



# 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	Health & Safety	
Established		Principal	
Last Review	August 2003	Principal	

### Reporting Damage / Maintenance requirements

- Any staff member seeing damage or an area requiring maintenance should write the details down in the Caretaker's notebook, which is kept in their pigeon hole, or report it to the Executive Officer.
- The Caretaker is then responsible to carry out the repairs/maintenance where possible and report any major items to the EO.
- Any broken window is to be replaced with Laminate Safety Glass where deemed appropriate.
- Where it is not possible to fix the problem internally an appropriate tradesperson is to be called in.
- Any damage that is caused by students, whether accidentally or not, is to be charged out to those responsible at the discretion of the Principal or Executive Officer.

### Playground Equipment

All playground equipment is to meet relevant standards and should be included on the Caretaker's monthly checklist.

#### Adventure Playground

- Checked once a month to ensure bark level is sufficient and there are no loose bolts, nails or other damage Sandpit
- Check that the cover fits easily and there is enough sand.

### Grounds

The school grounds are administered by the Executive Officer

- Lawns are to be mowed regularly and kept in a reasonable state.
- The school tractor and mower are normally serviced by:

Tractor	-	King Tractor Repairs Ltd, Lineside Road	313-7321
Mower	-	Mowtown Lineside Road	313-8049
Masport	-	Kings Mowers, Percival & South Belt	313-5563

- Gardens are to be kept in reasonable condition and watered when required.
- Weeds will be sprayed from time to time as required.
- Any requests for marking of the fields for sports days etc, should be made to the Executive Officer at least 2 weeks prior to being required.
- The creek is to be weeded from time to time as required.

### Monthly Checks

The following checks are required to be carried out monthly by the Caretaker:

- |   |   |                                 |
|---|---|---------------------------------|
| M&I Log Book Owner's Monthly Check Sheets which cover | - | Emergency Warning Systems       |
|   | - | System Signage                  |
|   | - | Means of Escape                 |
|   | - | Safety Barriers                 |
|   | - | Disabled Persons Facilities     |
|   | - | Fire Hose Reels & Extinguishers |

## RNLS Health & Safety Hazard Check List

Fire Bell Systems are checked monthly by an IQP form FireSpec and details are recorded in the M&I Log Book under Contractor's Check Sheets.

For FireSpec contact Bill Caldwell on 0800-829-292 or 021-383-553

The Security Systems are to be checked once a year by the appropriate firm

If, during the checking process, any problem is noted it should be rectified immediately if possible or, reported to the Executive Officer.

### **Fire & Earthquake Drills**

#### Fire

The Fire Warden for the whole school is the Executive Officer. Other wardens and those in charge of Blocks are listed in the RNLS Staff Handbook.

- Fire Drills are to be held at least six monthly but preferably once a term.
- The Warden will organize the drill.
- All teachers are to evacuate their children immediately by the quickest route to the required assembly point. Evacuation maps are in all classrooms by the exit doors.
- If possible, close all doors and windows.
- Wardens/teachers in charge are to check their blocks on their way out.
- At the assembly point all teachers are to check their class roll and report anyone missing to the Warden immediately.
- The Warden will then assess the risk and endeavor to locate any missing persons as quickly as possible.
- Once all teachers have reported in and the Warden deems it safe, classes can return to their rooms.
- Details of the Drill are to be recorded in the Trial Evacuations section of the M&I Building Warrant of Fitness Logbook, which is located in the Executive Officer's Office. A Fire department form should be faxed to the fire Department. Note that the school Fire system is not automatically connected to the Fire Department.
- A Disabled Persons Register is to be kept and any students requiring assistance to be recorded accordingly. This is stored behind the Trial Evacuation Sheets in the M&I Log Book

Earthquake Drills are to be held by individual teachers at their convenience, at least once a term.