

# Our Savior Christian Academy

## HEALTH AND SAFETY PLAN

**The goal of OSCA's Health and Safety Plan is to:**

- avoid accidents and damage to facilities, materials and keep safe all those who come on campus;
- avoid cutting corners to try and save time and money;
- ensure that we pay as much attention to health and safety as any other key ministry objective;
- always follow the safe systems and guidelines set forth by administration;
- never purchase unsafe products or materials;
- always insist on high standards of health and safety while working with others;
- ensure that anyone you are near including parents and volunteers are aware of the guidelines, processes and safety rules set forth;
- meet basic workplace welfare requirements such as a working knowledge of first aid and CPR;
- hold fire, storm / tornado, mass evacuation and lockdown drills on a regular basis.

## **We will always:**

- make sure we consider health and safety whenever we plan anything (however small);
- identify and report all hazard and safety violations, such as icy sidewalks, unlocked perimeter doors (including the garage), suspicious vehicles or persons on the property;
- report and record all accidents and incidents so administration can investigate to see why they were not preventable;
- provide necessary training (back to school and on-going) for staff and volunteers
- co-operate in the following safety procedures, report problems and make suggestions for improvements
- post necessary and required information to keep others safe
- make ourselves familiar with all safety practices on both campus sites

## REDUCING RISK AND CREATING AWARENESS

### **Safety conditions include but are not limited to the following.**

- Parent and caregiver information should be in the classroom and fanny pack.
- Intercoms should be on at all times.
- Intruders are simply that, not welcome. Ask questions. Seek identification. If the intruder persists to present themselves as a threat, they should be met with force (deadly or otherwise) so children and staff remain safe. Staff hold the responsibility and authority to assess situations as a possible threat. This includes intruder on campus, loose animal, gas leak in or out of the building, alarming sounds, quick and unexplained movement by staff or children or anything else unforeseen. If it feels out of place, take time to investigate.
- Staff hold the responsibility and authority to move children to a safe location of their choosing in the most efficient means possible. Staff should know their rally point and understand clearly the route(s) to get there.
- Staff should know the codes to access the building and / or possess a key.

- Staff should remain aware of their surroundings, count their student population on a regular basis, have a working knowledge of attendance for the day.
- Staff should keep their cellular device on at all times to promote immediate and seamless communication.
- Staff should use any means possible to secure their classroom. This includes piling furniture in front of access points, and using materials as weapons.
  
- **Platte City Rally Point** – Blake and Sarah Rudis 408-499-0505  
106 Broken Bridge Lane- PC MO 64079  
  
Compass Elementary 816-858-0172
  
- **Smithville Rally Point** - Horizon Elementary @ 816-532-4566

Please refer to our **OSCA Operations Plan for response to Covid-19**