporate Management Policy and Procedures		-	-	-	-				
					-		-	-	-	-				
16	Operational	Inappropriate use of internet	<ul style="list-style-type: none"> Accessing inappropriate web sites, cyber stalking, device and internet use when not authorised. 	Corporate Management	Training	Adequate	Safety of people	2	3	6		-	Principal	
					School Management Policy and Procedures		-	-	-	-				
					Safety & Welfare Policy and Procedures		-	-	-	-				
					Corporate Management Policy and Procedures		-	-	-	-				
					-		-	-	-	-				
17	Operational	Poor information security	<ul style="list-style-type: none"> Disruption to school programs; failure to update anti-virus scans; failure of system to backup, tape failure, fire-records lost, no back-up of data off site; incorrect usage of system. Password issues and computer viruses. 	Corporate Management	Training	Excellent	Operational Efficiency & Governance	4	1	4		-	Manager Corporate Services	
					School Management Policy and Procedures		-	-	-	-				
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18	Project													
19	Project													
20	Project													
21	Project													
22	Project													
23	Project													
24	Project													
25	Project													