



Dapto Public School management plan: managing exposure to allergens in the workplace

Work Health and Safety Directorate

Name of workplace: Dapto Public School

Name of workplace manager: Tony Friedrich (Principal)

Risk assessment focus: Managing exposure to potential sources of allergens at Dapto Public School

Location/ activity	Hazard identification Type/Cause	Current controls	Risk Assessment* Use matrix	Elimination or Control Measures	Who	When
Canteen – food allergy	Canteen sells produce containing allergy trigger food such as peanuts or tree nuts (walnuts, almonds, cashews, pistachios, and pecans), fish and shellfish, eggs, milk, sesame, or soy	Nil	1	<p>Where food is prepared on site, clearly label foods items on the menu, and at point of sale, as appropriate.</p> <p>Provide a list of students and what they are allergic to for the canteen manager</p> <p>Provide nutritious substitute non allergic food. (Displayed on Website)</p> <p>Place a copy of the student's ASCIA Action Plan for Anaphylaxis(the emergency response plan) on the wall of the canteen out of site of students.</p> <p>Prevent cross-contamination during handling, preparation and serving of food e.g. Thoroughhand washing before and after handling food, careful cleaning of food preparation areas including bench top areas and utensils before and after use or by preparing particular foods in a separate area. Regulations and signs are displayed in canteen.</p>	<p>Canteen Manager</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>“</p> <p>Canteen Manager</p>	<p>Immediate</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Curriculum	Allergens are used in curriculum activities such as cooking	Nil	1	<p><u>Peanut and nut allergies</u></p> <p>The Procedures for Managing Allergy and Anaphylaxis within the Curriculum state that no nuts or nut products are to be used as part of the curriculum.</p> <p><u>Other food allergies</u></p> <p>Where practicable, replace known allergens in the recipe</p> <p>Designate the student with an oven and utensils specifically for their use</p> <p>Raise awareness of the possibility of hidden allergens such as egg or milk containers</p> <p>Educate students about food allergies and risk minimisation in food preparation including food handling and hygiene procedures</p>	Principal	Immediate
Sharing lunches or class activities – food allergy	Students may share their lunch with a student with allergies which contains allergy triggers. Younger students may be unsupervised while eating some of their lunch	Discuss with students and emphasise the importance of not sharing lunches Class eats lunch in a supervised area only (lower primary)		<p>Hold regular discussions with relevant classes about the importance of eating their own food and not sharing with their peers.</p> <p>Workplace and school community requested not to pack particular allergy foods such as peanuts, in consultation and in agreement with school community.</p> <p>Encourage parental involvement of allergic students on special days that involve food (School has a no birthday cake policy as ingredients cannot be guaranteed).</p> <p>Students are reminded to wash hands before and after eating.</p>	Principal/ Classroom teachers	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
School and workplace grounds – insect bite and sting allergies	Overgrown grassed and garden areas with flowering shrubs that are attractive to bees and other biting or stinging insects. Other substances/areas attractive to insects/bees including pools of water, garbage bins and soft drinks.	General maintenance	3	<p>Specify play areas that provide the lowest risk to the student and organise for the student and their peers to play there.</p> <p>Encourage students to wear appropriate clothing when outdoors including protective shoes and clothing. (School Uniform Policy)</p> <p>Avoid scented perfumes and toiletries that may attract insects and bees.</p> <p>Keep lawns and clover mowed and outdoor bins covered.</p> <p>Remove wasp nests.</p>	Principal	<p>Immediate</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Medication allergies	Students ingesting or inhaling other students medication brought from home without the knowledge of school staff	Medicines are secured	4	<p>Inform school community of school policy regarding administration of medications. (DoE policy displayed on website / Register of prescribed medications held by school / staff training kept up to date)</p> <p>Monitor implementation of the policy to minimise students bringing in unauthorised medications.</p> <p>Educate students and peers about the dangers of sharing medications.</p>	Principal	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
Latex allergies	Employees who work with special care students and assist with toileting, etc.	Protective gloves provided	5	Provide protective gloving made of non-latex material. (Gloves ordered from Doe procurement)	Principal	Ongoing
	Sports activities: Swimming caps and goggles provided for swimming events	Nil	5	Parents provide own children with goggles and swimming caps	Parents	<p>Ongoing</p> <p>Ongoing</p>
Anaphylactic emergency	<p>Potential need to provide an emergency response</p> <p>Out of date autoinjectors</p>	<p>Students diagnosed as being at risk of anaphylaxis have ASCIA Action Plan for Anaphylaxis and adrenaline auto-injector stored together in an accessible location</p> <p>Student also has individual health care plan</p> <p>One general use autoinjector in first aid kit</p>	1	<p>Undertake risk assessment on additional general use autoinjectors needed and stock first aid kits accordingly.</p> <p>DOE Policy linked to school website</p> <p>Monitor use by dates of all auto injectors and replace them by the use by date. In the case of students' personal autoinjectors, remind parents to replace them by the use by date.</p>	<p>First aid officer</p> <p>First aid officer</p>	<p>Immediate</p> <p>Ongoing</p>

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Relevant additional information reviewed and attached:

Plan prepared by: Tony Friedrich

Position: Principal

Date: 11/6/15

Prepared in consultation with: WHS Consultant

Communicated to: DPS staff and posted on school website.

Monitor and Review – Monitor the effectiveness of controls at staff meetings and change if necessary. Review the risk assessment if an incident or significant change occurs.

* Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, student group); this is a sample only

For further information about minimising risk of exposure to allergens see the student health section of the department's public schools website at: <http://www.schools.nsw.edu.au/studentssupport/studenthealth/conditions/anaphylaxis/minimisingrisks/index.php>

And the associated anaphylaxis pages at <http://www.schools.nsw.edu.au/studentssupport/studenthealth/conditions/anaphylaxis/index.php>