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**Document history:**

| <b>Version</b> | <b>Date</b> | <b>Nature of Amendment</b>   |
|----------------|-------------|--|
| 1              | 2006        | Screening of School Based Personnel -Guideline<br>Improper conduct of a sexual nature against a student by any person associated with Milkwood Steiner School - Guideline  |
| 2              | 2010        | MSSA OH&S Policy & Guidelines 2010<br>MSSA Duty Of Care Policy & relevant Guidelines 2010  |
| 3.0            | 8/2/2014    | Combined various guidelines into one policy manual through the adoption of TASS document base. Updated new legislation requirements.   |
| 3.1            | 7/3/2014    | Corrected date above. Added "bush block duty first aid kit" to Part 8 and the applicable appendix.   |
| 3.2            | 19/5/2014   | Page 11 redlined hazard categories.<br>Revised & renamed "maintenance_hazard report form" to "maintenance_hazard / risk assessment report form", to clarify the form to use for risk assessments.<br>"Weekly outdoor inspection checklist" – admin building added. |
| 4.0            | 2021        | Major revision   |
| 4.1            | 18/2/2022   | Scheduled review according to Policy Development and Review Policy, no changes made.   |

## DEFINITIONS AND ABBREVIATIONS

### Work Health and Safety Representative (WHSR)

**Hazard:** a situation or thing that has the potential to harm a person. Hazards at work may include: noise pollution, vehicles in motion, chemicals, electricity, working at heights, faulty and/or misused equipment, animal encounters, a repetitive job, bullying and violence at the workplace.

**Hazardous Substance:** any substance which is designated as 'Hazardous' according to the MSDS or under the National Model Regulations for the Control of Workplace Hazardous Substances. Goods are "dangerous goods" if they are defined under the Australian Dangerous Goods (ADG) Code as dangerous goods or are goods which are too dangerous to be transported.

**Risk:** the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Risk control:** means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

**WHSR:** Work Health and Safety Representative

**WHS:** Work Health and Safety

**Medical Emergency:** the need to seek immediate medical assistance to maintain physical wellbeing.

**First aid:** the immediate care given to an ill or injured person until more advanced care arrives or the person recovers.

**Minor incident** is an injury or incident that can be treated without medical attention and there is no expectation of ongoing symptoms. A Commonsense approach is taken in determining whether an incident is of a minor nature.

**Biological hazards** mean substances which consist of, or which may contain micro-organisms or non-viable products of living matter, which can create a risk to health such as:

- Blood is a biological hazard because it may contain hepatitis B and C or HIV viruses.
- Mouldy hay is a biological hazard because it may contain organisms that can cause respiratory sensitisation if inhaled.
- Particles of animal skin, feathers, droppings and hair found, for instance, in poultry sheds and other animal housing are biological hazards that are non-viable products of living matter. These particles can cause respiratory sensitisation if inhaled.

**Notified Medical Condition:** the school is notified by parent/guardian or medical practitioner, that a student has a diagnosed condition such as Asthma, Diabetes, Epilepsy, or severe allergy/ Anaphylaxis requiring medication/treatment in a school context.

**Health Care Plan:** a plan made by the parent and health care practitioner and approved by the Principal outlining how to manage the administration of medication to a student with a notified medical condition. The Plan supports the management of a student's medical condition in a school context.

**Notifiable incident is:**

- the death of a person;
- a serious injury or illness of a person; or
- a dangerous incident.

**Serious injury or illness** is an incident that requires the person to have:

- immediate treatment as an in-patient in a hospital (i.e. admitted to hospital)
- a head injury, eye injury, serious burn, separation of skin from an underlying tissue (eg degloving or scalping), spinal injury, loss of a bodily function, serious laceration.
- medical treatment within 48 hours of the incident

**Dangerous incident** is an incident that exposes a student to a serious risk to their health or safety. This includes psychological risks, such as threats of violence, where the act is imminently likely to be carried out eg. “I’m going to stab you” while holding a knife. Unacceptable behaviour may still be of serious concern, but not require an incident report (see *Recording and Reporting of Student Behaviour, Behaviour Management Policy*).

## **Work Health and Safety Manual**

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## **PURPOSE**

This Manual exists to

1. Ensure that all stakeholders are aware of Milkwood Steiner School’s commitment to Health and Safety;
2. Ensure that all buildings, equipment and workplace practices are safe;
3. Promote Health and Safety throughout Milkwood Steiner School workforce and activities.
4. Ensure that all workers comply with Health and Safety requirements and maintain all required documentation.

## **POLICY STATEMENT**

It is the policy of Milkwood Steiner School to conduct all activities in such a manner that will:

1. Ensure the safety of staff, students and visitors at all times and
2. Actively encourage a culture of safe working practices both at the school and off-site.

In order to support this policy Milkwood Steiner School is committed to:

1. Comply with the relevant Legislation, Advisory Standards, Codes of Practice and Industry Standards and make adequate provision of resources to meet these requirements.
2. Embrace a duty of care that protects all persons from harm, injury, illness or abuse.
3. Administer and constantly improve risk management systems.
4. Continuous improvement of safety procedures and practices.
5. Ongoing consultation with stakeholders when reviewing policies.
6. Consulting with employees to identify and resolve workplace health and safety matters in a timely fashion.
7. Working with employees to appoint a Workplace Health and Safety employee representative
8. Maintaining and storing documents and records in accordance with legislative requirements.
9. Providing all staff with ongoing professional development and training in relevant aspects of WHS.
10. Maintaining a “best practice” ideal in response to legislative development.
11. Ensuring that the WHS manual is available for any relevant person to access.

## Updating this manual

Occupational Health, Safety and Wellbeing is an area of constant improvement and development and as such, this document represents a “Moment in Time”.

As Milkwood Steiner School has a philosophy of continuous improvement, this Policy Manual will be treated as a “living” document and will, from time to time, be subjected to amendments and reviews.

The WHS Officer is responsible for providing regular recommendations to the Principal to update the manual.

The Principal is responsible for updating the manual according to circumstantial changes (eg new infrastructure and assets, or changing staff/student/workplace needs).

Substantive changes to the policy require board approval.

Minor changes can be made by the Principal without board approval.

The Principal is responsible for seeking Board approval for substantive changes, and notifying the board when minor changes are made.

## Responsibilities

Each person with an obligation for health and safety will meet that obligation at all times and to the best of their ability.

The Board is identified as ‘the person conducting a business or undertaking’ for the purposes of the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011. It has statutory obligations under Part 2 of the NT Workplace Health and Safety Act, to ensure that Milkwood Steiner School complies with the Act.

The Board has overall responsibility for the health and safety of workers, other persons performing work for the purposes of the business and visitors to the workplace. They must also ensure others are not exposed to risks arising from business activities.

**The Board** is responsible for:

- Ensuring workers and others are not exposed to risks to health and safety arising from the conduct of the employer’s business;
- Ensuring that the workplace, and the means of entering and leaving it are safe;
- Ensuring workplace infrastructure, equipment and materials are safe;
- Ensuring safe systems of work;
- Ensuring employees are adequately consulted about workplace health and safety issues in accordance with the requirements of the NT Work Health & Safety Act.
- Providing information, instruction, training and supervision to ensure health and safety.

**The Principal** is identified as the “Person in Charge” of the workplace by the MSSA Board and is required to implement Work Health and Safety systems to fulfil the responsibilities of the MSSA Board.

This includes a responsibility to consult with workers to enable the workers to contribute to the making of decisions affecting their health and safety at work.

**The Principal** under delegation from the MSSA Board is responsible for the management and control over day-to-day operations of Milkwood Steiner School.

The Principal will:

- ensure the risk of injury or illness from a workplace is minimised for persons coming onto the workplace to work;
- ensure that all persons who enter or impact upon the workplace operate at all times to eliminate or minimise the risks associated with the operation of the school.
- ensure the school Occupational Health, Safety and Wellbeing policies and procedures are at all times adhered to;
- ensure employees are adequately consulted about workplace health and safety issues in accordance with the requirements of the NT Work Health & Safety Act.
- Encourage and support the formation and maintenance of Health & Safety Workgroup(s) of employees including, if elected, a Work Health and Safety Representative (WHSR)

The **WHSR** will function according to The Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011. The WHSR functions to:

- represent the workers in the work group in matters relating to work health and safety; and
- monitor the measures taken by persons conducting relevant business or undertaking or a person's representation in compliance with this Act in relation to workers in the work group; and
- investigate complaints from members of the work group relating to work health and safety;
- inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of the business undertaken.

**Workers** include employees, trainees, contractors and sub-contractors and their employees, labour hire employees, volunteers, or workers in any other capacity. All have the same obligations under the Act, including to

- take reasonable care for his or her own health and safety;
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking it to allow the person to comply with this Act;
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers
- engage in consultation and training about health and safety
- be open to suggestions made by the employer
- reporting issues they consider may give rise to a health or safety risk.

Workers who fail to meet their obligations shall be subject to disciplinary proceedings, including official warnings and in the case of serious breaches, immediate termination of employment.

**The Finance Manager** is responsible for filing all records of risk assessments, purchasing decisions and details provided by the suppliers.

## **Contractor Safety**

Milkwood Steiner School will only engage contractors who demonstrate a commitment to health and safety. The school will actively work to ensure the health and safety of any contractors engaged.

The Principal is responsible for ensuring that health and safety issues are included into any contractual arrangements and that all contractors are appropriately briefed on health and safety issues before commencing work. This will include directing the contractor to this policy, via the school website.

**Contractors will:**

- be appropriately qualified
- sign-in to the Visitors Register at Front Office on arrival and sign-out on departure and be authorised by a staff member
- when conducting construction work, be provided with a set of Contractor Rules (See Appendix) on health and safety including hazards that are present in the workplace
- notify the school of any hazards which the contractor may cause
- comply with the safety requirements of the school and all applicable laws and standards pertaining to the work undertaken

All visitors are permitted to use the staff toilet in the Administration building only.

The Principal may grant permission for Contractors to access student toilets if required in order to complete contracted work.

## **Visitor Safety**

Milkwood Steiner School works actively to ensure the health and safety of all visitors to the school.

All staff are responsible for ensuring that visitor safety procedures are followed.

All visitors must be authorised by reporting to Front Office staff on arrival and signing the Visitors Register.

Visitors must return to the Front Office for authorised departure.

Visitors are to be advised of any Safety Policies and Procedures that may be relevant to the purpose and/or time of their visit.

Any person found on the premises unescorted will be asked by any staff member who observes them if they require assistance and then will direct the person back to the Front Office.

All non-public access areas shall be marked by clear signage and/or locked doors shall restrict entry.

In the event of a fire or other emergency, visitors are notified via the phone number provided at sign in and provided with instructions to evacuate safely. Visitors who enter the site without authorisation or without signing in, may not be protected by the school's emergency procedures.



## **Purchasing Procedure**

The Finance Policy guides purchasing procedures.

In addition, all materials, equipment and substances that are purchased or donated and brought into Milkwood Steiner School shall be examined and assessed against the Risk Assessment Matrix on the Maintenance\_hazard / risk assessment report form (see Appendix) to ensure that they do not present an unacceptable risk to children, workers, contractors or visitors.

Prior to the purchase of any regular consumable item for the school, the Principal or WHSR must ensure the appropriate Australian Standard is listed on the purchase order or requested from the Supplier.

Following pick up or delivery, purchases must be checked to ensure they comply with the school's requirements by observing the Standards Australia mark on the item or by a specific examination of the item prior to use.

### **Non-standard or donated goods and substances**

Prior to the use of any new non-regular or donated materials, equipment, machinery or hazardous substances a risk assessment shall be carried out when, in the opinion of the Principal or WHSR it is required.

Any risk assessment shall be conducted in accordance with the risk management procedure in this manual.

Any substance or chemical purchase shall be preceded by the school viewing the Material Safety Data Sheet (MSDS) for the product. The MSDS must state clearly whether or not the substance is hazardous.

Hazardous goods will be dealt with in accordance with the Hazardous Substances and Dangerous Goods policy in this manual.

Non-hazardous goods shall be marked as such and the MSDS shall be kept on file for access by any users of the product.

Where services are being purchased checks will be undertaken to ensure that the supplier is suitably qualified and experienced to undertake the service required.

All records of risk assessments, purchasing decisions and details provided by the suppliers will be filed by the Finance Manager.

All staff will be advised of the school's commitment to purchasing and using safe and healthy products as a part of general induction, and then annually.

## **Risk Management**

All staff at Milkwood Steiner School shall ensure that hazards within the workplace are identified, risks are assessed and appropriate control measures are chosen, implemented, monitored and reviewed effectively.

## Identifying Hazards

The school identifies hazards in two categories.

a. Ongoing hazards that require specific policies and/or procedures to control risk.

Ongoing hazards or hazardous situations include:

- Biological (blood, bodily fluid, virus, food handling)
- Environment (storms/weather, temperature, sun exposure, water/creeks, noise, snakes & other animals/insects, plants/trees)
- Chemical (non-hazardous and hazardous)
- Energy Systems (Electricity, Gas)
- Facilities (entry & exits, buildings, carpark, furniture, playground equipment)
- Machinery Plant and Equipment (hand tools, vehicles, machinery)
- Manual Tasks / Manual handling (working at heights, repetitive work, restricted spaces)
- People (intruders, psychological stress, bullying/behaviour)

b. Situational hazards that arise and can be eliminated quickly and immediately.

All staff, as they move through the school site, should regularly observe ‘how things are done’ with a view to predicting what could or might go wrong. Staff are responsible for notifying the WHSR of identified hazards.

Table 1 lists examples of common hazards

| Hazard  | Potential Harm  |
|---|---|
| Manual tasks                                  | Overexertion or repetitive movement can cause muscular strain   |
| Gravity                                       | Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, etc  |
| Electricity                                   | Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution   |
| Machinery and equipment                       | Faulty playground equipment, being hit by moving vehicles, poor storage and misuse of equipment including unsupervised use without appropriate instruction may cause injury or death. |
| Rubbish and discarded materials               | Risks puncture wounds and falls   |
| Extreme temperatures or exposure to radiation | Heat can cause burns, heat stroke or fatigue  |

|                           |   |
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| Exposure to chemicals     | Can cause rashes, respiratory difficulties or sickness  |
| Access to high risk areas | Children may encounter greater risk in environments such as the workshop, shed, shipping container, kitchen etc |
| Biological                | Micro-organisms can cause cross infection   |
| Psychosocial hazards      | Effects of work-related stress, bullying, violence and work-related fatigue                                     |

The processes the school uses to identify hazards are:

1. Review of Incidents of Near Misses recorded in the Incident Register as soon as possible after the event. A review of the underlying causes (The Hazard) will then take place.
2. Daily Inspections. All staff are expected to demonstrate ongoing vigilance in the workplace by conducting a daily Hazard check of their work area measuring it against the Risk Assessment Matrix on the Hazard\_Maintenance Report Form (See Appendix). Of particular concern is where there has been any change made to the environment, e.g. new furniture or equipment, or activities. This includes whatever areas the worker may be on duty. Resolve issues immediately, completely and without likelihood of recurrence, if possible, otherwise it becomes a future job by assessing, communicating and controlling the maintenance and/or hazard following the process outlined below.
3. Weekly Inspections: A Work Health and Safety Representative or a person appointed by the Principal will conduct general weekly ground inspections using the WHSW Inspection Checklist – Weekly (See Appendix). Resolve issues immediately, completely and without likelihood of recurrence, if possible, otherwise it becomes a future job by assessing, communicating and controlling the maintenance and/or hazard following the process outlined below.
4. Bi-annual Inspections: A Work Health Safety Representative or a person appointed by the Educational Administrator will conduct bi-annual inspections of the full school property and grounds during semester breaks using the OHSW Inspection Checklist - Bi-annual (See Appendix) and Playground Inspection Checklist (See Appendix). This is the same time routine maintenance and inspections are conducted by professionals to meet requirements set out in this policy. (See Appendix-Building and Ground Routine Maintenance)

## Risk Assessment

When a hazard is identified, the WHSR is notified and a risk assessment shall be undertaken by the WHSR, using the Risk Matrix below that is on the Maintenance\_hazard / risk assessment report form.

Risk assessments shall estimate the likelihood and consequences of an event occurring. In estimating the likelihood of an event taking place, consideration shall be given to this Risk Assessment Matrix

| Possible consequences                                | Likelihood of incident occurring |          |        |             |        |
|--|----------------------------------|----------|--------|-------------|--------|
|  | Very Unlikely                    | Unlikely | Likely | Very Likely | Common |
| <b>No injury</b>                                     | 1                                | 2        | 3      | 4           | 5      |
| <b>Slight Injury</b><br>(First Aid Only)             | 2                                | 3        | 4      | 5           | 6      |
| <b>Minor Injury</b><br>(Medical Treatment)           | 3                                | 4        | 5      | 6           | 7      |
| <b>Serious Injury</b><br>(Hospital more than 3 days) | 4                                | 5        | 6      | 7           | 8      |
| <b>Fatalities</b>                                    | 5                                | 6        | 7      | 8           | 9      |

**White** = identify and monitor

**Light Grey** = Address all the basic requirements

**Dark grey** = Intolerable – active management

Factors to consider when assessing a hazard:

- How often the situation occurs;
- How many people are exposed;
- The duration of exposure to the hazard;
- The position of the hazard relative to people and to other hazards;
- The skills and competence of persons potentially at risk;
- Environmental conditions;
- Repetition of exposure;
- The Condition of equipment;
- The effectiveness of existing control measures;
- Degree of change and unknown circumstances

Once the “likelihood” has been estimated, the potential consequences shall be assessed, and a score given to the risk as per the Risk Assessment Matrix.

## Communication - Implementing Control Measures

The staff member who identifies the risk will:

1. Take immediate action to eliminate the risk, if safe to do so.
2. Notify the WHSR of the hazard.

The WHSR completes the Risk Assessment Matrix. If the risk scores a 1 or 2, there is little or no chance the situation will arise again, and no further maintenance is required then the matter can be considered

closed. Where a hazard score is 1 or 2 and further maintenance is required, the Maintenance\_hazard / risk assessment report form is optional, but entry into the Maintenance Register (See Appendix) is essential.

Where the hazard score is 3 or above the job must be entered into the Maintenance Register by the WHSR and the Maintenance\_hazard / risk assessment report form must be completed and passed to the Principal who is briefed about the matter as soon as possible, and Finance Manager who is responsible for filing.

Upon being notified of a hazard, the Principal or delegate of the Principal, together with the WHSR or other appropriate staff member shall determine if any of the following measures shall be put in place:

1. Action to eliminate or significantly reduce hazard
2. Developing new or amending current work procedures
3. Communication of the changes to all staff and other stakeholders
4. Providing training and instruction where required
5. Supervision to ensure controls are being implemented

## **Control Measures**

Control measures that adequately eliminate or reduce the risk from each hazard shall be developed and recorded on the Maintenance\_hazard / risk assessment report form.

Control measures shall be developed using the “Hierarchy of Controls”:

1. Elimination – can we completely remove the hazard from the school?
2. Substitution – can we replace the hazard with something else that is less risk?
3. Redesign – can the hazard be redesigned to reduce the risk?
4. Isolation – can we lock up or fence off the hazard?
5. Administration – can we introduce rules, policies and procedures to make this safer?
6. Personal Protective Equipment (PPE)– can we use PPE to reduce the risk?

In all cases, each stage will be considered before moving down to the next level.

In some cases, it will be necessary to use more than one control measure to manage the risk.

Staff will be advised once control measures are developed, and are required to comply with them.

## **Review Of Control Measures**

Control measures noted on the Maintenance\_hazard / risk assessment report form shall be reviewed by the Principal in consultation with the Work Health and Safety Representative or other appropriate staff member to ensure effective action has been taken.

The review process and result shall be noted on the Maintenance\_hazard / risk assessment report form.

The school shall keep all Maintenance Register records in accordance with archive requirements

## Training and Development

Milkwood Steiner School shall ensure all workers receive all the training necessary to enable them to perform their work in an efficient and safe manner.

The Principal is responsible for identifying and addressing the training needs of each worker within the school.

The WHSR is responsible for advising the Principal of any training needs identified in areas of WHS.

All staff have a responsibility for on-going learning and continuous improvement.

All new staff will undertake a site-specific induction program. The induction program will cover:

- General overview of the school
- Roles of key people in the school;
- Job description and responsibilities;
- Rosters and attendance processes;
- Time recording procedures;
- Leave entitlements;
- Notification of sick leave or absences;
- Out of hours enquiries and emergency procedures;
- Lunch room, washing and toilet locations;
- Car parking;
- Occupational Work Health and Safety Policy and procedures;
- Roles and responsibilities for health and safety;
- Incident reporting procedures;
- Location of emergency exits, assembly point and fire extinguishers;
- Security procedures.
- Mandatory reporting obligations

Ongoing and role-specific training needs will be identified in respect of both task and function and in terms of individual staff or groups of staff.

Staff are responsible for maintaining the qualifications required for their roles.

Further training may be conducted as in-service programs by Milkwood Steiner School staff or by external training organisations, as required.

A formal record of all training shall be maintained and a copy placed in the relevant staff member's file. Records will include the following details:

- i. The type and purpose of the training course;
- ii. Who conducted the training course;
- iii. Workers attending;
- iv. Course content;
- v. Individual performance/results (where appropriate).

Volunteers working at the school will receive induction in WHS Policy and procedures on an as needs basis. Volunteers can be referred to Safework Australia Information for Volunteers Factsheet (See Appendix).

All persons working at the school who have been inducted will be recorded in the Induction Register, maintained by the Finance Manager (See Appendix).

## **Incident Reporting and Investigation**

Milkwood Steiner School shall ensure that all workplace incidents are investigated and reported in accordance with legislative requirements.

The *MSSA Recording and Reporting Student Injuries Policy, Critical Incident Policy and Emergency Management Policy* document responsibilities in responding to and report incidents.

Good investigation practice includes:

- Examining the scene before the physical evidence is disturbed;
- Taking samples of any substance which may have contributed to the incident, noting conditions that may have affected the sample;
- Making comprehensive documentation e.g., photographs, diagrams or video;
- Determining which items should be preserved;
- Identifying the people involved in the incident, including eye witnesses;
- Conducting interviews with witnesses and other relevant personnel;
- Reviewing all sources of potentially useful information, including design specifications, previous incident reports, drawings, workplace inspection records, purchasing records, risk assessment records, maintenance logs, procedures and instructions, inspection and test records, training records.

## **HAZARDOUS SUBSTANCES AND DANGEROUS GOODS**

Milkwood Steiner School avoids the use of Hazardous Substances and Dangerous Goods wherever possible but where they are required their use within the school will be managed safely.

Products with the lowest hazard level and the least quantity for the required task will be purchased.

The Finance Manager will keep a Hazardous Substances and Dangerous Goods Register (See Appendix) and details (including quantity) of all Hazardous Substances and Dangerous Goods held at or brought into the school will be listed on the Register.

A MSDS is a form that contains detailed information about a substance or a mixture of substances. It describes the chemical and physical properties, health hazards and safe use information required to minimise risks associated with the substances use. A MSDS will be obtained from the supplier for each hazardous substance and dangerous goods and these will be filed in the Hazardous Substances and Dangerous Goods Register (See Appendix) by the Finance Manager. A copy of the relevant MSDS will also be kept in the place where any hazardous substances or dangerous goods are held or used;

Spills and leaks will be cleaned up and disposed of in accordance with instructions provided in the MSDS.

Users are responsible for wearing the correct personal protective equipment for all substances used.

Hazardous Substances and Dangerous Goods storage areas will ensure product stability and segregation from any potentially reactive materials. All Hazardous Substances shall be stored in such a way that unauthorised access to the substance is prevented. Storage areas will display appropriate placards/signs and emergency information.

All substance containers will be appropriately and clearly labelled. All empty substance containers or disused substances will be removed from the school and disposed of correctly.

### **Risk Assessment and Minimisation: Hazardous substances**

A Risk Assessment will be conducted for each hazardous substance used in the workplace as soon as is practicable after it is acquired and within 2 years after the last assessment. A significant change of use of a product shall result in a new risk assessment being undertaken.

Risk Assessment results will be recorded in writing and filed in the Hazardous Substances and Dangerous Goods Register as well as the Maintenance Register. Records of hazardous substances risk assessments must be retained for 5 years.

Risks associated with the transportation, storage, handling and disposal of all Hazardous Substances and Dangerous Goods will be managed and controlled in accordance with the school's Risk Management practices.

### **Training**

Induction and ongoing training must be provided to any staff member or volunteer who may be exposed to hazardous substances or dangerous goods. Training records shall be kept by the school for at least 5 years.

### **Australian Standards**

The following Australian Standards are important:

AS1940 The storage and handling of flammable and combustible liquids AS2507 The storage and handling of Pesticides

AS3780 The storage and handling of corrosive substances

AS4326 The storage and handling of oxidizing agents

AS/NZS1596 The storage and handling of LP Gas

AS/NZS3833 The storage and handling of mixed classes of dangerous goods in packages and intermediate bulk container

### **ADMINISTRATION OF MEDICINE AND FIRST AID**

Milkwood Steiner School shall ensure that immediate, appropriate and adequate first aid treatment is provided for the initial treatment of persons suffering injury or illness.

Milkwood Steiner School shall follow the first aid practices outlined in NT WorkSafe: First Aid in the Workplace: Code of Practice, and according to best practice.

Milkwood Steiner School shall ensure that needs of students with notified ongoing medical needs are managed with due care and diligence.



**Parents/Legal Guardians** are responsible for:

- providing relevant medical history and immunisation status on enrolment, and updating as required
- signing a direction for first aid trained staff to follow in the event of a medical emergency requiring the administration of medication.

**Staff** are responsible for notifying the school of any known health conditions and supply the school with management information.

**The Administration and Enrolment Officer** is responsible for:

- updating student health information in student files
- Maintaining a list of children with notified medical conditions at reception and with each class roll
- Collecting, filing and displaying health information according to best practice
- Displaying health warnings and health care plans for individual students or staff members

## **First Aid Liability**

Despite careful adherence to this policy manual, emergency situations involving students with medical conditions and/or the administration of medication by staff in a school context may still eventuate. It is important that staff are aware that in adhering to this policy manual they are assisting the school to exercise its duty of care to students. In doing so, and providing they act in good faith and to the best of their ability, they will not incur personal legal liability in the event of a student injury arising out of the administration of medication and/or assisting with a medical emergency in a school context. Staff are protected by the legal principle of vicarious liability in relation to any personal injury proceedings. This means that unless the staff member has deliberately injured the student, or behaved with disregard for the student's safety, the school will be liable for any injury caused by the negligence of the staff member.

## **Biological Hazard Control**

The school shall carry out a risk management process (in accordance with the school policy on Risk Management in this manual) to determine the appropriate controls for the management of biological hazards that may be encountered during the provision of first aid.

The effectiveness of the following should be monitored by the Principal.

First aid infection control practices should be reviewed when:

- First aid practice involving exposure to biological hazards is introduced or modified;
- Accident investigation indicates that control measures need to be reviewed;
- New information about a biological hazard becomes available;
- An illness or injury arises as a result of first aid practices;
- Work practices change and the risk of injury or illness is increased;
- There is any exposure to blood or body substances resulting from first aid activities.

## **First aid personnel**

Milkwood Steiner School shall ensure that there is an appropriate number of staff who have first aid qualifications in attendance at the school during all operating times;

During recruitment each new teaching or office staff member will be required to provide proof of current first aid qualifications or commit to obtaining first aid qualifications.

Office staff are required to hold current Apply First Aid Certificates and teaching staff area required to hold current Apply First Aid, Asthma and Anaphylactic Certificates.

The initial care provided by first aid personnel shall be consistent with their level of training and competence. When the first aid management required is beyond the level of training and competence of the first aid personnel available, the injured or ill person shall be referred to medical assistance.

All people at the school must know what to do, where to go, and from whom to seek first aid;

Staff and volunteers shall receive induction about and be kept up to date on:

- The availability of first aid equipment, facilities and services;
- Infection control procedures
- Information about specific risks in the workplace
- The School's Accident Plan (See Appendix)

Information shall be provided through:

- Induction programs;
- Staff meetings;
- Training courses;
- Admin bulletin
- Policy and procedure manuals.

## **First aid Equipment**

Milkwood Steiner School will at all times hold correctly stocked and maintained first aid kits for use within the school and on school excursions. Contents will reflect outcomes of risk assessments and previous incidents.

There are 3 first aid kits of which the contents are listed in the appendix First Aid Kit Contents:

1. Main Kit: stored in the first aid area, front office
2. Excursion Kit: stored in the first aid area
3. Classroom Kit: -stored in each classroom

It is the responsibility of the teacher to maintain the classroom first aid kit from the Main Kit.

It is the responsibility of the Administration Officer to check the contents of the Main first Aid Kit and Excursion First Aid Kit.

First aid area equipment and documentation

1. Main first aid kit
2. Excursion first aid kit
3. Facilities to enable infection control (sink, hand cleanser, paper towels disinfectant etc).
4. Sick bed with plastic cover
5. Container with disposable lining for soiled waste

6. Bowl or bucket
7. Emergency services medical and hospital details
8. List of names of staff qualified to administer first aid
9. Health Care Plans and register
10. Up-to-date lists of the telephone numbers of emergency personnel and services (emergency services, Darwin Hospital, Medical Clinic used by the school, Poisons Information) shall be clearly displayed in the first aid area and at the school's Front Office desk
11. Emergency Plans
12. Chart of Exclusions for Infectious Diseases

The School's Accident Plan is documented in the Emergency Management Policy and Critical Incident Policy.

### **Applying General First Aid**

This section refers to unforeseen incidents that occur at school and require first aid.

The first person on the scene must carry out the Accident Plan.

The Responsible Teacher administers first aid to children in their care unless they hand over to office staff in emergencies.

Office staff administer first aid in emergencies, or when the responsible teacher is unable to administer first aid.

### **First Aid Record Keeping**

Recording and Reporting Student Injuries Policy guides the documentation requirements and responsibilities of administering first aid.

### **Administration of non-prescribed medications**

Paracetamol, other pain relief medicines or individual medication will only be administered at school if supplied by the parent/guardian, parent/guardian consent provided and medication record complete.

Standard first aid medicaments such as betadine may be applied externally.

In the event of sickness and where the child is not able to participate in class the parent or guardian will be asked to take the child home.

Homeopathic medications may be administered for those students for whom permission has been given upon enrolment. These include; Arnica for soft tissue injuries, bruises and sprains and shock; Rescue Remedy (Bach Flowers) for shocks and upsets; and Calendula/Hypericum as an antiseptic wash for minor wounds, Urtica Urens for minor Bites/Stings/ Burns

Administration of Homeopathic medicines will be as per directions on the label.

### **Diagnosed Short term Conditions**

This section relates to administering medicines for students with a temporary condition that requires treatment while at school.

## **Administrations of Prescribed Medications**

If a child has to take any form of medication the teacher must be informed in writing by the parent. The teacher must check and sign all notes. Children must only take medication at school with both a written note from a parent and adult supervision.

It is the responsibility of the parent/guardian to ensure that all medication to be held and administered at school by school staff does not exceed expiry date, as no out of date medication will be administered.

All medication must be given to the Front Office upon the child's arrival at school.

All medication must be kept securely until its administration.

An adult must supervise children administering their own medication at school and record witnessing the administration using the note given by the parent. A Health Care Plan Template can be used for this purpose.

Staff have a right to indicate that they are not willing to be involved in the administration of medication. Alternative arrangements must be made with the parents in the case of the absence of the persons willing to administer medication.

## **Notified Medical Conditions**

This section relates to managing the wellbeing of a student or staff member with a diagnosed medical condition that is medium to long term.

At enrolment or as required, parents or legal guardians of a child are required to notify the school of any known medical conditions. Notified medical conditions require the creation of a Health Care Plan that directs staff to act as a preventative or emergency measure to support the student whilst at school.

Examples of conditions that require notification include Asthma, severe allergies, Anaphylaxis, Diabetes Heart or Blood Conditions, Epilepsy

These conditions may be episodic, critical, and require immediate, urgent and skilled response to ensure survival, for example a hypoglycaemic episode due to diabetes.

The above list is not limited to these conditions; any condition that the parent is vigilant about should be included in this section.

## **Health Care Plan**

The development of a Health Care Plan commences with either diagnosis of a chronic/severe medical condition, or enrolment processes involving the school, parent and student when completing the school enrolment form.

A student with a diagnosed medical condition requiring the administration of approved medication in a school context will need an agreed Health Care Plan. The Plan should be reviewed whenever the medical condition, or medical advice in relation to the condition, changes, if there is an incident involving this medical condition, and in any case not later than at the beginning of each school year.

If a student is a new enrolment with a chronic/severe medical condition the school will conduct a risk assessment and evaluation of the prospective student's needs and put specific strategies into place until

a Health Care Plan has been developed. The School will determine its participation in the Health Care Plan within its capacities and together the parent/guardian and school will agree upon the implementation of a Health Care Plan.

The agreed Health Care Plan will clearly state the needs of the student and the responsibilities of each party (student, parent, health care team, school) and the resources required to implement the Plan – including emergency situations.

The Health Care Plan should also articulate a “back-up” plan identifying alternative staff and arrangements in the event that key personnel identified in the Health Care Plan are unavailable.

A copy of the Plan is to be stored by the Administration and Enrolment Officer on the student file, given to the parent, and kept within close access to the stored medication.

A list including photograph identification of children on regular medication is maintained at reception and with each class roll.

## **Transport of Medication**

Parents are responsible for the safe transportation of medication to the school front office.

Students should not be carrying medication to school unless it is to self-administer for a medical condition, where formal notification has been provided to the Administration and Enrolment Officer, and it is part of an agreed Health Care Plan.

## **Storage of medication**

Staff should only store and supervise administration of medication that has been prescribed by a doctor for the individual student, for the period of time specified. This ensures the medication is medically warranted.

Medicines provided for the medication of students with diagnosed medical conditions should be securely stored in an appropriate cupboard (refrigerator if specified) in close proximity to the school’s first aid supplies. These medicines should be stored separately in individual containers to ensure they are not disturbed or tampered with during access to first aid supplies for everyday emergencies and use.

It is reasonable for school staff to accept and agree to supervise only medication required during their period of supervision or care (for example, medication required three times a day is generally not required during a school day - it can be taken before and after school, and before bed). This minimises the quantity of medication held on site.

Medications must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the whole original container in which dispensed. In recognition of the fact that the school may not always receive ongoing top ups of the medication in the correct original containers, the school should keep a photocopy/scanned record of the original container in which the medication was acquired by the parent. Parents supply thermal carry packs to maintain safe temperature storage and for ease of transport on excursions.

Storage should be secure with clear labelling and access limited to the staff responsible for medication storage and supervision. Medications required to be prescribed in a medical emergency should not be stored in a locked cabinet.

As a minimum standard the safe storage of medication therefore requires:

1. Prescription by a health practitioner
2. Medication provided by the parent/guardian
3. Medication within the expiry date delivered to staff as a daily supply (or a week's supply at the most, except in long-term continuous care arrangements). This might require parents to organise a second labelled container from the pharmacy for safe storage at home
4. Written instructions from the parent or doctor which must match those printed on the product packaging.

## **Supervision of medication**

Everyone supervising medication needs to ensure that: the right child has the right medication; and the correct dose; by the right route (for example, oral or inhaled); at the right time; and that they note when the medication has been administered.

Staff can ask for a medication authority to be provided by the prescribing doctor to assist them with safe supervision of medication. This can be requested for over the counter medication as well as prescription-only medication. If a medication authority is not provided, staff should have written instructions from the parent or doctor. In all cases the instructions must match those on the pharmacy label.

A student should not take his or her first dose of a new medication at school. Instead the student should be supervised by the family or health professional in case of an allergic reaction.

A parent whose child has been prescribed behaviour modification medication (eg Ritalin) will need to discuss the administration of the medication with the class teacher.

If the medication is to be administered outside school hours (eg. before school) and it is missed then the class teacher must be notified as soon as possible.

Information in the Health Care Plan, including arrangements and "back-up" procedures, should be clearly explained to the student by the parent/guardian in the presence of the class teacher.

## **Monitoring the effects of medication**

School staff should make observations as to the general behaviour and demeanour of the student and, where necessary, document those observations. In some cases, for example attention disorders or epilepsy, such observations can be used by health professionals in determining care plans. Observations should be recorded on an incident report of which a copy is provided to the parents, or as a written statement.

It is not the role of school staff, to interpret behaviour in relation to a medical condition, nor can they be expected to clinically monitor the effects of the medication. If staff are concerned for any reason about a student's health, they should refer the parent to a health practitioner.

If a student takes the wrong medication, the wrong amount of medication, or takes medication via the wrong route, the following steps should be followed:

Ring the POISONS INFORMATION LINE 13 11 26

Give details of the incident and student

Act immediately upon their advice (for example, if you are advised to call an ambulance)

Notify the student's emergency contact person

Document your actions

Review administration of student medication at the worksite in light of the incident.

## **Excursions**

If a student with a medical condition requiring medication participates in an excursion or activity off the school grounds, an assessment of the issues relating to the student's participation should be undertaken by the Health Care Team, including the parent, to assist in meeting the student's needs.

The teacher in charge of the excursion or activity is required to take a copy of the Health Care Plan to follow if medical intervention is required. The teacher in charge or accompanying adult should be trained to handle medical conditions of all students listed on the excursion register, or be accompanied by a trained First Aid Officer.

Parents of students with a medical condition may also be invited to provide additional support if considered necessary, but this does not excuse the school or teachers from their professional responsibilities regarding a child or children with a medical condition in their care. Staff have a non-delegable duty of care so even if a child's parent is on the excursion it is the school that is legally liable.

## **INFECTION AND DISEASE CONTROL**

Milkwood Steiner School is committed to ensuring that any risk of infection or spread of disease shall be actively managed and effectively minimised. The spread of infections in Milkwood Steiner School services is facilitated by crowding and microbial contamination of the environment, as well as the unhygienic behaviours and greater susceptibility of young children;

All staff, parents and other persons who may visit the school from time to time are responsible for ensuring that the risk of infection and the spread of disease is minimised.

### **Rules For Disease Control**

1. Areas shall be designed to encourage good hygiene practices;
2. Hands shall be washed frequently, especially after contact with urine and saliva and after removing disposable gloves;
3. Disinfectant hand rub shall be used where hand-washing facilities are not readily available, such as when taking children on excursions;
4. Cuts shall be covered with water-resistant dressings;
5. Disposable gloves (eg latex or vinyl) shall be used for activities that involve contact with urine and saliva and instruct workers in their use;
6. Staff shall be given specific information about infection and disease risks;
7. All work practices shall be designed to reduce the risk of infection;
8. All toys and other objects that the young children handle shall be washed and disinfected regularly and more often if the article becomes contaminated;
9. Rigorous cleaning programs for surfaces and items that are soiled with urine and saliva shall be undertaken;
10. Soiled personal clothing shall be placed in a sealed bag and sent home with the child for washing.

### **Staff Immunisations**

Milkwood Steiner School encourages staff to maintain up to date immunisations for diphtheria, tetanus, measles, mumps, rubella, hepatitis, varicella (for those workers who have not had chickenpox), pertussis (whooping cough) and COVID-19.

Milkwood is required to follow any federal and/or NT government health mandates, including and not limited to those issued by the Chief Health Officer.

## **Child Immunisations**

The parents/carers of children who attend Milkwood Steiner School are required to provide up-to-date information about their child's immunisations.

## **Medical Exclusions**

Certain infectious conditions contracted by staff or students require the sufferer's exclusion from the school to prevent spread of the disease. Milkwood Steiner School follows Government directions regarding infectious disease control. Milkwood follows the Centre for Disease Control Time Out Guide to determine exclusions when cases of vaccine preventable diseases are present.

Staff will let Administrative staff know immediately when a child is suspected of an illness/infectious condition requiring exclusion.

Administrative staff will then contact the child's parents/carer and discuss the situation. The child shall be isolated from other children within the school until s/he is collected from school and then excluded for the recommended period or until a written medical clearance is received (whichever occurs first).

In cases where the parents/carers will not acknowledge the disease or condition, a medical certificate may be considered a condition of return to school.

Confidentiality of medical information about an infected person should be observed at all times.

## **Melioidosis**

Melioidosis is a disease caused by bacteria. The bacteria live below the soil's surface but after heavy rainfall are found in surface water and mud and may become airborne. Heavy winds can also cause the bacteria to become airborne. The bacteria that cause melioidosis usually enter the body via cuts and sores in the skin or via inhalation of dust or droplets and very rarely by ingestion of contaminated water.

People most at risk are those with conditions such as diabetes, kidney disease, lung disease and cancer and those on immunosuppressive therapy including steroids. Children are at a lower risk for acquiring melioidosis compared with adults, however it is still possible to acquire during the wet season.

Milkwood Steiner School aims to reduce the risk of melioidosis by adequate skin protection and washing of parts that come in contact with high-risk areas, and minimising contact with high-risk play spaces during the wet season.

Staff and students must wear shoes when outdoors, and stay indoors during periods of heavy wind and rain.

Children who have any skin lesions should come to school with the lesions well covered.

Children who come in contact with surface water and mud must wash with soap or rinse well the affected areas.



Waterproof footwear must be worn when cleaning up after storms/ floods, and gloves should be worn when handling soil or mud-soaked items. Masks or covering over the nose and mouth when using high-pressure hoses may also offer some protection.

People who work with soil such as gardeners and building tradespeople should always wear protective clothing, as healthy people can get the disease if they work in or are exposed to muddy soil or water in pooled muddy areas.

## **Head Lice / Nits**

Head lice is not a medical emergency, however, chronic, recurrent or prolonged infestations may cause local skin and gland infection.

The child's parent/guardian is responsible for treating head lice in their child and notifying the school if head lice is detected in their child.

The school is responsible for providing information to families on control techniques, and notifying class groups when a case of head lice is detected.

When evidence or notification of head lice is found in a class, a Head Lice Letter To Parents (See Appendix) will be sent home with all children in that class. Children with active lice or eggs must be properly treated before returning to school.

If more than 3 children are identified with active Head Lice in the one week then the whole school, including teachers, and all family members will be advised to undertake screening and/or treatment at home. The screen will then be repeated one week later.

## **FIRE SAFETY MANAGEMENT**

Milkwood Steiner School will at all times have a clear and current process for managing fire risk and fire emergencies within the school.

The Board has a responsibility for compliance with the requirements of the Fire and Emergency Act and Regulations.

The Principal is responsible for implementation of those requirements within the school on behalf of the School Board.

All staff are responsible for minimising fire hazard and responding in an emergency.

The Principal, or another staff member delegated by the Principal is responsible for ensuring alarms and other warning apparatus, exit lights, emergency lighting and fire- fighting equipment are maintained in accordance with relevant standards; and

1. There is no obstruction of designated fire exits or the path of travel to those exits;
2. Flammable or combustible material is not stored in, or in the vicinity of, stairways or exits; and
3. Designated fire exits are:
  - i. Fitted with locking devices that comply with the relevant Australian Standard and any legislative requirements; and
  - ii. Not fitted with any non-compliant locking devices; an

- iii. Any law provides for a maximum permissible number of persons that may be in the building at any time – the number of persons in the building does not exceed the maximum.

The Principal shall ensure that the school complies with its obligation (if any) to make and maintain a firebreak along its boundary

Staff will ensure that:

1. Stacks or piles of items of a flammable or combustible nature which are in the open air are:
  1. Not more than 2 m high;
  2. Built on a base not more than 2 m wide;
  3. Accessible on all sides by means of a passageway at least 1 m wide; and
  4. At least 4 m from any structure or from the school's boundary.
2. Stacks or piles of items of a flammable or combustible nature that are inside school buildings:
  - a. Are stored in bays less than 3 m in length or width; and
  - b. The top of the stack of material in each bay must be at least 75 cm below the ceiling of the building;
  - c. There must be a clear passageway at least 1.5 m between each bay; and
  - d. Flammable or combustible material does not accumulate on the land in a way that constitutes a danger by fire.
    3. Electrical equipment is checked and maintained in accordance with this manual;
    4. Gas bottles are correctly stored and bottles and fittings are checked and maintained;
    5. The kitchen flue is inspected at least twice annually and cleaned at least annually;
    6. Any fire hazard or critical defect in fire safety installations must be reported to the Principal immediately upon detection.

## **Induction and Training**

The Principal will appoint a chief fire warden and deputy fire warden (for when the fire warden is not on site).

All staff will be given instruction/training on measures for the protection of staff and students from fire emergencies no later than 30 days after commencing employment with the school, and at least annually thereafter.

The instruction/training for staff will cover:

1. The fire drill and fire evacuation process;
2. The location and use of fire-fighting equipment in the school (See Appendix Fire Extinguisher Training Guide).
3. The location of fire siren/warning bell and the method of use of it;

For staff who are nominated as fire wardens for the school:

4. How to conduct staff students volunteers and visitors to a place of safety in the event of a fire; and
5. The methods of accounting for people and reporting to the person for the time being in charge of the school.

The Finance Manager will ensure that the school records on the Induction Register, staff who have received Fire Procedures Inductions that sets out:

- The information given to staff at induction and training (as above);
- The name of the person giving the instruction and the date on which such instruction was given on each occasion;
- The names of the people to whom instruction was given and a description of the kind of instruction given.

Practice evacuations (fire drills) shall be conducted each school term and will be undertaken at different times and with different scenarios to ensure that the process does not become stereotyped.

## **Fire and Emergency Evacuation Plan**

The Emergency Management Policy includes regularly reviewed fire and emergency evacuation plans.

Each room above the fire extinguisher an Evacuation Plan is displayed on the wall as well as a guide to act in the event of a Bush Fire or Building Fire.

## **MISSING CHILD**

In the event of a child being taken by an unauthorised person or child inexplicably disappearing (lost) from care, staff must take immediate action to get assistance.

The Principal has overall responsibility for the management of any case of a child missing from the school. All staff have a responsibility to act swiftly, calmly and professionally in the event that such a situation occurs. The Critical Incident Policy guides this response.

1. A missing child (children) should be identified and the last known whereabouts recorded. (The chances of finding a missing child safe are greatest if the child's absence is noted quickly);
2. In the event that a child disappears inexplicably from the school, the supervising staff member shall immediately search the area for the missing child whilst ensuring supervision of existing children continues;
3. If the missing child is not found immediately, the staff member shall notify the Principal.
4. The Principal shall then coordinate a rapid and comprehensive search of the school grounds for the child;
5. In the event that the child is not located, the Police shall be notified by calling 000 and working with police to find the child.
6. The child's parents or emergency contacts must be notified by the Principal explaining what action has been instigated.

All details relating to the incident shall be noted in order to help as much as possible in the investigation and search, including:

- Date time and location of disappearance
- Who was responsible for the care of the child at the time;
- What was the child wearing;
- Any distinguishing features;
- Circumstances surrounding disappearance;

- Time the parents / other agencies were contacted;

## **Abductions**

When a staff member believes that an unauthorised person is attempting to remove a child from the school, the staff member should in the first instance try to engage the person in conversation aimed upon ascertaining their purpose (the person may, for example, be an unknown family member or be legally entitled to pick the child up from school). In conversing with the unauthorised person, the staff member should try to direct them to the Principal. If that is not possible, the staff member should make every effort to ensure that the person is unsuccessful in removing the child, however, they are not under any circumstances to respond physically to the person.

The staff member should note as many details as possible about the unauthorised person including their physical features, particularly distinguishing features such as scars, types of clothing and details, their height in relationship to doorways or another fixed point in the building as well as details of any vehicle used, including model, colour, registration number etc., and direction of travel.

The Principal or other appropriate staff member shall:

1. Immediately call the police on 000 and work with police to resolve the matter/ recover the child.
2. Call the parents, explain what has occurred and find out if the unauthorised person is known to them or acting with their permission.

## **Dealing With Reactions**

It is likely that the child's parents, other parents and school staff will be frightened, distressed, angry and anxious for the safety of other children.

The Principal is responsible for managing these reactions and should seek support for him/herself from the School Board and/or counsellors at the earliest possible time.

The Principal should arrange support counselling and debriefing for those affected by the incident.

Until the situation has been fully investigated by Police and management, no comment will be made to the media or other members of the community;

## **UNAUTHORISED PERSONS ON SITE**

Any member of staff who observes an individual in the area who appears not to have signed the visitor's register, are not wearing a visitor's tag, or who appear suspicious or out-of-place should approach the individual (if safe to do so), ask their name and the nature of their business at the school and if safe to do so, escort the person to the office to sign in as a visitor. Staff should inform the person of the visitor procedure future reference.

While determining the status of a visitor, staff must ensure that the students they are supervising are safe, feeling secure where possible, and continuing to be engaged in their current activities.

If unable to approach the individual, staff should phone the front office for assistance. The Lockdown procedure may be implemented if needed.

If the staff member believes an intruder poses a risk but are unable to persuade the intruder to go with them to the office, staff should talk to the person in a low calming reassuring voice whilst trying to gain the attention of a colleague to call the front office and/or police.

Staff shall inform the Principal of all intrusions as soon as possible.

If the intruder becomes agitated or irrational or refuses to leave the building in a peaceful manner, the Principal may call police.

If the police are called and the person leaves or attempts to leave prior to the police arriving, do not attempt to physically detain or restrain the person; let the police know and give details of the direction the person took and their means of transport.

Immediately after an intrusion in which police are called or where staff felt that the person posed a risk to students or staff, an Incident/Near Miss Report Form must be completed and the Principal must review security arrangements at the school.

The Principal is responsible for managing the reactions of staff and students and should seek support for him/herself from members of the School Board and/or counsellors at the earliest possible time.

## **BOMB THREAT**

The Bomb Threat Plan (see Emergency Management Policy) and Critical Incident Policy guide the school's response to a bomb threat.

All staff and volunteers must report any notification or statement of any threat against the school or staff, no matter how trivial it may appear.

Every threat has to be treated as genuine until proven otherwise. Police advice guides the response to a bomb threat.

The Principal shall inform parents about what has occurred and distribute the advice as soon as practicable following the Critical Incident Policy.

## **ELECTRICAL EQUIPMENT SAFETY**

Milkwood Steiner School proactively and effectively works to prevent or minimise exposure to the hazards associated with electrical equipment or an electrical installation.

This procedure covers all portable and fixed electrical equipment that is connected to the mains electricity supply via a flexible lead and plug (eg appliances, extension leads, power boards), and safety switches. In this relation to this procedure the following are important reference documents:

- Part 4.7 of the WORK HEALTH AND SAFETY (NATIONAL UNIFORM LEGISLATION) REGULATIONS 2011

Staff and volunteers must check electrical equipment for any damage to the leads or plugs before use and immediately report any hazards associated with electrical equipment.

An Electrical Equipment Checklist (See Appendix) is prepared to assist annual inspections.

All electrical equipment which can be connected to the mains electricity supply via a plug is to be regularly inspected, electrically tested and tagged in accordance with the regulations and the standard, unless it is connected to a circuit permanently fitted with an approved Residual Current Device (RCD).

A register containing a list of all electrical equipment on site and the inspection and testing details (Electrical Equipment Test Register) shall be kept and updated by maintenance staff;

RCDs shall be installed at the mains electrical switchboard. If this is not practical, portable safety switches shall be used. Safety Switches may only be used provided that when tested, it trips immediately. All RCDs and safety switches shall be inspected and tested in accordance with the standard and the regulations;

Only suitably competent persons will conduct testing, tagging and installation of safety switches and electrical equipment. Only a qualified electrician will conduct electrical repairs and installations

Where in-service inspection and testing identifies electrical equipment which fails to comply with testing requirements, the equipment will be withdrawn from service immediately and have a 'do not use' label attached;

All new specified electrical equipment shall be referred to the Finance Manager for inclusion in the Electrical Equipment Test Register, and for testing by a suitably competent person before use

Appropriate power boards are to be used. Flexible cords should be located in a position where they are not subject to mechanical or any other damage and are out of reach of children.

When hiring or borrowing electrical equipment the risks must be assessed by the WHSR. The equipment must be given a visual and physical examination of the cord, plug and equipment to ensure their integrity, i.e. no cuts, breaks, burns or exposed wires. The equipment must also have been tested and tagged within 3 months prior to hiring/loaning.

## **NATURAL DISASTERS AND SEVERE WEATHER EVENTS (INCLUDING CYCLONES)**

Milkwood Steiner School will proactively manage the hazards for staff and children that are caused by severe weather events and natural disasters and shall commit to re-establishing normal operations and routine following such an event.

Natural disasters are an event involving the natural environment that have the potential for widespread property damage and threatens human life. They include severe weather events that the school are seasonally subject to including cyclone, bushfire, earthquake and flood.

Cyclone season is between October and May each year. At the beginning of the cyclone season the Principal must utilise the Cyclone Checklist for Principal (see Appendix) to manage the threat of a cyclone. This may include appointing a Cyclone Committee.

If there is a forecasted risk of a severe weather developing on a school day, administration staff should regularly monitor directions from the bureau of meteorology.

In the event that a severe weather warning is issued, the Principal shall estimate the time before the school will come under the influence of the event and advise all staff of the nature and timeframe of the event.

School operations status should be communicated to parents via email.

If time allows, staff and cyclone committee personnel shall undertake the following:

- All objects that could become hazards during high winds must be anchored or moved indoors;
- Doors and windows should be firmly locked;
- Electrical power to the building must be switched off and all electrical appliances switched off prior to leaving the building;
- Documents, paper records and computer records shall be secured or moved off-site to a secure location;
- Any hazardous substances shall be relocated to a secure location to minimize the risk of site contamination;
- Any other measures which the Principal may decide to take such as windows being re-enforced with suitable material such as tape, timber or sheet metal, pouring water for drinking into clean containers;

In the event of a severe event with a large amount of damage to the buildings and surrounding area, the Principal shall:

- Contact local emergency services agencies and seek advice on appropriate response;
- Attempt to re-establish basic services such as water, toilets, telephone and electricity supply;
- Conduct a risk assessment of damaged areas and implement appropriate short-term control measures, such as exclusion areas and glass clean up;
- Brief children and staff as to potential electrical hazards;
- Restrict water consumption to water that has been stored in containers;
- Restrict children from playing in floodwaters or near places with drains;
- Establish a safe passage from the buildings to either a car park or a street near by (this can include predetermined evacuation routes);

In the aftermath of a natural disaster, normal operation of the school shall only be undertaken when it is safe to do so;

The Principal with the school Workplace Health and Safety Officer and/or maintenance staff will review all occasions where these procedures are enacted and undertake a risk management process in relation to the event;

## **Cyclones Warnings Announced While School is Operating**

If the warning is announced during school hours, the Principal will close Milkwood until the warning has passed.

Parents will be contacted via email or phone to collect their child(ren) from school

Children not collected at school after the collection time, in the event of imminent cyclone impact, must be taken by a staff member to the closest emergency shelter, Casuarina Senior College, handing over duty of care to the emergency services. The shelter will be informed of the child's name, contact details and address.

In the event of a natural disaster occurring with insufficient warning for the school to cease operation then the Principal shall:

- Advise Emergency Services of the status of the school and the seek advice as to the appropriate response;
- Determine if evacuation or lockdown procedure is required;

Following the determination by the Principal that the event has passed and if it is safe to do so, the staff shall visually examine the outside of the building and grounds area to determine any immediate hazards;

Any hazards identified shall be addressed using the process contained in the school's Risk Management Policy. If minor external clean-up is required, the Principal and WHSR will direct the process. In the event that the external area has sustained damage and/or is polluted by debris, the Principal will contact the appropriate emergency services.

No child or staff member shall go outside until the Principal has given an "all clear".

The Principal may make arrangements for extended operating hours if the event has likely caused road closures or public transport disruption.

Staff and children shall be de-briefed following the event; if required, the school shall arrange for staff and/or children to access professional counselling services.

## **SUN AND HEAT PROTECTION**

The Sun Protection Policy guides Milkwood's responsibilities for sun protection.

## **MANUAL TASKS**

Milkwood Steiner School ensures that manual task risks present in the workplace are identified, assessed and controlled.

All staff shall assist in risk identification, assessment and control processes where necessary.

A risk assessment shall be carried out for all manual task hazards that have a significant degree of risk.

Workplace layout and equipment design shall be considered first when seeking to minimise risks associated with manual tasks. Mechanical aids will also be used wherever possible.

Sufficient supervision shall be provided to ensure the safety of workers when performing manual handling tasks.

Where staff spend more than 3 hours per day at computer monitors (continuously for typing and processing), work stations will comply with ergonomic standards.



## **CONSTRUCTION ACTIVITIES**

Milkwood Steiner School recognises that construction activities pose a particular risk to children due to the attraction of the activities and equipment often used.

Wherever possible construction activities shall be undertaken when children are not present at the site. If it is not possible, due to the scope or nature of the construction activity, for the construction activity to be undertaken when children are absent, then the children shall be isolated from the construction activity by fences, barriers and locked doors and windows.

Any quotation or tender process for construction activities shall abide the Contractor Rules (See Appendix) including specification that,

1. Wherever possible, the activity shall be undertaken outside normal service operating hours;
2. All work undertaken shall be to a minimum of the Australian Building Code;

Prior to any construction activity being undertaken, the Finance Manager shall ensure that a Risk Management assessment (see sub-policy 6) on all aspects of the proposed activity is undertaken.

In relation to any construction project on the school site

2. The Finance Manager or office staff shall conduct an induction program with the contractor(s) prior to the commencement of any work;
3. Site “housekeeping” shall be a major consideration at all times during the project;
4. Activities will be monitored to ensure any hazards not identified in the initial risk management process are assessed and controls put into place;
5. On completion of any construction activities, the site shall be thoroughly cleaned and all debris removed;
6. Prior to the site becoming operational, a walk through inspection shall be conducted by the Principal, Finance Manager or delegate, together with any other person that is deemed appropriate, to ensure that all hazards associated with the construction activity have been eliminated;
7. The WHSR shall undertake regular inspections of the area for a three-month period after completion to ensure that no new hazards become apparent.

## **ASBESTOS**

Asbestos is a hazardous material that poses a risk to health by inhalation if the asbestos fibres become airborne and people are exposed to these airborne fibres. Exposure to asbestos fibres is known to cause mesothelioma, asbestosis and lung cancer.

The buildings at Milkwood Steiner School were built after use of Asbestos Containing Materials (ACM) in buildings became unacceptable practice.

The Board and Principal have a duty of care to investigate the premises and grounds for the presence or possible presence of ACM.

If asbestos is detected in the school at any time the hazard shall be managed in compliance with the NT Worksafe Code of Practice for Managing and Controlling Asbestos in the Workplace.

## **GENERAL HOUSEKEEPING**

Milkwood Steiner School will maintain high standards of general tidiness to eliminate or control hazards and unsafe working conditions associated with poor housekeeping practices.

All staff are to regularly conduct housekeeping inspections of their work areas, correcting or completing the and process.

All empty substance containers no longer required and other refuse is to be removed from the work area and disposed of.

Equipment shall be put away in the correct location when not in use.

All driveways, passageways, stairways and exits shall be kept clear of obstructions.

Access to equipment, electrical control panels, fire extinguishers or fire hoses shall not be obstructed.

All materials shall be neatly stored and any items stacked shall be checked for stability.

All rooms, workareas, playgrounds and public areas shall be clean, neat and free of unnecessary materials.

Access to emergency equipment (including fire extinguishers, first aid kits, emergency showers etc.) is to be kept clear and free from obstruction at all times.

Floors shall be kept clean and free from spillages, leaks and drips.

Amenities are to be cleaned daily and additionally as needed.

Prior to the start of each school year, there will be thorough clean of all buildings including windows, air conditioner filters, inside of cupboards etc.

Users of amenities have a responsibility to keep the meal areas and toilets clean and tidy.

(See Appendix Routine Maintenance and Inspections)

## **SMOKE FREE ENVIRONMENT POLICY**

Smoking of any substance is not permitted within the school or within 10 meters of the boundary of the school.

This applies to all school, facilities, buildings, vehicles, grounds and school excursions/camps off the school premises.

Staff will not smoke in front of, or in the sight of, children in their care.

Staff and visitors will not promote cigarette smoking in the workplace.

Staff who wish to smoke during work hours may do so outside the workplace and in their scheduled lunch break, or approved breaks as long as smoking can not be detected on them by the time they commence working with students or other staff members.

## **WORKPLACE HARRASMENT**

*See Inclusion and Anti-Discrimination Policy.*

## **ANIMALS**

*See Animals Policy*

## **WILDLIFE / SNAKE DRILL**

Wildlife in general enhances the environment and the policy of Milkwood Steiner School shall be to not interfere with the wildlife present in the school unless that wildlife poses some risk to children or staff.

Wildlife that may warrant intervention includes

- Snakes
- Spiders
- bees and wasps
- Biting ants
- Flies, mosquitos and similar insects
- Cockroaches
- Rats and mice.

The school will manage these potential hazards by regular maintenance of buildings, professional pest control and inspections for infestations.

If an infestation of wildlife or poisonous plant is detected the school will contract competent/licensed professionals to manage the removal of the hazard.

## **Snake**

1. Child reports to duty teacher that a snake is sighted and/or has bitten a child.
2. Do not move student.
3. Teacher notifies office to call an ambulance, asking student to return and confirm the office has taken notice.
4. In case of bite, teacher administers first aid.
5. When further assistance reaches student, teacher re-joins his/her class.
6. A staff member stays with student at all times until ambulance arrives.
7. If needed a lockdown procedure may be implemented.

## **YOUNG WORKERS**

Young workers require a greater level of planning in relation to risk management. Milkwood is committed to making the school a safe place for our young workers. The term young workers include overseas exchange students on work placement at the school, as well as people under the age of 18 who are employed by the school.

The Principal is responsible for:

- The co-ordination of young workers and all staff members are responsible for providing information, help, management and supervision for any young workers in the school.
- Providing a safe and healthy working environment for young workers;

Young workers must feel confident to ask for help if they are having difficulty with a task; The Principal must ensure that young workers receive encouragement and support from all members of the staff.

Young workers must be considered when all forms of risk assessment and Workplace Health and Safety management are implemented or reviewed and in particular:

1. a young worker's physical capability for doing manual labour;
2. any medical needs when doing activities (e.g. severe allergies with outdoor activities);
3. capability and reliability particularly in unusual circumstances;
4. the need for supervision by a staff member at all times

Young workers at the school shall hold an ochre card and shall be properly inducted into the position included being advised of all workplace health and safety requirements and supports.

## **CASH HANDLING**

An excessive amount of cash held on the school premises raises the risk of security to staff and property. It is the policy of this school that no cash in excess of the prescribed amount, including petty cash, will remain on the premises overnight.

The Finance Manager will prescribe the maximum amount of cash that should be held at the school. The Finance Manager will do the school's banking on any day outside of the regular banking days where the amounts held exceed the prescribed amount.

The safest practice when transporting cash to the bank is as follows:

1. Staff shall carry a charged mobile phone at all times;
2. The cash shall be carried in an unremarkable bag;
3. Different routes shall be taken at random;
4. The timing of the trip shall be varied;
5. Where possible, different staff members shall from time to time undertake the trip;
6. Car doors shall be locked for the length of the trip;
7. Where large amounts are to be transported, two staff members shall undertake the trip;
8. Staff members shall be alert to suspicious persons loitering in the area;

In the event of the staff member being followed in their vehicle, they shall drive directly to the closest Police Station and upon arrival call 000;

In the event of a person approaching the staff member and demanding the money, the staff member shall not resist in any way whatsoever and shall immediately comply with the request;

In the event of a robbery, the staff member shall

- At all times attempt to ensure their own safety;
- Immediately call police on 000
- Be given full support by the school, including access to professional counselling and support services following the robbery.

## **KEY SECURITY**

Milkwood Steiner School keeps registers of keys and keeps keys in locked cabinets.

Front Office staff are responsible for maintaining the key registers and account for keys at least once per semester.

Keys are issued to members, staff or contractors for whom the school holds a current criminal history check.

Keys are issued to satisfy school operations and should be returned when the operation for which the person is responsible is complete.

Individuals who borrow or are responsible to hold keys are responsible to return them to the office and follow the protocol outlined on the register details.

The MSSA Chairperson, and the Fire Warden are each issued a set of keys from the Long Term Key Register that provide access to essential Building and Grounds:

- Main gate
- Bush block gate
- Classrooms
- Bi-fold doors
- Library
- Disabled Toilet
- Office

There are 3 key registers:

1. Key Register - Stock
2. Key Register - Short Term Loan
3. Key Register - Long Term Loan

Key Register - Stock contains the following information:

- Key#
- Total # of Keys owned by the school
- # of Keys in Short Term Loan Register
- # of Keys in Long Term Loan Register
- Checked In Term 1
- Checked in Term 3

Short term Key Register contains the following information:

- Date borrowed
- Key #
- Borrowers Name
- Borrowers Phone Number
- Reason for Borrowing
- Date returned

Long Term Key Register contains the following information:

- Date borrowed
- Key #
- Borrowers Name
- Borrowers Phone Number
- Job Title
- Date returned

Keys for short term loan are defined by borrowing for 36 hours or less and include building or gate access keys given to members volunteering on weekends, One of each key is kept in the Key Cabinet.

Keys for long term borrowing are defined by borrowing for more than 36 hours and only specify the master key

To account for keys, front office staff check the long and short term registers against the actual keys present in the cabinet and box then check this against the Key Stock Register where they are accounted for with a signature and date.

## **LADDERS AND WORK PLATFORMS**

When possible activities using ladders and work platforms shall be undertaken when children are not present. If this is not possible, due to the scope or nature of the activity, for the activity to be undertaken when children are absent, then the children shall be isolated from the activity (e.g. removed to another area) for the duration of the activity. If children are in a position to observe activities using a ladder and/or work platform within the school, then such children should be suitably warned about the dangers of running around when ladders are in use

The person using the ladder and/or platform must ensure that all hazards relating to their use must be identified and addressed to ensure such risks are minimized and effectively managed as much as possible. The person using a ladder must ensure that it is safe, secure, fit for purpose and free of dangerous insects and spiders.

Only suitable work platforms must be used (stepladders etc). Improvised work platforms shall not be used (e.g. chairs or tables) unless in circumstances where there is no other option available and then only with assistance (e.g. at least one person to provide support);

The work platform being used should not exceed the height of the required task (use adjustable settings if possible);

The ladder/s and/or work platform/s that are owned by Milkwood Steiner School should:

- only be used outdoors if there are no severe weather warnings that may pose a risk for any person or persons who use the ladder (lightning strikes, high winds, hailstones, cyclonic weather systems );
- be cleaned, serviced and maintained so that they are always in a safe working condition (this includes ladders and work platforms that are not in regular use by the school); and
- Be stored safely and correctly in a clean and well-maintained area.

In the event of a ladder or work platform being damaged in such a way that it is not safe or suitable for use then it should be repaired as quickly as possible. The damaged ladder or work platform should be isolated and marked with a suitable 'Do Not Use' sign.

Risk assessments on the use of the ladder/s and/or work platform/s should be carried out annually with regular re-evaluation of the practices.

## **APPENDICES A - Z**

1. Accident Plan
2. Asbestos Register (Within OHSW Inspections and Schedule Register)
3. Bomb Threat Checklist
4. Building and Ground Routine Maintenance Schedule (Within OHSW Inspections and Schedule Register)
5. Cyclone Checklist for EA
6. Electrical Equipment Register (Within OHSW Inspections and Schedule Registers)
7. Electrical Inspection Checklist
8. Emergency Evacuation Plan
9. Emergency Plan-Building Fire
10. Emergency Plan - Bush Fire
11. Evacuation Plan
12. Fire Extinguisher Training Guide
13. First Aid Kit Contents
14. Hazardous Substances and Dangerous Goods Register(Within OHSW Inspections and Schedule Register)
15. Head Lice Advice from Dept of Health
16. Head Lice Letter to Parents
17. Health Care Plan Template
18. Housekeeping Checklists (Within WHS Inspections and Schedule Register)
19. Incident Register (Include First Aid)
20. Incident Report Form
21. Induction Register
22. Key Register - Long Term Loan
23. Key Register - Short Term Loan
24. Key Register - Stock
25. Maintenance Register (Within OHSW Inspections and Schedule Register)
26. Maintenance\_hazard / risk assessment report form
27. Meliodosis Parent Information
28. Milkwood Contractor Rules
29. NT Worksafe Incident Notification Form
30. Offender Description Form
31. OHSW Inspection Checklist - Bi-annual
32. OHSW Inspection Checklist - Weekly

- 33. Playground Inspection Checklist- Bi-annual
- 34. Safe Work Australia Information for Volunteers
- 35. Student Arrival and Early Departures Register
- 36. Visitor Register