



# 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.

<b>Procedure</b>	<b>Health &amp; Safety</b>	<b>Civil Defence</b>	
Established	May 2003	Principal	
Last Review	November 2007	Principal	

### **RATIONALE**

It is necessary for the ongoing safety and well being of pupils and staff that the appropriate action is taken in the event of an emergency.

He guided them safely, so they were unafraid; ... Psalms 78:53 (NIV)

### **POLICY STATEMENT**

The Board of Trustees and staff will endeavour to meet their responsibility to be prepared in the event of an emergency.

### **PROCEDURES**

1. The BOT and staff will strive to minimise potential hazards by maintaining a safe school environment.
2. The Safety Officer and staff will regularly check the school's premises, fittings and contents for potential hazards.
3. The BOT will maintain an emergency plan, which prescribes the action to be taken by staff and pupils in the event of an emergency.
4. The Principal will ensure training is provided for staff to equip them to respond appropriately in an emergency situation.
5. The BOT and staff will provide and maintain necessary emergency response equipment. Additional equipment or supplies will be attained as required from nearby sources.
6. Staff will carry out emergency response drills with sufficient regularity (at least once a term) to ensure staff and pupils understand the appropriate actions to take.
7. The Principal will use community support services to run appropriate education programmes for pupils.
8. The Proprietors and BOT will accept a community involvement role in an emergency response situation.