

Kaiapoi Borough School



Facility Hire Health & Safety Briefing

1. All facility hire individuals or groups **must** sign this Health & Safety Briefing, and all Contractors must also sign the Health & Safety Briefing for Contractors Onsite before commencing their facility hire/work on site.
2. 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.
3. Please note the exit points in the buildings that you enter.
4. In the event of an emergency, please assemble at the block wall behind the Community Dental Clinic, or remain inside in the event of a lock-down, and follow the guidance and leadership of our staff. If outside of school hours, please ensure you plan for these types of events. You **must** ensure attendees are aware of your safety procedures.
5. Toilets for adults are located in the administration building. Adults are not to use student toilets. If hiring the hall, adults may use the toilet facilities in the hall.
6. 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.
7. Overnight stays on school grounds are not permitted.
8. Should an injury or accident happen while you are on our site, please notify the school office for assistance and to ensure appropriate follow up. There is a first aid kit in our school office, and our office staff are trained first aiders. If out of school hours, please ensure you appoint a first aid point of contact to manage any injury or accident situation, and advise the school of any injury or accident that has occurred.
9. If you identify a risk or hazard on our school site, please notify the office as soon as possible, and follow the instructions given. If outside of school hours, and the risk or hazard is significant, please notify the caretaker immediately, otherwise a phone call or email to the office on the next school day is acceptable so we can inspect and rectify any issues.
10. While on our site your conduct and interactions are expected to reflect our school values; Respect, Innovation, Integrity and Community.
11. 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'.

Contacts: Caretaker (Peter Hills) ph: 027 870 7207
Office: (03) 327 7231

I _____ on behalf of _____

have read and understood this Health & Safety Briefing. _____ (date)