



Policy

Seaford Secondary College Inclement Weather Procedure

Summary

This procedure describes how to manage the risks to workers, students and visitors at Seaford Secondary College who may be exposed to inclement weather conditions.

Table 1: Document Details

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1. TITLE

WHS Policy and Procedure for Inclement Weather at Seaford Secondary College

2. PURPOSE

This procedure describes how to manage the risks to staff, students and visitors who may be exposed to inclement weather conditions at Seaford Secondary College.

3. SCOPE

This procedure applies to all staff, students and visitors engaged in activities or services provided at Seaford Secondary College. This includes off site activities organised by Seaford Secondary College.

4. POLICY DETAIL

4.1 Inclement Weather

Inclement weather is the existence of abnormal climatic conditions including, but not limited to, the following or any combination thereof:

- Extreme high temperatures greater or equal to 36°C
- Exposure to ultraviolet radiation (UV) when the UV level is 3 or above
- Rain
- Hail
- High winds
- Severe dust or electrical storm
- High humidity

4.1.2 Health Risks

Performing activities in inclement weather conditions can cause significant risks to the health and safety of individuals. These include:

- Illness such as hyperthermia (heat stress, heat stroke, sunstroke) or hypothermia (low body temperature).
- Sunburn
- Aggravation of pre-existing medical and physical illnesses.
- Increased risk of accidents as a result of the inability to concentrate.
- Fatality.

4.2 Identifying Hazards

Site managers, in consultation with workers and the Health and Safety Representatives (HSR) must ensure:

- Hazards associated with work, activities and services to be performed in inclement weather conditions are identified prior to their commencement.
- They are familiar with all locations and situations under their management and control where injuries or illnesses to individuals are anticipated as a result of performing work, activities and services in inclement weather conditions.

4.3 Risk Assessment

The purpose of a risk assessment is to identify appropriate controls that can be implemented to either eliminate or minimise the risks of injury or illness to workers and others engaged in activities or services during inclement weather.

The site manager must ensure where hazards have been identified a risk assessment is completed to determine the level of risk to workers and others while performing work, activities and services in inclement weather.

Risk assessments for activities, excursions, and camps must identify the potential likely inclement weather risks posed for the activity, excursion, or camp. The risk assessment must be completed and approved by the site manager prior to the activity, excursion, or camp. The risk assessment must be read and understood by all staff involved in the activity, excursion, or camp.



4.4 Controls

Risk controls are needed where there is a risk of injury or illness associated with inclement weather conditions. Inclement weather risks must be eliminated as the first preference. Where this is not reasonably practicable such risks must be minimised using the Hierarchy of Controls and the Risk Prioritisation Schedule. Risk controls are to be monitored and reviewed in accordance with the Hazard Management Procedure.

Site managers in conjunction with workers and the HSR must regularly monitor inclement weather conditions prior to and during work or planned activities.

Control measures to reduce the risks from inclement weather must be clearly identified on the risk assessment for activities, excursions, and camps. Control measures should be read, understood, and followed by all staff involved in the activity, excursion, or camp.

4.5 Managing Risk Factors

4.5.1 Predicted Severe, Extreme and Catastrophic Weather Conditions

The site manager will check for any DEPARTMENT FOR EDUCATION alerts and instructions. The Fire Warden will monitor the Bureau of Meteorology (BOM), Country Fire Service (CFS) and State Emergency Service (SES) web sites for warning updates throughout the day and alert the site manager to any changes.

Staff will be informed of any DEPARTMENT FOR EDUCATION/BOM/CFS/SES alerts or updates via DayMap, mobile devices and notices on the staff whiteboard.

Where the BOM, CFS, or SES issues warnings regarding travel in identified areas, the Site Manager will advise all staff and contact parents/care-givers of affected students before the student leave the site.

Staff who live in, or travel through, high bushfire risk areas should provide their site manager with a copy of their personal bushfire survival plan that they have in place for days of catastrophic fire danger or in the event of a bushfire threat.

4.5.1 Camps and Excursions

The Site manager in conjunction with the camp or excursion leader will monitor predicted inclement weather conditions prior to the planned activity. The camp or excursion leader will monitor inclement weather conditions during the activity. Based on the nature of the event, the predicted inclement weather, communication with the venue and information from DEPARTMENT FOR EDUCATION/BOM/CFS/SES the site manager/camp leader/excursion leader will:

- Cancel the camp or excursion and inform parents/caregivers
- Allow the camp or excursion to proceed in a modified form
- Allow the camp or excursion to proceed as planned

4.5.2 On-site Activities (eg Sports Day, social events, outdoor lessons/activities)

The Site manager in conjunction with the activity leader/teacher will monitor predicted inclement weather conditions prior to the planned activity and during the activity. Based on the nature of the event and the predicted or actual inclement weather the site manager/activity leader/teacher will:

- Cancel the activity
- Allow the activity to proceed in a modified form or in a new location
- Allow the activity to proceed as planned

4.5.3 Lunch and Recess Breaks

Inclement weather procedure is activated for Recess/Lunch when:

- Forecasted temperature on the day is 36°C or higher
- Inclement weather condition occurs during Recess/Lunch break

Where forecasted temperature on the day is 36°C or higher the Site leader will alert staff that the Inclement Weather procedure is activated via a note on the staff whiteboard by 8:15am. Staff are to inform students during Care Group

The Site leader will monitor weather conditions throughout the day. Where an inclement weather condition occurs during Recess or Lunch the Site Leader activates the Inclement Weather procedure and directs the Front Office to ring the Inclement Weather bell/siren. The Inclement Weather bell/siren consists of 3 short blasts. Identified Yard Duty areas will be closed. Students are to move to identified areas, shade/shelter, or follow staff directions. Staff on Yard Duty in closed areas will move to identified areas to provide additional Yard Duty Support. Students are not to be left unsupervised in areas or rooms.

Yard Duty areas closed

- Oval
- Basketball Courts
- Hard play areas
- Grassed/Lawned areas (excluding hot weather if students are in shade)

Inclement weather areas for student use

- Library
- Cafeteria
- One room in each Middle school House
- R01 / R02
- Senior Science (LO6 / L10)
- Gym on designated days (non hot weather)

Yard Duty staff move from:

- Oval to Nashwauk
- Courts to Tigress
- Drama/Art Courtyard to Boon Boona
- MS Leaders to Tingara
- Senior School Courtyard to Senior Science (LO6, L10)

Leadership Roaming will monitor closed Yard Duty areas and provide assistance as needed.

If inclement weather ceases during break time the Site Leader will determine if the “All Clear” bell/siren should be rung to allow students to return to outdoor activities. The “All Clear” bell/siren consists of 2 short blasts. Yard Duty staff will return to their time-tabled Yard Duty areas.

4.5.4 Work Activities

Risk assessments should be undertaken for all work activities and must identify the potential inclement weather risks posed for the activity. Control measures to reduce the risks from inclement weather must be clearly identified on the risk assessment. The risk assessment must be completed and approved by the site manager 5 yearly unless the activity process and procedure changes. The risk assessment must be read, understood and followed by all staff involved in the work activity.

During times of predicted or actual inclement weather work activities may need to be reorganised to reduce risks to workers, others, and the environment. This may include:

- Reorganisation of outdoor work or activity programs so that alternative activities can be undertaken indoors during inclement weather
- Performing work activities in shaded or indoor areas
- Reducing the amount of time spent on an activity
- Performing work activities on a rotating schedule
- Access to indoor areas with suitable ventilation
- Varying break times to minimise impact on others



Additional control measures may include:

- Undertaking appropriate information, training and instruction sessions
- Adequate fluid intake according to environmental conditions
- Safe practices for handling and storing food
- Use of suitable PPE including clothing, eye/face protection, and approved hats
- Use of Sunscreen 50+
- Using free Cancer Council SunSmart apps for UV Index and warning messages
- Regularly reviewing the Bureau of Meteorology (BOM), Country Fire Service (CFS) and State Emergency Service (SES) for forecasts, updates and warnings

4.5.5 SSC Sun Protection Policy

To meet DEPARTMENT FOR EDUCATION requirements, Seaford Secondary College has established a Sun Protection Policy.

The Sun Protection Policy is in effect for school terms 1, 3 and 4 and whenever UV radiation levels reach 3 or above.

The SSC Sun Protection Policy requirements include:

- Sun protective clothing and hats
- Available areas of shade for outdoor areas
- Sunscreen application
- SunSmart behaviours

4.6 Individuals at Risk

Site managers must ensure they are familiar with all locations and situations under their management and control where injuries or illnesses to individuals are anticipated as a result of performing work, activities and services in inclement weather conditions.

Those who are at greater risk of suffering an injury or illness while performing activities in inclement weather conditions include those who are:

- Outdoor workers.
- Pregnant and nursing females.
- People over 65 years.
- Suffering from existing medical conditions e.g. circulatory diseases, lung disease, diabetes.
- Suffering from a short term acute illness at the time e.g. fever, diarrhoea.
- Taking medications for mental illness.
- Not acclimatised to inclement weather conditions.
- Overweight.
- Physically unfit.
- Affected by alcohol or illegal drugs.
- Wearing heavy clothing which may include personal protective equipment (PPE).

5. ROLES AND RESPONSIBILITIES

Table 1 Roles and Responsibilities

Role	Authority/Responsibility for:
Site Manager/Principal	<ul style="list-style-type: none"> ▶ Hazards associated with work, activities and services to be performed in inclement weather conditions are identified prior to their commencement. ▶ Ensuring they are familiar with all locations and situations under their management and control where injuries or illnesses to individuals are anticipated as a result of performing work, activities and services in inclement weather conditions. ▶ Completing a risk assessment where hazards have been to determine the level of risk to workers and others while performing work, activities and services in inclement weather. ▶ Implementation of risk controls identified through the risk assessment process. ▶ Must regularly monitor the weather conditions during work or planned activities through the Bureau of Meteorology (BOM), Country Fire Service (CFS) and State Emergency Service (SES) for forecasts, updates and warnings. ▶ Ensuring the establishment and promulgation of a Sun Protection Policy ▶ All incidents are managed in accordance with Injury Incident Reporting and Investigation Procedure.
Workers	<ul style="list-style-type: none"> ▶ Complying with the requirements of this procedure. ▶ Using any PPE that has been provided ▶ Wearing appropriate clothing and footwear suitable for the activity and the type of inclement weather conditions that are present ▶ Informing the site manager of any changes in weather conditions while performing activities outdoors to ensure that appropriate risk controls can be implemented, reviewed and monitored throughout the activity.
HSR (Health & Safety Representative)	<ul style="list-style-type: none"> ▶ Identifying hazards associated with work, activities and services to be performed or in inclement weather conditions prior to their commencement in conjunction with site manager. ▶ Regularly monitor the weather conditions during work or planned activities.
Others	<ul style="list-style-type: none"> ▶ Taking reasonable care for his or her own health and safety (WHS Act s.29) ▶ Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other person. ▶ Complying, so far as the person is reasonably practicable, with any reasonable instruction that is given by any DEPARTMENT FOR EDUCATION worker to allow DEPARTMENT FOR EDUCATION to comply with the WHS Act.

6. Monitoring, Evaluation and Review

- This policy will be reviewed every 3 years
- HSR's, site leaders and staff will monitor use and effectiveness of policy.
- Site managers must ensure that workers and others are consulted and provided with any necessary information, instruction, training and supervision to ensure inclement weather exposure is managed safely and the risk controls are effective.

7. Definitions and Abbreviations

Table 2 - Definitions and abbreviations

Term	Meaning
BOM	Bureau of Meteorology
CFS	Country Fire Service
DEPARTMENT FOR EDUCATION	The Department for Education and Child Development
DEPARTMENT FOR EDUCATION Workplace	All facilities and property, including land, buildings, structures, outside areas whether owned, rented, or leased by DEPARTMENT FOR EDUCATION, and all vehicles owned, leased, rented, contracted for, or controlled by DEPARTMENT FOR EDUCATION used for transporting others.
Hazard	A situation or thing that has the potential to harm people, property or the environment
Health and Safety Committee (HS Committee)	Means an established committee for the purposes of facilitating consultation and cooperation between a PCBU and workers in accordance with Division 4 of the <i>Work Health and Safety Act 2012</i> .
Health and Safety Representative (HSR)	Means an elected Health and Safety Representative in accordance with Division 3 of the <i>Work Health and Safety Act 2012</i> .
Incident	An occurrence or event that has caused or could cause harm and includes all injury, illness, hazard and property damage.
Inclement Weather	Inclement weather is the existence of abnormal climatic conditions including but not limited to the following or any combination thereof: <ul style="list-style-type: none"> ▶ Extreme high temperatures greater or equal to 36°C ▶ Exposure to ultraviolet radiation (UV) when the UV level is 3 or above ▶ Rain ▶ Hail ▶ High winds ▶ Severe dust or electrical storm ▶ High humidity
Injury	Damage or harm done to or suffered by a person or thing.
IRMS	Incident Response Management System
Must/Will	Indicates that a process is a legislative, Australian Standard or DEPARTMENT FOR EDUCATION specification requirement.
Notifiable Incident	In accordance with s.35 of the <i>Work Health and Safety Act 2012</i> , a notifiable incident means: <ul style="list-style-type: none"> ▶ The death of a person; or ▶ A serious injury or illness of a person; or ▶ A dangerous incident
Other persons	Other persons include the following: <ul style="list-style-type: none"> ▶ Student /Young person



	<ul style="list-style-type: none">▶ Visitors▶ Parent/Carer▶ Any other person who attends a DEPARTMENT FOR EDUCATION workplace from time to time.
PPE	Personal Protective Equipment – must comply with relevant Australian standards
SES	State Emergency Service
Should/Should	Indicates a recommended course of action. If this recommendation is not adopted then an equivalent or higher standard of health and safety shall be provided by another method.
Site manager	Any person who has the responsibility, management or control of a DEPARTMENT FOR EDUCATION workplace or work unit
WHS Act	<i>Work Health and Safety Act 2012</i>
WHS Regulations	Work Health and Safety Regulations 2012
Worker	A worker is defined under Section 7 of the Act as any person who works for DEPARTMENT FOR EDUCATION as a: <ul style="list-style-type: none">▶ Employee▶ Trainee▶ Volunteer▶ Outworker▶ Apprentice▶ Work experience student▶ Contractor or sub-contractor▶ Employees of a contractor or sub-contractor▶ Employee of a labour hire company assigned to work for DEPARTMENT FOR EDUCATION.

8. SUPPORTING DOCUMENTS

- » Work Health and Safety Act 2012
- » Work Health and Safety Regulations 2012
- » Work Health Safety and Injury Management Policy
- » DEPARTMENT FOR EDUCATION Risk Management Policy
- » Risk Management Framework
- » Hazard Management Procedure

9. References

- » DEPARTMENT FOR EDUCATION Inclement weather & sun protection procedure December 2016
- » Seaford Secondary College Sun Protection Procedure May 2017

Appendix

Appendix 1 – Recess/Lunch Break Inclement Weather Flow Chart –

