



1 July 2019

To whom it may concern,

Arranging Site Access for Argest to Perform Building Warrant of Fitness Inspection.

Argest is the company that is contracted by the Ministry of Education (MoE) to perform Building Warrant of Fitness inspections. The Ministry has also contracted Argest to inspect other significant items at schools. This is to help ensure that we meet our obligations as a responsible landlord. A representative from Argest has recently been in contact with your school to arrange a site visit at an agreed time to undertake this work.

Argest has developed a "School Access Plan" (SAP) in consultation with MoE and the New Zealand School Trustees Association (NZSTA). The SAP describes what type of work will occur, and the precautions that will be taken to minimise interactions between Argest representatives and students while they are on the school site. You can view a copy of the SAP on the Argest website here: www.argest.com

The Education Act 1989 requires schools to obtain a police vet of every contractor and sub-contractor, including their employees, who has, or is likely to have, unsupervised access to students at the school during normal school hours.

Argest have been registered by NZ Police as an Approved Agency. This enables Argest to obtain Police vets for all of their Independently Qualified Person's (IQPs) that may come on to school grounds for their various inspections. All Argest IQPs who have been vetted will be issued with a School Access Pass Identification Card which will detail the name of the contractor and the company they work for.

The school has three further options for facilitating access in addition to the Police Vetting and assessment:

- a. Provide a school staff member to escort the Argest representative for the duration of their duties at the school.
- b. Request that the Argest contractor perform the Building Warrant of Fitness inspection outside of school hours where a specific risk or issue has been identified and communicated by the school.
- c. Initiate the administration required to have the contractor police vetted independently by the school.

Options (b) and (c) may delay the completion of the inspection and incur additional costs.

Please contact Rob Wilson at rwilson@argest.com or 0800 274 378 if you would like to discuss these options further.

Yours sincerely



Delaney Myers
Group Manager, Education Infrastructure Services

School Access Plan

The Education Act requires that a Police vet must be obtained for every worker who has, or is likely to have unsupervised access to students at a school during normal school hours. This plan details how worker access to (a) school(s) will be managed to minimise the likelihood of unsupervised access to students during normal school hours.

Responsible Parties	
Supplier contact details	Argest New Zealand Limited (Argest) Contact Person: Rob Wilson Contact telephone number: 0800 ARGEST (0800 274 378)
Buyer contact details	Ministry of Education Contact Person: Sarah Edgar Contact telephone number: 04 439 4695
School contact details	All state schools as per Facility Compliance Management Services Agreement
School Access	
The Contract	Facility Compliance Management Services Agreement
The engagement	Argest undertake inspection, testing, maintenance and repairs of Building Act specified systems (Building Warrant of Fitness) and Ministry required systems (e.g. hand held fire fighting equipment, swimming pool fencing, and dust extractors). The services are delivered throughout the year in accordance with the work output programme agreed with the Ministry of Education. Argest subcontractors include: Wormald – Fire protection systems, passives and safety related inspection and reporting. Kone – Lift servicing, testing and regular maintenance. Dormakaba – Controlled access doors and automatic doors. AHI – Heating Ventilation Air Conditioning. Argest – Sprinkler Systems Biennial Surveys. Aquaheat – Boiler inspections.
Access management	Argest or its subcontractors will contact Schools no less than 8 hours prior to visits to gain permission to visit and confirm access arrangements including: <ul style="list-style-type: none"> • timings of visits • the number workers visiting the school • nature of the work being undertaken • extent of access required • chaperoning if required • instructions for workers specific to that school/visits.
Access description	Workers are required to visit schools on multiple occasions to undertake property/building systems related inspections, maintenance and repairs. Most often, this will involve: <ul style="list-style-type: none"> • a single worker visiting the school • visits occurring between 8am and 5pm • the worker potentially requiring access to all school buildings and surrounds.
Is there likely to be unsupervised access to students during normal school hours?	Arrangements will be made with individual schools prior to each visit to minimise the likelihood of unsupervised access to students during normal school hours.

Police Vetting requirement	<p>All workers will be Police vetted. Approved workers will be issued with an Argest photo ID stating Approved for Schools which is valid for three years from the date of issue.</p> <p>No worker with a conviction listed at schedule 2 (Specified offences) of the Vulnerable Children Act 2014 will be permitted to visit schools.</p>
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School Requirements

The School is to:	<ul style="list-style-type: none"> • brief staff and students to leave the workers alone to perform their duties • when contacted, inform the worker of any specific requirements the school has for access • if the worker is likely to be in a situation where there is access to students during school hours, the school should consider providing a chaperone i.e. a member of the staff • inform the worker of what is happening at the school that the worker should be aware of • work with the suppliers' need to meet a large number of inspections and testing across the Education portfolio by agreeing to mutually acceptable dates and times for visits • report any inappropriate behaviour that the worker may be seen undertaking to Argest
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Supplier Instructions

The Supplier is to:	<p>In addition to specific requirements to be arranged with individual schools, Argest and its subcontractors will:</p> <ul style="list-style-type: none"> • contact Schools no less than 8 hours prior to visits commencing • liaise with schools to make mutually acceptable arrangements for school access. Obtain and note the name of the person that the appointment was made with. • ensure that all workers visiting schools have been Police vetted and approved to visit schools. • give access related instructions to workers prior to visiting schools (see attached Worker Access briefing notes) • immediately report any issues or change of circumstances to the school and the Ministry • comply with any additional access requirements that the school may have • brief/instruct all workers as to access requirements/safeguards for minimising the likelihood of unsupervised access (prior to any access) (see attached briefing notes)
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Approval

<p>Supplier</p> <p>Signature:</p> <p>Name:</p> <p>Date:</p>	<p>Buyer</p> <p>Signature:</p> <p>Name:</p> <p>Date:</p>
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School Access Worker Briefing Notes

Responsible Parties	
The Supplier	Argest New Zealand Limited
The Buyer	Ministry of Education
The School	All state schools
The Engagement	Inspection, testing, maintenance and repairs of Building Act and other specified systems.
Instructions	
Parking	Park only in authorised parking as advised by each school.
School/Site access	<p>When visiting a school, ensure your approved ID is worn, report immediately to the school reception, sign in, inform school staff of the nature of your visit and receive any site specific instructions.</p> <p>On completion of the school visit, report to the school reception, sign out and advise school staff that you are leaving the school premises.</p>
Instructions	<p>Comply with all specific instructions from school staff</p> <p>Take all reasonable steps to avoid contact with students (e.g. conversation) and in particular, being alone with students</p> <p>Take all reasonable steps to minimise your time at the school</p> <p>Refer any enquiries from students to a teacher or the school's administration</p> <p>Do not use student toilets</p> <p>Do not smoke or use inappropriate language when at the school</p>