

# Community Use of School Facilities

## Work Health Safety matrix

18019\_18018

Type of community use	Induction / consultation requirement	First aid	Health care and medical management needs	Infection control requirements	Emergency procedures requirements
<p>Licence/lease</p> <p>Community use agreements</p> <p>With activities not involving children</p>	<p>Induction checklist and discussion – for <b>one off events</b>, provision of information will suffice.</p>	<p>Community-user groups are required to have first aid arrangements in place that are consistent with identified risk, e.g. provide a basic first aid kit.</p>	<p>Responsibility of the user where specifically identified</p>	<p>Community user groups are aware of standard precautions for infection control and apply when appropriate</p>	<p>Community user groups have emergency response and evacuation procedures appropriate to the use, e.g. for one off events, have a mobile phone to contact emergency services, know exit points from the school.</p>
<p>Licence/lease with gatherings of large groups of people (50 plus) e.g. food markets, election days, public</p>	<p>Induction checklist and meeting to discuss the event</p> <p>Formal ongoing consultation for large and ongoing events (e.g. food markets)</p>	<p>Community user groups are required to have first aid arrangements in place that are consistent with identified risk.</p>	<p>Refer to first aid requirements</p>	<p>Community user groups are aware of standard precaution for infection control and apply when appropriate</p>	<p>Community user group has emergency response and evacuation procedures</p>

Type of community use	Induction / consultation requirement	First aid	Health care and medical management needs	Infection control requirements	Emergency procedures requirements
<p>Licence/lease</p> <p>Community use agreements</p> <p>Where activities involve children or young persons</p>	<p>Initial meetings to discuss arrangements.</p> <p>Appropriate consultation – communication arrangements (e.g. email / contacts exchanged, issues or incidents reported)</p>	<p>Community user groups are required to have first aid arrangements in place that are consistent with identified risk.</p> <p>Parents or carers to provide a summary of any special needs and provide medication where required e.g. EpiPen.</p>	<p>Refer to first aid requirements</p>	<p>Community user groups are aware of standard precaution for infection control and apply when appropriate</p>	<p>Community user groups have emergency response and evacuation procedures</p>
<p>Children’s Services (e.g. OSHC)</p>	<p>Initial meeting to discuss arrangements</p> <p>Formal meetings e.g. quarterly</p> <p>Information sharing protocols</p>	<p>The Department’s <u>first aid procedures</u> are adopted.</p> <p>This includes the provision of an EpiPen within the first aid kit, and workers employed by the community user group must have currency in the ASCIA training for anaphylaxis.</p>	<p>The OSHC and school work together to put in place individual health care plans for students with health care needs or other special needs. Refer to the Student Health requirements for the department:  <a href="http://www.schools.nsw.edu.au/student-support/studenthealth/individualstud/index.php">http://www.schools.nsw.edu.au/student-support/studenthealth/individualstud/index.php</a></p>	<p>The department’s <u>standard precautions for infection control</u> are adopted.</p>	<p>Emergency response and evacuation procedures are developed in consultation with the school and are consistent with the emergency arrangements of the school site.</p>
<p>Project deeds</p>	<p>Initial meeting to discuss arrangements</p> <p>Formal meetings e.g. quarterly</p> <p>Information sharing protocols</p>	<p>Required to have first aid arrangements in place that are consistent with identified risk and consistent with their operations</p>	<p>Required to have health care and management needs in place that are consistent with identified risk and consistent with their operations</p>	<p>Required to have infection control in place that are consistent with identified risk and consistent with their operations</p>	<p>Required to have emergency procedures are consistent with identified risk and consistent with their operations</p>