

**South Island School Caretakers'
and Property Managers'**



School Property Conference



**9.00am-4.30pm, Thursday 25th June 2020
Riccarton Park Function Centre, Christchurch**

Reserve your place now! Register online: www.cessl.org.nz

email: wayne@cessl.org.nz phone free: 0800 205 267

REGISTRATION 8.15am-9.00am

INTRODUCTION 9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson: Marketing Manager, CES

KEYNOTE SPEAKER 9.00am-9.55am

A discussion on the MoE's 2019 Lockdown Review

Ann-Margaret Campbell
Manager, School Support team,
Ministry of Education

Ann-Margaret will begin with a brief look at the Ministry of Education's structure (regional vs national). She will also discuss:

- emergency management – the roles and responsibilities of schools and the Ministry;
- the timeline of the Christchurch mosque attacks from an education perspective;
- the Ministry's response – supporting schools and early-learning services;
- KPMG's lock-down review;
- key learnings from the review;
- on-going support;
- actions taken post-review, including working with Police (nationally and regionally)
- next steps and priorities for supporting emergency management in schools.

MORNING WORKSHOPS 10.30am-11.45am

How to improve the safety of playground surfaces

Adam Stride: Safety Specialist, Playsafe

Adam will review the history of head injuries caused by falls from playground equipment. He will present scientific evidence which proves the effectiveness of impact-attenuating surfaces in preventing serious injuries. Topics will include:

- playground inspections;
- the importance of repairs and routine maintenance to prevent injuries;
- your role and responsibilities as the school caretaker.

Building Compliance – it is getting tougher out there

Christine Scammell: Argest

How can you manage the increasing scrutiny of Councils, MBIE and Compliance Inspectors? Christine has the answer:

- the changing landscape of building compliance – and what it means;
- the reason why there are more and more compliance issues which cost you and your school time and money;
- how to manage compliance more effectively;
- Owner's Inspections – what you need to know about this important aspect of health and safety;
- how to get the most out of the Ministry of Education's funded compliance services – and how Argest can help.

Current and future risks facing NZ schools

Darren Morton: Executive Security Group

Darren will identify the security issues facing schools today, and risks which may arise in the future – domestic situations, gang culture, drugs, bullying, active threats, weapons, etc. He will share proven resolution techniques and advise how to form a security plan to maximise personal and structural safety for your school.

Preventing slips, trips and falls

Ian Clark: IC Safety Solutions

Schools are busy and crowded. Timetables lead to large numbers people moving around at the same time, increasing the potential for accidents. The control measures needed are often simple and low-cost.

- what are the causes of slips, trips and falls?
- does your school have best practices and who is responsible?
- what is the best way to prevent slips, trips and falls?
- options for the future.

Time will be allocated for questions.

Evacuations, fire risks, and practical fire training

Neil Russell: Training & safety consultant,
FFP Canterbury

This workshop will identify your responsibility before and during a fire evacuation. Learn about the expected risks and the essential equipment your school should have available. Neil will finish with a live demonstration showing the correct way to use a fire extinguisher (with the aid of a fire simulator).

Tough plants and groundcover for school gardens

Alan Joliffe: Horticulturist

This workshop will focus on selecting groundcover vegetation for school gardens where high wear and tear is likely. Alan will advise how to choose plants with characteristics suited to add year-round interest and texture. Topics will include:

- what is a groundcover plant?
- the right variety for the right place;
- planting by design;
- on-going maintenance;
- choosing groundcover plants



KEYNOTE SPEAKER

11.50am-12.30pm

Putting rubbish in its place

Sarah Pritchett: WasteMINZ

Sarah will outline the issues Aotearoa/New Zealand faces in disposing of our waste. Diamond Harbour school will be presented as a case-study to identify simple, practical steps that school property managers can take to encourage waste minimisation.

BUFFET LUNCH

12.30pm-1.15pm

KEYNOTE SPEAKER

1.15pm-2.15pm

Waste minimisation in schools – a practical approach

Ron Sperber: Environmental educator

Waste minimisation in schools requires a systematic and pervasive approach. Ron will reveal what currently happens with waste streams, why we should care, and how we all can improve our efforts both in schools in the community. He will define the role school property managers and ground staff can play in reducing waste, and the key elements required for successful diversion.

Ron brings rich experience and helpful tips, delivered in a down-to-earth style.

AFTERNOON WORKSHOPS

2.20pm-3.30pm

Edible gardens and orchards for schools

Alan Joliffe: Vice President, Royal New Zealand Institute of Horticulture

More and more schools are using edible gardens for educational purposes and promoting life skills. Alan will discuss choosing the right location, good design, construction and planting. He'll advise how to encourage participation by students, teachers, staff and parents.

Topics will include:

- best locations for edible gardens;
- orchards as a legacy project;
- what learning will go on here;
- raised gardens vs low gardens;
- what to grow;
- coping with school holidays.

School traffic management

Craig Macdonald: All About People, Health & Safety Emergency Management

Traffic Management is often the highest risk area around schools. Please send us photos taken of traffic areas around your school **before the conference**. We're looking for examples such as drop-off and pick up times, as well as areas used by trade vehicles, e.g. Waste Management, etc. (We will provide a Traffic Management Checklist.) These images will be used during the workshop as the basis of identifying and managing real-life issues.

Forward your photos to wayne@cessl.org.nz before 17th July.

Safety and security planning for school staff and management

Darren Morton: Executive Security Group

Topics covered will include:

- **Planning:** aspects which must be thought through and implemented at both management and staff levels
- **Application:** techniques to manage security and safety throughout the day.

Ministry-led projects and the process within schools

Simon Cruickshank: Programme Manager – Minor Works, Education Infrastructure Service

Working at heights around your school

Vertical Horizonz

An overview of the safety practices you need follow when working at heights. Topics include:

- legislation and your responsibility;
- ladders;
- EWP's;
- safe work systems;
- PPE overview;
- a brief scenario.

Using machinery around the school site

Ian Clark: IC Safety Solutions

Before you use machinery you need to think about the risks and how these can be managed:

- where, when, and why?
- competency and training – who is qualified to operate the equipment?
- what's in this area, what's happened before, what's concealed that could cause concern?
- what are your options?

Time will be allocated for questions.

CONCLUSION

3.30pm-4.30pm

Prizes drawn, complimentary drinks and nibbles

- Fantastic range of topics
- Networking opportunities
- Industry insights from experts
- Personal development
- Relevant trade displays

KEYNOTE SPEAKERS

Ann-Margaret Campbell

School Support Team, Ministry of Education

Anne-Margaret manages the School Support Team at the Ministry of Education's national office. Her team provides guidance and support to schools in health, safety and risk management. An example is the guidance provided for planning and preparing for emergencies.

The School Support Team also plays a key role in coordinating support for regional colleagues and collating reporting for the Minister of Education. For example, when an emergency impacts on schools and early learning services (the Christchurch Mosque Attacks, Kaikoura Earthquake, Christchurch and Nelson fires, and more).

Anne-Margaret has been at the Ministry of Education for five years and before that she was the Chief Executive of Wellington Hockey Association.

Adam Stride

Principal Inspector/Director, Playsafe

Adam's background is in engineering and construction, with 15 years of experience designing and building playgrounds. He is an expert in safety and compliance issues and the properties of impact-absorbing surfaces. Adam is NZ's only accredited indoor/enclosed play inspector and is a RPII Level 3 Outdoor Playground Inspector and Surface Impact testing specialist. Playsafe is New Zealand's largest training provider and examination centre for Playground Inspectors.

Christine Scammell

Argest

Argest is the leading Building Warrant of Fitness Compliance Management company in New Zealand. It was the first New Zealand company to be ISO9001 Accredited for Building Warrant of Fitness Issues. The team from Argest provide Facilities Management for Compliance to schools throughout New Zealand on behalf of the Ministry of Education.

Darren Morton

Managing Director, Executive Security Group (ESG)

Darren has over 34 years of international experience of working in security and protection across 12 countries. His career began in the NZ Police where he was a member of the Armed Offenders Squad, the Special Tactics Group and the Witness Protection Squad. Since 2001 Darren has worked in the private security industry where his company's services include VIP protection, counter-terrorism, security reviews, facility security, counter-stalking, crime prevention, travel security and security training for organisations, including schools, throughout New Zealand.

Ian Clark

IC Safety Solutions Ltd

Ian is a specialist in Health and Safety with over 30 years of experience. He mentors companies and schools in the development of robust Health and Safety Management Systems and helps to put in place safe practices which are relevant to their workplace.

Neil Russell

Training & Safety Consultant FFP Canterbury Ltd

Neil has years of experience in the Learning and Development industry. After joining FFP Canterbury Ltd as a Training & Safety Consultant he has added evacuation consultancy to his portfolio. Neil served in the military for over 24 years.

Alan Joliffe JP, MS (Indiana), NDH (Hons), DipPRA, Cert AT, FRIH, FNZIPRA, MICOMOSNZ, ANZIM

Vice President, Royal New Zealand Institute of Horticulture

Alan is a horticulturist. He has worked for many Councils managing and improving public parks and gardens. He has a National Diploma in Horticulture (Hons) and is past-President of the Canterbury Horticultural Society.

Sarah Pritchett

Sustainability Advisor, WasteMINZ

Sarah has worked in waste minimisation for 15 years. She is the Sustainability Advisor at WasteMINZ which is New Zealand's industry body for waste management professionals. She lives in Diamond Harbour and picks up litter on daily walks with her dog.

Craig MacDonald

Director, All About People

All About People has over 30 years' experience in Health & Safety, and Fire and Emergency Management in New Zealand and Australia. Their approach is practical and pragmatic, using cloud solutions and working with clients to build internal capability. Craig is a Director of the company and is an Accredited Assessor for the WorkSafe led SafePlus initiative.

KEYNOTE SPEAKER

Ron Sperber

Managing Director, Earthwhile Ltd

Ron is the founder and director of Earthwhile Ltd, a permaculture and environmental educator. He was formerly contracted to Auckland Council as a Waste Minimisation Facilitator for schools (including the WasteWise Schools Programme), and is a former chair/trustee of the Auckland Zero Waste Alliance Trust. Ron is a Trustee of the Auckland Permaculture Trust and director/principal tutor of the Auckland Permaculture Workshop.

Simon Cruickshank

Programme Manager - Minor Works, Education Infrastructure Service

Simon has worked as a contractor and consultant for 30 years: the last 10 years at the Ministry of Education. Following the Christchurch earthquakes in 2011, he was appointed Regional Infrastructure Manager and is currently on secondment to the Ministry's Capital Works team overseeing multi-million dollar projects across New Zealand.

Vertical Horizonz (VHNZ)

Health & Safety Workplace Trainers

Vertical Horizonz is the leader in training solutions. VHNZ trainers have gained experience by dealing with real-situations and can offer advice and assistance on a broad range of industrial-related matters. All VHNZ trainers are accredited Assessors who either hold or are working towards, a New Zealand Certificate in Adult Education or an equivalent qualification.

South Island School Caretakers' and Property Managers' School Property Conference

9am-4.30pm, Thursday 25th June 2020

- Yes, I would like to attend the South Island 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 WORKSHOPS (choose one only)		AFTERNOON WORKSHOPS (choose one only)	
<input type="checkbox"/> SESSION A	How to improve the safety of playground surfaces	<input type="checkbox"/> SESSION A	Edible gardens and orchards in schools
<input type="checkbox"/> SESSION B	Building Warrant of Fitness and Compliance	<input type="checkbox"/> SESSION B	School traffic management
<input type="checkbox"/> SESSION C	Current and future risks facing schools	<input type="checkbox"/> SESSION C	Safety and security planning for school staff
<input type="checkbox"/> SESSION D	Preventing slips, trips and falls	<input type="checkbox"/> SESSION D	Ministry-led projects and the process in schools
<input type="checkbox"/> SESSION E	Evacuations, fire risks, and practical fire training	<input type="checkbox"/> SESSION E	Working at heights around your school
<input type="checkbox"/> SESSION F	Tough plants and ground-cover for schools	<input type="checkbox"/> SESSION D	Using machinery around the school site

DIETARY INFORMATION (if applicable)

I am a vegetarian (tick if vegetarian)

I have special dietary requirements (please supply details) _____

COST AND PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$350.00 + GST per person**. Places are strictly limited and final confirmation is subject to availability, so please register early. Any questions, call free 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.

3 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

RICCARTON PARK FUNCTION CENTRE, RICCARTON RACECOURSE

Free carparking is available right outside the front of the function centre. Only seven minutes from Christchurch International Airport.

Register online: www.cessl.org.nz phone free: 0800 205 267

SOUTH ISLAND