



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	Health & Safety	Hazards Yearly Checklist	
Established		Principal	
Last Review	Sep 07	Principal	

YEARLY HAZARD CHECK LIST

Q	CARETAKING	Y / N	Comment	Action Taken
1	LIGHTING: a) Is there adequate light (natural or artificial) in every work room? b) Are all lights positioned or shaded to prevent students or staff from being exposed to any avoidable glare? c) Are all windows and skylights used for lighting in work rooms clean and free from obstructions?			
2	VENTILATION: a) Are all rooms able to be adequately ventilated with fresh air? i.e. <i>enough opening windows or ventilation systems</i>			
3	WINDOWS: a) Are all glass windows or doors fitted with appropriate safety glass or covered with protective film?			
4	HEATING: a) Are all rooms provided with adequate heating facilities? i.e. <i>classrooms etc = 18 degrees C</i> <i>offices & admin areas = 20 degrees C</i> <i>gymnasiums = 12 -14 degrees C</i>			
5	DRAINAGE: a) Are floors that get wet regularly provided with adequate drainage to keep them dry?			
6	WATER: a) Is the water fit for drinking? b) Are hot water temperatures being maintained at 55 degrees C or 40 degrees C in handbasins?			

7	HYGIENE: a) Are there enough toilets per ratio of students? <i>I.E: 1 toilet for every 20 males & 1 toilet for every 20 females</i>			
	b) Are there enough handbasins (with adequate piped cold water) per ratio of students? <i>i.e. 2 handbasins for each sex up to 40 people and 1 additional handbasin for every additional 40.</i>			
	c) Are there enough sanitary towel disposal units? <i>i.e. 1 in every female block of toilets.</i>			
	d) Are there enough toilets per ratio of staff? <i>i.e. 1 for every 10 full-time employees or part thereof.</i>			
	e) Are there enough handbasins per ratio of staff? <i>i.e. 1 for every 10 full-time employees or part thereof.</i>			
	f) Are there enough sanitary disposal units for female staff? <i>i.e. 1 for every 20 full-time female employees or part thereof.</i>			
	g) Is there at least 1 toilet and handbasin situated in a room near the staff room?			
8	WATER: a) Is there an adequate clean water supply?			
	b) Are there enough drinking fountains per ratio of students? <i>i.e. 1 for every 60 students.</i>			
9	CLOTHING: a) Are there enough suitable storage facilities for clothing not worn by employees during school hours?			
10	REST ROOM: a) Is there a sickbay of not less than 7 square metres with access to toilet facilities that include a handbasin with hot and cold water?			
11	EATING ROOMS: a) Is there a suitably sized room (or place of shelter) in which employees can take meals or breaks in that is suitably furnished and equipped with facilities for washing and drying utensils?			
	b) Where students are provided with facilities for taking meals either indoors or outdoors are the facilities appropriate for this purpose? <i>i.e. BOT's shall not permit the consumption of foods or drink in a laboratory, metal work or woodwork shop, or any other place where eating and drinking is not appropriate considering the risk of contamination.</i>			

12	<p>OVERCROWDING:</p> <p>a) Is there enough room in any building of work to prevent overcrowding? i.e. 18yrs and over : 2 square metres of space per person (incl. Teacher) 18yrs and under : 1.75 square metres of space per person Primary and Intermediate children : 1.5 sq metres per person.</p>			
13	<p>STORAGE:</p> <p>a) Is there adequate storage available for all equipment to be kept safely?</p>			
14	<p>EARTHQUAKE:</p> <p>a) Are tall furnishings, heavy objects or things up high secured to walls or restrained to minimise the risk of injury during an earthquake?</p>			

HAZARD ELIMINATION PROCEDURES:

If any of these requirements are not met, the hazard elimination procedure should be commenced immediately.

- a) Eliminate the hazard (e.g. Pick up broken glass and dispose of safely)
- b) Isolate the hazard (e.g. Remove broken chair from the classroom to be repaired)
- c) Minimise the danger (e.g. Put up a sign to warn others of the risk)
- d) Record the hazard in the Caretaker's book, located in the school office.
- e) Notify the Board of Trustees.

Date _____ Signature of Person completing Report _____