

St Philomena's School

Storage Management Policy

Rationale

St Philomena's is committed to appropriate and responsible Storage management practices. The school's policy aims to:

- ensure storage problems are competently assessed
- provide effective storage management control where this is justified
- ensure that storage control practices do not pose a threat to the health or safety of staff, students or visitors to the school
- minimise environmental damage from Storage control practices.

Aims

The school will ensure that:

- legislative requirements are complied with
- good hygiene and sanitation practices are observed in all storage areas
- storage control methods are chosen which deal effectively with the need for storage while minimising risks to health, safety and the environment
- Storage controls are designed to avoid exposure to dangerous substances by staff, students or others
- only properly constructed storage facilities are used
- MSDS reports are appropriated and required information is available for users of dangerous goods
- suitable precautions are taken with t storage of poisons such as pesticides
- insurance and liability issues receive due attention.
- Storage facilities are provided for all categories of goods

Implementation

The day-to-day responsibility for ensuring that these objectives are met rests with staff:

- Teachers are responsible for goods stored within the classroom.
- Canteen supervisors, sports co-ordinators, cleaners and librarians are responsible for the safe storage of goods within their areas.
- Grounds supervisor is responsible for Dangerous goods used within the grounds.
- The principal is ultimately responsible for all goods stored on the premises.
- Warnings to staff of use of chemicals in school grounds during holidays is the responsibility of Admin Officer.

Storage Management Procedures

Storage procedures at St Philomena's are mandatory across the school.

Chemical Storage:

1. Explosives and starting pistol are stored in a locked metal container in the sports co-ordinators room. Access is limited to the sports co-ordinator and the Principal.
2. Gas is stored in correctly installed gas cylinders or tanks.
3. Flammable liquids, oxidising substances, corrosives, toxic substances and dangerous miscellaneous dangerous goods are stored in sheds
4. Chemical substances deemed suitable by the Principal of the school may be stored in class storerooms, office cupboards, canteens and libraries. All substances must be registered in Chemical substance Inventory. All substances must be kept out of the reach of children.

Sports Storage:

1. All sports equipment needs to be properly maintained and securely stored. This is the responsibility of the Sports Co-ordinator and PDHPE teachers. Access to the sports room is limited to the Sports Co-ordinator. No child is to enter the sports room unsupervised.
2. Sports equipment are stored in rooms sports equipment shed.

Computer Storage:

1. Computers are stored within classrooms or within the computer lab R5 and M Block.
2. Software is stored in the library at each campus

Storage Procedure

St Philomena's School

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To ensure an appropriate standard is met at St Philomena's:

- Cleaning material is stored in designated store rooms. Cleaning staff have access to these rooms and are responsible for safe storage of cleaning materials.
- Dangerous chemicals are stored in properly constructed sheds within the primary school grounds. Dangerous chemicals are locked within steel cupboards in this area. This is in compliance of the act. (See Chemical Storage Policy)
- Classroom teachers are responsible for all storage within their classrooms. All classrooms are to be tidy with all goods stored in cupboards or storage rooms where provided. Material is not to be stacked in areas that prevent easy access and egress to classrooms.
- Children are banned from entering all storage areas.
- Office material is stored in the offices areas and store room. The responsibility of safe storage of all office equipment lies with the secretaries.
- The sports co-ordinator is responsible for the safe storage of all sporting equipment within the school
- Computer equipment is stored in the safe storage area in the computer rooms.
- Gas is stored in properly constructed containers which are regularly checked and maintained according to the act.
- Educational support material are stored in containers in the reading resource room or the library.
- All records are stored in a archives in the office area.
- Excess equipment are stored in the store room.

Last Review Oct 08. Next Review Sept 10