

19.11 LUNCH TABLE PROCEDURE

Purpose

To ensure that movable and wall mounted lunch tables are properly opened and closed by custodial staff in order to prevent personal injury to the students, staff and external public.

This procedure applies to all schools that have movable and wall mounted lunch tables.

Movable Tables

- a) Tables must be set-up or taken down as per manufactures instructions.
- b) Tables must only be moved, set-up or taken down by a custodian.
- c) When movable tables are in the upright position, they must be stored in a secure room that is inaccessible to students.
- d) Students should not be present when the tables are being moved, set-up or taken down.
- e) All movable tables shall be locked when they are in the up position.
- f) Other procedures as prescribed above must be observed.

Wall Mounted Tables

- a) Tables must be set-up or taken down as per manufactures instructions.
- b) Tables must only be set-up or taken down by a custodian.
- c) Students should not be present when the tables are being set-up or taken down.
- d) Locks on all wall mounted tables shall be set to the lock position when the tables are in the up position.
- e) Other procedures as prescribed above must be observed.