



OCCUPATIONAL SAFETY AND HEALTH

Information Relating to Identified Hazards, Emergency Evacuation Assistance and Digital Safety

If your work creates any hazards in the centre, please notify the 'Person Responsible' and identify these (e.g. risk of falling glass, power tools, sharp objects, the use of chemicals etc.)

- Please be aware that there are many small children in the centre and to take care of when and where you walk and work;
- Please ensure that the gate and the two entrance doors always remain closed;
- There are often wet floors that may be slippery;
- Resources and equipment are used by children at floor level;
- Please be aware of uneven surfaces in the outdoor areas.

Digital Safety, Image Capture and Child Protection

Please be aware:

- The 'Person Responsible' must be consulted before you take any photographs, video, or any other recordings using any device while at the centre or any centre-related activity;
- Rotorua Girls' High School Childcare Trust may ask to view any such recordings and request they be deleted if deemed inappropriate by the 'Person Responsible';
- You may not upload, transmit or in any other way disseminate photographs, video, or any other recordings featuring any child, parent, or visitor at the centre or involved in any centre-related activity without the express consent of those individuals and/or their parents/guardians.

Please provide details below, indicating that you are aware of these hazards and will comply with the requirements outlined above.

| Date | Name | Purpose of Visit | Do you require assistance evacuating the building in the event of an emergency? |
|-------------|-------------|-------------------------|--|
| | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
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This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020