

Student Health and Safety at ICENZ

Reviewed by Sally on 15 August 2017

This is a shared responsibility between students and school management. It is management's responsibility to ensure that the premises used by the students are safe and that potential hazards (dangers) are identified, minimised and, if possible, removed. ICENZ gives assurance to all students that their safety is of paramount concern at any premises used for the delivery of its programmes. The following 'House Rules' apply:

1. It is the student's responsibility to ensure that management is notified of any part of the learning environment that could be a hazard likely to affect physical or mental well-being. Examples are:

- Broken fittings, especially electrical
- Broken door or windows or latches to either.
- Excessive heat or cold
- Excessive noise interrupting learning
- Unclean facilities e.g. toilets, kitchen sink area.
- Damage to fire—fighting equipment

2. It is also student and teacher responsibility to notify management of any **accident or injury** occurring in or near the premises as details need to be recorded in the Accident register and appropriate action taken.

3. **Emergencies** (**Emergency number: 111**)

- The most likely emergency would be a fire. A fire hose is located near the corridor to the toilets and a fire-extinguisher is on the wall to the right of the front door. Use either or both of these if the fire is small enough to be contained.
- In the event of any emergency, use the emergency switch either at the front or back door to set off the alarm. Follow instructions promptly. Leave the building by the nearest safe exit (exits are signposted) and assemble on the upper side of the car park or, if this is too close to the fire or other hazard, on the footpath in Aberfeldy Avenue opposite the premises. Do not leave the area as rolls will need to be checked to ensure all people have left the building. For this purpose it is important that all teachers and students on site are listed or signed in and teachers are to take their rolls to the assembly area for the check.

BE AWARE - TAKE CARE

(Chinese Version of Student Health and Safety Information)

新西兰商学院学生健康与安全手册

Angela 更新于 2017 年 2 月 13 日

学校与学生应共同承担健康与安全的责任。学校有责任保证提供给学生一个安全健康的环境，如现任何存在或潜在的危险等等，都应立即作出处理，最大可能地防止意外的发生。

1. 如发现有任何潜在的危险或任何可能造成精神或身体上的伤害的情况，学生都有责任尽快去通知学校，对事情作出处理。比如：

- 设备上的破损，尤其是电路/电器等
- 门窗等的损坏
- 室温过热或过冷
- 噪音过大影响学习
- 环境不清洁
- 防火设备

2. 如果有任何意外或伤害在学校范围附近发生，学生和教师有责任及时通知学校，以采取相应行动，并对具体情况做登记。

3. 紧急情况 (**紧急求救电话: 111**)

- 如遇火警，请即拨打 111。学校的消防水龙软管在靠近厕所的走廊转角处，学校前门右侧的墙上也有一个灭火器。如若火势不大，可用这些来灭火。
- 如果紧急情况，请使用前门或后门处的紧急开关，拉响警铃。跟着指示，迅速经由安全出口撤离学校（按出口指示牌），撤离后大家在停车场处集合。如果那里离火源太近，就请撤离到 **Aberfeldy Ave** 对面的人行道上。所有人要集中点名。