

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 RISK ASSESSMENT CODE (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.

SCHOOL ORM ASSESSMENT

| | | | Frequent | Likely | Occasional | Seldom | Unlikely |
|--|--------------|------|--------------------|--------|------------|--------|----------|
| | | | A | B | C | D | E |
| S E V E R I T Y | Catastrophic | I. | | | | | |
| | Critical | II. | | | | | |
| | Moderate | III. | | | | | |
| | Negligible | IV. | | | | | |
| | | | RISK LEVELS | | | | |

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

| <u>Risk Levels</u> |
|--|
| <p>Extremely High (Red)– Loss of ability to operate school and multiple injury</p> <p>High (Yellow)– Significantly degrades school use and its operations and creates injury</p> <p>Medium (Blue)– Degrades School capabilities but operations may continue with minimal injury of loss</p> <p>Low (Green) – Little or no impact on school operations or harm to personnel</p> |
| <u>Control Measures</u> |
| <p>Avoid – Re-evaluate the activity or decision – Do not continue with action or process</p> <p>Reduce – Plan/design for minimum risk; incorporate safety devices, provide warning devices</p> <p>Spread – Increase distance between target and exposure (guarding, fencing) or change time frame (Walking students and vehicles leave at different times).</p> <p>Transfer – Contract to others</p> <p>Delay – Change operation/task, wait for better weather conditions, etc.</p> |

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!