



## Bushfire Preparedness: Safety Checks

As part of the school Emergency Management Plan, St Mary MacKillop College conducts a safety check as listed in table below. The safety check is recorded in the maintenance register.

<b>Term</b>	<b>Safety Check</b>	<b>Responsibility</b>
Each term	Check school premises for overhanging materials	Maintenance Committee
Each term	Remove debris and rubbish around and under buildings	Maintenance Committee
Each term	Clear guttering	Maintenance Committee
Each term	Check the school building exits are kept clear of obstructions	Maintenance Committee
Each term	Check to ensure assembly points are designated	Maintenance Committee
Each term	Check that there is access to facilities and grounds for emergency vehicles	Maintenance Committee
Each term	Check the school for building and grounds to ensure safe storage of flammable materials	OH& S Officer / Maintenance Committee
Each term	Check the schools science department to ensure safe storage of flammable materials	OH& S Officer / Laboratory Technician