

Clause 6.6 of the SSEP Memorandum of Understanding:

Each SSEP school and business has its own Health and Safety policies, procedures and requirements that must be adhered to by all individuals involved with SSEP.

As purely facilitating organisations, neither Smart Waikato Trust nor SSEP license holders accept liability for any incidents, accidents or otherwise that may occur during SSEP activities.

When planning activities:

Teachers and business representatives need to discuss Health and Safety for in-class and workplace visits.

Questions to facilitate this discussion should include:

1. What are the **potential hazards or risks** associated with the activity?
2. What is the **likelihood of an accident or incident** occurring?
3. How can any **potential hazards or risks** be **eliminated or managed**?
4. Who will provide any **protective equipment**?
5. **What will we do if students do not follow H&S instructions?**



Workplace/site visits

From a Health and Safety perspective, **all teachers, students and volunteers** supporting SSEP workplace and site visits **should be treated as any other visitor on site.**

Health & Safety policies should be provided to the teacher in advance of the visit to attach to their EOTC (Education Outside of the Classroom) paperwork.

Under current Health & Safety legislation **young people** (under 15 years old) **are permitted in 'high risk' environments under certain conditions** (see below):

Work areas

There are certain work areas young people must not be in. Some exceptions apply.

⊗ CAN'T BE IN:	✔ CAN BE IN:
Areas where goods are being prepared or made for trade or sale.	Young people can be in the areas listed on the left if: <ul style="list-style-type: none"> - under direct and active adult supervision that is appropriate for the age and nature of the work - on a guided tour - in retail areas - in public areas.
Areas where there is construction work.	
Areas where there is logging or tree-felling.	
Areas where hazardous substances are being made or used.	
Any area where the work is likely to cause harm to a young person.	

WORKSAFE
Mahi Haumarū Aotearoa

Source: Worksafe <https://worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/young-people-in-the-workplace/> (sourced 25 August 2021)

Preparing students for health & safety compliance

Many young people, due to age and lack of experience, do not always appreciate the importance of health and safety, not only for themselves, but others around them. However, this is the perfect opportunity to teach these lessons. A video preparing students for SSEP activities can be found in the [VIDEO LIBRARY](#) section of the SSEP Resource Centre.

- **During the introductory classroom visit** talk about the upcoming activities and any health & safety considerations or preparations they need to make (e.g. wear closed-in shoes, long hair tied back or protective equipment)
- **Remind the students** of how special they are to be given this opportunity
- **Tell students what to expect and what their responsibilities will be** (e.g. they must stay in their groups, must wear hi viz, must follow instructions etc.)
- **Tell the students what the consequences will be if they don't comply** (e.g. removed from the group, fined up to \$600,000 if they do anything that exposes others to risk of death, injury or illness)
- **Reiterate these on the day**

Managing student behaviour

- **Students are easier to manage and tend to engage better in smaller groups.**
- On **workplace/site visits** we recommend students are broken down into **groups of 8-10** and rotated around different areas/activities during the visit. **Each group should have two adults** attached to it – **one from the business and one from the school** (teacher/support staff/whanau member).
- **School representatives** who are supervising students **must take an active role in ensuring students adhere to H&S** instructions and there is a plan in place of what to do with students in the event of non-compliance.

Vulnerable Children's Act

All adults interacting with students should be aware of their obligations and responsibilities under the Vulnerable Children's Act. As SSEP activities are generally in large groups with school representatives present risks are minimal. However, please take the time to share the [Good Child Safety Practices](#) sheet in the [HEALTH AND SAFETY](#) section of the SSEP Resource Centre with anyone engaging with students.