



St Hilda's Health and Safety Policies

Dropping your child at school and loading and unloading students from the school and Tolcarne van

All drivers dropping students at St Hilda's are asked **NOT** to use the archway, the gym driveway entrance or the entrance to the field. These areas need to be kept free for the school and Tolcarne van to pick up and drop off students.

A recent near miss has drawn this situation to the attention of our Health and Safety Committee.

Please drop and pick up your daughter(s) well away from the Royal Terrace and Cobden Street intersection. This is a very busy area at the beginning and end of the day and we want all students, staff and other persons to be safe at these busy times of day.

Health and Safety Requirements in School Laboratories

Where ever within the screen shot of the document below the word **shall** appears it is mandatory for the students to follow the guidelines as outlined.

GUIDANCE TO THE CODE OF PRACTICE FOR SCHOOL EXEMPT LABORATORIES OVERLAID WITH INFORMATION ABOUT DUTIES UNDER THE HEALTH AND SAFETY AT WORK ACT 2016.
NOVEMBER 2016

7. Students (Other)

Students undertaking science courses may, from time to time, handle hazardous substances such as dilute acids and solvents. To keep safe, students shall observe the following responsibilities and requirements.

Responsibilities The Technician:	Skills & Knowledge requirements or Examples
<p>a <i>shall</i> not be present in a laboratory containing hazardous substances unless under direct supervision of a person in charge.</p>	
<p>b <i>shall</i> be dressed appropriately for hazardous substance being handled.</p>	<ul style="list-style-type: none"> » Shoes must be non-slip and closed, i.e. protect the top of the foot, and must not allow any part of the foot to come into contact with the floor. <i>Jandals are forbidden</i> » Long hair must be tied back. » Head coverings are permitted but should be of cotton or flame-resistant material. The head covering must be secured so that the material cannot come into contact with any part of the bench or science apparatus. » Teacher's guidance on use of personal protective equipment must be followed.
<p>c <i>shall not</i> bring food or drink (including sipper bottles) into laboratories where hazardous substances are handled.</p>	

Sun Exposure

The school now has a uniform hat and all new students have been required to purchase. We would encourage older students to do the same. Wearing the hat is encouraged at all times when the girls are in the sun.

At all outdoor events sunscreen is available to students at the first aid station and when onsite at the student office. We would request that if staff are moving around the girls with sun screen that the girls take to opportunity to apply and reapply it throughout the day.

St Hilda's Emergency Plan

St Hilda's has a comprehensive Emergency Plan to ensure the safety of all students, staff and other persons while at school.

Should an emergency occur such as fire, earthquake, lockdown etc. when the school is able to, a notification will appear on the Parent Portal of the whereabouts of your daughter(s). It is very important that you do not phone the school as lines may become overloaded and vital communication may be obstructed. This becomes especially important should we have to evacuate our site for any reason.

To ensure the safety of your daughter, we will have her initially check in with her Whanaungatanga teacher.

Some families may have an emergency plan of where they would meet in case of an emergency as suggested by Civil Defence. Your daughter would only be released without an adult if we have a verification text from a parent that you wish your family emergency plan to be activated. This text would also include the family's planned meeting location.

Prior to her release from school (or other location) your daughter(s) must sign out with our Student Support Officer, Mrs Madigan.

If you daughter(s) is being collected by another adult and not a parent that adult should ideally have your permission and must supply the following information to Mrs Madigan:

- Name of person collecting the student
- Time of collection
- Address of person collecting
- Phone number of person collecting
- Signature of person collecting
- Where the student will be taken to

We will look after your daughter(s) until an adult comes to collect her, no matter how long that may take or until you activate your family emergency plan.

ST. HILDA'S COLLEGIATE SCHOOL

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