



"Maa mahi,  
ka ora"



Matamata  
College

### CONDITIONS OF ENTRY TO OUR SCHOOL

In accordance with our School Health and Safety Management Programme and the "Health and Safety at Work Act 2017", visitors 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 & Emergency Evacuation

Respond to the emergency alarm. Your site host or other staff member will direct you if they are able. Refer to map below for nearest fire exits. Stay there if it is safe until the 'all clear' is given.

#### Site Hazards

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

Hazard	Actions to Minimise
<b>Emergencies:</b> Fire, earthquake, evacuation and lockdown etc.	In case of emergency, follow the instructions of your host, school staff or warden.
<b>Car Park:</b> During drop-off and pick up times. Vehicle movements forwards and reverse, opening doors and tailgates. Goods and site supplies left on the ground.	Take extreme care during drop-off and pick up times. Use footpaths where provided. Avoid walking on the driveway when possible. Put/leave goods in safe area.
<b>People movements:</b> Such as students running around corners etc.	Take care and be mindful of other people, especially when outside and of students. Be extra mindful when outside in play areas, across courts and the field during break times.
<b>Stairs:</b> Trips and falls.	Caution when using stairs. Use hand rails. Extreme caution when carrying goods or when you cannot see the stairs.
<b>Slippery surfaces:</b> Slippery surfaces, especially on wet days.	Take care and be mindful of conditions underfoot, especially when wet. Wear appropriate footwear.
<b>Flying objects:</b> Such as rugby and footballs etc.	Take care and be mindful of student sports and play activities. Be extra mindful when outside in play areas, across courts and the field during break times.
<b>Site works; Caretaker and/or Contractors:</b> Lawn mowing, building washing, cleaning, painting, ongoing maintenance and associated equipment including powered tools etc.	Take care and be mindful of site works. Read and adhere to signposted instructions. Follow the instructions of your site host. Stay out of cordoned off areas.
<b>Asbestos:</b> Building materials, boiler infrastructure and pipe lagging.	Ask to see School Asbestos Register for locations. Take extreme care and follow Worksafe recommended guidelines when working with asbestos products.
<b>Dangerous / hazardous substances / gases:</b> Refer to site map below for locations.	Take extreme care and be mindful. Follow HSNO guidelines when working close to substances/gases.
<b>Black Mould – Stachybotrys</b> S Block Chemical Store	Wear appropriate protective clothing including N95-cartridge / P3 filter enabled respirator and goggles. Refer to EnviroScience Assessment Report.