RAPID REVIEW ACTION PLAN

A safety review across a range of schools has been conducted to help inform the Directorate's safety, health and wellbeing strategy for ACT public schools. Implementation of the following recommendations will strengthen the way we respond to safety and wellbeing across our schools.

RECOMMENDATIONS	KEY ACTIONS	TIMINGS
RECOMMENDATION 1 SAFETY STRATEGY Develop an overarching safety and wellbeing strategy to drive improvements in safety compliance, leadership and performance.	1. Clarify our safety vision through consultation and engagement. 2. Gather and analyse information and data. 3. Formulate a strategy and consult. 4. Publish the strategy and undertake a communications campaign. 5. Implementation and reporting (ongoing).	January – September 2023
RECOMMENDATION 2 SERVICE DELIVERY MODEL Design and implement a service delivery model with clearly defined roles and responsibilities, appropriately resourced to support schools. This should include a streamlined and enhanced IT system.	1. Develop and publish the Safety Management System. 2. Conduct an internal review of the current Work Health and Safety service delivery model. 3. Develop and publish a Work Health and Safety commitment to our staff and community. 4. Investigate options for a suitable online incident management system.	February – September 2023
RECOMMENDATION 3 RISK MANAGEMENT Develop a comprehensive WHS risk management framework that includes comprehensive fit for purpose policies and procedures that provide sufficient implementation guidance to schools.	1. Develop a comprehensive Risk Management Framework. 2. Develop a Risk Management Framework Implementation plan including training. 3. Conduct a Risk Maturity Self-Assessment and Risk Culture Survey for the Directorate. 4. Undertake a review of the Directorate's Policy Management Framework.	September 2022 – December 2023
RECOMMENDATION 4 PSYCHOSOCIAL RISK MANAGEMENT Develop a system wide psychosocial risk management framework to address psychosocial hazards which includes a focus on risk management, a psychological safety strategy and an integrated workplace violence program.	1. Define and understand the sources of psychosocial hazards, risks and potential controls. 2. Develop a system-wide psychosocial risk management framework. 3. Develop and deliver a psychosocial safety training plan. 4. Develop supports, policies and services that address psychosocial hazards. 5. Conduct a review of how Occupational Violence is managed and addressed in ACT public schools.	March 2023 – March 2024
RECOMMENDATION 5 INCIDENT MANAGEMENT, NOTIFICATION AND RESPONSE Develop an incident management framework that includes fit for purpose policies and procedures implementing all aspects of the framework including planning, response, and recovery.	1. Develop an Incident Management and Reporting Framework. 2. Review of incident related policies, and risk matrix tools and procedures. 3. Establish a key coordination centre for incident management (one point of contact for all incidents).	February – December 2023
RECOMMENDATION 6 INFORMATION, INDUCTION AND TRAINING Strengthen WHS capability through targeted recruitment of experienced WHS practitioners and sufficient resourcing including an effective information and training program aligned with updated policy and programs.	1. Develop a targeted Work Health and Safety staff recruitment and retention strategy. 2. Development of an evidence informed Training Needs Analysis (TNA) to inform WHS professional learning and training requirements for school-based roles and the Education Support Office. 3. Development and delivery of a comprehensive Work Health and Safety training program.	September 2022 – December 2023
RECOMMENDATION 7 MEASUREMENT AND EVALUATION Strengthen measurement, evaluation, and audit programs to align with WHS policy, legislative and operational deliverables. Trend analysis, performance reporting and self-assurance systems will be critical elements of this process.	1. Develop and strengthen Work Health and Safety Audit Program by utilising a three-tier level of defence to Work Health and Safety assurance. 2. Develop a Work Health and Safety Data Insights and Reporting Framework. 3. Identify and collate relevant data sources and compile them into Work Health and Safety dashboards. 4. Review and develop an online Work Health and Safety self-assurance procedure and checklist/tool for schools.	April 2023 – April 2025