

# School Safety Assessment Checklist



## School Safety Assessment Checklist

CECV Ltd is committed to promoting a healthy and safe environment for all staff, students, volunteers, visitors and contractors and recognises its obligations under the Occupational Health and Safety Act 2004 (OHS).

The following Safety Assessment Checklist is used by the OHS team when undertaking school safety assessments reviews.

For advice on implementing or general questions on OHS, specialist staff can be contacted on 9267 0431.

- Sections 1 – 7 Document Review (grey sections)
- Sections 8 – 16 Physical walk-through (blue sections)
- Sections 17-19 Speciality classrooms (blue sections)

### CEM Office use

<b>School:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>Meeting with:</b>			
<input type="checkbox"/> Primary	<input type="checkbox"/> Secondary	<input type="checkbox"/> P-12	<b>No of students:</b> <input type="text"/>
			<b>No of staff:</b> <input type="text"/>

<b>Doc review:</b> <input type="text"/>	<b>Walk-through:</b> <input type="text"/>
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# School Safety Assessment Checklist

## Document Review

Issue to be Assessed	Examples of Evidence / Resources available	Findings
<b>1. Management Systems</b>		
<p><b>1.1</b> Have <b>school leaders</b> (i.e. principal, deputy principal, and business manager) participated in CECV OHS training?</p>	<ul style="list-style-type: none"> <li>* Training Register</li> <li>* Certificate of completion of training</li> </ul> <p><a href="#">OHS for School Leaders</a></p>	
<p><b>1.2</b> Is there a process for <b>consulting</b> employees about OHS issues, policies, procedures and changes in the workplace?</p> <p>This can include a Health and Safety Representative, OHS Committee etc. If a HSR is in place, are they trained?</p>	<ul style="list-style-type: none"> <li>* Staff discussion detailed in minutes of staff / OHS Committee meeting</li> <li>* Meeting Agenda with OHS as a standing agenda item</li> <li>* Staff newsletter listing OHS points for comment</li> </ul> <p><a href="#">Consultation and Communication Procedure template</a>  <a href="#">Checklist for Health and Safety Consultation</a>  <a href="#">A guide to Health and Safety Consultation</a>  <a href="#">Employee Representation Handbook</a></p>	
<p><b>1.3</b> Are staff and volunteers provided with <b>OHS induction</b> appropriate to their role, and are records retained?</p>	<ul style="list-style-type: none"> <li>* Copy of staff induction (paper or computer)</li> <li>* Induction records listed in induction register or held on file</li> </ul> <p><a href="#">Employee OHS Induction Checklist</a>  <a href="#">Volunteer / Visitor OHS Induction Checklist</a></p>	
<p><b>1.4</b> Is there a documented process for <b>contractor</b> induction and management?</p> <p>This includes obtaining safety documentation such as Job Safety Analysis (JSA) and Safe Work Method Statements (SWMS), and providing contractors with health and safety information specific to the work being conducted (e.g. OHS policy, emergency procedures, incident reporting process, asbestos report / register etc.).</p>	<ul style="list-style-type: none"> <li>* Completed contractor induction forms / register</li> <li>* Evidence of contractor competencies, licences, registration etc.</li> <li>* Evidence of contractor OHS Induction Handbook</li> </ul> <p><a href="#">Engagement of Contractors in Catholic Schools</a>  <a href="#">Contractor OHS Induction Checklist</a>  <a href="#">Confined Spaces</a>  <a href="#">Job Safety Analysis (JSA) Template</a>  <a href="#">Safe Work Method Statement (SWMS) template</a></p>	
<p><b>1.5</b> Is there an <b>OHS policy</b> in place, is this displayed in a prominent location and reviewed regularly?</p>	<ul style="list-style-type: none"> <li>* Current OHS Policy displayed and accessible for viewing by staff, visitors, contractors and general public (online or hardcopy)</li> <li>* Current OHS Policy has last review date and date for next review</li> </ul> <p><a href="#">OHS Policy Template</a></p>	

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<p><b>1.6</b> Is there an agreed <b>OHS issue resolution process</b> for the school?</p>	<ul style="list-style-type: none"> <li>* OHS issue resolution procedure (this can be a flowchart)</li> <li>* Process is communicated to staff (noticeboard, intranet, meetings)</li> <li>* Copy included in staff / admin handbook</li> <li><a href="#">Issue Resolution Flow Chart</a> (CEM word version)</li> <li><a href="#">Issue Resolution Flow Chart</a> (CEOB word version)</li> </ul>	
<p><b>1.7</b> Is there a process in place for managing <b>working alone or in isolation</b>, and is this available and communicated to all staff?</p>	<ul style="list-style-type: none"> <li>* Copy of working alone policy and / or procedure</li> <li>* Process documented in staff / admin handbook</li> <li><a href="#">Working Alone or in Isolation</a></li> <li><a href="#">Working Alone or in Isolation Checklist</a></li> <li><a href="#">Working Alone Information Sheet</a></li> </ul>	
<p><b>1.8</b> Is there a process in place for identifying appropriate <b>footwear</b> to prevent injuries associated with 'at risk' activities or work areas?</p>	<ul style="list-style-type: none"> <li>* Footwear policy and / or procedure</li> <li>* Process documented in staff / admin handbook</li> <li><a href="#">Footwear</a></li> <li><a href="#">Appropriate Footwear Checklist</a></li> <li><a href="#">Risk Assessment Template and Guide</a></li> </ul>	
<p><b>1.9</b> Is there a documented policy and procedure for managing <b>bullying and harassment</b> in relation to staff?</p>	<ul style="list-style-type: none"> <li>* Bullying and Harassment Policy and Procedure</li> <li>* Copy included in staff / admin handbook</li> <li>* Evidence of training for contact officers</li> <li><a href="#">Anti-Bullying Policy template</a></li> <li><a href="#">Anti-Bullying Guide for Principals and School Leaders</a></li> <li><a href="#">Workplace Anti-Bullying Procedure Checklist</a></li> </ul>	
<p><b>1.10</b> Is there a documented policy, procedure or process in place for managing <b>challenging or aggressive behaviour</b> of parents and students?</p>	<ul style="list-style-type: none"> <li>* Policy and / or procedure on challenging or aggressive behaviour</li> <li>* Grievance and / or Complaints policy</li> <li>* Parent Code of Conduct</li> <li>* Copy included in staff / admin handbook</li> <li><a href="#">Safe and Sound Practice Guidelines</a></li> <li><a href="#">Managing Challenging and Aggressive Behaviours Procedure template</a></li> <li><a href="#">Complaints Policy template</a></li> <li><a href="#">Parent-School Relationship Code of Conduct template</a></li> </ul>	

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<p><b>1.11</b> Is there a documented process to conduct risk assessments and implement risk management strategies prior to all camps and excursions?</p>	<ul style="list-style-type: none"> <li>* Completed risk assessments with implementation detail on file <a href="#">Hazard Identification, Risk Assessment, Control and Evaluation (HIRACE) Procedure Template</a></li> <li><a href="#">Risk Assessment Template and Guide</a></li> <li><a href="#">Risk Assessment Tool - Camps &amp; Excursions</a> (students with disability, including chronic health and physical impairment)</li> <li><a href="#">Risk assessment training (Camps and Excursions)</a></li> <li><a href="#">CEVN Offsite Activity Planning Checklist</a></li> <li><a href="#">CEVN Supervision of students on Camps, Excursions Outdoor Activities</a></li> </ul>	
<p><b>1.12</b> Is there a documented process in place to record staff, student, visitor and contractor <b>injuries / accidents</b>, including a procedure for reporting <b>notifiable incidents</b> to WorkSafe?</p>	<ul style="list-style-type: none"> <li>* Incident / injury register / book completed and signed</li> <li>* Incident / injury online forms completed</li> <li>* Process written up and displayed on WorkSafe notifiable incidents</li> <li>* Minutes of meeting or agenda item on Worksafe notifiable incidents</li> <li>* Process for Worksafe notifiable incidents displayed on notice board</li> <li>* Details included in staff / admin handbook</li> <li><a href="#">Notifiable Incidents handout / poster</a></li> <li><a href="#">Worksafe Incident Notification</a></li> <li><a href="#">Incident Reporting CEVN</a></li> </ul>	
<b>2. Fire and Emergency – Documentation</b>		
<p><b>2.1</b> Are emergency procedures in place, and are these regularly rehearsed through drills / evacuations (conducted once per term)?</p>	<ul style="list-style-type: none"> <li>* Copy of emergency plan that covers a wide range of emergencies</li> <li>* Copies of dated and detailed mock evacuations and lockdowns</li> </ul>	
<p><b>2.1</b> Are <b>Bushfire preparedness</b> strategies in place to manage Code Red days, including school bus transport? (Where applicable).</p>	<ul style="list-style-type: none"> <li>* Register completed with dated and detailed fire drills/mock evacuations and lockdowns</li> <li>* Bushfire preparedness plan</li> <li><a href="#">Emergency Management</a></li> </ul>	
<b>3. Training</b>		
<p><b>3.1</b> Have staff training needs been assessed, and do staff undertake safety training relevant to the work they perform?</p>	<ul style="list-style-type: none"> <li>* Training needs analysis documented (e.g. excel spreadsheet)</li> <li>* Training records retained in training file or employee personnel file</li> <li>* Training information on relevant topic at staff meetings</li> <li><a href="#">Manual Handling in Schools (Video)</a></li> <li><a href="#">10 Steps for Managing Chemicals in Schools (Video)</a></li> </ul>	
<b>4. Asbestos (if applicable) - Documentation</b>		
<p><b>4.1</b> Does the school have an asbestos report</p>	<ul style="list-style-type: none"> <li>* Asbestos report and register with date of last review</li> </ul>	

## School Safety Assessment Checklist

Issue to be Assessed	Examples of Evidence / Resources available	Findings
with register, which has been reviewed in the last 5 years?	* If not reviewed within last 5 years, have review completed and register updated <b>urgently</b>	
<b>5. RTW Coordinator</b>		
<b>5.1</b> Has a RTW Coordinator been appointed?	* Provide appointment date and name of RTW Coordinator if the schools remuneration is above <u>\$2.437 million</u> dollars (indexed annually)	
<b>5.2</b> If so, have they attended a WorkSafe approved RTW Coordinator course?	*2 day RTW Coordinator course available * RTW Coordinator certification <a href="#">RTW Coordinator Training</a>	
<b>6. Workplace Wellbeing</b>		
<b>6.1</b> Is there a Health and Wellbeing or Mental Health program in place?	*Health and Wellbeing Policy *Wellbeing section in staff handbook or OHS handbook <a href="#">Mental Wellbeing Policy template</a>	
<b>6.2</b> Is the Employee Assistance Program (EAP) promoted to staff?	*EAP posters displayed/accessible * Minutes from staff meeting where EAP was discussed	
<b>7. Outdoors</b>		
<b>7.1</b> Is an arborist hired on a regular basis (e.g. annually) to assess the health of trees on the school property, and is a report provided to identify high risk trees and the frequency of maintenance?	*Tree inspections are scheduled and documented on a regular basis *Tree inspections of high risk trees carried out by a qualified and insured Arborist *Recommendations from Arborist's report are implemented, as required	
<b>7.2</b> Is there a documented process in place for roof access?	*Working at Heights Procedure *Map of roof with anchor points *Records of anchor point maintenance *Evidence of working at heights or related training *Risk Assessments on tasks involving roof access	
<b>7.3</b> Does the school have a traffic management plan in place?	*Formal Traffic Management Plan *Map showing how traffic flow is managed during drop-off and pick-up <a href="#">Traffic Management Plan template</a>	

# School Safety Assessment Checklist

## Physical Environment

Issue to be Assessed	Examples of Evidence / Resources available	Findings
<b>8. First Aid</b>		
<p><b>8.1</b> Are suitable first aid facilities for students, staff and visitors available, maintained and contents checked regularly? This includes appropriate signage displayed.</p>	<ul style="list-style-type: none"> <li>* Walkthrough showing first aid facilities</li> <li>* First aid signage in place</li> <li><a href="#">First Aid in the Workplace</a></li> <li><a href="#">First Aid Risk Assessment Checklist</a></li> </ul>	
<p><b>8.2</b> Is there a documented process for dispensing and recording medication administration?</p>	<ul style="list-style-type: none"> <li>* Medication administration form in place</li> <li>* Online system used to document when medication is administered</li> <li><a href="#">Medication Administration</a></li> </ul>	
<b>9. Fire and Emergency – Physical Environment</b>		
<p><b>9.1</b> Are essential services in place, and regularly serviced? Are they appropriately mounted and unobstructed?</p>	<ul style="list-style-type: none"> <li>* Walk through showing accessibility, tagging and signage (needs to be serviced every 6 months)</li> <li>* Ensure extinguishers are easily accessible (100cm clearance, mounted between 10cm and 120cm from ground)</li> </ul>	
<p><b>9.2</b> Are evacuation maps displayed, current and accessible to all staff, visitors and contractors?</p>	<ul style="list-style-type: none"> <li>* Walkthrough showing displayed evacuation map, which have been updated within the past 5 years.</li> <li><a href="#">CEVN Emergency Management</a></li> </ul>	
<p><b>9.3</b> Are emergency exits appropriately signed, and free from obstructions?</p>	<ul style="list-style-type: none"> <li>* Walkthrough showing all exits are signed, and are able to be easily accessed and opened.</li> <li>* Records of paths of travel and other essential service maintenance.</li> </ul>	
<b>10. Slips Trips and Falls</b>		
<p><b>10.1</b> Are work areas and floor surfaces kept clean, tidy, and free from clutter?</p> <p>Is appropriate storage available, and utilised correctly?</p> <p>Are heavy items suitably stored (heavy items below waist height)?</p>	<ul style="list-style-type: none"> <li>* Walkthrough showing work areas and floor surfaces clean, tidy and free from clutter</li> <li>* Housekeeping schedule in place (i.e. removal of old / unused items)</li> <li>* Storage cupboards being used</li> <li>* Heavy items stored on low shelves</li> <li>* Appropriate ladders being used to access high shelves</li> </ul>	

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Issue to be Assessed	Examples of Evidence / Resources available	Findings
<b>10.2</b> Are all changes in floor levels or type of flooring appropriately highlighted?	<ul style="list-style-type: none"> <li>* Walkthrough showing suitably highlighted changes in floor level</li> <li>* Walkthrough showing no damaged or broken floor surfaces</li> </ul>	
<b>10.3</b> Are there loose / unsecured mats?	<ul style="list-style-type: none"> <li>* On walkthrough, mats have bevelled edge and in good condition</li> </ul>	
<b>10.4</b> Have safe strategies for hanging objects or displays in work areas and classrooms been implemented?	<ul style="list-style-type: none"> <li>* Walkthrough all areas to see if pulley / hoist or other safe method in place for hanging/display purposes</li> </ul> <a href="#">OHS in Schools (Page 15)</a>	
<b>10.5</b> Are there appropriate ladders for use in storage areas Are the ladders in good condition and have a visible load rating?	<ul style="list-style-type: none"> <li>* Walkthrough all areas to see if ladders are present in storage areas with high shelving</li> <li>* visually inspect ladders for condition and load rating</li> <li>* Ladder inspection schedule</li> </ul>	
<b>11. Asbestos (if applicable) – Physical Environment</b>		
<b>11.1</b> Where practicable, is the presence of asbestos clearly indicated by labelling?	<ul style="list-style-type: none"> <li>* Walkthrough indicating asbestos labelling, in line with current register</li> </ul> <a href="#">Labelling Asbestos in Workplaces</a>	
<b>12. Chemical Management</b>		
<b>12.1</b> Are all chemicals adequately labelled, secured and listed on an up-to-date register? Do <u>all</u> chemicals have a current Safety Data Sheet (SDS) available at point of use?	<ul style="list-style-type: none"> <li>* Current chemical register kept at front office</li> <li>* Labelled chemical containers</li> <li>* Current Safety Data Sheets available at point of use and front office</li> </ul> <a href="#">Chemical Management</a> <a href="#">Hazardous Substance and Dangerous Goods Register</a>	
<b>12.2</b> Are all flammable gases and liquids (e.g. LPG, Oxy Acetylene, paints etc.) stored appropriately?	<ul style="list-style-type: none"> <li>* LPG is suitably stored (well-ventilated, chained, upright, away from ignition source, max. 10kg in any one building).</li> <li>* Flammable cabinets used for large amounts of flammable materials</li> <li>* Staff training or discussion on cylinder storage whether through meetings (documented minutes) or email</li> <li>* Current SDS is available and in close proximity to the cylinder(s)</li> <li>* Provide this information to school community when using school BBQ</li> </ul> <a href="#">ELGAS LPG storage</a>	
<b>12.3</b> Is there signage indicating the cleaner's cupboard?	<ul style="list-style-type: none"> <li>* Signage on cleaners cupboards and lock on door</li> </ul>	

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Issue to be Assessed	Examples of Evidence / Resources available	Findings
<b>13. Electrical</b>		
<p><b>13.1</b> Are all electrical items tested and tagged and included on an up to date electrical register?</p>	<p>* All electrical items unless new are tested and tagged.  <a href="#">Electrical Safety</a>  <a href="#">Electrical Equipment Register - Sample</a></p>	
<b>14. Grounds/ Playgrounds</b>		
<p><b>14.1</b> Are shade sails and playground equipment inspected regularly for damage, broken/missing or loose parts? This includes shade sails.</p>	<p>* Maintenance registers including playground equipment inspections and maintenance, this should include annual shade sail inspections.            *Physical walkthrough viewing playground equipment and shade sails            *Maintenance register for shade sails  <a href="#">Playgrounds</a>  <a href="#">Playground Inspection Checklist</a>  <a href="#">Playground Equipment Checklist</a></p>	
<p><b>14.2</b> Is the loose fill regularly inspected and maintained to a depth of at least 300 mm in areas of high use?</p>	<p>* Maintenance register to include loose fill inspections and depth maintenance            *Walkthrough identifying depth in high use areas</p>	
<p><b>14.3</b> Is the synthetic surface inspected on a regular basis?</p>	<p>* Physical walkthrough identifying condition of synthetic surface</p>	
<p><b>14.4</b> Do basketball / netball / football posts have suitable padding?</p>	<p>* Physical walkthrough identifying if basketball/netball/football post padding is in place</p>	
<p><b>14.5</b> Are moveable soccer goals (&lt;25kg) anchored / weighted?</p>	<p>* Viewing of soccer goals on walkthrough including weights/anchors            *AS4866.1-2007 Playing field equipment – Soccer goals</p>	
<b>15. Driveways and Car Parks (if applicable)</b>		
<p><b>15.1</b> Are drop-off / pick up zones and driveways appropriately identified with speed limits displayed?</p>	<p>* Speed limit signage clearly displayed and communicated to staff, parents and parishioners            * Traffic directions are clearly marked            * If a one way system vehicle routes are clearly signposted and used            * Pedestrian walkways are separated from vehicles and clearly marked, wide enough to cater for both pedestrians and cars</p>	



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Issue to be Assessed	Examples of Evidence / Resources available	Findings
<b>16. Other</b>		
<b>16.1</b> Is equipment stored in the disabled toilet?	* Ensure disabled toilets are not to be used at any time for storage, including cleaners equipment	
<b>16.2</b> Is there an OHS Noticeboard in place which contains information that is legislated and best practice?	* <a href="#">OHS noticeboards</a> should contain relevant information as follows: <ul style="list-style-type: none"> <li>• <a href="#">If you are Injured poster</a></li> <li>• <a href="#">RTW Information</a></li> <li>• Emergency contact details and first aiders</li> <li>• Location of first aid kits</li> <li>• Evacuation procedures and / or maps</li> <li>• <a href="#">OHS Policy (signed)</a></li> <li>• <a href="#">OHS Issue Resolution Flowchart / process</a></li> <li>• OHS Committee and / or staff meeting minutes</li> <li>• OHS updates such as Safety bulletins and Safety Alerts</li> </ul>	
<b>16.3</b> Is there ' <b>No Smoking</b> ' signage clearly displayed at <u>all</u> entrances to the school site?	* Walkthrough showing no smoking signs at all school site entrances <a href="#">No Smoking Sign</a> <a href="#">Victoria Outdoor Smoking Bans</a>	

## School Safety Assessment Checklist

### Physical environment - Speciality classrooms

Issue to be Assessed	Examples of Evidence / Resources available	Findings
<b>17. Manual Arts (Wood work, Metal work, Auto workshop, Pottery / Ceramics)</b>		
17.1 Does machinery and equipment used have appropriate guarding, emergency stop buttons and other safety features in place?	*Walkthrough identifying that each piece of equipment has an emergency stop button in place. *Walkthrough identifying guarding is in place (e.g. pedestal drill)	
17.2 Are safe operating procedures displayed prominently near all plant/machinery?	* Safe operating procedures are in place for all plant and machinery <a href="#">Safe Work Method Statements</a>	
17.3 Are exclusion zones painted around machinery and equipment, and are these in good condition?	*Walkthrough showing lines painted around equipment, it is in good condition and staff and students are staying out of these areas.	
17.4 Is there appropriate signage displayed (hazardous chemicals, PPE)?	*Walkthrough identifying signage is in place. <a href="#">Safety Signs</a>	
<b>18. Science</b>		
18.1 Are fume cupboards, safety showers and eye wash stations in place, and serviced annually?	*Walkthrough identifying in place *Walkthrough confirming stickers / labels with test date. <a href="#">Maintenance and Testing of Laboratory Fume Cupboards Parts 4,5 &amp;6</a>	
18.2 Is there a gas and electricity shut off button / valve present and labelled?	* Walkthrough identifying gas and electricity shut off buttons / valves.	
<b>19. Food Technology</b>		
19.1 Is there a gas and electricity shut off button / valve present and labelled?	* Walkthrough identifying gas and electricity shut off buttons / valves.	
19.2 Are there fire blankets present where gas stoves are in place?	* Walkthrough showing fire blankets in place, and tested every 6 months.	