Workplace Health and Safety Policy

(Revised 2013)

This policy is based upon the document “Occupational Health & Safety” 2000.” In case of contentious issues refer back to this policy.

Aims
In order to improve outcomes for students the Dapto Public School WH&S Policy aims to:

- Outline policies and procedures that are to ensure a safe learning and working environment.

Implementation

- Under this policy the following are contained here within.
  - Emergency Evacuation
  - Lock Down
  - Anaphylaxis
  - Maintaining a safe learning working environment.
  - Staff training (Anaphylaxis, Emergency Care, CPR & First Aid)
  - Risk Assessments of work site
  - Risk Assessments Excursion
  - Money Handling

Registers
The following registers will be kept on site to manage risk and maintain history.

- Medicine Administering
- First Aid
- Injury / Accident Reports
- Teacher & SASS Training

WHS Committee And Meetings

- The WHS Committee will meet 2 per term to review the site and ensure issues are being followed up on. Minutes will be taken at this meeting.
- Meetings are scheduled in Week 4 and Week 8 of each Term, as necessary
- At any time an impromptu meeting can be called to investigate an issue.
- The committee at Dapto Public School will comprise of the principal (Work Site Manager) a member of the teaching staff and a member of the SASS staff.
- The chair person of the committee will not be the principal.
- The committee members will be in position for a 2 year period.
- Although all staff are not on the committee, every staff member has a responsibility to report any issue to the committee.
- These issues will then be brought up at the next committee meeting and followed with consultation with whole school staff as required.
Emergency Evacuation

To be followed in the event of fire, dangerous incidents, etc. (reviewed 2012)

The procedures, with an evacuation map, will be placed on walls near an exit in each classroom and
or block.

In the event of an emergency alert, a signal will be given by the principal, or nominated delegate, to
initiate the continuous sounding school bell.

- Immediately stop what you are doing.
- Line up in your class with those children for whom you are responsible at the time and lead the
children from the classroom, quickly and calmly, shutting the door behind you. Take your class roll
at the time of the siren sounding with you. Do not waste time collecting bags or shutting windows.

ENSURE THE SAFETY OF ALL PEOPLE ON SITE
THE SAFETY OF THE CHILDREN IS YOUR
PRIORITY

- Follow the evacuation path to the Evacuation Assembly Point in the playground. Use your
common sense to modify your route if the set path passes too close to the location of the
emergency. If you are working with a group of children away from their home class take the
children to the assembly point and to join up with classmates. If you are away from your class on
RFF, move immediately to the assembly point and join your class.

- A school administrative staff member will bring the rolls to the assembly point and distribute to the
class teacher.

- Call the roll to make sure that all children are safe and advise the wardens of the results of roll call.
Do not leave your class to look for any missing children.

- Remain with your class until emergency is declared over.

Emergency Procedures During Lunch Time Or Sport Time

- The teacher on duty will direct all children to the Emergency Evacuation Assembly point. They
will remain with them until all adults on the site have arrived.

- When the class teachers reach the Assembly Point, they should call the class roll which may be
obtained from the school administrative staff members.

- Advise the warden of the results of roll call. Do not leave your class to look for a missing child.

- Remain with your class until emergency is declared over.

What To Do If You Discover A Fire, A Bomb, Or An Emergency Situation

If you discover a fire, bomb, or an emergency situation, remember your first responsibility is the safety of
the students.

- Advise executive who have a phone sign displayed on their room window. If you have a mobile
phone, inform the school office direct. The school executive or administrative staff will respond
and take the necessary steps.

- Take your class or group of children to the Evacuation Assembly Point.
• If you are class free at the time warn the principal or administrative staff immediately and then proceed to the assembly point unless directed otherwise.

**Emergency Evacuation Practices**

Practice of evacuations will take place once a semester on random dates.

The staff will be familiarised with emergency evacuation procedures at the beginning of each year. Parent helpers, visiting teachers and scripture teachers will be introduced to the procedures on arrival at the school.

Teachers will familiarize themselves with the evacuation procedures each year.

People using the school facilities out of school hours will be advised to formulate their own evacuation procedures.

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**Anaphylaxis**

As a part of our enrolment procedures parents will be asked if their child has anaphylaxis. This is an aspect of all enrolments in NSW DET schools.

If a parent indicates their child has anaphylaxis the school will establish procedures in line with the DET Anaphylaxis policy. A parent meeting will be called where severity of allergy, medication needs and history of the condition will be discussed. In this meeting the parents will help to formulate the action plan and sign. This plan includes a risk assessment, location of an Epipen and the published steps as outlined in the plan which will be displayed in the school.
The school will display posters of action plans in areas around the school. This includes the staff room, canteen and the child’s class. There will also be a copy of the plan placed in the roll to ensure any casual teacher is made aware.

If an emergency does transpire and the Epipen is administered, an ambulance will be called. The child will accompanied by a member of the executive to the hospital. Parents will be immediately contacted.

Staff will be trained in anaphylaxis by the Area Health Nurse as outlined in the DET policy. This will be undertaken every second year. A register of teacher training will be kept as part of the OHS committee’s monitoring of the school.

**Lockdown Procedures**

**If students are in class**
- An intermittent 1 minute bell will sound.
- Teachers immediately lock all external doors and pull blinds down on windows.
- Students stay in their classrooms with their teachers.
- Support staff, maintain all students in their care at the time.
- All other staff are to lock the door of the room they are in.
- The principal will visit all rooms to communicate when lockdown has been completed.

**If the students are in the playground**
- A intermittent 1 minute bell will sound.
- All students are to walk immediately to the hall K-2 and library 3-6.
- Staff, immediately proceed to the hall and library.
- Office staff, take rolls to the hall
- Teachers mark rolls and ensure all students are accounted for.
- The principal will visit the hall to communicate when lockdown has been completed.

**Money Handling**

All Monies are to be handled in the office. A money mailbox has been secured in the front office. Parents have the responsibility to place all money in an envelope. The envelope needs to be clearly marked with the child’s name and class.

Money is collected from the school by security personnel.

**Administering Of Medication**

As per departmental guidelines, medications are to be administered by the administrative staff. They will follow administering details as outlined by the doctor, these instructions are located on the side of the packaging. No Medicine will be administered without parent completion of the medicines form. SASS staff will keep a record of every administering of medication by students on site.