



Security Policy and Risk Management

Introduction

- a. Westbourne College Sydney takes its responsibility to safeguard our students and to ensure that they are safe and secure, at all times, whilst under College supervision. We recognise and accept our responsibility to provide a safe and secure environment for our students, employees and visitors to the College site and whilst on College visits in the local community. The school's security procedures will operate within the framework described in this policy.
- b. The basic principle is that everyone, to a greater or lesser degree, is responsible for safety and security.
- c. If the College is informed of breaches and failures of this policy, appropriate corrective action as is necessary will be undertaken to ensure the safety of all.

Responsibilities

The following groups and/or individuals have responsibilities for ensuring the security of the College.

- a. The **Governing Body** will ensure that the school has a security policy and that this has been implemented. Governors will monitor the performance of the College security measures. This will be achieved:
 - by a health & safety item being placed regularly on the governors' meeting agenda;
 - for governor monitoring performance on their regular visits to the College;
 - by means of the principal's reports to governors;
 - by all governors observing its implementation when they visit the school.
 - Governors will review the school's security policy annually.
- b. The governing body will delegate the day to day implementation of the policy to the principal.
- c. The **Principal** will:
 - set up arrangements in the College that complies with the security policy agreed by governors;
 - ensure that all staff within the College receives information, instruction and training in the security policy and procedures;
 - establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence;



- ensure that all visitors, contractors and agency staff adhere to the security policy;
 - monitor the implementation of the policy and security arrangements.
- d. All **staff** will comply with this policy and the arrangements made by the Principal to ensure the safety of students, employees and others on the school site.
- e. All visitors will be admitted only by contact with the College staff, who will accompany any visitors into the lift and whilst on College premises.
- f. **Students** will be encouraged to exercise personal responsibility for the security of themselves and others. They will cooperate with the arrangements made for:
- secure entry to the College;
 - safe conduct in the College and when travelling to and from the various sites and facilities in the local area;
 - reporting any concerns about safety and security.

Controlled access and egress during the school day is by both mechanical and physical means.

- a. There is only one means of access and egress to the College by means of a key card operated lift system.
- b. Access by means of the lift is available only to students who possess an authorised fob.
- c. Visitors to the College will be accompanied and supervised by a member of staff whilst on the College premises.
- d. The College will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

This combination of measures is in place to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

- e. At the end of the College day, the site will be locked and secured. Students will not be allowed to remain in the premises if a member of staff is not present. Students have access to the College floor only on weekdays between the hours of 8.00am and 4.00pm except on Fridays where students attend UTS. No access to students is available on Fridays unless accompanied by a staff member.
- f. Staff and students will be instructed to be vigilant and to report immediately anyone on the College premises who is neither a member of the College community nor accompanied by a staff member.



- g. Whilst attending sessions at the university campus, staff and students will be vigilant to ensure their safety to and from any local facility, whilst on-site and when using the laboratories or other areas. During College timetabled activities, there will be a supervising member of staff.

The College will undertake effective checks on all staff and visitors prior to their entry into the College.

The following conditions will apply:

- a. All staff are fully vetted before joining the school team. This includes the taking up of references and checks in accordance with the Child Protection (Working with Children) Act 2012 relating to working with children check clearances for all persons at the College engaged in child-related work.
- b. All regular volunteers, visitors and contractors will not be left working unsupervised with students or be allowed unaccompanied around the College.
- c. Visitors to the College will be under continuous supervision by a member of staff to enable the identification of unauthorised visitors by staff and students.

Procedures

- a. Students travelling to or from timetabled activities in the local community usually will be accompanied by a member of staff, who will provide adequate supervision of students to ensure their safety and security.
- b. If an individual wishes to leave the College prior to the end of the College day, they must seek and obtain permission from the Principal or the DP Coordinator. If sick, parents will be notified and the method of travel home will be discussed with parents to ensure safety of student.
- c. Students will be encouraged to be cognisant of their safety and security and take these into consideration at all times. Procedures for contacting the College staff will be in place in case an emergency arises in the course of a College activity.
- d. The evacuation procedures in the event of an emergency will be communicated regularly to staff and students and any visitors who enter the College. These procedures are displayed in the College entrance. Further detail can be found in managing emergency and serious incidents policy and procedure documents.
- e. A regular fire evacuation practice will be arranged at least once annually.
- f. A security risk assessment will be completed annually by the Principal. The findings will be used in the review of this security policy.



Off-site Activities

- a. Students will be obligated to adhere to the safety and security protocols of any buildings or facilities that they use in the local community.
- b. Science lab facilities will be vetted by science teachers to ensure adequate safety precautions are in place and observed. Students will be informed of the need to abide by the guidelines and regulations issued by the relevant bodies; for example, the TAFE guidelines which are included at the end of this document.
- c. Appropriate risk assessments for off-site activities will be carried out, stored and reviewed annually to ensure that students are not placed in dangerous or risky environments, without plans to mitigate any risk as far as is possible.

Risk Assessment Procedures

The College espouses a set of key principles and practical actions which delineate what sensible risk management should, and should not, be about.

- a) Sensible risk management IS about:
 - Ensuring that members of the College are properly protected;
 - Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences;
 - Enabling innovation and learning, not stifling them unnecessarily;
 - Ensuring that those who create risks, manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action; and
 - Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.
- b) Sensible risk management IS NOT about:
 - Creating a totally risk-free society;
 - Generating useless and inappropriate volumes of paperwork;
 - Scaring people by exaggerating or publicising trivial risks;



- Stopping important recreational and learning activities for individuals where the risks are managed; and
- Reducing protection of people from risks that cause real harm and suffering.

What is Risk Assessment?

- a) Risk assessment is a methodology to identify hazards and associate a probability of that hazard to cause harm, or risk.
 - Hazard – Something that has the potential to cause harm to someone
 - Risk – The probability of harm being caused and the severity of the harm caused.
- b) The risk is mitigated or increased depending on the persons it affects, the number it affects and the control measures that are put in place.
- c) The risk assessment will identify areas of concern and prioritise action to reduce risk. A successful risk assessment has five stages. If these are carried out thoroughly and in order the process is simplified but comprehensive.

Stage 1 – What are the potential hazards?

- a) Staff should undertake an analysis of the work environment and list anything that may cause harm. For example, a trailing wire, a low headroom, obstruction of exits etc.
- b) If the assessment is concerning an off-site visit then staff should think through the itinerary and list problems that may occur. For example, a student or staff member has an accident, adequate supervision of students etc. NB The College's risk assessment form should be completed.

Stage 2 – Who might be harmed?

- a) In a College context we are always looking at a vulnerable age group; that is the students. We must always take additional account of the fact that we are dealing with young people. We are also obliged to take account of the needs of stakeholders, such



as: young workers, new or expectant mothers, trainees, cleaners, visitors and contractors and members of the public.

- b) If the activity affects these groups of people then extra precautions should be taken to minimise risk for these people.

Stage 3 – What are the risks?

- a) This includes an assessment of each hazard, the precautions currently in place, the people which the hazard affects and the formulation of a judgement as to the likelihood of the hazard causing harm and to what extent is the severity of injury sustained.
- b) Taking account of the severity of the hazard and the likelihood of an occurrence, a judgement may be made about the level of risk involved in the activity.
- c) **Low risk** suggests that the likelihood of harm is low or the severity of harm is low. Generally, risks classified in this area are of lowest priority as they pose no immediate danger.
- d) **Medium risks** are those accidents which will happen and may cause a person or persons harm. This type of accident is unlikely to warrant hospital attention but needs attention within a shorter time period.
- e) **High risks** are those accidents which are likely to happen at any time with severe consequences. Such consequences are prolonged hospitalisation, permanent physical injury or even death. These risks must be attended to immediately and the processes causing the hazard must be stopped or controlled to ensure no-one comes is put in the way of such danger.
- f) After identifying where the hazard lies, we can ask the following questions to attempt to reduce likelihood and severity so that the risk rating becomes acceptable. Remember that where a hazard exists the risk will never be zero.
- Can we remove the risk from the workplace?
 - If not, are all legal requirements met?
 - What control measures are in place?



- Can we make use of a less risky method?
- Is there a way of preventing access to the hazard?
- Can we reduce access to the hazard?
- Would the provision of protective equipment or clothing minimise the risk?
- Is there adequate provision of first aid?

Stage 4 – Record the Findings

- a) All risk assessments made must be recorded. Staff have access to a risk assessment template in the Westbourne Staff directory. This template has a summary of general risks to be considered. Other additional risks must be added and irrelevant risks should be removed.
- b) All risk assessments for excursions or external events need to be signed off by the Principal or Delegate.
- c) Depending on what is being assessed a method should be employed which records all the information necessary to make a sound judgement of risk.
- d) A copy of the assessment should be filed in the Risk Management folder in Westbourne Staff Folder. The assessment should then be made available to all relevant staff.

Stage 5 – Review the Assessment

- a) The assessment made should not go unused. It is done to ensure that everything we do is done safely. It can be used as a record of best practice. As such the assessment should be reviewed regularly, and no more than 3 years should pass without review. The review should give due consideration to change of circumstance since the last assessment, better experience and new legislation for example.
- b) However, if there are any major changes that would affect the outcome of a risk assessment the appropriate assessment should be reviewed to ensure that these changes improve safety and reduce the level of risk.
- c) At the end of the process the Risk Assessment will show that:



- A proper check was made
- Consultation with affected persons has been carried out
- All obvious hazards were accounted for and consideration given to number of persons affected.
- All precautions taken are reasonable, practicable and reduces risk

Westbourne College
Activities/Visits Check List

Member of Staff in Charge		
Permission Granted by Head	Yes	Date:
Date of Visit:		
Year Group(s) and Numbers Involved:		
Depart Time:	Return Time:	
Location/ Details of Visit/Activity		
Contact Number of Venue (if available)		
Total Cost of Trip (if any)		
Specific Arrangements		
Special Clothing Required (if yes, please specify)		
First Aid Provision		
Letter Sent to Parents	Yes	Date:
Consent Forms Returned	Yes	



Number for Emergency Contact		
Risk Assessment Undertaken	Yes	
After-Event Evaluation of Visit and Risk Assessment		

- ii. A completed copy of this form with any associated risk assessments attached should be placed in the 'Visits' file, located in the College Office.

Regulations for the use of Science Laboratories

SAFETY IN LABORATORIES

- a. Two staff members should be present during off site experiment or two adult supervisors should be present, in case of emergency.
- b. Safety assessment should be made before an experiment, and safety procedures should be obtained from the university where their laboratories and procedures are being followed.
- c. Laboratories can be dangerous places. You may have an accident if
 - you are careless
 - do not take proper precautions
 - use unsafe working methods
 - behave without consideration of yourself or others

Some of the more common hazards in the laboratory include:

- Breakage of glassware
- Corrosive chemicals
- Toxic chemicals
- Electrical equipment
- Heavy equipment
- Burns and scalds
- Biologically harmful materials
- Flammable and explosive chemicals
- Spills
- Sharp objects – including scalpels
- Strobe lighting
- Lasers



The following rules have been devised for your own safety and must be followed at all times:

1. Students **must** obey all safety instructions given to them
2. Eating and drinking are forbidden in the laboratory
3. Unauthorised experiments are forbidden
4. Irresponsible behaviour is forbidden
5. Enclosed footwear **must** be worn during practical classes
6. Any spills and broken glassware must be cleaned up immediately using correct safe cleaning equipment and disposed of safely and correctly.
7. Bags and belongings must be stowed under tables or benches and not in walkways.
8. During any practical session in the laboratory the following must be worn as directed by the class teacher
 - Protective clothing (laboratory coat)
 - Correct footwear (see point 5)
 - Suitable eye protection
 - Long hair and head scarves must be tied back.
 - Clothing should cover the whole torso, upper arms and upper legs.
9. Every student must be aware of the location of fire blankets, fire extinguishers and safety showers and be familiar with their use.
10. Every student must be aware of the procedures required for emergency exit and lockdown situations.
11. Special care must be taken when
 - Heating liquids
 - Handling sharp instruments (eg scalpels)
 - Working with corrosive, reactive or flammable materials
 - Using electrical equipment
 - Using materials/reactions which produce toxic or noxious fumes or gases.
12. All unwanted materials must be disposed of correctly
 - Broken glass in the container provided
 - Organic compounds / solvent in the organic waste bottle provided
 - Toxic substances in the waste container provided
 - Paper and other solids in the garbage bin



Under no circumstances are solid wastes to be left in or disposed of in the sinks

13. Workplaces must be left clean and tidy.
14. Hands should be washed before leaving the laboratory when chemicals have been used.
15. Laboratory work outside normal class time is strictly forbidden unless authorised and supervised by an appropriate member of staff.