

RISK MANAGEMENT POLICY

PURPOSE

Melbourne Montessori School will endeavour to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our clients, or the general public.

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

SCOPE

Melbourne Montessori School 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. Melbourne Montessori School will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

1. Board
2. Principal
3. Business Manager
4. Employees and volunteers

DEFINITIONS

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

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

PROCEDURES

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

1. THE BOARD

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

2. THE PRINCIPAL

It is the responsibility of the Principal to ensure that:

- The Business Manager take the role of Risk Manager for the organisation;
- 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
- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

3. THE BUSINESS MANAGER

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

- risk management analyses are carried out for all relevant sectors of the organisation;
- risk management checklists are prepared for each relevant section;
- 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;
- 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.

3.1 Managing Risk

The Risk Management Officer shall supervise appropriate 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.

3.2 Risk Management Checklists

The Risk Management Officer will ensure that:

- each section of the organisation has 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.

4. EMPLOYEES AND VOLUNTEERS:

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.

REVIEWED 2012, 2016

LINKED WITH

Risk Register