



Auckland School Caretakers' and Property Managers' **School Property Conference 2015**

9.00am - 4.15pm, Thursday 27 August 2015
Alexandra Park Function Centre, Greenlane

- Fantastic range of topics • Field Trip option
- Industry insights from the experts • Networking
- Personal development opportunities
- Relevant trade displays

Register online now: www.cessl.org.nz
email: wayne@cessl.org.nz fax free: 0800 205 762
phone free: 0800 205 267



Programme of Events

REGISTRATION

8.15am-9.00am

INTRODUCTION

9.00am

Welcome to Delegates and Housekeeping

★ Wayne Jamieson

Marketing Manager, CES

KEYNOTE WORKSHOP

9.05am

Working at Heights Around Your School Site

★ David Karam/Richard James

Andrews Property Services (APS)

This is a practical hands-on workshop with a focus on the safe and correct use of height apparatus around the school site. The session starts with a review of the Working at Height regulations, including a PowerPoint presentation and some typical examples. Time will be allocated for questions. Delegates will then be split into four groups and rotated through a series of live "height safety" workstations including:

- elevated work platforms (*cherry picker/knuckle boom*);
- mobile scaffold tower or static scaffold
- ladders and ladder brackets;
- motorised access equipment;
- fall arrest;
- abseil.

Each station will be manned by an APS staff member who will demonstrate safety procedures and how to use the appropriate equipment. Some delegates will be invited to participate.

Please note: this is not a 'course' (ie. there is no training qualification gained by attendance).



MORNING TEA

10.30am-11.00am

FIELD TRIP

11.00am-12.45pm

One Tree Hill College – Recent Building Developments

★ Distinction Furniture

Visit the new campus and facilities at One Tree Hill College to view working examples of international best-practice in modern learning spaces, including:

- shared office space for the senior team;
- glassed-in offices for administration staff (providing both privacy and high visibility);
- large, flexible, shared teaching/learning spaces;
- modern gymnasium complex;
- services exposed in ceiling for easy access.

MORNING WORKSHOPS

11.00am-12.45pm

Manual Handling, On-site Assessing and Controlling Risks

★ Keith Barnett

Operations Manager, Safety'n Action

Think of your body as a sophisticated machine that performs the physical requirements of work and play. Misuse or neglect it and your body breaks down. By understanding your body's capabilities and limitations it will continue to function effectively.

For ongoing performance and harm-prevention it is essential to also understand musculoskeletal system functions, including weaknesses, correct operational use and maintenance.

Storm Planning, Lockdowns – and Your Responsibilities

★ Craig Macdonald

Managing Director, All About People

Workshop topics include:

- what are the risks?
- basic process to manage an emergency;
- responsibilities:
(Board, Principal, staff, students, visitors);
- types of emergencies;
- the role of Civil Defence;
- preparation (includes typical content);
- practicing an emergency response;
- available resources.

Identifying and Managing Personal Risk within the School Environment

★ Andrew Thorburn/Andy Hayes

Icaras Consulting

This workshop will outline potential risks than may be encountered in the school environment:

- how to identify and manage personal risk;
- protecting people from other people;
- managing violence, based around policies, procedures and training.

Basic Computer Skills and Awareness – Microsoft EXCEL

★ Liz Todd

Trainer, CyberKeys

This workshop is an introduction to Microsoft Excel, the world's premier spreadsheet application which is used to analyse numbers, keep track of data and show data in charts. You will learn how to use the basic features of Excel to create simple calculations and set up data lists.

Using Native Plants in the School Environment

✧ **Michael Ngatai**

Biodiversity Advisor, Environmental Services Unit
Auckland City Council

Planting natives has ecological benefits in addition to the obvious amenity values. **Topics include:**

- choosing native plants for your school
- how to tend native plants;
- how to attract biodiversity (e.g. birds, lizards, fish, insects etc to the school grounds);
- using native plants as teaching resources.

Michael will be assisted by Julia Watson (Auckland Botanic Gardens) and Rebecca Goffin (Auckland Council Education for Sustainability).

School Pools: Maintenance and Upkeep

✧ **Dave Henderson**

Swim Promotions

Dave's session is an overview of the criteria required to manage your school's pool water quality to meet the Law NZ Standard 5826 (2010). **Topics will include:**

- why you need to test;
- how to test – and how often;
- how to fix poor water quality;
- how pools work.

Safety Awareness Around the School Site

✧ **Geoff Wilson**

Site Safe

Health and safety management in the workplace is a changing environment, and this workshop is a guide to help you to:

- motivate and raise awareness of health and safety within your school;
- provide a benchmark for your school's health and safety performance and set an agenda for continuous improvement.

BUFFET LUNCH

12.45pm-1.45pm

AFTERNOON WORKSHOPS

1.45pm-3.00pm

Handling Chemicals around the School Site

✧ **Keith Barnett**

Operations Manager, Safety 'n Action

This session focuses on chemical-spills, chemical identification and hazardous substance evaluation.

Topics include:

- classifications, groupings and combinations of UN Classes and Codes of Practice;
- handling, storage and segregation;
- spill contingency, inventory and disposal methods;
- first aid;
- legislation, regulations and guidelines reviewed.

The Health & Safety in Employment Act – a final look at the forthcoming changes

✧ **Ian Clark**

Lead Consultant/Owner, IC Safety Solutions Ltd

The Health and Safety Reform Bill has been introduced to Parliament, representing a major change to New Zealand's health and safety system. The Bill is part of 'Working Safer: a blueprint for health and safety at work' which is aimed at reducing New Zealand's workplace injury and death toll by 25 per cent by 2020. Leadership and action from businesses, workers and Government will be needed to achieve this goal. Ian will update you on the proposed changes and how they may affect you in your school work place. The reform bill is expected to become law later in 2015.

Protecting Assets through Security Technology

✧ **Andrew Thorburn/Andy Hayes**

Icaras Consulting

This workshop will look at how security technology can minimise personal risk:

- identify risk through holistic risk assessments;
- the types of technology available and how these integrate into schools' ICT environment;
- design, procurement, and project management of these systems and whole-of-life asset cost.

Microsoft WORD Essentials: basic computer skill s and awareness

✧ **Liz Todd**

Trainer, CyberKeys

Microsoft Word is a widely used application for creating print documents. This workshop is ideal if you've never had any formal training in Microsoft Word. You'll learn about Word's features for creating basic documents: fonts, bullets, numbered lists, and basic tables. You'll learn some great shortcuts and tricks that will have you creating and editing documents with ease.

Graffiti and Glass-etch Protection Management

✧ **Graffiti Solutions & GSL Glassguard**

There are companies that dabble in graffiti and glass protection and then there are the experts – Graffiti Solutions and GSL Glassguard. For many years they have been working on MoE-owned assets ensuring the best possible outcomes for all concerned. This session will deal with preventative (proactive) measures and responsive solutions to damage to all manner of substrates found in schools, including glazing.

School Gardens: Maintenance vs the 'Manicured' look

✧ **Jim Antill**

Horticulturist and Landscape Gardener

Jim's session will focus on two topics:

Maintenance workload vs the 'manicured look' – there is a strong relationship between good landscape design and ease of maintenance good design that is not simple and economic to construct and maintain is a bad design.

Benefits and dangers to students – shade, shelter, flowers, fragrance, food plants, surveillance (views from office windows, cameras/blind spots), toxic plants, thorns, etc. Time will be allocated for questions and group discussion.

Playgrounds: a look at standards and design of successful play areas

✧ **Philippa Bollond**

Future Landscapes

Philippa will be looking at the design elements that are required to create a successful playground.

Topics include:

- safety requirements and legal standards;
- structural designs and site layout;
- playground equipment that challenges children.

CONCLUSION

3.00pm-4.15pm

Prizes drawn, drinks and nibbles.

David Karam

✦ **Andrews Property Services (APS)**

APS is a leading Auckland property maintenance company with over 150 employees. Since 1991 they have completed more than \$250 million worth of exterior and interior property maintenance work throughout New Zealand.

APS have a large and experienced management team along with in-house painters, carpenters, maintenance staff, engineers, waterblasters, abseilers, waterproofing staff and other specialists.

Keith Barnett

✦ **Operations Manager, Safety 'n Action**

Keith served 23 years in the British Army where he specialised in training the trainers, course design, and health and safety. After discharge he worked as a health and safety trainer, training developer, and training needs analyst and also managed a work-at-height training company. Keith immigrated to New Zealand in 2009 and is now Operations Manager at Safety 'n Action.

Craig Macdonald

✦ **Managing Director, All About People**

Craig has over 20 years experience in health and safety. He holds a Bachelor of Business Studies and is undertaking a Masters in Workplace Safety through the University of Newcastle. He has worked in a number of industries including managing contractors on large construction projects, training for local bodies, and emergency management for Eden Park.

Andrew Thorburn

✦ **Regional Manager, Icaras Consulting**

Andrew has been in the security industry for over 18 years and is experienced in designing, installing and project managing complex security solutions. Andrew has consulted on physical security projects nationally and internationally including New Zealand High Commission residences for the Ministry of Foreign Affairs.

Liz Todd

✦ **Trainer, CyberKeys Ltd**

Liz is an experienced trainer who develops and delivers Microsoft Office computer training to a wide range of users including CEOs, administrative staff, sports professionals, students and middle managers. She also writes self-paced training manuals and produces training videos for Microsoft Office and MYOB.

Liz has great insight into the tasks that computer users perform every day which adds a real-world practicality to her training.

Michael Ngatai

✦ **Biodiversity Advisor (Central/South) Environmental Services Unit, ACC**

Michael Ngatai is from the Auckland Council Biodiversity Team. His role is to help Aucklanders learn about and protect Auckland's indigenous biodiversity. He works with the community to ensure the city's biodiversity is both flourishing and treasured.

Dave Henderson

✦ **Pool Manager, Swim Promotions**

Dave has been a Pool Manager for over 30 years and is currently working on the Christchurch Rebuild repairing both domestic and public pools. He is an NZRA Aquatic Advisor and assisted in the compilation of the NZ Life Guard Manual, Water Treatment Standard 5826 2000 and Yardstick (benchmarking of pool operations). Dave also instigated the PoolSafe Campaign, Swim for Life and Pool Alone Under Fives policy in conjunction with Water Safety NZ.

Geoff Wilson

✦ **Site Safe**

Geoff joined the Wellington Site Safe management team in 2009. Prior to this, he was the Manager of the NZ Injury Prevention Strategy located within the ACC Policy & Research Group. He has a background in occupational health and safety and injury prevention and the current focus of his work involves a partnership agreement between Department of Labour, ACC and Site Safe aimed at promoting a strong safety culture across the construction industry.

Ian Clark

✦ **Lead Consultant/Owner, IC Safety Solutions**

IC Safety Solutions Ltd provides support to companies seeking to develop, maintain or improve work practices and systems in order to achieve ACC WSMP accreditation. Ian is the lead consultant and an approved ACC WSMP auditor. He is a professional Member of NZISM.

Graffiti Solutions & GSL Glassguard

✦ **Graffiti and Glass-etch Protection Management**

For many years Graffiti Solutions and GSL Glassguard have been working on MOE-owned assets ensuring optimum outcomes for all concerned. They actively seek the latest systems and products from around the world and apply leading-edge technology to local requirements under New Zealand conditions.

Jim Antill

✦ **Horticulturist and Landscape Gardener**

Jim helped to establish the Landscape Guild (now Landscape Industries of NZ) and served as President for two years. Before retiring in 2007, he was a staff member of Unitec, working on the Diploma in Landscape Design. He currently helps to deliver Open Polytech Level 2 courses in horticulture.

Philippa Bollond

✦ **Future Landscapes**

Philippa has over 20 years experience in local government specialising in playground design/park asset management/providing advice, project management, inspection, assessment and playground impact testing. She is on the Register of Play Inspections International qualified to Level 3 Annual Inspector and also has a Diploma in Horticulture and Landscape, National Diploma in Horticulture and a Post Graduate Diploma in Engineering Management (Project Management). Philippa is a key member of the Royal Society for the Prevention of Accidents (RoSPA) New Zealand Playground Management Team.

Auckland School Caretakers' and Property Managers' School Property Conference 2015

9.00am-4.15pm, Thursday 27 August 2015

- ☐ Yes, I would like to attend the Auckland School Property Conference
 (Please use a separate registration form for each enrolment, photocopies are welcome).

Registration details

Name

Position

School

Postal address

Email Address

Name to appear on Name Tag:

Please send us an invoice for the total of \$

Please decide now which workshop you want to attend and tick the relevant squares.

Bookings are allocated on a first-come, first-served basis, so although every effort will be made to accommodate your choice, CES reserve the right to select an alternative.

MORNING SESSIONS (choose one only)		AFTERNOON SESSIONS (choose one only)	
<input type="checkbox"/> Session A	Field Trip: One Tree Hill College	<input type="checkbox"/> Session A	Handling Chemicals on the School Site
<input type="checkbox"/> Session B	Manual Handling, Controlling Risks	<input type="checkbox"/> Session B	Health & Safety Employment Act
<input type="checkbox"/> Session C	Storm Planning, Lockdowns	<input type="checkbox"/> Session C	Protecting Assets /Security Technology
<input type="checkbox"/> Session D	Managing Personal Risk	<input type="checkbox"/> Session D	Basic Computer Skills: WORD
<input type="checkbox"/> Session E	Basic Computer Skills: EXCEL	<input type="checkbox"/> Session E	Graffiti & Glass-etch Protection
<input type="checkbox"/> Session F	Using Natives in the School Environs	<input type="checkbox"/> Session F	School Gardens Workload
<input type="checkbox"/> Session G	School Pools: maintenance	<input type="checkbox"/> Session G	A Look at Successful Playgrounds
<input type="checkbox"/> Session H	Safety Awareness on the School Site		

DIETARY INFORMATION (if applicable)

☐ I am a vegetarian (tick if vegetarian)

☐ I have special dietary requirements (please supply details) _____

PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. \$295.00 + GST per person.

Places are strictly limited and final confirmation is subject to availability, so please register early.

Any questions, contact Wayne 0800 205 267, or email wayne@cessl.org.nz

CANCELLATION POLICY

You may send a substitute in your place. Cancellations received seven days prior to the event will attract a full refund.

Regrettably no refunds can be made for cancellations received after this date.

5 WAYS TO REGISTER

1. Online: go to www.cessl.org.nz/services **2. Email:** scan this registration form and send to wayne@cessl.org.nz

3. Phone free: 0800 205 267 **4. Fax free:** 0800 205 762 **5. Post-free:** PO Box 414 Christchurch 8140.

LOCATION: CENTENNIAL STAND, ALEXANDRA PARK FUNCTION CENTRE, GREENLANE

Take Gate B or C to drive into the complex. Free parking is available right outside the Function Centre.