1. **RATIONALE**
   At St Patrick’s Primary School Swansea, we strive to ensure the health, safety and welfare of all students and staff, and any other people who may be part of the operation of our school community. In securing workplace health and safety, the school aims to achieve best practice in Work Health and Safety and to fulfil its statutory duties with Work Health and Safety at all times. This policy will clarify, for the whole school community, the health and safety measures to be followed and to ensure the health and safety of all.

2. **AIMS**
   - To ensure the safety of all children staff and visitors while on site at St Patrick’s Primary School.
   - To ensure that the children, staff and visitors understand and practice safe and healthy work practices and procedures.
   - To ensure that all children, staff and visitors are following WHS guidelines and practices.

3. **IMPLEMENTATION**
   The Annual Checklist shows when and how frequently each of the following procedures must be implemented, as well as who is responsible for implementing them. The checklist is located at *Staff Drive – Work Health and Safety – Annual Checklist*.

   i. **Induction of new staff members**
      An experienced staff member will:
      - Walk around the school with the new staff member/s, highlighting access and egress points and potential hazards.
      - Explain the evacuation and lockdown procedures.

   ii. **Annual induction of all staff members**
      - Explain how hazards are reported at St Patrick’s, i.e.
        - Hazards requiring immediate attention must be reported to the principal using the Hazard Notification form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom.
        - Hazards that are not urgent are reported at the weekly housekeeping meeting.
      - Explain how injuries are reported at St Patrick’s, i.e. by completing an “Initial Notification of Injuries and Disease” form, copies of which are hanging on the noticeboard behind the photocopier in the staffroom.

   iii. **First aid officer**
      - Assign a staff member to be the school’s first aid officer.
• Check that the first aid officer is appropriately qualified.
• Check that the designated staff member is registered with the Catholic Schools Office as the school’s first aid officer, and that the first aid officer is compensated for this role.

iv. **Emergency evacuation and lockdown**
• Ensure that evacuation and lockdown procedures are clearly displayed at all exits and other strategic locations throughout the school.
• Schedule emergency evacuation and lockdown drills from classrooms, offices and playground.
• Record these drills in ‘Staff Drive / Work Health and Safety / Evacuation and lockdown drills.’
• Following these drills, evaluate them at the following housekeeping meeting.

v. **CPR training**
Early in Term 1, engage Helen Notley to deliver CPR training to the staff. Phone 0437593063. Email heleenotley@bigpond.com.
A record of staff training must be maintained. Go to *Staff Drive / Work Health and Safety / Staff training records*.

vi. **Emergency care training**
Early in Term 1, engage Helen Notley to deliver emergency care training to the staff. Phone 0437593063. Email heleenotley@bigpond.com.
A record of staff training must be maintained. Go to *Staff Drive / Work Health and Safety / Staff training records*.

vii. **Anaphylaxis training**
• Highlight students and staff members who are anaphylactic. Review their action plans.
• Use the PowerPoint show at the link shown below to review the causes, signs, symptoms and treatment of anaphylaxis.
  
  **Link to anaphylaxis PowerPoint**
• Use practice epipens (stored in principal’s office) to review how to use an epipen.
• A record of staff training must be maintained. Go to *Staff Drive / Work Health and Safety / Staff training records*.

viii. **Pest inspections**
Neil Younger Pest Control Pty Ltd is contracted to undertake a preventative maintenance schedule for termites, spiders and cockroaches:
• Termite inspections are carried out annually, during the last week of the January school holidays.
• Cockroach and spider treatment includes treatment of kitchenette in hall, staffroom, toilets, canteen, play equipment and the seating outside the classrooms. This treatment is done every three months in late January, late April, late July and late October.

ix. **Workplace inspections**
• Use the documents in ‘Staff Drive / Workplace inspection proformas’ to conduct workplace inspections. These inspections will take place in lieu of a staff professional development meeting each term.
• Use the documents in ‘Staff Drive / Summaries of workplace inspections’ to summarise:
  o Hazards
  o Suggested actions
  o Who is responsible for following up on the suggested actions
• Disseminate this information to the staff as soon as possible after the workplace inspections.
• Indicate on this document when the suggested actions have been completed.

x. **Risk assessment**
• A risk assessment must be completed:
  o Whenever the students leave the school premises, either within school hours or outside of school hours.
  o Whenever there is a big event on the school property, e.g. a fete, a fun day.
  o For daily activities for which there is a risk to people’s health and/or safety, e.g. manual handling; working alone at school.
• The risk assessment must be saved to ‘Staff Drive / Work Health and Safety / Risk assessments’.
• Risk assessments must be written using the proformas in the ‘Risk Assessments’ folder on the Staff Drive. These risk assessments can be adapted to excursions and school activities.

xi. **Inspection of fire extinguishers, fire blankets, emergency light circuits**
“Guardian Safety Solutions” checks these items. As the company schedules the inspections, we do not need to organize them.

xii. **Chemical safety**
Material Safety Data Sheets (MSDS’s) must be kept for chemicals that are used and stored on site. The MSDS’s hang on the wall in the cleaner’s storeroom. These must be checked for currency.

4. **BUDGET**
The school will meet the financial requirements of Work, Health and Safety at a local site level. The Catholic Schools Office will meet the financial requirements of the redevelopment and construction of school buildings.

5. **EVALUATION**
This policy will be reviewed every 3 years.