

CHEMICAL SPILLAGE

Reviewed 22.05.09 (Alan, Hine, Shirley and Maria H); Reviewed May 2014 (Tracy/Donal)

ACTION

1. To ensure the safety of staff and pupils at Fruitvale School in the event of a chemical spillage.
2. To provide a checking procedure, to ensure all that is possible to reduce risk is actioned.

GUIDELINES

Procedures and Responsibilities during Chemical Spillage

All Staff Should:

- A. Reassure students and other occupants.
- B. Liaise with the Associate, Deputy or Principal regarding the decision whether to remain in the building or to evacuate.
- C. Close all windows and remain inside.
- D. Refer to notices file on laptop for communication updates if unable to leave the room.
- E. Advise emergency services immediately if any adverse effects are noticed inside (eg. irritation to the eyes, nausea).
- F. Block doors and windows with any available material, such as tape or blankets.
- G. Evacuate immediately if advised to do so.
- H. If a chemical spillage occurs while students are travelling on a school bus, the driver is responsible for their safety until they reach their destination. The driver should proceed with caution and keep clear of potential hazards. If the bus is immobilised in an unsafe position, it should be evacuated. Police and Fire Brigade will give the all clear.

If a decision is made to evacuate follow the evacuation as posted by the door in each room:

- Check that all rooms have been evacuated.
- Turn off appliances and services.
- Retrieve the attendance registers.
- Take the class roll call at the assembly point.
- Advise the Principal of any missing students, staff or anyone else.
- Send a situation report to the Civil Defence