

Emergency Assembly Areas and Evacuation Routes

In all rooms and near exit points you will find information regarding to emergency evacuation and evacuation routes related to where you are in the school environment.

Please read these instructions and locate your nearest exit.

Equal Opportunity

Coburg North Primary School adheres to the Victorian Equal Opportunity Act 1995. It is unlawful to sexually harass or to discriminate on the basis of the following protected attributes: age, disability, industrial activity, lawful sexual activity / physical features, political belief or activity, pregnancy, sex, religious belief or activity, race and personal association with a person who is identified to any of the above attributes.

PLEASE REPORT ANY HEALTH AND SAFETY CONCERNS
TO THE GENERAL OFFICE

180 O'Hea St
Coburg
Victoria 3058

Tel. 03 93541660
Fax. 03 9438 8206

Email. coburg.north.ps@edumail.vic.gov.au

Coburg North Primary School

VISITOR SAFETY / SECURITY INFORMATION



**IN CASE OF EMERGENCY
DIAL 000**

Introduction

Welcome to Coburg North Primary School. We have developed this brochure to ensure your safety.

To avoid injury, incidents and accidents and to help us maintain our safety standards and that of DEECD, all visitors and contractors are required to adhere to the following guidelines while on our site:

Arrival On Site

- On first arrival please sign in the visitors arrival book and wear our visitor/contractor badge at all times whilst on site and return it to the General Office when you leave.
- Contractors at work must consult the Asbestos register prior to commencing works—please see the Principal.
- When using ladders, please ensure that they are Worksafe approved and when on roofs, connect ladder/s to specific ladder hook up points located throughout the school.
- Vehicles must be parked in designated parking areas only. Under no circumstances obstruct emergency access routes. Unauthorised vehicles must not park in disabled spaces at any time.

Arrival on site cont.

- When parking on site, please ensure for the safety of our children that you reverse park in to the car parking space.
- Please report Hazardous materials when signing in.

Well Being On Site

Coburg North Primary School places strong emphasis on establishing and maintaining a high standard of Health and Safety on its site.

While you are here, the following information will assist you in conforming to this standard.

Emergency

- In the event of any emergency raise the alarm by contacting the General Office immediately.
- Be aware that the need to evacuate is signalled by a continuous bell or siren. In the case of evacuation you should proceed to your nearest assembly point via the safest exit.
- Follow the instructions issued by the Fire Warden/s.
- You should not attempt to re-enter the building until instructed that it is safe to do so.
- Assembly points for all buildings are shown overleaf.

Accident / Incident

- All accidents and injuries must be reported immediately to the General Office.
- First aiders are present on site; the First Aid Officer is the main point of contact, please contact the General Office for assistance

General Conduct

- Observe all safety signs and instructions without exception. If in doubt, ask!
- If there are any issues that are of concern to you, please do not hesitate to contact the General Office.
- Smoking & inappropriate language is forbidden / unacceptable on school grounds at all times.

