

WHAREORINO SCHOOL



PROCEDURE 31: HEALTH AND SAFETY USE OF SCHOOL PROPERTY BY OTHERS

Rationale

Staff and members of the community occasionally may wish to make use of school property or facilities for either personal use, or to increase skills, to complete work off site, or for other related school purposes.

Statement of Intent

This procedure is intended to:

1. ensure the safety and integrity of school property, facilities, and equipment
2. safeguard staff from allegations of theft or misuse
3. provide a meeting place for school community members and organizations

Guidelines

1. School facilities and property is regarded as Crown Asset provided for the education requirements of its children.
2. All use of school equipment and facilities is allowed for at the complete discretion of the School Board, which is delegated to the Principal.
3. All conditions of the school's contents insurance must be met.
4. Where appropriate, the user's own insurers should be contacted to safeguard equipment.
5. Prior permission must be sought from the Principal and the appropriate form completed.
6. The school's name must not be used, by any organisation, without written authorisation by the School Board.
7. The dates and times when the facility/equipment is used and returned are recorded at the school office, when issued and returned.
8. Staff, community members or community organizations using facilities/equipment must accept full responsibility for safety, repair and insurance against theft, loss, or damage.

Related Documents

- Procedure 22: H&S Health and Safety
- Procedure 29: H&S Risk Management
- Board Policy Part D: 6 Health and Safety



PRINCIPAL

Dated: February 1, 2022