

# Visitor Health & Safety Information – Facility Hire



In accordance with our in-house Health and Safety Management programme and the 'Health and Safety at Work Act 2016', visitors and contractors must obey all reasonable instructions and signs whilst on site to ensure their actions create no hazards to people or property. Your site host will brief you on any specific health and safety requirements in the areas you are visiting. You must be accompanied at all times unless you are inducted on our site.

## Fire and Emergency

On hearing the fire alarm, please exit immediately by the nearest Fire Exit. Your host or fire warden will escort you to a designated assembly area. Please remain there until the all clear is given.

## General Information

- All hire groups must manage their own visitor sign in/out process.**
- No vehicles are to come onto site without permission. Parking is available on the road. Please be aware of others, especially children as you use your vehicle.
- Please note the exit points in the buildings that you enter.
- In the event of an emergency, please assemble at the block wall next to the Community Dental Clinic, or remain inside in the event of a lock-down, and follow the guidance and leadership of our staff.
- Toilets for adults are located in the administration building and in the hall.
- Smoking and non-prescription drugs are not permitted on school grounds at anytime. Alcohol cannot be consumed during school hours and out of school hours only by arrangement with our Board of Trustees.
- Personal electrical equipment brought on to school grounds, e.g. mobile phone charges, personal ICT devices, stereo equipment, etc. must be tagged and tested before they are used.
- Should an injury or accident happen while you are on our site, please notify the school office for both assistance and to ensure the appropriate follow up. There is a first aid kit in our school office, and our office staff are trained first aiders.
- If you identify a risk or hazard on our school site, please notify the office as soon as possible, and follow the instructions given.
- Adults on site are to be clearly visible by others at all times when working with students.
- If you require further information on any aspect of Health & Safety on our site, please refer to SchoolDocs to view our policies and procedures. <http://kaiapoiborough.schooldocs.co.nz/> - User name 'KBCH', Password 'shine'.

## School Site Induction

*Please be aware of the following potential hazards that are present at our school:*

Hazard	Actions to Minimise
Students / children running around corners.	Be aware when walking around corners.
Flying footballs and rugby balls etc.	Take care if walking near the fields at playtime or across court areas.
Slippery surfaces on wet / cold days.	Wear sensible footwear and be aware of your surroundings
Parents with pushchairs.	If possible, walk, don't run.
Grounds Staff may have ride on mowers or use power garden tools.	Areas where gardeners work may be demarcated, signposted or cordoned off. Take care around these areas.
Contractors may be working with pipes, cables, buildings, etc.	Be aware of contractors' signs and follow their instructions to avoid potential hazards.
Delivery vehicles may be driving on main driveway.	Remain on footpaths and off the entrance driveway. Use the pedestrian crossing to cross the main driveway.
Emergencies such as fire, evacuation, etc.	Make sure you sign in as a visitor when you arrive at school. In the case of an emergency, follow the instructions of the office staff.

## Acceptance

Accepting acknowledges the understanding of our conditions of entry

**ENJOY YOUR VISIT**