

Our Lady of the Rosary

Health, Safety & Wellbeing
2025 Volunteers/Third Parties



We are a faith-filled learning community creating a better future



**Brisbane
Catholic
Education**

teaching • challenging • transforming

First Aid Procedures

If you or a staff member or student require first aid, please proceed/send the student to a teacher who will send them to the First Aid Room at the office.

Our designated first aiders are:

Leonie Egan

Louise Stewart

Chantelle Frost

Nadine Hawes

Kiralee Jenkins

Grant Haigh (Principal) can also assist if the above staff are unavailable.



Hazard Reporting, Incident & Near Miss reporting

If you see a hazard on the school grounds, please report it to reception.

If you are involved in, or witness an incident or near miss, please report it to reception. Reception will advise if you need to complete a BCE Incident/Injury Form and assist you in doing so.



Risk Management

If you are involved in an event/excursion/incursion or camp and there are risk assessments associated with this event, you will be asked to review and sign the risk assessment.

If you are involved in volunteer or third party activities that require safe work practices, safe operating procedures or safe work instructions to be followed, these will be supplied to you to review and sign.



Traffic Management Plan

Here is the link to our 2025 Traffic Management Plan.

[2025 Traffic Management Plan.](#)

Please ensure that you read and follow the plan.

Should you be involved in an event requiring a vehicle to come onto school grounds (other than our internal driveway) during school hours, this can only be facilitated outside of our pickup, drop off and break times. Please ask reception who will assist organizing a spotter to spot the vehicle on and off the oval/area.



Emergency and Lockdown Procedures

Links to our Emergency Procedures are below:

[2025 Evacuation Procedure DURING CLASS TIME .pdf](#)

[2025 Evacuation Procedure OUT OF CLASS TIME .pdf](#)

[2025 Lockdown Procedure.pdf](#)

Please follow directions of staff members during an evacuation or lockdown.



Volunteer First Response Evacuation Instructions Training

Please complete the following Volunteers/Third Party First Response Evacuation Instructions Training:

[Volunteer First Response Fire and Evacuation Training.ppsx](#)



Volunteer/Third Party use of Amenities

Staff room:

The staff room is in the Administration building.

Please feel free to use the staff room and its amenities during school hours.

Staff toilets:

Staff toilets are in the Administration building. Please feel free to use these during school hours.

After school hours, please use the toilets in the quadrangle.



Volunteer/Third Party Statement of Responsibility:

Please review the attached statements of responsibility at your earliest convenience. It's important that we understand and adhere to these guidelines to ensure the best experience for everyone involved.

[Volunteer Statements on the OLR website](#)

[Code of Conduct Parents and Visitors](#)

[Code of Conduct](#)

[Classroom Volunteer](#)

[Co-Curricular Activity](#)

[Event Convenor](#)

[Incursions Excursions volunteer](#)

[Non-classroom and Services volunteer](#)

[Responsibility Parents and Friends](#)

