

Safety-General Information Guide



All staff need to consider personal safety, risk management and safe work procedures. Teachers in subjects such as visual arts have to assess and manage subject-specific risks. This includes following health and safety procedures for making particular art forms (eg. painting, drawing, collage, sculpture), using specialised art spaces, using art equipment and using art materials.

Safe working areas with enough space and ventilation should be provided (eg. for music, dance and drama movement activities).

This guide is to be used in conjunction with the school policies listed as well as the Physical-Safe and Supportive Environment Policy.

RATIONALE

AIM

To prevent as many anticipated hazards within the School to ensure a safe and comfortable environment for everyone involved at the School.

IMPLEMENTATION PROCEDURES

Indoor

- All door latches opening into areas where children should not go are placed at adult shoulder height.
- All power points not being used will be covered with a plastic insert.
- All water taps with hot water for children's use will be temperature regulated to no more than 55 degrees Celsius.
- All glass windows and doors will comply with safety glass in accordance with AS2208 and installed in accordance with AS 1288 as they are replaced due to breakage.
- A first aid kit is installed in the kitchen of the School with checks for supply and expiry dates performed on the first day of each term. This cupboard is to remain locked when not in use.
- Chemicals and detergents for cleaning or anything considered dangerous to children will be placed in locked cupboards in the kitchen out of reach of children. (This cupboard to be clearly labelled- Chemicals)
- All equipment, materials and the building generally are maintained to a high standard and are regularly checked for condition and safety. Any equipment purchased is of the highest practical standard.
- All equipment provided for use by the child is appropriate for the age and skills of the child.
- All safety equipment is used with any activity e.g. gloves with washing, attending to an injury

Outdoor

- Adequate soft fall surfaces are provided where required and comply with Standard AS/NZS 4422:1996 as specified by the Department of Education and Communities.
- The gate is the same height as the fence and is equipped with a self-locking childproof mechanism.
- When a hose or water trough is being used at least two staff members are supervising. Please see Water Safety Policy
- When it is necessary for staff to use buckets for cleaning they are emptied immediately after use.
- All required safety equipment must be used with any activity.

Plants

- All plant life is checked regularly by the nominated supervisor for new growth of poisonous plants, growth of plants that may pose a safety risk to children and staff, or prove unsuitable for the School this is only for the Nth Balgowlah campus.
- Nth Head are not permitted to plant any flowers into the ground only into pots in the internal courtyard,

Pest Control-North Balgowlah

- The School is inspected for pests every year and suitable means for extermination or removal put into place.
- Any staff member noticing an outbreak of a pest should notify the Principal.

The North Head campus will notify the SHT first and they will advise the company to use.

Fire Safety

- Fire extinguishers and blanket are situated as and where required and are prominently identified for their usage.
- Smoke detectors are fitted where required.
- All fire equipment is professionally examined bi-annually for serviceability at both campuses.
- Each exit has a prominent illuminated EXIT sign.
- A current Emergency Evacuation Plan is displayed at each exit and is familiar to each staff member. This are at both campuses
- Emergency Evacuation Procedures are practiced and reviewed quarterly and are recorded in the Emergency Drill sheet, or the class room.
- Lockout/Lockdown Procedures are also practiced and reviewed quarterly and are recorded in the class roll.
- Smoking is not permitted on either premises.
- For more information please see:- Fire Evacuation Policy & Lockout & Lockdown Policy

SOURCES	LINKS TO OTHER POLICES
Ashfield/Strathfield Montessori Kindergarten Health and Safety in Children's Centres: Model Policies and Practices, 2008	Accident or Injury Bomb Threat and/or Chemical Spill Break in and Intruder Procedure Bushfire Procedure Dangerous Chemicals Emergency Fire Evacuation Lockout/Lockdown Workplace Health and Safety Maintenance Policy Other relevant school policies

Review

Policy Reviewed	Modifications	Next Review Date
<i>Approved: October 1999</i> <i>Reviewed: April 2003</i> <i>Reviewed: August 2011</i> <i>Reviewed: March 2014</i> <i>Reviewed: May 2015</i>		
Sept 2018	New Format and New Logo	Feb 2020
April 2020	Inserted the introduction Updated the Links section	2022