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| Tool 12 - Risk Management Checklist Toolbox |

This tool can be used to review your risk management processes.

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| **Does our school have:** | **Yes** | **No** |
| 1. A hazard identification process? |  |  |
| 2. A risk assessment process for significant hazards? |  |  |
| 3. A process to develop and implement the appropriate controls for each risk? |  |  |
| 4. A process to regularly monitor and review risk control plans? |  |  |
| 5. Risk registers that record how risks are managed? |  |  |
| 6. Evidence of worker consultation or participation in risk management? |  |  |
| 7. A process for issuing, renewing and maintaining all safety equipment including personal protective equipment? |  |  |
| 8. A process for managing risks associated with new equipment or new work processes? |  |  |
| 9. A system for undertaking baseline monitoring of health and safety in identified areas (for example a music room) and notifying the results to workers and others? |  |  |
| 10. A process to report significant risks to our board of trustees? |  |  |
| 11. A process for inducting visitors and students (as significant Others) to our school which covers risks and emergency procedures? |  |  |
| 12. Provision of appropriate personal protection equipment for visitors to our school, if required? |  |  |
| 13. A budget put aside to put controls in place, such as for personal protective equipment? |  |  |

For further information about risk management refer to [Factsheet Topic 4 Risk identification, assessment and management, Parts 1 and 2](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/risk-identification-assessment-and-management/).

Approved by: Date:

Next review date:

Actions arising from Checklist: