

Frankston Primary School

Volunteer Occupational Health and Safety (OHS) Induction Handbook



Prepared by:	Renée Kennedy
Date Reviewed:	March 2026
Review date:	Feb 2027

Contents

Information and required conduct	3
Access arrangements	3
Site specific hazards	Error! Bookmark not defined.
Asbestos	4
Hazardous Substances and Dangerous Goods	4
Animals/Wildlife	4
Traffic Management	5
Emergency Management	6
Workplace Codes	6
Emergency Procedures	7
Leaving Site in an Emergency	7
Evacuation Point	7
First Aid and Amenities	7
First Aid	7
Amenities	8
Hazard and Incident Reporting	8
Emergency contacts	9
Appendix A: Emergency Evacuation Map	11
Relevant Department of Education Policies (depending on work undertaken)	11

Information and required conduct

Thank you for volunteering at our school!

This handbook is designed to give you all the information needed to help us maintain a safe environment for you, other volunteers, our staff and students. If you have any questions, please do not hesitate to contact our school office staff – ph 9783 3769.

All volunteers must take reasonable care for their own health, safety and wellbeing and that of others who may be affected by their actions or omissions while volunteering. They must also abide by the school's Code of Conduct and Volunteers Policy while on site, as well as any relevant policies that may apply to the work they're undertaking for the school.

Volunteers must also report any problems, hazards or incidents to the principal or their delegate and dress appropriately including wearing any suitable personal protective equipment.

- [Volunteers Policy](#)
- [Volunteer OHS Induction Booklet](#)
- [Child Safety Code of Conduct](#)

Access arrangements

All volunteers must report to the general office or site contact and sign in upon arrival at the workplace or designated point where not on department premises. This requirement is indicated on signage located at all entrances to the school, see below:



Site specific hazards

Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- if work is to be carried out in the vicinity of Asbestos Containing Material, the Asbestos Coordinator, Renée Kennedy – Principal – 9783 3769 must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the principal or their delegate must be informed. You must complete a Safe Work Method Statement (and have this signed as sighted by the principal or their delegate) to outline the control methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

Animals/Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Should any contact with wildlife occur, you must:

- not approach any domestic animals (e.g., dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the principal or their delegate.

Traffic Management

Volunteers driving vehicles are NOT to enter the school grounds using any vehicles.

If a volunteer is to enter the school grounds using a vehicle, permission will be granted by the Principal or Assistant Principal only. In this case, all vehicles entering school grounds must adhere to all traffic signage and a teacher spotter MUST be utilised at all times.

Volunteers will not be granted permission to enter school grounds using vehicles within these times:

- Morning: **8am – 9.30am**
- Recess Period: **10.50am – 11.45am**
- Lunch Period: **1.15pm – 2.45pm**
- Pick up: **3pm – 4pm**

Vehicles granted access to enter school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace (5 km per hour) at all times.

Emergency Management

Workplace Codes – Internal Lockdown

CODE	WHY	LOCK DOWN ACTION:
CODE – GREEN MINIMAL THREAT	Usually due to Student Problem	Admin Staff: <ul style="list-style-type: none"> • PA Announcement • Locking of building doors required • Lock all external classroom and building doors when asked • Visitor to follow all class teacher instructions at all times
CODE – YELLOW MILD THREAT	Usually due to Student Problem	Admin Staff: <ul style="list-style-type: none"> • PA Announcement • Locking of building doors required • Visitor to follow all class teacher instructions at all times
CODE – ORANGE THREAT	Usually due to Parent Threat	Admin Staff: <ul style="list-style-type: none"> • PA Announcement • Locking of building doors • Visitors to follow all class teacher instructions at all times
CODE – RED THREAT	INTERNAL EMERGENCY	Admin Staff: <ul style="list-style-type: none"> • PA Announcement – advise of next immediate action • Locking of main building doors • Visitors to follow all class teacher instructions at all times
CODE – BLACK THREAT	EXTERNAL EMERGENCY Could be due to things such as gas leak / fire in local	Admin Staff: <ul style="list-style-type: none"> • PA Announcement – advise of next immediate action • Locking of main building doors • Visitors to follow all class teacher instructions at all times

Emergency Procedures

On hearing the alarm:

- Listen for any PA announcements
- switch off all equipment
- proceed to the advised assembly area and line up behind the visitor cone
- one of the wardens – usually office staff – will proceed to mark off roll for visitors and staff at school
- do not leave the assembly area until advised by the Principal.

Leaving Site in an Emergency

All volunteers are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager – this is the Principal.

Evacuation Point

Onsite Assembly Points:

- Lower Basketball Court
- Upper Netball/Volleyball Court

Offsite Assembly Points:

- St Francis Xavier Primary School
- Frankston Football Club Oval

Please refer to Evacuation Map (Appendix A)

First Aid and Amenities

First Aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious call 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

Amenities

- Toilets and amenities – volunteers can use staff toilets, accessed from outside upper administration building near student toilet block.
- Lunchroom – upper administration block
- Parking – outside of school on local streets. Can be accessed within Baxter Street and surrounding streets.

Hazard and Incident Reporting

Any hazard or incident that poses a risk to the safety of a student, parent, visitor, volunteer or employee must be reported.

Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:

- police for crime, injury that may not be accidental, or assault
- ambulance for injury and medical assistance
- fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.

Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list. The principal or their delegate is to report the incident on eduSafe Plus.

Emergency contacts

School contacts		
Principal	Renée Kennedy	9783 3769
Asbestos Coordinator	Renée Kennedy	9783 3769
Business Manager	Tristan Cleary	9783 3769
Office Administration	Melissa Taylor	9783 3769
General Office Number		9783 3769
Emergency contacts		
Police:		000
Fire:		000
Ambulance:		000
Poisons:		13 11 26

Child Safety – Child Safe Standards

The purpose of this section is to ensure Frankston Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Please click on the hyperlinks to access each document; alternatively, they can be accessed on our school website, or hard copies provided through the front office.

- [Frankston Primary School Volunteers Policy](#)
- [Frankston Primary School Child Safety Policy](#)
- [Frankston Primary School Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Frankston Primary School Child Safety Code of Conduct](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Key messages

- Frankston Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the Regional Office of the Department of Education on 1300 338 691.

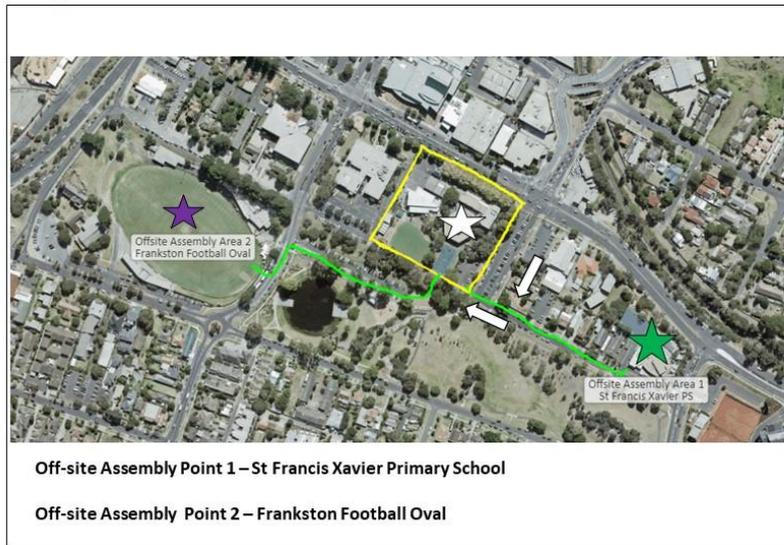
Please Note: we value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to email our school Principal on frankston.ps@education.vic.gov.au with any comments or questions.

Appendix A: Emergency Evacuation Map



FRANKSTON PRIMARY SCHOOL – AREA MAP

Updated: August 2020



Legend:

- ☆ School
- ★ Primary off-site assembly point
- ★ Secondary off-site assembly point
- Route to Primary off-site assembly point
- Route to Secondary off-site assembly point
- ⇨ Emergency services access point

Distance to Primary off-site assembly point:
140m

Approx. time to reach Primary off-site assembly point: 2 min walk

Distance to Secondary off-site assembly point:
400m

Approx. time to reach Secondary off-site assembly point: 4 min walk

Relevant Department of Education Policies (depending on work undertaken)

[Asbestos Management Policy](#)

[Confined Spaces Policy](#)

[Health, Safety and Wellbeing Policy](#)

[Hot Work Policy](#)

[Outdoor Activities and Working Outdoors Policy](#)

[Plant and Equipment Management Policy](#)

[Prevention of Falls when Working at Heights Policy](#)

[Testing and Tagging of Electrical Equipment Policy](#)

[Volunteer OHS Management Policy](#)