



Bushfire Management Plan

PURPOSE

To explain to our school community the processes and procedures Traralgon College will use when presented with a Bushfire within the local community.

SCOPE

This policy applies to both campuses of Traralgon College; Junior Campus and Senior Campus inclusive.

This policy is intended to complement any pre-existing Department policies on risk management, as well as localised policies which all Victorian government schools are required to follow. Traralgon College will follow both this policy, as well as the Department's guidelines when presented with the threat of a bushfire event in the local area.

DEFINITIONS

Bushfire Event: Bushfires and grassfires are common throughout Victoria and are often prevalent in our local area within the summer months. While a grassfires is fast moving, bushfires are generally slower moving, but have a higher heat output, and can smolder for days.

Local Community: Being a regional College, a number of students travel from outlying areas. For the purpose of this policy, the local community is defined as;

- Immediate areas; the areas directly in the vicinity of the locations of the Campuses of Traralgon College
- Local Government area; the areas directly governed by Latrobe City Shire.
- Surrounding areas; the areas not covered by the local government boundaries, but still pose a threat if a bushfire is located in these generalised areas. Threats may include road closures and smoke and ash falls.

Department: The Department of Education and Training Victoria.

POLICY

Whilst there is only a small chance of a bushfire event directly impacting the College, there is the possibility of fire impact on the school community.

Grounds Maintenance:

In line with Department guidelines, regular maintenance inspections will occur to ensure buildings and grounds are maintained in a manner that minimises the risk to property should a bushfire or grassfire occur in the local community.



A schedule for monitoring and removal of materials that may be easily ignited including branches overhanging buildings, debris and rubbish around and under buildings, including gutters, and dry grass and vegetation will be included in the OHS calendar and tabled with the OHS working group prior to the bushfire season each year.

The maintenance area within the College will conduct quarterly grounds audits using the recommended Department workplace inspection checklists;

<https://www.education.vic.gov.au/hrweb/Documents/OHS/generalinspection.docx>

<https://www.education.vic.gov.au/hrweb/Documents/OHS/externalgroundsportingfieldinspection.docx>

<https://www.education.vic.gov.au/hrweb/Documents/OHS/playgroundequip.structureinspection.docx>

Findings of the checklists will be communicated with the OHS Co-ordinator who will consult with the designated HSR's and OHS working group to action identified deficiencies.

Flammable Materials

In compliance with Department guidelines, the College will follow all established procedures to ensure the safe storage of flammable materials.

The College will;

- Identify all chemicals in the workplace in consultation with the Health and Safety Representative(s) and employees.
- Obtain and review Safety Data Sheets (must be issued within the last five years) for each chemical.
- Record all chemicals are to be recorded on the Chemical Register, or equivalent template.
- Conduct a Risk Assessment using the Risk Assessment Form see Chemical Management Procedure.
- Use the OHS Purchasing Checklist for new chemicals introduced to the workplace.
- Complete a Safe Work Procedure for the storage and handling of dangerous goods and/or hazardous substance with a high or extreme risk rating as identified in the Chemical Register.
- Correctly dispose of chemicals no longer in use and ensure minimal quantities of chemicals are stored on site

Compliance measures are to be added to the OHS calendar and reviewed at established intervals and tabled for discussion at OHS working group meetings.



Emergency Access and Egress

The College, in line with established Department policies, will ensure building access and emergency equipment is maintained in such a manner that the property is secure, that available equipment is in a serviceable condition and will not contribute to property damage or the potential to cause harm to members of the school community.

The college will;

- Ensure all mandated inspections occur as required, including but not limited to fire extinguishers, emergency lighting, emergency exits, and thus ensure all identified deficiencies are corrected within a reasonable period of time.
- Ensure that emergency procedures and evacuation drills are in place and communicated with the school community.
- Review emergency meeting points to ensure that the meeting points are still relevant, accessible and don't create unnecessary risk.
- Ensure that evacuation kits are adequately resourced and processes are in place to enable students to contact parents and guardians in the event of a bushfire.
- Develop a schedule for regularly monitoring emergency access to buildings and grounds to ensuring easy access is available to Emergency Services.

- **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following Department policies and guidelines:

<https://www.education.vic.gov.au/hrweb/Documents/OHS/chemicalmgtprocedure.docx>

<https://www.education.vic.gov.au/hrweb/Documents/OHS/healthsafetywellbeingpolicy.docx>

<https://www.education.vic.gov.au/hrweb/Documents/OHS/workplaceinspectionprocedure.docx>

REVIEW CYCLE

This policy was last updated on 22/10/2020 and is scheduled for review on 22/10/2021.