



## Broadmeadows Valley Primary School

### Inspection Checklist Schedule

### Building Exits Policy

Year 2018

Area	Person Doing Check	Schedule
<b>Administration</b> Daily check to ensure building exits are clear of obstructions	Office Staff	Daily
<b>Art Room</b> Check to ensure building exits are clear of obstructions	Jon	Weekly
<b>External Grounds Inspection,</b> Includes monitoring and removal of materials that may be easily ignited. Ensure flammable liquids are stored in container storage Western end of Learning Neighbourhood 3	Jon	Weekly
<b>Kitchen</b> Check to ensure building exits are clear of obstructions.	Breakfast Club	Daily
<b>Learning neighbourhood 1</b> Leader responsible for: ensuring all maintenance and safety issues reported to office. Daily walk through check to ensure building exits are clear of obstructions.	Teacher in charge	Daily
<b>Learning neighbourhood 2</b> Leader responsible for: ensuring all maintenance and safety issues reported to office. Daily walk through check to ensure building exits are clear of obstructions.	Teacher in charge	Daily
<b>Learning neighbourhood 3</b> Leader responsible for: ensuring all maintenance and safety issues reported to office. Daily walk through check to ensure building exits are clear of obstructions.	Teacher in charge	Daily
<b>Multi-purpose room</b>	Jon Ash M	
<b>Staffroom</b> All staff ensure they don't leave anything blocking exit doorways	All Staff	Ongoing

#### Evaluation

This policy will be reviewed as part of the school's four-year review cycle.

#### Ratification

This school policy was ratified at the Broadmeadows Valley Primary School Council meeting on

29/05/2018

School Council President

Principal

*C. Rianco*