



Mount Hawthorn Education Support Centre

SAFETY CHECKS POLICY

2021-2023

INTRODUCTION

There are several levels at which safety checks need to be performed;

- Occupational Health and Safety Officer routine checks at the beginning of each Term
- Teacher routine checks of the classroom and playground weekly
- Constant observation by all staff of the environment with reporting of all faults to administration

SAFETY OFFICER CHECKS

The OHS Officer will tour the school and school grounds with a checklist which has been supplied by the Department of Education Occupational Safety and Health Team at the beginning of each school term. Their findings will be given to the administration (Manager Corporate Services) for action. The recorded sheets will be stored in the administration area with documentation to explain any actions that have resulted from the inspection.

TEACHER CHECKS

Teachers, or education assistants delegated to perform the task by teachers, will check their classrooms and surrounding outdoor areas each week to ensure the safety of staff and students. They will report any issues to administration for action. Checklists will be stored in a file in each classroom. The checklist used to perform this safety check is at the end of this document.

CONSTANT OBSERVATION

It is expected that all staff will remain vigilant at all times with regard to potential risks to safety and report any risks to the administration for action.

There is a procedure for reporting Hazards, Risks or Safety Issues which is outlined below:

- a) To report a **Hazard** or **Near Miss**, for example a branch sticking out which may take out an eye, flooring which is coming up and someone is liable to trip on it, etc, a **Hazard Report Form** should be filled in and given to the Principal.

All of these forms can be found behind the Conference Room door on a shelf in a **BLUE** folder labelled Accident/Injury Reports. All completed reports are signed by the Principal and then entered into the Risk Register and filed once acted on.

CLASSROOMS

This checklist has been developed to address hazard identification and reporting. The checklist provides guidance only, it is not intended as a definitive list for the identification of all hazards. Staff are encouraged to make modifications to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

ROOM:	
PERSON/S COMPLETING CHECKLIST:	DATE:

Fire Safety and Emergency Response	Action if Required (✓ if no action)
Safety rules and evacuation routes are prominently displayed.	
The area has an audible evacuation alarm.	
Doorways, walkways and evacuation exits are kept clear and at least 600 mm wide.	
External exit doors can be opened from the inside without a key and emergency fire exits are signed.	
Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type.	

Management Procedures	Action if Required
Information about students is easily found for relief staff	
Required personal protective equipment is available and in good condition.	

Rooms	Action if Required
The room is clean and tidy.	
There is sufficient space for each person to work safely.	
Floor surfaces are maintained in a safe condition and are they suitable for the type of activities being conducted.	
Walls and ceilings are safe and in good condition.	

Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed.	
Doors, windows, locks and latches are in good condition and in working order.	
There is adequate ventilation.	
The lighting is adequate to work safely in.	
Air conditioning/gas heating has been checked and is in good working order	
Gas heating system hot areas are not accessible by students	
A reasonable room temperature can be maintained in the classroom during use	
Procedures are in place to deal with spillages, eg water, blood, urine	
Staff are all aware of location of step ladders to reach higher shelves or windows	
Staff are aware of location of trolleys to move heavy equipment	

Furniture, Fixtures and Fittings	Action if Required
All furniture is safe and in good condition.	
Light fittings/fixtures and ceiling fans are in good condition and working order.	
Furniture is of a suitable size for the users, whether adult or child	
Hanging displays are not hazardous.	
Cupboards are fixed to the wall to prevent them being pulled over	
Hand sanitizer wall pumps are filled	

Storage	Action if Required
Flammable material is stored and handled in a safe manner	
Required resources and equipment are stored safely.	
Dangerous objects such as scissors are stored out of reach of students	
Free standing shelves/cupboards are secured to ensure stability.	
Storage methods are used that will eliminate or minimize accidents. (heavy objects stored between mid-thigh and shoulder height)	
Personal possessions are safely stored away where students are unable to get at them	

Hazardous Substances	Action if Required
Current (within 5 years) material safety data sheets are readily available for hazardous substances.	
Hazardous substances are stored and labeled appropriately.	

Electrical	Action if Required
Electrical equipment is in good condition and is tested and tagged as required.	
Electrical cabling from power boards cannot be reached by students or tripped over	
All new power boards purchased will have an overload switch.	
All areas have Residual Current Device (RCD) protection.	
All power boards and wall sockets have safety plugs fitted into unused sockets	

Playground and Outdoor	Action if Required
Playground equipment is in good condition and unbroken	
Sandpits have been checked for hazards both on and under the sand	
Toys have been cleaned according to the cleaning schedule	
Exits have been checked to make sure they are secure	
Tables have been cleaned according to the schedule	
The ground has been checked for damage - trip risks	
Trees are in good condition with no damaged branches	
Other Issues	Action if Required

General	Action if Required
Other hazards such as sharps, glare, fumes or vermin have been identified.	
Noise is not a hazard.	
Animal cages/tanks are clean and in good condition.	
Sink areas are clean and in good working order (ie no leaks) where required.	
Water from taps is cool enough not to burn students	
Boiling water for tea/coffee or in cups is not accessible by students	

Knives in the kitchen are in a locked cupboard	
Other Issues	Action if Required