POLICY:

It is the policy of King's Baptist Grammar School that all employees, volunteers, contractors and sub-contractors will report any hazard or near miss which has the potential to be a risk to a person's health, safety or welfare.

PROCEDURE:

1. It is the responsibility of each person to examine the area in which they work for any hazard which in the future could cause a risk to a person's health, safety and welfare and to rectify the matter if feasible. (see appendix 3aB – “Nuts in Home Economics”)

2. Any hazard which in the future could cause a risk to a person's health, safety or welfare must be reported to the Property Manager, his/her delegate or the Principal. Where immediate remedial action is required, the Principal or delegate will direct that action to be taken.

3. Where a hazard cannot be remedied immediately but still presents a risk, all affected persons associated with the school will be informed by the Principal or delegate of action to be taken or avoided to reduce or eliminate the risk until long term solutions are implemented.

4. All hazards and maintenance requests will be recorded on the Hazard, Near Miss Report Form (appendix 3a A) kept by the Property Manager or electronic equivalent.

5. The current page of these forms will be checked regularly by the Property Manager.

6. Where immediate remedial action is not required the hazard forms will go to the WH&S Committee or be discussed in a general staff meeting regarding what, if any, action should be taken. All hazards reported in the last month will be brought to attention at each WH&S Meeting.

7. It is the responsibility of WH&S Committee to ensure that any remedial action required is implemented.

Date Implemented: 18/09/13 REVIEW Date 2015

Principal ................................................................. Date ........../........../...........

Chair WH&S Committee ........................................ Date ........../........../...........
HAZARD, NEAR MISS, REPORT FORM

King's Baptist Grammar School

Maintenance or Hazard Notification

Reported by: ................................................................. Date .................................

Do you consider it a hazard?  YES  NO

Work needing attention:  (Specify location (building/room)

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

If a Hazard, detail potential injury which could occur:

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

This form now needs to be submitted to Wayne Lawrence.

For extreme hazard cases, please contact Wayne on the phone.

Rest of form for office use only

Distribution Route:

Property Manager .................................................................

WH&S Committee (Hazards only) ...........................................

Directors...............................................................................


Maintenance Staff - Action to be under taken:

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................

Date Completed ......................... Signed ..........................
**Nuts in Home Economics**

(Appendix 3a B)

Guidelines discussed and prepared only as a proposal to be presented Russell Eley and then to directors meeting:

i. Introduce to staff- DECD SA Work Health Safety (WHS) Act 2012 summary- (7 mins) [https://vimeo.com/60983250](https://vimeo.com/60983250)

ii. Current nut allergies in year levels: year 6-3, Year 7-1, Year 8-7, Year 9-4, Year 10-0, Year 11-2, Year 12-1

Total from year 6 to year 12= **18 students**. The issue is not how many students have nut allergies but how do we minimize the risks given we are now aware of harm to children in our care.

iii. Discuss King’s Food guidelines for junior school (sent by Julie Graetz). Very general but some consistency needed from this into Home Economics. Noted it is just a Guideline and agree we are not writing policy. Andrew Linke reported that the middle school has no documentation but just word of mouth when students bring food in and to have an ingredients list on the food items.

iv. Education rather than banning is the key. Banning encourages ignorance as individuals do then not need to learn about others. Banning therefore is not in the “community spirit” of awareness and caring for others. However those individuals with known allergies also may need to be “self-aware” and encouraged to “self-manage”.

v. Case of a child who was on a restricted vegetarian diet due to many allergies and the only way to meet his protein and calcium needs was via almonds. The only nut he was not allergic to. Parent did not want to impose “nut free” on the school. The parent suggestion that if a child is so severely affected by nuts i.e. anaphylactic reaction caused by breath, that child may need to be home schooled.

vi. Home Economics need to be able to work within what is “reasonable” and be able to “minimize” the risk by
   i. Assess the risks
   ii. Make food substitution where needed
   iii. Control the risk

**Middle School Home Economics (years 6-9)**

Therefore Home Economics staff will remove peanuts, pecans, walnuts, almonds, hazelnuts, sesame seeds, peanut oil and sesame oil from their recipes (year 6-9). Education of anaphylactic risks caused by food will be part of the “Health, Hygiene and Safety” lessons that all students undergo before practical classes started. This may also be written up in assessment note that goes home for students and parents to sign? (To what degree do we publish our “guidelines”?). Teachers to place educational posters up in both room 83, 84 about awareness of food allergies.
Senior School Home Economics (years 10-12)

Given the food practical assessments, all senior class teachers have agreed to (where practical and within reason) to modify recipes to restrict the use of nuts and oils (those types mentioned above) and will restrict food leaving the kitchen that contain these ingredients. This will reinforce the junior primary guidelines stating “Children are not to share food with other children at school”.

The Home Economics coordinator will liaise with Elizabeth Hillson to review at the start of each year all students from years 6-12 those that have nut allergies. This information can be discussed with Home Economics staff allowing for:

i. Up-to-date risk assessment

ii. Substitution

iii. Control

To, within reason, minimize the risks.