



**OHS guidelines for all stall coordinators, external providers, and parent/carer volunteers.**

**OHS Workplace Manager:**

Jeff Jackson

**OHS Workplace Manager Nominee**

Lynda Whitechurch

**Health and Safety Representative**

Shannon Mitchell

### **Inspections**

To ensure that the Fair complies with health and safety concerns Jeff Jackson as workplace manager and Lynda Whitechurch as the Principal's Nominee will conduct routine inspections throughout Fair preparation and the Fair itself. These inspections are designed to identify and respond to possible hazards or risks.

### **Communication**

Five two-way radios will be distributed through the Fair leadership. These will be used to provide clear communication in case of emergency.

- First Aid Room
- Jeff Jackson
- Lynda Whitechurch
- Agnieszka Szczepanik
- Chandler Hall

### First Aid

- First Aid concerns should be directed to First Aid Officers.
- A First Aid room is located in the school administration building next to the staffroom and is equipped to deal with emergencies. First aid trained volunteers will be present.

### Lost Children

When a lost child is identified it is important to take immediate action.

- An adult is to accompany the child to the central administration area and a public announcement will be made. *(Central administration area is located next to the stage where the wrist bands will be sold)*

### Manual Handling

The following risk controls must be considered to eliminate or reduce the risk of an injury associated with a hazardous manual handling task:

- alter the layout of your stall equipment or the environmental or where the task involving manual handling is undertaken.
- split or share the load when handled.
- consider changing the objects used in the manual handling task.
- use trolleys or equipment to aid in moving the load.
- a combination of the above methods.

### Accidents and Injuries

Any serious incidents or accidents should be reported to the Workplace Manager. The Workplace Manager's role is to assess any OHS implications as well as meeting any DET reporting requirements.

### Emergency Evacuation

If there is a need for evacuation, the Rosanna Primary Emergency Management Plan will be activated. The primary evacuation site is the school's basketball court, and the secondary site is the school oval. A repeated siren from the school PA will initiate an evacuation and will be initiated by Jeff Jackson as the Educational Chief Warden. They will oversee the evacuation from the School Fair site and the coordination of emergency services.

### Onsite Traffic Management

Access to the School Fair site will be limited prior to the start of the fair. During the fair, the site will be closed to traffic and no vehicle should be driven on the site. Recognising that the site is shared with pedestrians a speed limit of

5km/hr will be enforced. All vehicles onsite must be preceded with a spotter.

### Fire Services

Fire extinguishers will be located at the stage (with fire blanket), the BBQ food area, the Canteen, and the ride area. Please refer to the site map (which will be located in each stall's info pack) to ensure that stall holders are familiar with the whereabouts of the fire services.

### Health Standards

A reminder that all stall holders serving food need to adhere to appropriate food safety standards.

### Toilets

Adults will be asked to use the toilets in the admin block near the First Aid Room, accessible via the door near the staffroom. Children will be asked to use the Chandler Hall toilets or the admin toilets. Young children with their parents are required to use the non-gendered toilet at the First Aid Room.