

LAKE TAUPO CHRISTIAN SCHOOL

POLICY NUMBER: 16

NAG'S REF: 5

POLICY TITLE: **Equipment**

Ratified by B.O.T. Date: September 2017

Review Date: September 2020

Signed by Chairman:

PURPOSE:

To encourage and maintain responsibility for the equipment assets of the school.

GUIDELINES / OBJECTIVES:

1. All major apparatus and equipment is located in specified areas to promote efficiency and ease of access.
2. Damaged or broken equipment must be reported to the Principal/Teacher in charge of, to effect immediate repairs or replacement. Equipment awaiting repair will be tagged, identifying that it should not be used.
3. It is each staff member's responsibility to ensure that equipment is returned to its correct position neatly. This often means a personal check be made afterwards.
4. Equipment must be used in accordance to the associated Safe Operating Procedure.
5. Details of school's equipment inventory will be found in Asset Register.