



RANGIORA NEW LIFE SCHOOL

POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedure	Planning, Review and Reporting	NAG 5 – Health and Safety Review	
Last Review		NAG 5 Committee Head	

Reviewer(s) & Position	Other People Consulted	Dates
Key Documentation		
Charter Monthly reports to BOT	Strategic Plan	

SUMMARY OF REVIEW			
Summary of	Recommendations for Development Planning	Action by	Date completed
Aspects we do well			
Aspects where improvements are desirable			
Aspects in need of priority action			

Performance Indicators	Not Known	No	Yes	Comments (including reference to source documentation supporting assessment, and comments on non-compliance areas)
Responsibilities				
Are employees involved in the development of health and safety policy and procedures?				
Are employees informed of safety policies and procedures?				
Do employees have relevant knowledge and skills in first aid?				
Are policy and procedures reviewed at least once every two years?				
Are staff aware of their responsibilities?				
Are parents aware of their responsibilities?				
Are students aware of their responsibilities?				
Do employees understand the legislative requirements for health and safety in the workplace?				
Do employees accept that they are responsible for safety in their area?				
Do staff receive training so they can perform their work as safely as practicable?				
Do staff discuss safety issues with children?				
Do staff report all new hazards to Principal?				
Do staff seek approval (Principal) before attempting any activity with unknown risks or higher risks than in normal school environment?				
Are all inspection reports, accident reports, records etc. filed as required by policy?				
Are all dangerous substances clearly labelled and correctly stored?				
Do staff take necessary precautions when handling dangerous substances?				
Inspections				
Does the Principal carry out an annual inspection (October) of facilities against the M.O.E. "Health and Safety Code of Practice for State Primary, Composite and Secondary Schools"?				
Is this inspection reported to B.O.T. with deficiencies noted?				
Is an inspection carried out at beginning of each term by B.O.T. Safety Maintenance Officer?				
Is this termly inspection reported to B.O.T.?				
Are hazards in workplace regularly (monthly) identified?				
Are all checklists filed on file SA-IN?				

Performance Indicators	Not Known	No	Yes	Comments (including reference to source documentation supporting assessment, and comments on non-compliance areas)
Hazards Are identified hazards eliminated where possible?				
Are remaining hazards isolated where possible?				
Is the likelihood of harm occurring minimised where hazards cannot be eliminated or isolated?				
Does the Principal maintain the Hazard Register?				
Is the Hazards Register filed on SA-HA?				
Is the Hazards Register reviewed annually?				
Do all school staff review and sign the Hazard Review Form (Appendix 7 of Safety Policy), on an annual basis?				
Are hazards recorded correctly in the hazard list as per section 5.4: Hazard Register?				
Is the Hazardous Substance Register maintained?				
Maintenance Are school buildings and facilities maintained as a safe environment for students and staff?				
Building safety Does the proprietor maintain the Building Warrant of Fitness and monthly inspections in accordance with the building compliance schedules? (See 5.7 of Safety Policy)				
Accident Reporting & Investigation Are accidents recorded and reported?				
Are all accidents of serious harm reported to O.S.H. immediately? (refer Appendix 3)				
Is an accident report on the above sent to O.S.H. within 7 days of accident, using approved form? (See Appendix 3 of Safety Policy)				
Are all accidents (except minor cuts and grazes etc.) investigated to prevent a recurrence?				
Are serious harm investigations made by at least 2 adults?				
Are serious accidents reported to the B.O.T. monthly?				
First Aid Facilities Does the Principal ensure the adequate medical supplies are maintained?				
Training & Supervision Is a record maintained of training undertaken by staff?				
Contractors & sub-contractors Are tasks assigned to contract workers at school properly managed?				
Are contractors aware of their responsibilities?				
Does the Principal ensure that all contractors have in place a safety and health management system?				

Performance Indicators	Not Known	No	Yes	Comments (including reference to source documentation supporting assessment, and comments on non-compliance areas)
Does the Principal monitor the health and safety performance of contractors to ensure that they are working to expected standards?				
Attitude & behaviour management Does the B.O.T. maintain an attitude and behaviour policy?				
Emergency procedures Does the B.O.T. maintain Emergency Procedures which will deal with both Evacuation Procedures and Civil Defence Emergencies?				
Emergency contacts Does the Principal maintain up to date phone lists of emergency services, parent phone numbers and addresses, and emergency contact numbers for each child?				
Smoking Policy Is the Smoking Policy annually reviewed by staff?				
Is the Smoking Policy maintained as written?				
Shady School Policy Is the policy maintained as written?				
Abuse Recognition Policy Is the policy maintained as written?				
Education Outside The Classroom Policy Is the policy maintained as written?				
Are staff aware of and comply with their responsibilities regarding E.O.T.C.? (Refer 5.17 of Safety Policy)?				
Are adults (parents, etc) accompanying class trips aware of their responsibilities?				
Please add any other comments:				
Signed by Reviewers: _____ Date: _____				