

St Benedict's Catholic Primary School

VOLUNTEER Handbook



We walk in God's ways where we live, love, learn and celebrate.

Our School Prayer

God Our Creator,
Open our eyes to see you,
Open our minds to you,
Open our ears,
So we can listen with the
voice of our hearts.

As we walk in your ways,
Give us wisdom,
Give us understanding and
Give us patience.

As we walk in your ways,
May we be welcoming,
May we be generous and
May we be caring.
May we live, love, learn and
celebrate together.
St Benedict pray for us...

Our Vision, Mission and Values

Vision

Inspired by St Benedict's, we unite to *Walk in God's Ways* as a peaceful, compassionate and hope-filled community of learners who enrich our world.

Mission

At St Benedict's we bring alive our vision to *Walk in God's Ways* through how we live, love, learn and celebrate together to:

- Live with Jesus to help develop balance, peace and wellbeing.
- Foster a positively engaged community of learners.
- Cultivate welcoming and respectful relationships.

Values

- **Peace:** We bring love to life in ourselves and others, by living more with Jesus. Our prayerful intention to the ways God is present in all things calls us to relatively and sustainably care for the world and all resources.
- **Learning:** We work towards continued personal growth and love of learning, recognising our limits without losing hope and accepting our gifts with humility. We listen to scripture and to one another with 'the ear of the heart'.
- **Community:** We adopt habits of mind and behaviour that is life giving and contribute to the good of all, making everyone feel at home and welcome in a community that considers and maintains the wellbeing of all. We come as Guest.



Creating a Safe School Community for Students

As adults we all have a responsibility to care for children and young people and to protect them from all forms of harm as well as to positively promote their wellbeing.

At St Benedict's Primary School, we have developed a *Child & Youth Risk Management Strategy* based on the *BCE Strategy*, which is reviewed annually. The *BCE Strategy* and *BCE School Strategy* references *BCE's Codes of Conduct* (for employees, volunteers and other personnel), recruitment procedures, student protection processes, training materials and Blue Card screening procedures.

Brisbane Catholic Education (BCE) seeks to continue its adherence to legislative requirements, policy directives and duty of care to students by a commitment to the implementation of student protection strategies and processes.

A Volunteer's Role in the School

Our aim is to give students the sense of feeling safe, being safe and valued as people so that they are secure and ready to learn at their best. As a volunteer you play a significant role in the work of the school, form part of the school community and assist in providing the optimal learning environment for students.

Volunteers at our school may participate in the Bennies Engagement Support Team (BEST) or help with:

- Tuckshop/Cafe
- Excursions
- Incursions
- Community events
- Cultural activities
- Sports activities
- Curriculum activities

Volunteers have an important role to play in supporting us to create and maintain safe and supportive environments for everyone in our community. In our school, there are steps that all volunteers must take before engaging in school activities and events.

This document outlines information you need to know as a volunteer in the vital areas of student protection and health, safety and wellbeing. It is important that you read this document, in conjunction with the [Volunteer Code of Conduct](#) and the Statement of Responsibility (included in the [Volunteer Checklist](#)), so you understand your responsibilities in the protection of students.

Volunteer Requirements

ALL volunteers must complete the following requirements before commencing their assigned volunteer duties.

Volunteer Screening

A person cannot undertake volunteer work or enter regulated employment if the person is:

- A negative notice holder disqualified from holding a Blue Card under the Working with Children Act (Risk Management and Screening) Act 2000.
- A person with a current suspended Blue Card under the provisions of the Working with Children Act (Risk Management and Screening) Act 2000.
- A disqualified person within the meaning of the Working with Children (Risk Management and Screening) Act 2000.
- A person with a charge for a disqualifying offence within the meaning of Working with Children (Risk Management and Screening) Act 2000.

Under a parent volunteer exemption, parents do not need a blue card to volunteer for activities your own child is participating in, unless:

- The activity is an overnight camp or excursion.
- The service or activity includes close personal contact with a child, such as bathing, toileting or dressing.
- Your child isn't directly participating in the activity you are volunteering for.

This exemption does not apply to a [restricted person](#).

For the exemption, a [parent](#) of a child is defined as:

- The biological mother or father.
- Someone exercising parental responsibility.
- Someone who is regarded as the parent of the child under Aboriginal tradition.
- Someone who is regarded as the parent of the child under Torres Strait Island custom.

Other [relatives](#) (such as grandparents and uncle and aunts) are not considered parents and are not afforded the volunteer parent exemption and will require a blue card to volunteer at school. Volunteers under the age of 18 do not require a blue card.

Volunteer Online Training / Registration & Declaration Form

All volunteers must complete BCE's online [Volunteer Training](#) course. They must print, complete sign and return the Volunteer Registration and Declaration Form that is provided at the end of the course.

Volunteer Handbook and Code of Conduct

All volunteers must read this Handbook and the [BCE Volunteer Code of Conduct](#).

Volunteer Checklist & Statement of Responsibility

All volunteers must print, complete, sign and return the [Volunteer Checklist](#) which includes the Statement of Responsibility.

BCE's Student Protection Processes and Guidelines

What is student Protection?

Student Protection in schools is about protecting students from harm. School staff, parents and carers need to work together to protect students.

Who can be the sources of concern?

- Parents, carers or family members or other persons in the community.
- A BCE staff member or volunteer.
- Another student enrolled at the school.
- The student themselves.

What is abuse and/or neglect?

- Hitting, shaking and/or using an implement to cause physical harm to a child.
- Criticism and/or belittling of a child.
- Violence towards another in the household.
- Involving and/or exposing a child to sexual activity.
- Lack of food, medical attention and/or adequate supervision.

What is inappropriate behaviour?

- Inappropriate use of physical interventions.
- Unreasonably refusing biological necessities.
- Shaming or criticising a student.
- Intimidating students.
- Engaging in a relationship with a student that is, or could be seen as, personal rather than professional.
- Communicating with a student (by email, phone or any other means) for any reason other than an appropriate educational reason.
- Swearing at a student.

How can you help protect students?

If you are worried about your child or another student, tell the:

- Principal
- Student Protection Contacts

St Benedict's Student Protection Contacts

Mrs Condon



Mrs Janke



Mrs Gallagher



Ms Lariviere



Privacy and Confidentiality

Any student protection matter must remain highly confidential, should never become a topic of gossip and should never be spoken about freely with others. Confidentiality demonstrates respect for the dignity and privacy of the people involved.

Volunteer Sign In Procedures

Volunteers Working on BCE Premises

Volunteers (including Parent, Community and Parish Volunteers) are to report to the office upon arrival at the school or workplace to participate in volunteer duties.

Volunteers must sign in and out, be issued with and return a visitor or volunteer identification and wear the identification at all times on BCE premises.

Volunteers Working Away from BCE Premises

Volunteers (including Parent, Community and Parish Volunteers) must report to a designated point or workplace representative to sign in before undertaking work (e.g. camps, excursions, fundraising events).

Outside School Hours

Volunteers (including Parent, Community and Parish Volunteers) are to report to the designated workplace representative before undertaking work.

Activity Risk Assessment & Briefing

In accordance with our Child and Youth Risk Management Strategy, St Benedict's ensures that documented planning and risk assessment processes are followed ahead of student participation in activities and events.

Volunteers participating in activities will receive an activity briefing outlining:

- Volunteer roles and responsibilities
- Safety and emergency procedures
- Lead staff member
- Other relevant information

Volunteers will be asked to sign the activity risk assessment to acknowledge they have been briefed.

Volunteers will also be invited to provide feedback during the post-activity debrief process.

First Aid Procedures

The First Aid Room is located in the Administration Office. Our Administration Officers are our School's First Aid Officers and will support your first aid requirements.

All classroom teachers have a small first aid kit located in their classroom. This contains first aid supplies such as band aids for minor injuries.

Defibrillators are located in:

- **The School Hall:** On the wall near the telephone.
- **The Staff Room:** Under the air conditioning unit

If volunteering at an excursion, there will be a nominated first aider identified while students are off the school grounds. All incidents requiring first aid must be reported to the nominated staff member. A full first aid kit must always accompany students and staff whilst on an excursion.

Volunteers must not administer medication to students. Medications may only be administered with prior approval and in accordance with the student's emergency action plan or medication administration documents. This will be managed qualified staff members.

Emergency medications including an EpiPen, snake kits and an inhaler are available in lockboxes around the school. Staff will direct volunteers to the nearest lockbox and issue the code in the case of an emergency.

General Information – Amenities

Volunteers and adults on site must not use student amenities. They should use the same amenities as the staff or may use accessible amenities which are located in each of the toilet blocks around the school. Please request a key from the nearest classroom.

There are also adult amenities located in the school administration building.

Emergency and Lockdown Procedures

Our St Benedict's Emergency Procedures poster includes: Evacuation, Lockdown, Important numbers and our Designated First Aider information. These procedures plus the relevant Evacuation Diagrams are attached to the wall or window of every building in the school, at eye level, close to the exit and fire extinguisher. Once per term the school will carry out evacuation and lockdown drills. Procedures are reviewed annually, and feedback is encouraged.

Copies of our school emergency procedures, evacuation signs and a diagram map is included in this pack.

Fire and Evacuation Instructions

How to use manually operated firefighting equipment:

- **Emergency door release.** Break seal by pressing on white dot.
- **Fire Blanket.** Used to cover a fire by smothering a flame. Gently cover flame and turn off heat. Do not use a fire blanket for flammable gasses or energised electrical equipment.
- **Alarm.** 'Break glass alarm' can be directly connected to 000. Here at St Benedict's you can notify the Fire Department by calling 000.
- **Dry chemical extinguisher.** A Dry Chemical extinguisher is suitable to put out fires caused by flammable liquids and gasses, electrical equipment and ordinary combustibles. Do not use a dry chemical extinguisher on cooking oil or fats fires. Hold extinguisher upright between your legs, twist pin to break the seal then pull the pin. Aim the nozzle of the extinguisher at the base of flames. Squeeze trigger while making sweeping motions to extinguish fire. Always maintain a clear and safe line of retreat.
- **Obligations of workers and others.** Obligations of a worker at a workplace are not to interfere with or misuse anything provided for health and safety at the workplace, not to wilfully place at risk the health and safety of any person at the workplace and not to wilfully injure himself or herself.
- **Water extinguisher.** A water extinguisher is suitable for ordinary combustibles. Do not use a water extinguisher on electrical equipment or flammable liquids. Hold extinguisher upright between your legs, twist pin to break the seal then pull the pin. Aim the nozzle of the extinguisher at the base of flames. Squeeze trigger while making sweeping motions to extinguish fire. Always maintain a clear and safe line of retreat.
- **Chief Warden:** has a white helmet and a white vest.
- **Deputy Chief Warden:** has a red hat and a white vest
- **Wardens:** have red hats and red vests
- **First Aid Officer:** has a green hat and vest
- **Communications Warden** has a yellow hat and vest
- **Fire hose reel.** A fire hose is suitable for ordinary combustibles. Do not use a water extinguisher on electrical equipment or flammable liquids. Turn water on at the control valve, remove the nozzle from the bracket and turn the water on with the nozzle while making sweeping motions to extinguish fire. Aim the nozzle of the extinguisher at the base of flames. Always maintain a clear and safe line of retreat.
- **Carbon dioxide extinguisher.** A CO2 extinguisher is suitable for flammable fluids, electrical and cooking oils. Do not use a CO2 extinguisher on flammable gasses or ordinary combustibles. Hold extinguisher upright between your legs, twist pin to break the seal then pull the pin. Aim the nozzle of the extinguisher at the base of flames. Squeeze trigger while making sweeping motions to extinguish fire. Always maintain a clear and safe line of retreat.

Please be sure you review the Fire and Evacuation Instructions and identify your evacuation routes.

EMERGENCY PROCEDURES



St Benedict's Catholic Primary School
22 St Benedict's Close, Mango Hill, 4509

ADMIN FIRST

Designated ADMINISTRATION staff are responsible and accountable for the below first/follow-up actions in an emergency:

- **Principal/APA/APRE (Wardens)**
- **Office (Designated First Aiders)**

1 Sound Alarm

Sound the appropriate alarm over automated PA system. If PA system is unavailable, **Principal/APA/APRE** will use Bull Horn to verbally sound alarm.

2 Contact

Contact the following before/after emergency:

- **Emergency Services: 000**
- St Benedict's College: 3385 8888
- St Benedict's Kindy: 3204 8452
- St Benedict's OSHC: 3293 4507
- Groundsmen
- WHSO: Ext 102
- BCE Health and Safety: 3033 7575 (when there is a *Notifiable Incident*)

3 Account for

- Students in the ADMIN building plus all other amenities blocks.
- Missing students reported by classes.
- Student, staff and visitor sign in/out registers.
- Emergency First Aid Kit, Epipen and Ventolin to be taken to the evacuation point.
- School Officers and non-teaching staff to assemble at the back of Assembly Area to be accounted for.

EVACUATION

When you hear the 'Evacuation Siren' over PA system begin your EVACUATION procedures:

1 Prepare

- Request students to line up quietly near door.
- Obtain class roll and pen.
- Check any storerooms or other places students could be located.

2 Evacuate

- Check for danger near classroom before leaving.
- Close classroom door behind you. Do not lock.
- Proceed to the undercover area. Alternate gathering point is at the oval.
- Follow the nominated route and remain clear of danger areas. Select alternative route if class is in danger.



3 Assemble

- Take class to predetermined position at assembly area and take roll call.
- Designated student stands at the front of class to signal all students are accounted for.
- Report result of roll call immediately to the Chief Warden (Principal/APA/APRE).
- Supervise class for remainder of emergency or until Principal implements alternative supervision arrangements.

Non-class time EVACUATION

Duty teachers are to direct children to move promptly and quietly to the undercover area. All available staff are to assist with the supervision of students then follow steps 1 – 3 above. *Class lists are available in old Uniform Shop or Hall on the wall.*

LOCKDOWN

When you hear the 'Yellow Submarine' song over PA system begin your LOCKDOWN procedures:

1 Check

Check that other students or staff in your vicinity are moving towards a nearby securable area or direct them into your room.

2 Lock

Lock all external doors and windows. Switch off lights and fans.

3 Sit

If the threat is an intruder, keep students away from doors/windows instruct students to sit on the floor. Assume threat is an intruder unless otherwise notified.

4 Account

Account for students under your supervision (and how many you have).

5 Supervise

Supervise all students and keep them quiet and calm. Be aware of students with health issues that may be exacerbated by the stressful situation. Utilize class 'lockdown kits' if necessary.

6 Remain

Remain in room until notified by an admin staff member/emergency services personnel or designated "stand down" bell tone – ignore other school bells.

Non-class time LOCKDOWN

Duty teachers are to direct children to move promptly and quietly to the nearest securable room indicated as a SAFE Zone. All available staff are to assist with the supervision of students then follow steps 1 – 6 above.

When Dialling 000

When you dial '000' tell the operator you need fire, police or ambulance *then wait to be connected*. Then provide the school address to emergency services (see above).

Other Support

- 24/7 QLD Health: 1343 2584
- Redcliffe Hospital Emergency: 3883 7777
- Poisons Info Centre: 13 11 26
- North Lakes Police: 3482 1444
- Petrie Police: 3897 7222



Designated First Aiders

A Designated First Aider (DFA) has current and extensive First Aid training. Contact one of the following DFA extensions to obtain first aid treatment:

- Ext 102: WHS Officer/Student Services
- Ext 101: School Admin Secretary
- Ext 108: Leadership PA

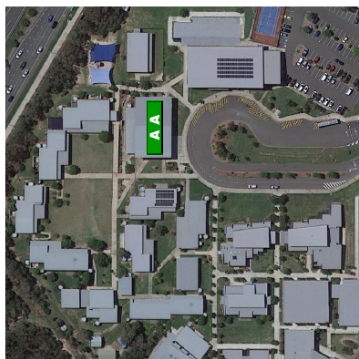
Updated 2025

EVACUATION SIGN AND DIAGRAM

Whole School

Incident Management

St Benedict's Catholic Primary School
St Benedict's Close, Mango Hill, 4509



Mobility Impaired

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.

Evacuation Procedures

STAGE 1: Removal of People from the Immediate Danger Area. Occupants and staff in the immediate danger area are to assemble in a safe distance away from the fire and smoke. When the area has been evacuated all doors and windows should be closed to contain fire.

STAGE 2: Removal to a Safe Area. If the severity of the smoke or fire warrants further evacuation, occupants should be moved through fire / smoke to a safe area.

STAGE 3: Complete Evacuation of Entire Complex. Should the emergency necessitate evacuation of the whole building, the Manager or the Fire Service will direct occupants from the safe place to the ASSEMBLY AREA.

STAGE 4: Roll Call. To be conducted as soon as possible and to ensure all persons are accounted for. Report all missing persons to FIRE OFFICERS.

STAGE 5: ASSEMBLY AREA

	CO2 Extinguisher
	Dry Chemical Extinguisher
	Water Extinguisher
	Hose Reel
	Fire Blanket
	Exit
	Switchboard
	Manual Call Point
	Assembly Area
	Fire Indicator Panel
	Path of Exit
	You Are Here
	Main Path
	Alternate Path



Fire Extinguisher Operation

- Stand well back from fire (3 M).
- Always face the fire with your back to a clear doorway.
- Always be in pairs.
- Use the **PASS** method: **P** - PULL THE PIN
A - AIM AT EDGE OF FIRE
S - SQUEEZE THE HANDLE
S - SWEEP THE FIRE
- As the fire diminishes, slowly move closer towards the FIRE staying 1 m away.

In Case of Fire

Fire/Evacuation Procedures

- R** - REMOVE PEOPLE if in danger to the ASSEMBLY AREA.
- A** - ALERT THE FIRE SERVICE, nearby residence and members of the public.
- C** - CONFINE FIRE & SMOKE, and close all windows and doors if it is safe to do so.
- E** - EXTINGUISH and control the fire if it is safe to do so.

For All Emergencies

DIAL 000

POLICE - FIRE - AMBULANCE

Updated 2025

Hazard and Incident Reporting

In the event that you have witnessed an incident resulting in the injury of a student, staff or member of the community, you will need to immediately complete the WSS Incident/Injury Form. Please talk to our school WHS Officer (WHSO), who will issue you with a form. This needs to be filled in as soon as possible after the incident has occurred. and return to the WHSO.

Please note that all incidents must be reported to the WHS Officer.

Please report anything that you deem potentially unsafe to students, staff or members of the community (e.g. trip hazards, faulty equipment, loose step treads, car park issues). Report to the WHSO, Grounds Staff or member of Leadership Team as soon as possible. You will be asked to complete a Hazard/Maintenance Report Form and return to the WHSO. These are entered on the Hazard Register and will be actioned by the WHS Officer, WHS Committee or Principal.

When responding directly to an incident:

- If no danger to yourself, undertake immediate action to ensure your safety and the safety of others.
- If there is risk to yourself and or others in undertaking immediate action, seek assistance from the Principal or WHSO.
- Where injuries are sustained, seek first aid treatment and where necessary, emergency services assistance.
- Isolate the area where there remains risk of further injury.
- Where an incident is serious, Preserve the incident site.
- The school will notify Brisbane Catholic Education Health and Safety Services Team.

WSS Incident/Injury Form

Type of Incident: ☐ An Incident Causing Injury ☐ WHSQ Notice ☐ Consulting Incident ☐ Near Miss ☐ Dangerous Incident, No Injury

Incident Date: Time: AM ☐ PM

Incident Description:

Work Location: ☐ Access Vln (e.g. stairs) ☐ Art Room/Photo Dark Room ☐ Adventure Playground ☐ Drama/Music Facility ☐ Camp ☐ External Sports Facility ☐ Away from School/Main Workplace ☐ Craft (e.g. Sewing/Textiles) ☐ General Learning Area ☐ Enrichment ☐ Home B/Catering ☐ Manual Arts/Technology ☐ Grounds Shed/Workshop ☐ Office/Staff Room ☐ Library ☐ Outdoors ☐ Club ☐ Science Lab ☐ Taxis ☐ Travel ☐ Teaching ☐

Incident Location (Where did the incident occur?):

Address Location (School name, Suburb):

Regional Area: ☐ BGO ☐ PI C1 ☐ PI C2 ☐ PI C3 ☐ PI C4 ☐ PI C5 ☐ PI C6 ☐ Sec C7 ☐ Sec C8 ☐ Sec C9 ☐ P-12 C10

Report to (Employee): ☐ Supervisor / Line Manager / BM / WHSO ☐ Reported by (Employee): ☐ Witness or Injured Person

Name: Name:

Reported by (Non-employee): ☐ Witness or Injured Person ☐ Reported Date:

Name: Reported Time: AM ☐ PM

Comments:

Witnessed? (If NO, skip this step) ☐ YES ☐ NO ☐ Type of Witness: ☐ Member of the Public ☐ Staff Member ☐ Visitor ☐ Retiree/Former Employee ☐ Student ☐ Volunteer

Full Name:

Address:

Phone: Work Phone:

Mobile Phone: Email Address:

Preventative Action? (If NO, skip this section) ☐ All staff incidents require follow-up action ☐ YES ☐ NO

Priority: ☐ Urgent ☐ High ☐ Medium ☐ Low

Preventative Action: ☐ Change to Environment/Equipment ☐ Change to School Rules ☐ Staff Training/In-service/Instruction ☐ Change to Policies/Procedures ☐ Students Addressed ☐ Other

Preventative Action Date: Preventative Action Cost: Review Date:

Person Responsible: Completion Date:

Describe Preventative Action:

Injury Occurred? ☐ YES ☐ NO (If NO, form is complete)

Approved: Manager - Health and Safety Services Issue date: 12/1/2021 Next review date: 12/1/2023

Hazard/maintenance report form

Instructions

The following form is used to inform the principal of maintenance requirements, hazardous situations and hazardous work practices. It can be filled out by any staff member and is to be handed to the school's workplace health and safety officer (WHSO) for further consideration.

Part A – Hazard Identification

To be completed by the person reporting the hazard that cannot be fixed immediately. Once completed this form must be passed on to the WHSO for further action.

Details of the Hazard

Location:

Persons at Risk:

Action taken to ensure immediate safety of students and staff:

Completed By: Date:

PART B – Risk Assessment

To be completed by the WHSO/Safety Committee using the *RCE Risk Management Procedure*. The Hazardous Chemicals Risk Assessment Form must be used to assess risks associated with Hazardous Chemicals.

Associated risk(s)

Existing control measures (if any):

Likelihood (tick a box): ☐ Almost Certain ☐ Likely ☐ Possible ☐ Unlikely ☐ Rare

Consequences (tick a box): ☐ Death or multiple serious injuries ☐ Serious Injury ☐ Medical Treatment ☐ First Aid ☐ No Injury

Risk Score (1-25. Refer to risk matrix):

PART C – Risk Control

To be completed by the WHSO/Safety Committee. A copy of this form must be given to the Principal for consideration and implementation.

Possible: ☐ Change to the environment/equipment ☐ Staff training/ in-service/ instruction ☐

Control: ☐ Change to policies/procedures/practices ☐ Students addressed ☐

Options: ☐ Change to school rules ☐ Other ☐

Preferred Control Options (and why):

Implementation Plan (to be entered into the Health and Safety Action Log)

Control Option(s)	Person(s) Responsible	Estimated completion date	Sign off	Scheduled review date

PART D – Review

To be completed by the WHSO in conjunction with relevant personnel (e.g. persons affected by the controls)

Are control measures in place?	Yes	No	If no, comment
Are controls minimising the risk?	☐	☐	
Are there any new problems with the risk?	☐	☐	

Traffic Management Plan

St Benedict's Campus, Mango Hill Traffic Management Plan



The School Principal's and **WHSO's** are to develop a Traffic Management Plan (TMP) by considering the traffic management issues that are unique to their school in consultation with the employees. Reference should be made to the *Traffic and Plant Management Plan Map* for assistance in completing the TMP.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended to reflect specific traffic management controls at your workplace.

School/Workplace:	St Benedict's College and Primary
Business Manager/Management OHS Nominee:	Lauretta Walton & Keryn Preston
School Principal's:	Tameika Grist & Patrick Davis
Person completing TMP:	Lauretta Walton, Keryn Preston, Simon Hague, Patrick Davis, John Janbroers, Chris Carlill and Torben Lehmann.
Date of Plan:	19 th July 2024
Date of Plan Review:	11 th August 2025

Pick up and drop off points for students (e.g. private vehicles, buses etc):

The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

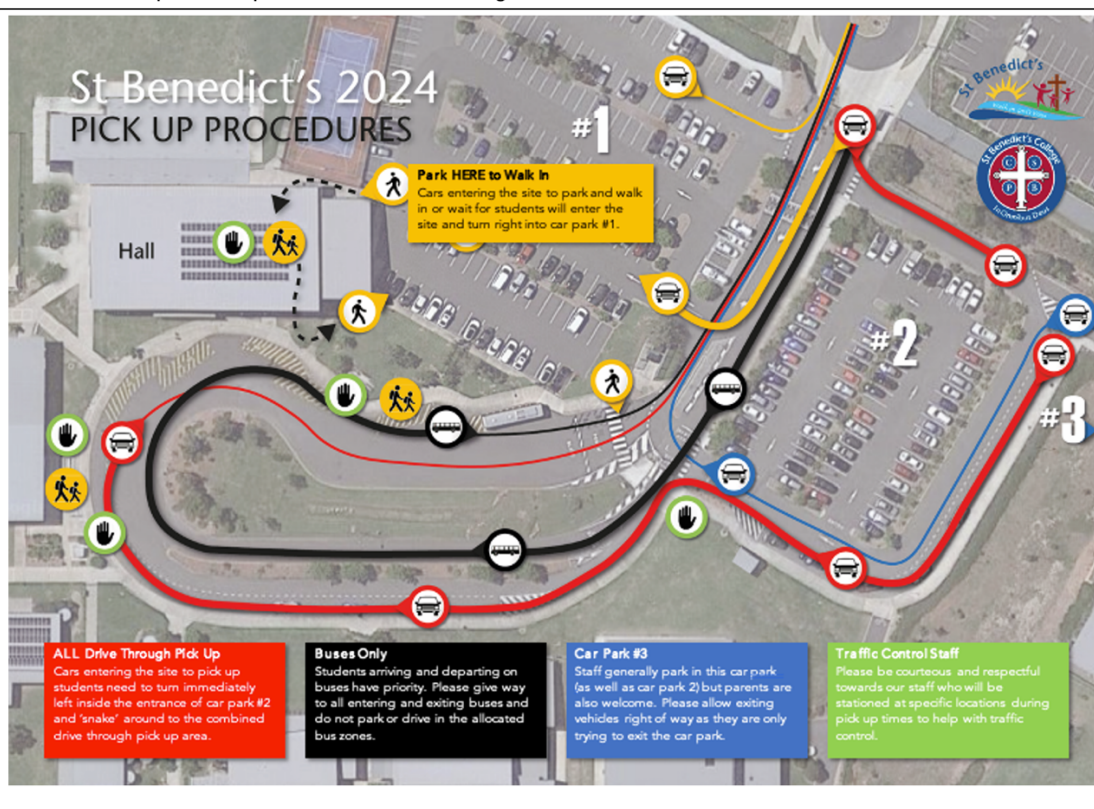
- Entry and exit signage to the school/workplace is located at:
 - On entry and exit of the school grounds on St Benedict's College
 - Arrows marked on ground of entry to car parks
 - Give Way signs at exit of carpark 1,2,3
 - Dismount sign for bikes and scooters
- Designated pick up and drop off areas for students are located at:
 - Drop off and pick up; In car park 2 and the ring road.
 - Pick up; undercover area at the primary school.
 - Please refer to Pick Up Procedure Map.
- Pick up and drop off areas for students are clearly marked by:
 - White dotted painted lines
 - Pick up areas have numbered bays
 - Loading zone signs (2 minutes max)
 - Bus only zone, painted on ground
 - Fence separating the bus zone and the drop off zone.
- Designated pedestrian crossings are:
 - Car park 1 to the college site, this is manned between 2.45pm and 3.15pm
 - From college site to car park 2
 - Car park 2 to the front gate.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Following Look Out! Program (Department of Transport and Main Roads program for managing traffic flow in pick-up and set-down areas)

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- High visibility vest and hats are worn by all volunteers and staff when loading and unloading students.
- A Convex mirror is installed at the front gate to enhance visibility
- Pedestrian walkways are physically protected from designated roadways by:
 - Fencing at zebra crossing and pick up zone
 - Also fencing to separate bus zone from student pick up and provide separate access for buses to the bus zone.
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - 2 signs on entry (yellow) 10km
 - 1 sign on entry (white) 10km
 - 1 sign on exit (white) 10km
- Speed controlling devices are in place to restrict vehicle speed on site:
 - 3 speed humps on entry
 - 1 speed hump on exit at zebra crossing



Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds. Designated courier and/or delivery drop off points are directed by reception. If they need to access the school grounds, they will be escorted by a staff member.
- Courier and/or delivery drop off points will be identified by:

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- A verbal advisement to contractors and deliveries to report to administration as marked per map.
 - There is a loading bay at the front reception area which is accessible out of pick up and drop off times which is signed, Loading Zone 2 min max.
 - Boom gate is used on the College service road to manage deliveries
- School speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - Entry and exit of school and college.
 - Speed controlling devices are in place to restrict vehicle speed on site:
 - 3 Speed humps at entry, 1 of which is near the zebra crossing
 - 1 speed hump on either side of the zebra crossing from college to car park 1.
- College access to all facilities is via boom gate on the service road (boom gate to be closed between 8am and 3.30pm during School Terms).
- Designated emergency vehicle parking bay at the front administration.



Safe passage of plant & vehicles in (St Benedict's College & Primary School)

The following safety arrangements and features are in place when vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Prior to entering St Benedict's School any visitor / contractor driver, of any vehicles must report to the school reception to ensure a spotter will be escorting the vehicle movements whilst on site within the school grounds.
- Vehicles and Plant have restricted movement to move around St Benedict's School during time periods of peak pedestrian traffic as per the Plant Traffic Management Plan. Please note the following.
 - Dark Grey – Preferred access route. Normal speed restriction applies.
 - Light Grey – Restricted. Footpaths areas are designated for pedestrian access. Buggies or ride on mowers used as a means of mechanical aid are permitted in these areas, provided they comply with the BCE Plant and Equipment procedure, incl. flashing lights and are audible, SOPs and SWI's and local processes. The max speed limit of 5km/h to be observed. A minimal distance of 5 metres to pedestrians is to be maintained at all times. 2km/h speed limit applies at identified Blind Spots. If use of footpaths is required between 8:00 and 15:15, a spotter may be needed if required depending on the task and the nature of the vehicle being used. Powered plant movement is not permitted during school break times.
 -  Red Stripes – No vehicle access allowed. Emergency vehicle access must have a spotter.
 - General - No lawn mowing permitted between 0800-1515, with the exception of the ovals, the middle of the ring road, biosystem, carpark and outside administration buildings.
 - During school break times there is to be no use of any powered mobile plant where students are present.

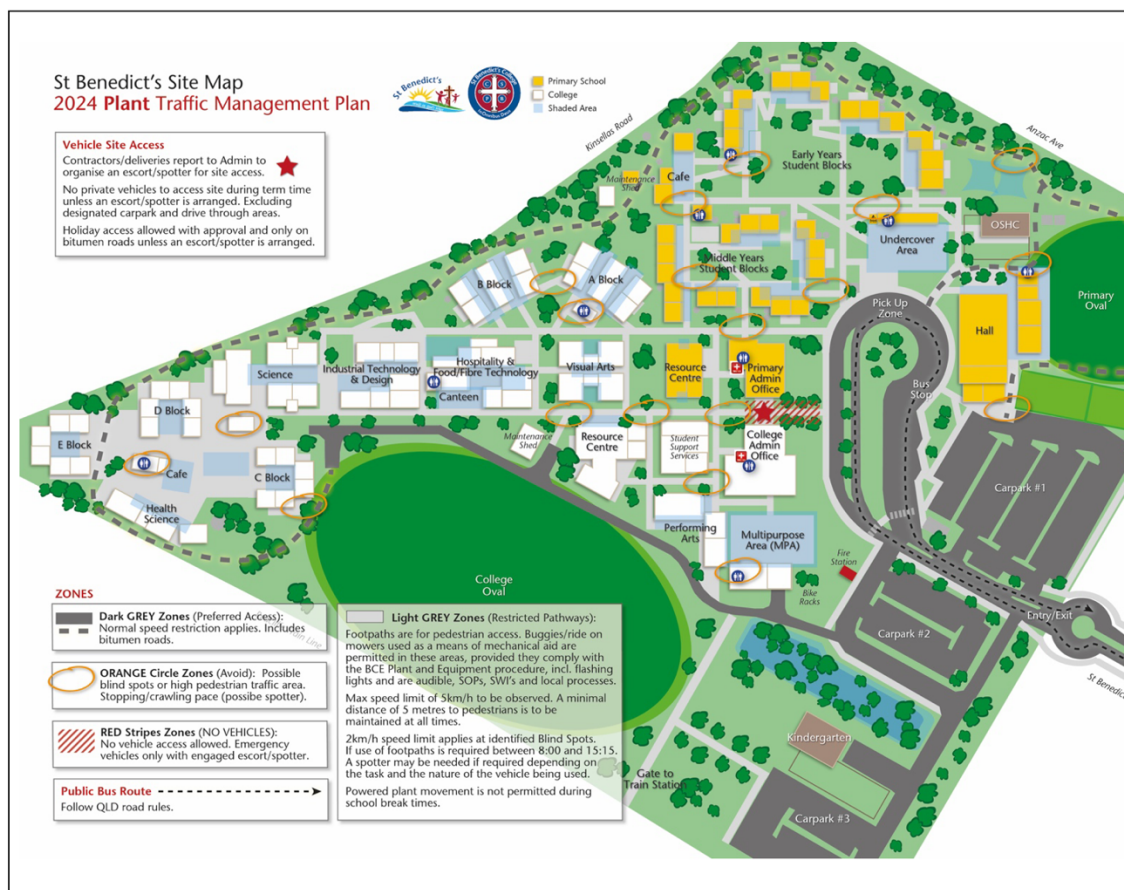
These restrictions apply during term time. They do not apply during school holidays and weekends and where vehicles have access to school site under a safe practice of work.

- No plant or vehicles are to park in the designated bus zones at any time.

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Parking Arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- There are 330 including 4 disabled car parks available for employees, approximately 158 car parks available for visitors and a minimum of 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Throughout the car park and on entry and exit of car park.
 - Signage identifying the whereabouts of the Office/Reception is clearly visible from the drop off zone and is located at the front of both of the administration buildings.

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