

## **SCHOOL OPERATIONAL RISK MANAGEMENT (SORM)**

**Purpose:** SORM is a decision making tool used by people at all levels to increase operational effectiveness by anticipating hazards and reducing the potential loss, thereby increasing the probability of a successful work day.

### **Process:**

#### **1. Identify the Hazards :**

- a. Outline major steps in the work.
- b. List all of the hazards in each step.
- c. List possible causes of each hazard.

#### **2. Assess the Hazards :**

- a. For each hazard determine probability and severity.
- b. Assign each a RAC

#### **3. Make Risk Decision:**

- a. Start with most serious risk and select controls.
- b. Make decisions at the appropriate level.
- c. With controls in place decide if the benefit outweighs the risk.
- d. If more controls are needed to outweigh risk, communicate with higher authority.

#### **4. Implement Controls :**

- a. Engineering Controls: Remove hazard before a person comes in contact with it.
- b. Admin Controls: Training, SOP's, warnings, limit the exposure.
- c. Personal Protective Equipment (PPE).

#### **5. Supervise:**

- a. Conduct follow-up evaluation of plan
- b. Stay flexible
- c. Take corrective action when needed.

## Risk Assessment Matrix

<b><u>SCHOOL ORM ASSESSMENT</u></b>		Frequent	Likely	Occasional	Seldom	Unlikely	
		A	B	C	D	E	
<b>S E V E R E R I T Y</b>	<b>Catastrophic</b>	<b>I.</b>	I	I	II	II	II
	<b>Critical</b>	<b>II.</b>	I	II	II	III	IV
	<b>Moderate</b>	<b>III.</b>	II	II	III	IV	IV
	<b>Negligible</b>	<b>IV.</b>	III	III	VI	IV	IV
		<b>Risk Levels RISK ASSESSMENT CODE</b>					

Severity	Probability
<b>Catastrophic</b> – major property loss, death or permanent disability	A. Frequent – Occurs often, continuously experienced
<b>Critical</b> – Significant property damage, partial or permanent disability	B. Likely – Occurs several times, occurs frequently
<b>Moderate</b> - Minor property damage or lost work day injury	C. Occasional – Occurs sporadically, occurs sometimes
<b>Negligible</b> – First aid or minor medical, little or no property damage	D. Seldom – Remote chance of occurrence, unlikely, but could occur at some time
	E. Unlikely – Can assume it will not occur

Risk Levels
<b>(RED) Extremely High</b> – Loss of ability to operate school and multiple injury. The hazard may cause death. Loss of facility / Life / asset or result in grave damage
<b>(Yellow) High</b> – Significantly degrades school use and its operations and creates injury. The hazard may cause sever injury, illness, property damage.
<b>(Blue) Medium</b> – Degrades School capabilities but operations may continue with minimal injury of loss. The hazard may cause minor injury, illness or property damage.
<b>(Green) Low</b> – Little or no impact on school operations or harm to personnel. The hazard presents minimal threat to personnel and equipment.
Control Measures
<b>Avoid</b> – Re-evaluate the activity or decision – Do not continue with action or process
<b>Reduce</b> – Plan/design for minimum risk; incorporate safety devices, provide warning devices
<b>Spread</b> – Increase distance between target and exposure (guarding, fencing) or change time frame (Walking students and vehicles leave at different times).
<b>Transfer</b> – Contract to others
<b>Delay</b> – Change operation, wait for better conditions, etc.

**RAC Definitions:**

- (I) Catastrophic** – major property loss, death or permanent disability
- (II) Critical** – Significant property damage, partial or permanent disability
- (III) Moderate** - Minor property damage or lost work day injury
- (IV) Negligible** – First aid or minor medical, little or no property damage

*Never Accept Unnecessary Risk!*

*If It Looks Like A Hazard It Probably Is! Use Common Sense At All Times!*