



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](http://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 their Independently Qualified Persons (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 Argest on [teammoe@argest.com](mailto:teammoe@argest.com) or 0800 274 378 if you would like to discuss these options further.

## School Access Plan 2022

The Education and Training Act 2020 requires that a Police vet must be obtained for every contractor who has, or is likely to have, unsupervised access to students at a school during normal school hours.

A School Access Plan details:

- how contractors' access to school(s) will be managed to minimise the likelihood of unsupervised access to students at the school during normal school hours
- the people who are required to have a Police vet.

<b>Property Project Name/description</b>	
MOE BWOFF	Argest and its subcontractor visit school to test systems outlined the school compliance schedule and other safety systems in the BWOFF contract.
<b>Responsible Parties</b>	
Supplier contact details	Argest– Nick Crowe – 0272301760
Buyer contact details	MOE – Sarah Best+64272616488
School contact details	All MOE state schools
<b>School Access</b>	
The Contract	: Facility compliance management services contract
The engagement	<p>Argest undertake inspections, testing, maintenance and repairs of specified systems and ministry systems such as firefighting equipment swimming pool fencing and dust extractors. The services are delivered throughout the year in accordance with the work output program agreed with by the Moe. Artist includes its subcontractors.</p> <ul style="list-style-type: none"> <li>• Wormald</li> <li>• Kone</li> <li>• Dorma</li> <li>• AHI</li> <li>• Argest</li> <li>• Aqua heat</li> </ul>
Access description	<p>workers are required to visit schools on multiple occasions to undertake building system related inspections, maintenance and repairs. Most often, this will involve:</p> <ul style="list-style-type: none"> <li>• a single worker visit visiting occurring between 8:00 AM and 5:00 PM the worker potentially requiring access to all school buildings and surroundings</li> <li>• arrangements will be made with individual schools prior to each visit to minimize the likelihood of unsupervised access to students during normal school hours</li> </ul>
Access management	<p>Argest or its subcontractors will contact schools no less than 8 hours prior to visiting to gain permission and confirm access arrangements.</p> <ul style="list-style-type: none"> <li>• timing of visits the number of workers visiting the school</li> <li>• the nature of the work being undertaken</li> <li>• extent of access required</li> </ul>

	<ul style="list-style-type: none"> <li>chaperoning if required instructions for workers specific to that school or visit</li> </ul>
Supervision requirements	supervision is up to the school's own school access plan
Is any contractor likely to have unsupervised access to students during normal school hours?	Yes
Police Vetting requirement	all Argest staff and subcontractors are police vetted and will carry an ID card showing it's approved for schools and its expiry date.
<b>Supplier Instructions</b>	
The Supplier is to:	<ul style="list-style-type: none"> <li>brief staff and students to leave the workers alone to perform their duties</li> <li>when contacted, inform the worker of any specific requirements the school has for access</li> <li>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</li> <li>inform the worker of what is happening at the school so the worker is aware of any potential hazards or school events</li> <li>work with the supplier needed to meet large number of inspections testing across the education portfolio by agreeing a mutually acceptable date and time for visits</li> <li>report any inappropriate behavior that the worker may be seen undertaken to Argest</li> </ul>
<b>Approval</b>	
Supplier	Nick Crowe Argest contract Manager for Argest 6/7/22
Buyer	

## School Access Worker Briefing Notes

Responsible Parties	
The School	Argest LTD
The Engagement	Argest undertake inspections, testing, maintenance and repairs of specified systems and ministry systems such as firefighting equipment swimming pool fencing and dust extractors. The services are delivered throughout the year in accordance with the work output program agreed with by the Moe. Artist includes its subcontractors
Instructions	
Purpose	The purpose is to prevent unsupervised access to school students. Doing this will prevent any accusations of threat to student safety or well-being.
Parking	only park in authorized parking spaces advised by the school
School/Site access	when visiting a School Report immediately to the school reception sign in inform school staff of the nature of your visit. On completion of the school visit we pulled to the school reception sign out and advised the school staff that you were leaving the school premises
General instructions	<ul style="list-style-type: none"> <li>• comply with all specific instructions from school staff take all reasonable steps to avoid contact with students Eg conversations and being alone with students</li> <li>• take all responsible steps to minimize your time at the school</li> <li>• defer to any inquiries from students to a teacher or the schools administration</li> <li>• do not use student toilets</li> <li>• do not use inappropriate language or smoke when on the school site.</li> </ul>
Reporting	Immediately report any matters to the site foreman (e.g. accidentally being alone with a student)