Philosophical Basis:
All users of the Doncaster Gardens Primary School facilities have a duty of care to ensure that the facilities are well maintained.
Staff and students at Doncaster Gardens Primary School have the right to work and learn in conditions that ensure their health and safety.
Hirers and approved members of the community have the right to work in safe conditions.

Guidelines:
- The Principal and School Council have a duty to provide and maintain, so far as possible, a school environment that is safe and without risk to health.
- Employees share this responsibility and are required to adhere to safe work practices guidelines as stated in school’s Management Folder.
- Students share this responsibility and are encouraged to follow the Student Code of Conduct and the Student Engagement and Wellbeing Policy to ensure a safe learning environment for all.
- Guidelines for appropriate use of teaching space by students and teachers, during school hours, during Before School Care and After School Care, are to be stated in the school’s Guidelines for Use of School Facilities.
- Guidelines for the appropriate use of all school facilities and teaching areas by authorised personnel, during school hours and out of school hours, are to be stated in the school’s Guidelines for Use of School Facilities.

Implementation:
- The role of Occupational Health and Safety Representative will be given to a staff member who will carry out these duties in conjunction with the Principal and the rest of the staff.
- Appropriate information, training and supervision are to be provided for the staff, particularly the OH&S representative. This should be ongoing to ensure that the school community is aware of current practices.
- Adequate facilities, in line with OH&S guidelines, are to be provided to protect the welfare of all employees and students.
- The workplace is to be maintained in a safe and healthy condition.
- Arrangements are to be made for the safe use, handling, storage and transport of potentially dangerous equipment.
- The gymnasium is to be used for all indoor Physical Education and Sports activities. School rules relating to the appropriate use of all school facilities and teaching areas by students, at all times, will be included in the Student Code of Conduct.
- Rules for the appropriate use of all school facilities and teaching areas by authorised personnel, at all times, will be included in the school’s Guidelines for the Use of School Facilities.
- The Guidelines for the Use of School Facilities will be provided for all users of school facilities.
- All relevant users of the facilities will be kept informed of any issues that arise that affect the use of the facility being used.

Evaluation:
- The Principal and School Council will regularly review the use of all school facilities and any problems or unsafe practices identified will be addressed immediately.
- This policy will be reviewed every three years as part of the policy review cycle.