



Bushfire Preparedness Policy

Purpose:

Bonbeach Primary School is committed to ensuring the highest standards of care, safety and welfare for its students. The school is also committed to providing a safe and healthy working environment for its employees and contract workers as well as visitors to our school site. The school recognises that in all its activities it has a duty of care to identify, assess and control risks so that the possibility of harm is minimised or eliminated.

The bushfire preparedness policy seeks to detail procedures and management tasks so that the school minimises risks and is in a suitable state of preparedness for any fire related event.

The policy also nominates key personnel and areas of responsibility should the school emergency management plan be enacted due to bushfire.

Policy:

Cancelling or recalling at short notice if necessary any activity or excursion that occurs on a day of extreme fire danger or total fire ban. Where excursions are not cancelled, special fire safety precautions will be required.

Site Preparedness

Bonbeach Primary School must regularly manage materials that may easily be ignited around buildings and facilities.

Roles and Responsibilities:

All Staff are responsible for:

- Ensuring they are familiar with the Emergency Management Plan and their responsibilities within it, including the procedures for bushfire response.
- Ensuring they participate fully in all drills when conducted at their school.
- Undertaking training provided by the school for any specific roles they have as part of the emergency management plan.
- Ensuring all flammable materials within their area of responsibility are identified on the school chemical register and arranging for appropriate storage in flammable resistant cabinets.
- Ensuring all building exits are continuously kept clear of obstructions.

Staff should cooperate to maintain integrity of classroom and office exit points at all times.

All Teaching Staff are responsible for:

- Ensuring they are familiar with emergency procedures for each excursion they participate in and in particular, emergency procedures pertaining to campsites.
- Emergency procedures should be explained to students as soon as practical after arrival at campsites.
- Planning to cover arrangements if an excursion needs to be cancelled or recalled because of bushfire threat.

- Ensuring training of staff with specific roles and responsibilities in preparing for, monitoring and executing emergency bushfire procedures, including the effective operation of relevant emergency equipment.

The Principal is responsible for:

- Completing a schedule of works in October and January of each school year to monitor and remove materials that may be regarded as bushfire hazards. This would include branches overhanging buildings, debris and rubbish around and under buildings including gutters and dry grass and vegetation.

The principal and the OH&S representative are responsible for:

- Maintaining a register updated at least once per school term during the October - March bushfire season of bushfire emergency equipment and ensuring it is in working order. (An updated register of bushfire emergency equipment, in working order, should include water supplies and equipment; fire hydrants, hose reels and extinguishers, sprinkler systems, alarms, first aid materials and medical equipment; fire blankets and communication systems.)
- Ensuring that there is appropriate access to facilities and grounds for emergency vehicles.
- Ensuring all assembly points designated on the Emergency Management Plan have appropriate access to emergency equipment.

Further Information and Resources

- Critical Incident Management Policy
- Emergency Management Policy

Review Cycle and Evaluation

This policy was last updated in October 2019 and is scheduled for review in October 2022.

Identify Potential Threats/Hazards List the hazards that could cause injury/incident	Description of Risk	Current Control Measures	Risk Rating (refer to OHS Risk Management Procedure)		
			Consequence	Likelihood	Risk Level
Bushfires or grassfires	<p>Risk of death/injury from burns or smoke inhalation.</p> <p>Risk of psychological injury.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> • Liaise with local fire services to determine potential controls e.g. clearing trees, building safety etc. • Ensure Emergency Management Plan is up-to-date including identification of shelter-in-place and evacuation points. • Check CFA website, alerts during the bushfire season. • Schedule and practice emergency evacuation drills on a regular basis. • Employee Assistance Program. • Grief counselling services. 	Severe	Possible	Extreme
Fire	<p>Risk of injury from burns or smoke inhalation.</p> <p>Risk of property damage or property loss.</p>	<ul style="list-style-type: none"> • Ensure fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards. • Complete a Workplace Inspection once per term to check that exit signs and other emergency equipment is working. • Test communication systems (PA system) on a regular basis. • Ensure there is a fire blanket (tested and tagged to Australian Standards) available in all kitchen areas. • Ensure all electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment etc are disposed of in an appropriate manner. 	Major	Unlikely	Medium

