OCCUPATIONAL HEALTH AND SAFETY POLICY

RATIONALE:
The staff at St Bede’s Primary School are committed to the objectives expressed in the ACT OH&S Act of 1989 and the OH&S draft policy as published and amended from time to time by the Catholic Education Commission. All members of the school community have the right to be safe and the school environment should be safe.

It is the responsibility of the staff to ensure that the school is a safe learning environment and it is the responsibility of all members of the school community, to varying degrees, to ensure that the school environment is safe. A nominated OH&S representative should be identified and trained each year.

Communication between staff, the nominated OH&S representative, the Assistant Principal, Principal and the CEO maintenance division will ensure that the school is a safe and healthy environment.

GOALS:
At St Bede’s Primary School we aim to:
• maintain a safe and healthy environment for teachers, employees, students, volunteer helpers, parents and friends;
• protect all persons within the school bounds from risks to health or safety arising out of their normal activities;
• have adequate procedures in place for implementing the OH&S policy.

IMPLEMENTATION:
These goals will be achieved by:
• appointing an OH&S representative from the school staff;
• ensuring that all staff members have a copy of the school’s OH&S policy;
• maintaining the appropriate level of care and supervision employed within the school;
• fostering a general awareness of the need to act upon OH&S issues and potential risks among teachers and students;
• establishing clear procedures in the event of any hazard or potential hazard to OH&S arising within the school;
• ensuring that a current copy of all class lists are kept in each general purpose room (library, hall, front office, staff room, star room, multipurpose room).

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The School Principal is responsible for:
• the overall OH&S within the school;
• appointing an OH&S representative;
• overseeing all OH&S measures within the school;
• ensuring that buildings, facilities and equipment are maintained in a safe and healthy state.

Teachers are responsible for:
• working safely and rendering the work area safe when leaving it;
• student safety;
• instructing students on safety issues regarding all activities;
• warning students of risks associated with certain activities and ways to overcome or reduce such risks;
• maintaining safe classroom behaviour;
• remaining in the classroom while students are present;
• making proper use of all appropriate safeguards, safety advice and personal protective equipment;
• following agreed safe working practices and rules;
• reporting all OH&S incidents to the OH&S representative and the Principal or Assistant Principal.

The OH&S representative is responsible for:
• periodically spot checking the school building, school play equipment and grounds;
• providing requests for action on OH&S issues to the Principal;
• drawing OH&S matters affecting the school to the attention of the Principal and staff;
• periodically auditing the OH&S policy;
• liaising with the Assistant Principal in organising periodic evacuation drills.

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FIRE EVACUATION PROCEDURE

AIMS
• To check and clear the building.
• To account for all students and staff members.

RESPONSIBILITIES (upon hearing fire alarm)

Principal
• Take a mobile phone and carry it at all times.
• Check sick bay, main staff toilet, tuckshop, infants toilets, staff toilet, spare and REC offices, staff room, multi purpose room and Star Room.
• Ensure that all classes have reported on status.

Class Teachers
• Take class roll and children and evacuate the classroom.
• If in the hall, library or multipurpose room, take the evacuation folder from the wall which contains a class list for each class to use for your roll call.
• Close all doors and windows of classroom. Switch off all electrical appliances.
• Assemble on the grass area opposite the courtyard.
• Call roll and ensure all children are accounted for.
• Report to Principal on class status by using a ‘hand up’ signal if all present.

Secretary
• Check Library, storeroom, multi-purpose room, primary toilets, staff toilet, art room near primary classrooms and After School Care.
• Take sign-out register and students’ details register.

Year 2 Teacher
• Open the gate across the driveway.

Expectation
All children are to move silently and sit quietly in the assembled area so as to ensure that all directions are heard and acted upon.

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**Alternative Assembly Area**
The Principal will advise if an alternative assembly area is required. This will be either in the staff car park area at the far end of the grassed area or on the grassed area in front of the hall facing Hicks Street.

**BOMB EVACUATION PROCEDURE**

**AIMS**

- To check and clear the building.
- To account for all students and staff members.

**RESPONSIBILITIES (upon hearing siren)**

**Principal**

- Sounds bomb evacuation siren.
- Take a mobile phone and carry it at all times.
- Check sick bay, main staff toilet, tuckshop, infants toilets, staff toilet, spare and REC offices, staffroom, multi purpose room and Star Room.
- Ensure that all classes have reported on status.

**Class Teachers**

- Take class roll and children and evacuate the classroom.
- Close all doors and windows of classroom. Switch off all electrical appliances.
- Assemble in the car park at the far end of the grass area opposite the courtyard.
- Call roll and ensure all children are present.
- Report to Principal on class status by using a ‘hand up’ signal if all present.

**Secretary**

- Check Information Centre, sports room, storeroom, music room, primary toilets, staff toilet, utility room near primary classrooms and After School Care.
- Take sign-out register and students’ details register.

**Year 2 Teacher**

- Open the gate across the driveway.
Expectation
All children are to move silently and sit quietly in the assembled area so as to ensure that all directions are heard and acted upon.
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Alternative Assembly Area
The Principal will advise if an alternative assembly area is required. This will be either in the car park area at the far end of the grassed area or at the far end of the infants’ playground.

LOCK DOWN PROCEDURE

AIMS
• To secure the building with staff and students inside.
• To account for all students and staff members.

RESPONSIBILITIES

Principal
• Announce, using the PA system, “Staff, please secure the building.”
• Contact appropriate authorities (eg. Police, CEO)
• Ensure that all classes have reported on status.
• Close and lock all doors in hall and near Snack Shack, near the Music room and adjacent to senior toilets.

Secretary
• Close and lock all external doors at front of school,

Class Teachers
• Move immediately to classroom or hall, if not already there.
• Classes outside should immediately move to classroom or hall.
• Lock all doors and windows of classroom, draw curtains.
Kindergarten and Year 1 teachers must also close and lock doors into corridor.
• Assemble children on the floor.
• Call roll and ensure all children are present.
• Report to Principal on class status by using internal phone system.

Teacher Librarian/Kindergarten Teacher
• Close and lock all external doors in Information Centre and near staffroom.

Teachers on duty
• Immediately encourage children to move into their classrooms.
• Ensure no children remain behind in their area of supervision and then move immediately to their classroom.

All other staff not in class
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• Report to the front office.

Students on premises before and after supervision times
  • Are directed to hall by staff members present.

**Expectation**
All children are to move silently and sit quietly in the classroom / hall so as to ensure that all directions are heard and acted upon.

**Alternative Assembly Area**
The Principal will advise if an alternative assembly area is required. This may take the form of a request for all classes to move immediately to the hall.