

Health and safety policy

Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

Scoping

The board is responsible for ensuring health and safety procedures are developed and implemented. However, employees need to be aware of their responsibilities and comply with the board's health and safety policy and school procedures.

Delegations

The board delegates to the principal as officer the responsibility to:

- develop and implement health and safety procedures
- ensure employees have the information they need in order to comply with policy and procedures.

Expectations and limitations

The board will, as far as is reasonably practicable, //comply with the provisions of legislation dealing with health and safety in the workplace by:

- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
- ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations (2)
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free environment
- ensure a risk analysis management system (RAMS) is in place and carried out
- seek approval for overnight stays/camps/visits attesting first to their compliance with above consult with the community every 2 years regarding the health programme being delivered to students provide information and training opportunities to employees
- advise the board chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to:
 - cooperate with school health and safety procedures
 - comply with the health and safety legislation and duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety-conscious culture at the school

(1) Reasonably practicable means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

(2) These are to:

- know about work health and safety matters and keep up to date\
- gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- ensure there are processes for complying with any duty and that these are implemented
- verify that these resources and processes are in place and being used.

Procedures/supporting documentation

Staff induction

Education outside the classroom, RAMS

Health and safety register

Hazard register

Hazard assessment register

Injury and incident reporting (procedure, checklist, board report, investigation form)

Emergency procedures, including for shut-down and evacuation

Administering medication

Accident management

Alcohol, smoking and drugs

Before and after-school care

Behaviour management – managing challenging behaviour and physical restraint (policy and procedures)

Civil defence and crisis procedures

Collection, storage and access to personal information

Concerns and complaints

Court orders against parents/caregivers

Cyber safety

First aid and infection (pandemic plan)

Healthy eating

Parent helpers

Adult behaviour at school (adult conduct at school)

Playground supervision

Police vetting

Protected disclosures

Sexual harassment

Sun smart (sun safety)

Transporting children

Monitoring

Board to enter own monitoring and reporting procedures.

Legislative compliance

[Health and Safety at Work Act 2015](#)

[Children's Act 2014](#)

Policy Reviewed/Dated: September 2024



LOCKDOWN PLAN



AN EVENT OCCURS OUTSIDE OF THE SCHOOL BUILDINGS WHICH POSES AN IMMEDIATE THREAT TO ANY PERSON AT FAIRBURN SCHOOL - GO INTO LOCKDOWN

A LOCKDOWN IS INDICATED BY THE LOUDSPEAKER LOCKDOWN ANNOUNCEMENT FOR APPROXIMATELY ONE MINUTE

LOCKDOWN PROCEDURES ARE INITIATED AND POLICE ARE ADVISED - **111**
STAY ON THE PHONE WITH EMERGENCY SERVICES IF POSSIBLE AND ADVISED TO DO SO

STAY INSIDE OR GO INSIDE IMMEDIATELY

TEACHERS TO CLEAR ALL TOILETS, HALLWAYS AND OTHER ROOMS WITHIN THE IMMEDIATE VICINITY OF THEIR LOCATION

LOCK EXTERIOR DOORS AND WINDOWS - DO NOT OPEN

TURN LIGHTS OFF
LEAVE ALL WINDOW COVERINGS AS THEY ARE WHEN THE LOCKDOWN ALARM SOUNDS

KEEP STUDENTS CALM, IN THE CENTRE OF THE ROOM, LYING FACE DOWN ON THE FLOOR AND AWAY FROM DOORS AND WINDOWS

MINIMISE NOISE AND MOVEMENT

IF POSSIBLE CHECK SCHOOL EMAILS AND REPLY TO EMAIL FROM SLT
BE AWARE THAT FURTHER INFORMATION MAY TAKE SOME TIME - BE PATIENT

ONLY A MEMBER OF THE SENIOR LEADERSHIP TEAM OR EMERGENCY SERVICES WILL ANNOUNCE ALL CLEAR OVER THE LOUD SPEAKER



EVACUATION PLAN



IN THE EVENT OF A THREAT TO THE SAFETY OF STUDENTS/STAFF WITHIN ANY OF THE SCHOOL BUILDINGS AT FAIRBURN SCHOOL, THE SCHOOL EVACUATION ALARM WILL BE ACTIVATED

UPON HEARING THE **EVACUATION ALARM (LOUDSPEAKER ANNOUNCEMENT)** -EVACUATE ALL SCHOOL BUILDINGS IMMEDIATELY IN AN ORDERLY MANNER - **PHONE 111**

STAFF TO ACCOMPANY GROUP OF STUDENTS THEY HAVE AT THAT TIME TO THE EVACUATION ASSEMBLY AREA

ASSEMBLE AT THE SCHOOL FIELD

STUDENTS TO SIT IN ORDERLY LINES BY CLASS FACING AWAY FROM THE SCHOOL AND TEACHERS TO CALL THE ROLL

TEACHERS TO REPORT THE STUDENTS ACCOUNTED/UNACCOUNTED FOR TO A DESIGNATED STAFF MEMBER

A DESIGNATED PERSON TO COLLECT VISITORS REGISTER AND TAKE TO EVACUATION ASSEMBLY AREA - CONFIRMING ALL VISITORS ON-SITE ARE PRESENT

A DESIGNATED PERSON SHALL MEET EMERGENCY SERVICES AT THE FRONT OF THE SCHOOL

BE PREPARED TO MOVE TO AN ALTERNATE EVACUATION ASSEMBLY AREA IF DIRECTED BY THE PRINCIPAL OR A MEMBER OF THE SENIOR LEADERSHIP TEAM OR EMERGENCY SERVICES