

# Health & Safety Policy

## Hawkes Bay Redemption Trust (Riverbend)

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# Hawkes Bay Redemption Trust (Riverbend)

## INTRODUCTION

RIVERBEND has been operating as a camping facility since 1968, and is widely used throughout the year by many groups, for a variety of reasons.

The property also accommodates the following:

- Rental housing accommodation (3 rental houses)
- Motel accommodation (4 single room units)
- Church@Riverbend and associated ministries
- The Shepherds Bible College
- Grace to You bookshop.

Riverbend operates under a trust, known as the Hawkes Bay Redemption Trust. Hawkes Bay Redemption Trust is a charitable Trust.

Those using the Riverbend Camp facilities are schools, church groups, para-church organisations, other community organisations and also the general public who are willing to abide by the rules and regulations laid down by the Hawkes Bay Redemption Trust.

Under the Health and Safety in Employment Act 1992 the trustees and management of this camp are now fulfilling their obligations to define precisely the policies and management controls they have, or will have in place to ensure the safety of employees, and those whom the employees relate to (ie campers, residents etc.) on a daily basis.

As such, this document relates mainly to Part II, Sections 15 - 16 of the Health and Safety in Employment Act 1992 and covers all activities and facilities that the paying camper is likely to use during their stay at the camp.

It identifies and details the implementation procedures for the following areas in relation to these activities:

- A. Riverbend safety policy
- B. Accident and emergency controls.
- C. Rules and regulations of campers and their respective supervisor/guardian.
- D. The non-compliance with the regulations set down by Riverbend management in accordance with the Health and Safety in Employment Act 1992.
- E. The hazard/risk attached to individual activities and the controls necessary to ensure the safe use of the activity; otherwise known as **Risk Assessment & Management Plans (RAM Sheets)**.

## HEALTH AND SAFETY GENERAL POLICIES

**THE MANAGEMENT AND STAFF OF RIVERBEND ARE COMMITTED TO THE SAFETY AND WELL BEING OF EVERY EMPLOYEE AND EVERY PERSON ATTENDING ANY PROGRAM AT RIVERBEND.**

THE HEALTH AND SAFETY OFFICER HAS OVERALL RESPONSIBILITY FOR SAFETY AT RIVERBEND AND IS DIRECTLY RESPONSIBLE TO THE TRUSTEES OF THE HAWKES BAY REDEMPTION TRUST.

**FOR THE PURPOSES OF THIS POLICY THE CAMP MANAGER IS THE HEALTH AND SAFETY OFFICER AND THE FIRE OFFICER.**

Safety is to cover all areas of the Riverbend property and its activities:

- \* Grounds
- \* Workshop areas
- \* Kitchen
- \* Water activities - kayaks etc.
- \* Flying fox
- \* Fire Alarms, Extinguishers, Hoses, Signs.
- \* Any others
- \* Swimming Pool
- \* Office
- \* Playground equipment
- \* Machinery
- \* Waterslide

The Camp Cook shall have responsibility for safety in the kitchen and related storerooms and shall be known as a SAFETY SUPERVISOR responsible to the Health and Safety Officer, henceforth known as the H.S.O. In all other areas the Health and Safety Officer is also the SAFETY SUPERVISOR.

**Safety Supervisors are responsible for the following:**

- \* The safety of every person who works on the property including himself.
- \* All machinery/equipment/material/chemical that has the potential to be dangerous or harmful.
- \* Correct training in the use of all said equipment mentioned above.
- \* Upkeep and maintenance of all said equipment mentioned above.
- \* Written record of all accidents and injuries within 24 hours of incident occurring.
- \* Ensure that ALL staff are fully informed of all safety procedures.
- \* Maintain a log book of regular checks performed on any equipment and/or machinery at the camp.

*General Policy Continued.*

### **EMPLOYEES (Permanent)**

- \* Must accept the standards and safety procedures laid out by Safety Supervisors.
- \* Each employee is responsible for their own protection awareness.
- \* Each employee must attend training workshops relating to the Health & Safety in Employment Act 1992 at the discretion of the Deacons on the recommendation of the H.S.O.
- \* Opportunities for continual upgrading of First Aid and CPR certificates are to be made available to relevant staff members.
- \* Whoever provides the Orientation Talk is responsible to obtain an Emergency List of every member of the group properly filled in on the appropriate form. It must be deposited in the designated "Emergency Box" in the kitchen.

### **EMPLOYEES (Casual)**

Casual workers are defined as the following:

- A. Voluntary Workers.
- B. Team Leaders at Camps organised by Riverbend staff.

- \* The normal practices as outlined to permanent employees must be adhered to at all times.
- \* Training workshops are compulsory for those who have responsibility for campers, and optional for those employees who do not have this responsibility.
- \* Opportunities for continual upgrading of First Aid and C.P.R. certificates are to be made available to employees for whom the H.S.O. believes it is appropriate in the light of their camp responsibilities.
- \* In the event of an emergency, casual employees will be the responsibility of a permanent staff member.

### **VISITORS**

- \* All persons except staff employees, residents, members attending church@riverbend ministry activities, who come onto the Riverbend property must first report to the main office where the following will occur:-
- \* The person, or a person on behalf of the visitors if there is more than one person in the party, must sign the visitors book.
- \* Any rules or instructions relevant to their visit must be relayed to them by office personnel.
- \* All caravans and motor homes must have a current electrical warrant of fitness before being connected to any camp power supply.
- \* Only approved type electrical connections to designated caravan power points are permitted.

- \* All waste water from caravans and motor homes must be collected and emptied into the camp sewerage system. Under no circumstances may it be discharged onto the ground.
- \* All visible signs/notices in areas used by visitors must be adhered to.

## **CLIENTS**

- \* It is the responsibility of the Health & Safety Officer to ensure that all clients are informed of Riverbend's rules, procedures and the necessary information relating to the Health and Safety Act. This will be known as Camp Orientation.
- \* Whenever practical, Camp Orientation will be carried out within 30 minutes of the arrival of all clients.
- \* It is to be done when all clients are present. No exceptions.
- \* The person in charge of clients must be given a returnable copy of points covered in the orientation address.
- \* In the case of an anticipated extended arrival period, particularly evening - late night arrivals when a complete gathering cannot reasonably be achieved, the Camp Orientation talk and a copy of the points covered will be given to one adult member of the group. This person will be responsible for the activities of the group until a full gathering at the first possible opportunity.
- \* Camp Orientation information is contained in the Health and Safety Talk file.
- \* A complete and accurate name list of every member of the group must be written legibly on the Emergency List provided with the camp documentation, and will be collected by the Manager or his deputy Host at the completion of the Orientation talk.

## **CONTRACTORS**

Any person other than Riverbend employees who are engaged to carry out maintenance, renovation, or construction projects on Riverbend property.

- \* Riverbend will take all necessary steps to ensure that all safety procedures are in place where-ever the contractor is asked to work.
- \* It is the responsibility of the contractor to ensure that all machinery or equipment brought onto the property by the contractor, whether he owns the item or not, is maintained to a standard that will not harm or cause injury to any other person on Riverbend property,
- \* It will be the contractor's responsibility to have current Public Liability Insurance not less than \$500,000 while on Riverbend property. The Camp Manager may request a cover note from the Insurance Company.

THIS POLICY IS CURRENT: Dated..... Chairperson .....

## ACCIDENT AND EMERGENCY CONTROLS

All accidents or injuries requiring First Aid or medical attention are to be treated in the following manner:

- \* First Aid is to be rendered immediately.
- \* Permanent staff are responsible to ensure that if outside help is needed, ie doctor or ambulance, this is obtained promptly.
- \* Continual upgrading of First Aid certificates and CPR certificates are to be made available to relevant staff members.
- \* At least one staff member with relevant certificates to be on camp site at all times that paying campers are on the property.
- \* Emergency evacuation details are to be part of initial Camp Orientation and Welcome Meeting, and to be supplied to groups with booking form.
- \* Emergency phone number to be placed by all phones and in the First Aid box.
- \* One name list of all campers must be available. This is to be held in the "Emergency Box" in the kitchen.

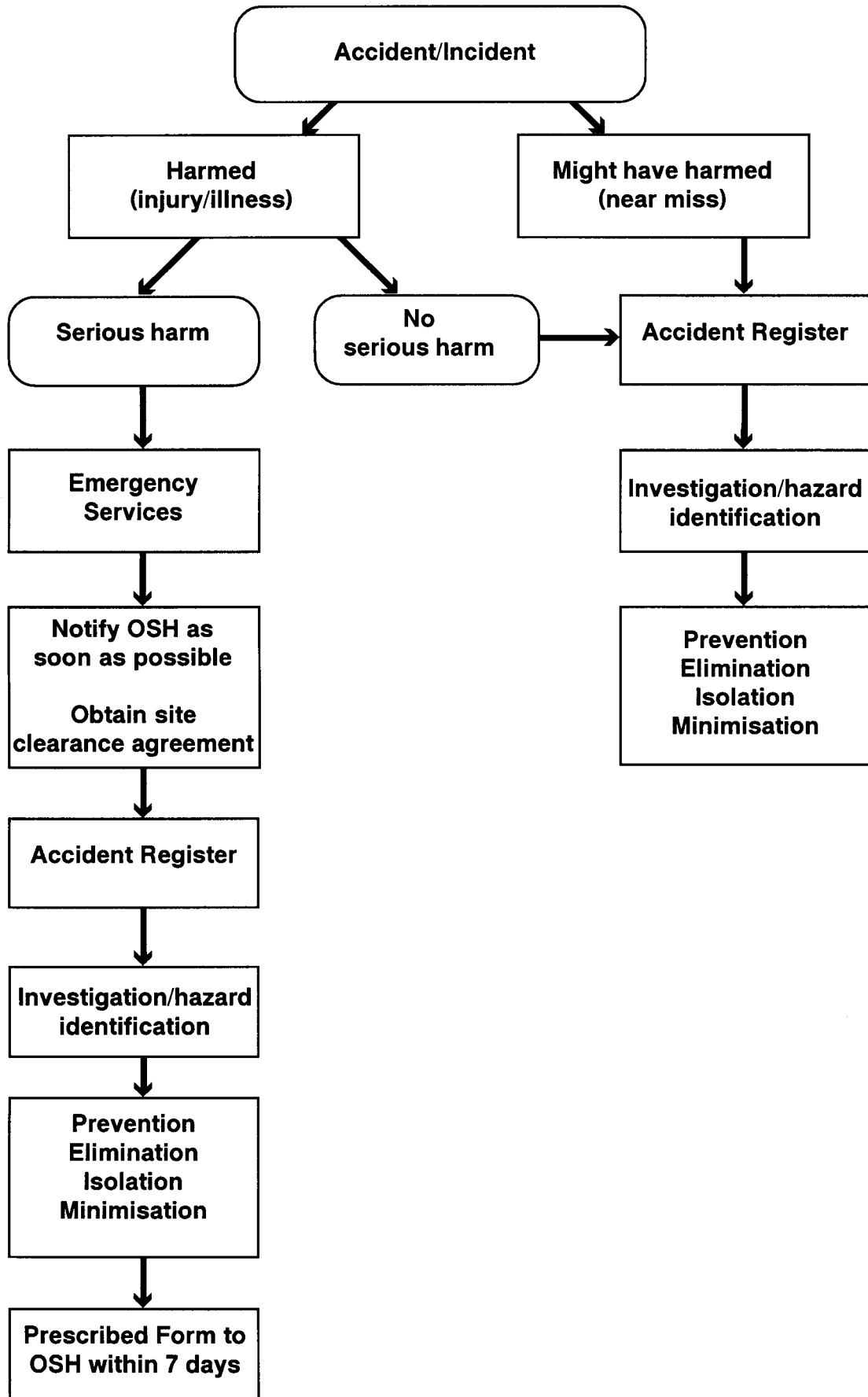
## ACCIDENT / INCIDENT REPORTING (See chart on following page)

\* All accidents and incidents where someone was *or might have been* harmed are to be recorded on the Accident Investigation forms provided in the First Aid box .

*Note: A "Near miss" is included in the definition of an accident in the Act.*

- \* Authorised staff only to fill out forms.
- \* Accidents are to be reported as soon as possible after the occurrence. If a work injury is not reported on the day the injury occurs then it may not be accepted as a work related injury.
- \* Incidents and near misses **MUST** also be reported. This vital information assists in identifying potential hazards.
- \* Completed forms will be kept in an Accident Register maintained in the First Aid room.
- \* Where instances of serious harm occur, the Occupational Safety and Health Service of the Department of Labour must be notified as soon as possible after the event. In addition, within 7 days of the occurrence, formal notice of the circumstances must be given on the prescribed form.
- \* The scene of an accident resulting in serious harm must not be disturbed unless authorised by an OSH Inspector, or to save life, relieve suffering, or prevent further harm or damage.

## AFTER AN ACCIDENT HAS HAPPENED



### EMERGENCY PROCEDURES

## **Possible emergency situations.**

- **FIRE**
- **GAS LEAK**
- **EARTHQUAKE**
- **FLOOD**
- **CYCLONE**

## **FIRE**

### **THE GENERAL ASSEMBLY POINT IS ON THE TENNIS COURT.**

- \* The person/s who notice a fire in any area will:
  - a. Immediately- activate the fire alarm.
  - b. Inform nearest adult of the danger.and/or
- \* The adult will activate the fire alarm if not already activated.
- \* In the case of structural fire the emergency number 1-111 must be dialled immediately, regardless of whether someone else has rung already.
- \* ON THE SOUND OF THE ALARM the following will take place:

### **PERMANENT STAFF**

- \* Will access to see if they can contain the fire with hoses and/or extinguishers.
- \* Lives must not be put at risk.
- \* Will proceed with written instructions.

### **CASUAL STAFF**

#### **A Team Leaders**

- \* Responsibility is to ensure their team is all present and safe at the arranged assembly point. (Tennis Court)
- \* The names of any team member/s not accounted for must be given to the Camp Fire Officer
- \* Team leaders are not to attempt to fight the fire.

#### **B Voluntary Workers, Visitors and Contractors**

- \* Must report to assembly point. (Tennis Court)
- \* If necessary they MAY be given tasks to perform. Otherwise they must remain at the assembly point.

### **CLIENTS**

- \* If the group includes any person with a known physical or mental disability or health problem (e.g. asthma, epilepsy), the group leader is responsible to assigned a responsible "minder" to each person. This must be done not later than at Camp Orientation time. The "minder" must check that any necessary help is given in the event of evacuation and ensure that the disabled person is accounted for.
- \* All campers must leave the buildings immediately by nearest exit and proceed to the assembly point.
- \* All adults: Their only responsibility is to ensure that their campers are all accounted for by the leader of their party, at the assembly point.
- \* As soon as possible the leader must advise the Camp Fire Officer that all are accounted for or who is still missing.

## **PERMANENT STAFF INSTRUCTIONS**

### **FIRE OFFICER**

- \* The Camp Manager is the Fire Officer. In his absence the most senior permanent staff member present will deputise for him.
- \* Collect Emergency List of names of people in the camp from the designated "Fire Box" in the Kitchen.
- \* Collect the identifying high visibility jacket from the "Fire Box" and put it on.
- \* Proceed to assembly point and account for every person on the Emergency List.
- \* Account for all staff, visitors and Contractors.
- \* Delegate to senior staff member available the responsibility to co-ordinate staff and/or contractors for fire fighting.
- \* Report to Senior Fire Officer when Fire Service arrives.
- \* Advise Chairperson or Deputy immediately any serious injury, missing person or death is suspected.
- \* Authorise the return of all evacuees only when it is safe to do so. If Fire Services are in attendance, approval from the Senior Fire Officer must be obtained.

### **CHAIRPERSON**

- \* NOTIFY NEXT OF KIN IN CASE OF SERIOUS INJURY, MISSING PERSON OR DEATH.

### **PERMANENT STAFF**

- \* First priority is to get people out.
- \* Render First Aid where required
- \* Check buildings. Do not forget toilets. Ensure all buildings are clear.
- \* Turn off power switches to machinery but
  - DO NOT SWITCH OFF LIGHTS.
- \* Close all doors behind you.
- \* At the first available opportunity report to the Camp Fire Officer to record your own safety.
- \* The Camp Fire Officer will co-ordinate the fire-fighting.
- \* Use fire-fighting equipment.
- \* Do not put own life at risk.
- \* Do not continue to fight the fire when there are poisonous fumes from polystyrene etc.
- \* Do not leave the situation until told to by the Camp Fire Officer.

### **GAS LEAK EMERGENCY**

Gas is only used in the kitchen for cooking.

Gas bottles are stored at the back of the kitchen. Only essential supplies are kept on the premises.

**REMEMBER: THE GAS MAY NOT SMELL BAD BUT IT MAY FORM AN EXPLOSIVE MIXTURE WITH AIR. NO NAKED LIGHTS. DO NOT MOVE ANYTHING METAL ON METAL OR CONCRETE WHICH COULD CREATE A SPARK.**

**IF FIRE COMMENCES - PROCEED AS FOR FIRE INSTRUCTIONS.**

**THE GENERAL ASSEMBLY POINT IS THE TENNIS COURT.**

**IF THIS IS DOWNWIND OF THE INCIDENT SITE THE SAFETY OFFICER WILL DIRECT TO AN ALTERNATIVE ASSEMBLY AREA.**

- \* The person/s who notice a gas leak will immediately inform the nearest adult of the danger.
- \* The adult will activate the fire alarm if not already activated.
- \* In the case of a major leak inside the kitchen the emergency number 1-111 must be dialled immediately, regardless of whether someone else has rung already.
- \* If the leak is only evident in or around the bottle storage shelter and the supply valves can be shut off, this is to be done immediately and the Safety Officer will decide what further action is needed.

\* ON THE SOUND OF THE ALARM the following will take place:

#### **PERMANENT STAFF**

- \* Approach incident from up-wind direction
- \* Will access to see if they can reach the shut-off valve on the gas bottle.
- \* Lives must not be put at risk.
- \* Will proceed with written instructions.

#### **CASUAL STAFF CLIENTS**

- \* No attempt is to be made to access the source of the leak.
- \* Proceed with evacuation and reporting as for FIRE EMERGENCY

#### **PERMANENT STAFF INSTRUCTIONS**

##### **SAFETY OFFICER**

- \* The Camp Manager is the Safety Officer. In his absence the most senior permanent staff member present will deputise for him.
- \* Collect Emergency List of names of people in the camp from the designated "Fire Box" in the Kitchen.
- \* Collect the identifying red bib from the "Fire Box" and put it on.
- \* Proceed to assembly point and account for every person on the Emergency List.
- \* Account for all staff, visitors and Contractors.
- \* Delegate to senior staff member available the responsibility to co-ordinate staff and/or contractors for fire fighting.
- \* Report to Senior Fire Officer when Emergency Service arrives.

- \* Advise the Chairperson or Deputy immediately any serious injury, missing person or death is suspected.
- \* Authorise the return of all evacuees only when it is safe to do so. If Emergency Services are in attendance, approval from the Senior Fire Officer must be obtained.

### **CHAIRPERSON**

- \* NOTIFY NEXT OF KIN IN CASE OF SERIOUS INJURY, MISSING PERSON OR DEATH.

### **PERMANENT STAFF**

- \* First priority is to get people out.
- \* Render First Aid where required
- \* Avoid inhaling fumes.
- \* Check buildings. Do not forget toilets. Ensure all buildings are clear.
- \* Turn off power switches to machinery but
  - DO NOT SWITCH OFF LIGHTS.
- \* Close all doors behind you.
- \* At the first available opportunity report to the Camp Safety Officer to record your own safety.
- \* The Camp Fire Officer will co-ordinate the evacuation and clean-up.
- \* Contain the discharge if possible.
- \* Prevent a secondary incident, e.g. explosion.
- \* Do not leave the situation until told to by the Camp Fire Officer.

### **MAJOR EARTHQUAKE**

In the case of major earthquake every person on the riverbend property will move to a safe spot. i.e. under a doorway arch, under a bunk or similar.

Do not run outside where you may get hit by falling objects.

The general assembly point for earthquake is the tennis court. Proceed to this assembly point when the tremors have stopped:

**PERMANENT STAFF** will proceed with their written instructions.

- \* The situation will need to be assessed to see if the Riverbend facilities can continue to operate.
- \* If not, alternative accommodation will need to be found or the campers sent home.

### **CASUAL STAFF**

#### **A Team Leaders**

- \* Responsibility is to ensure their team is all present at the assembly point. (See above)
- \* The name/s of anyone who is not accounted for must be given to the Safety Officer.

#### **B Voluntary Workers, Visitors and Contractors**

- \* Must report to the assembly point.
- \* If necessary they may be given tasks to perform. Otherwise they must remain at the assembly point.

## **CLIENTS**

- \* All campers to leave the buildings and proceed to the assembly point. (See above).
- \* If the group includes any person with a known physical or mental disability or health problem (e.g. asthma, epilepsy), the group leader is responsible to assigned a responsible "minder" to each person. This must be done not later than at Camp Orientation time. The "minder" must check that any necessary help is given in the event of evacuation and ensure that the disabled person is accounted for.
- \* All adults - only responsibility is to ensure that their campers are all accounted for by the leader of their party.
- \* The name/s of anyone who is not accounted for must be given to the Safety Officer at the assembly point.

## **PERMANENT STAFF INSTRUCTIONS**

### **SAFETY OFFICER**

- \* The Camp Manager is the Safety Officer. In his absence the most senior permanent staff member present will deputise for him.
- \* Collect names list from designated "Fire Box" in the Kitchen.
- \* Collect the identifying red bib from the "Fire Box" and put it on.
- \* Proceed to assembly point and account for every person on the names list.
- \* Account for all staff, visitors and Contractors.
- \* Co-ordinate staff to check for structural damage.
- \* In case of fire the fire procedures will apply.
- \* Authorise the re-entry of each building only when satisfied it is safe to do so.

### **PERMANENT STAFF**

- \* Render First Aid where required.
- \* In the first instance, report immediately to the Safety Officer who will co-ordinate any further activity
- \* In the instance of the H.S.O. being injured the following will occur.

### **ALL STAFF MEMBERS WILL BE RESPONSIBLE FOR EACH OTHER.**

- \* In the instance of there being risks to any person through electrical failure, power to that area is to be shut down.
- \* If at all possible mains power should not be shut down.
- \* Then, all other hazards to be identified and if possible attended to, or isolated.
- \* Once the hazards have been attended to, a thorough check of all buildings to be carried out.

\* It will be at the Manager's discretion as to whether any building is passed as being useable once checked.

\* All staff must ensure that no building is entered by any person until passed by Manager.

## **FLOODING**

As Riverbend is located beside the Karamu Stream there is a possibility that the river level could rise sufficiently during extensive flooding and cover the lower grass area alongside the river.

The main flow channel in the river is not immediately adjacent to the main Riverbend facilities therefore any significant rise in the river level will have minimal effect on any approved Riverbend activities. No special procedures are considered necessary.

Flooding could occur in the event of a major catastrophe such as that generated by earthquake. It is doubtful if any adequate warning time would be available from this disaster. In such an event warning times are likely to be minimal and no effective evasive action be possible. This is believed to be a negligible risk.

## **CYCLONE**

### **WARNING OF CYCLONE**

Cyclone warnings for New Zealand are issued by the Meteorological Service through radio or television with as much warning time as is possible. The progress of the cyclone is monitored and the areas likely to be affected assessed. Action to be taken in particular areas is decided by the Regional Authority or Civil Defence Officer.

#### **REMEMBER!**

- \* Normal telephone/fax communications may be disrupted.
- \* The availability of transport for evacuation must also be considered.

The following procedures will apply:

- \* Whoever becomes aware that a cyclone warning has been issued for anywhere in New Zealand must immediately advise the Safety Officer.

#### **SAFETY OFFICER**

- \* The Camp Manager is the Safety Officer. In his absence the most senior permanent staff member present will deputise for him.
- \* Action must always be taken if a cyclone warning has been received. The Safety Officer is responsible to keep himself fully informed of the cyclone progress.
- \* If there is a camp in residence and any of the surrounding areas such as the East Coast and/or Central North Island are included in cyclone warnings the Safety Officer must contact the Civil Defence Office and obey implicitly any instructions given.
- \* Inform all other staff members of any cyclone warning and, if known, its forecast path, estimated timing and severity.
- \* If the forecast path of the cyclone indicates any hazard for the camp, the approach roads or the power supply, then evacuation as soon as possible must be considered.
- \* If evacuation is decided, the Safety Officer must inform
  - the Civil Defence Office
  - all other staff members
  - all residents in the rental accommodation
  - all coming residents
  - The Shepherds Bible College staff
  - Grace to You bookshop staff.

**PERMANENT STAFF** will proceed with their written instructions:

#### **CASUAL STAFF**

##### **A Team Leaders**

- \* Responsibility is to ensure their team is all present at the assembly point for directions.
- \* The name/s of anyone who is not accounted for must be given to the Safety Officer.

##### **B Voluntary Workers, Visitors and Contractors**

\* Must report to the assembly point.

\* If necessary they may be given tasks to perform. Otherwise they must remain at the assembly point.

## **CLIENTS**

\* All campers to proceed to the assembly point.

\* If the group includes any person with a known physical or mental disability or health problem (e.g. asthma, epilepsy), the group leader is responsible to assigned a responsible "minder" to each person. This must be done not later than at Camp Orientation time. The "minder" must check that any necessary help is given in the event of assembly and ensure that the disabled person is accounted for.

\* All adults - only responsibility is to ensure that their campers are all accounted for by the leader of their party.

\* The name/s of anyone who is not accounted for must be given to the Safety Officer at the assembly point.

\* It may not be safe or prudent for caravans or motor homes to be moved if the cyclone is imminent. Provided evacuation has not been ordered by Civil Defence, clients with their own caravan or motor home may make their own decision on evacuation. However the person in charge must account for all their own group and advise the Safety Officer of their intentions. Riverbend does not undertake to provide any services such as power, water or sewage disposal for campers with this type of vehicle choosing to remain if the camp is evacuated.

## **PERMANENT STAFF INSTRUCTIONS**

### **SAFETY OFFICER**

\* Call an assembly and advice all persons on the island that evacuation is to proceed. Everybody should pack their belongings and be prepared to return to the assembly point when required to await further instructions.

\* If parents or guardians have time to collect children this should be arranged. If urgent evacuation is necessary the Civil Defence Office will direct to a place of comparative safety and may be able to assist with transport only if the roads are open.

\* Ensure safety of all clients, visitors and staff members.

\* Camp clients are always first priority.

\* Check visitors book for casual visitors.

\* Team Leaders are responsible to ensure that all their team members are accounted for both before and after evacuation so that no child is removed from the camp without an appropriate record of their going.

\* Check out everybody who leaves the Riverbend property using their own transport so that everybody can be accounted for.

### **PERMANENT STAFF**

\* In the first instance, report immediately to the Safety Officer who will co-ordinate any further activity.

When evacuation has been ordered under no circumstances is anybody allowed onto the Riverbend property except to collect evacuees.

Only persons who are involved with evacuation are permitted to return to the Riverbend property, and then only with the permission of the Safety Officer or by direction of local Civil Defence Officers.

## **TRAINING AND SUPERVISION FOR INDIVIDUAL PLANT ITEMS**

### **KITCHEN**

- \* Training will be given to all staff involved in any way with kitchen activities, in the proper and safe use of the following plant and equipment.
- \* All kitchen training will be recorded. A register of the completed forms will be kept by the Kitchen Safety Supervisor.
- \* No person is to operate any equipment unless training and/or certification has been recorded.

### **HIGH RISK PLANT**

- Food ingredients mixer
- Steriliser for cutlery and utensils
- All ovens
- Deep fryer
- Barbecues

### **LOW RISK PLANT**

- Electric Bread knife
- Toaster
- Laundry/drying room

Priority will be given by Riverbend to ensure that this equipment will be maintained to manufacturers standards at all times. If this is not possible then that machine/facility will be de-activated by the Kitchen Safety Supervisor until such time as the problem is rectified.

The Camp Manager/Health & Safety Officer must be advised of any plant or implement deactivated.

Specific safety and protective wear etc. provided by Riverbend, via the Safety Supervisor, must be worn where directed. This protective wear must be in a prominent place, in close proximity, and within easy access to the related implement. Warning signs will be displayed above or beside these implements, indicating that protective wear is necessary. Where the need for protective wear is indicated, under no circumstances may plant be operated without the proper protection.

Training in the proper and safe use of chemicals used both in the kitchen and general camp cleaning will be covered also.

## **KITCHEN SAFETY SUPERVISOR.**

- \* All potential hazards or near accidents within the kitchen area are to be recorded and H.S.O. notified.
- \* Prior to any volunteer, worker, or camp leader commencing work in the kitchen area thorough instructions must be given.
- \* The Health and Safety Training form provided for the kitchen must be used during training; and returned to the Kitchen Safety Supervisor on completion of the training period.
- \* Kitchen workers will be given written notification outlining the requirements regarding dress and hygiene.
- \* It is the Kitchen Safety Supervisor's responsibility to ensure that safe practices are carried out when barbecue meals are being prepared.
- \* It is the Kitchen Safety Supervisor's responsibility to ensure that safe practices are carried out and that all safety policy laid out by the Riverbend Executive is adhered to at all times.

## **OTHER MECHANICAL PLANT AND EQUIPMENT**

- Chainsaw
- Grinder
- Motor Mowers
- Power Saws
- String Trimmer ( Weedeater)
- Water Blaster
- Workshop Power Tools
- Workshop Fixed Mechanical Plant

- \* Training in the proper and safe use of the above plant and equipment will be given to all staff required to operate these items.
- \* All training will be recorded. A register of the completed forms will be kept by the Camp Safety Officer.
- \* Priority will be given by Riverbend to ensure that this equipment will be maintained to manufacturers standards at all times. If this is not possible then that machine/facility will be taken out of service by the Camp Manager/Health & Safety Officer until such time as the problem is rectified.
- \* The Camp Manager / Health & Safety officer must be advised of any plant or implement taken out of service.
- \* Specific safety and protective wear etc. provided by Riverbend, via the Safety Supervisor, must be worn where directed.

This protective wear must be in a prominent place, in close proximity, and within easy access to the related implement. Warning signs will be displayed above or beside these implements, indicating that protective wear is necessary. Where the need for protective wear is indicated, under no circumstances may plant be operated without the proper protection.

## **CAMP LEADERS AND THEIR CLEANING AND CHEMICAL HANDLING PROCEDURE**

Cleaning of dormitories and bathrooms will be done in the morning and if necessary after shower time in the evening, NOT IN FREE TIME.

It must be a scheduled activity on the camp program and not left to be fitted in whenever there happens to be lull in activity or a need for group discipline.

Cleaning will be personally supervised by the leaders

Buckets and mops will be set up outside the ablution block after breakfast.

Sanitising will be co-ordinated from the kitchen and will be done by staff and not by leaders. This includes "bowl-guarding" and sanitising of door handles etc.

Disinfectant and cleaning materials are in the wash rooms with cleaning rags which, when finished with, will go into the bin provided near to the buckets and mops.

## **GENERAL SAFETY PRECAUTIONS**

Children are not to be in possession of matches, a cigarette lighter, a magnifying glass or any other similar item capable of igniting fires. Any such items found will be impounded for the duration of the possessor's stay at camp.

Guns, airpistols, knives and other dangerous weapons are not to be brought onto the property. Any such items found will be impounded for the duration of the possessor's stay at camp.

Where there are temporary hazards such as wet floors, cables, excavation, Camp staff will erect warning signs and/or barriers as appropriate. These are not to be moved or interfered with without a specific direction from staff.

When footwear is removed outside any of the buildings, all items must be placed well clear of the doorway so that a hazard for emergency evacuation is not created. Where shoe racks are provided these must be used.

## STAFF TRAINING

### STAFF TRAINING AND WORKSHOPS ATTENDED

	Course hours	Staff Attended
First Aid Course (St Johns)		
Health and Hygiene Course (Department of Health)		
Basic Cookery and General Catering Course		
751/752 (NZQA)		

### STAFF QUALIFICATIONS

NAME	DATE EMPLOYED	QUALIFICATIONS/TRAINING
Mark Parsons		

Graeme Clark

### PRIVATELY OWNED GAMES, SPORTS AND RECREATION EQUIPMENT

It is the responsibility of any person bringing games, sports or recreation equipment onto the property to ensure that it is safe to use, maintained properly and used in a manner which does not create any risk for other people.

If a child brings such equipment, e.g. skate board, roller blades, inflated item for swimming, then the person in charge of the child is responsible for its safe custody and use by any person on the property.

If directions or limitations on the use of such equipment are given by camp staff then these must be obeyed. Failure to do so may result in impounding of the equipment for the remainder of the day or the user's stay at the camp if offending persists.

Firearms are not permitted in the camp except as follows:

- A properly constituted specialist organisation such as a gun club may be permitted to use the camp facilities provided:
  1. there is no other camp or organisation using the property.
  2. the Riverbend Risk Management Plan is agreed to and followed.
  3. the organisation proves that it has clearly defined health and safety procedures which comply with the Health and Safety in Employment Act.
  4. the organisation undertakes to comply with these defined health and safety procedures at all times while on camp property.
  5. the organisation indemnifies Riverbend from any claims arising from the organisation's shooting activities on the property.

## **RULES AND REGULATIONS**

These can be found in the Information Pack supplied when application is made for the use of Rivebend.

They are also covered under individual Risk Management Plans.

## **NON COMPLIANCE ORDER**

Failure on the part of any visitor, paying camper or their supervisor/guardian or teacher to;

- i) Comply with all rules, regulations or procedures as laid down by the Executive Committee and management of Riverbend.
- ii) Use any camp facilities or activities without authorisation or in a careless or dangerous manner in relation to section 6 of the Health and Safety in Employment Act 1992

will invoke the following action:

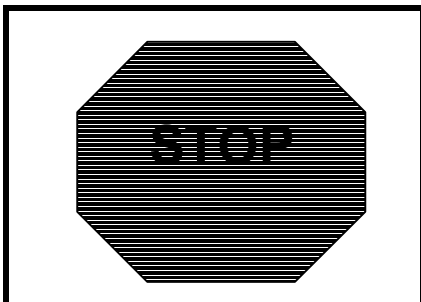
- \* Forfeiture of right of use of activity of facility.

## **SAFETY DIRECTION SYSTEM**

Riverbend operates a Safety Direction System which ensures that both adult and child campers know exactly where they may go and what the requirements are for safe use of activities.

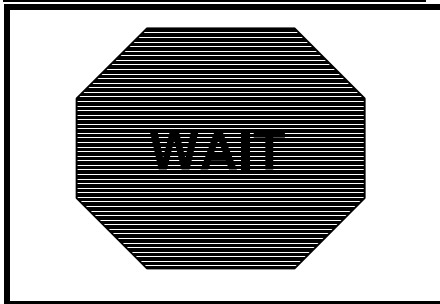
Common signs warning of; "STOP", "GO", or "WAIT" areas are placed at different points round the camp. Campers will be familiarised with these at Camp Orientation and Welcome times. A list of these areas is displayed on the main camp notice boards.

The signs used at Riverbend are;



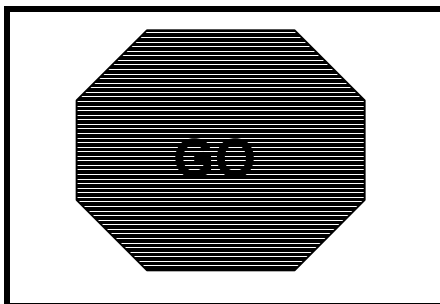
### **DO NOT ENTER THIS AREA**

Out of bounds to all except Riverbend Staff  
This activity needs specially trained staff



### **THIS ACTIVITY NEEDS ADULT SUPERVISION**

Wait until this is available  
Some care and safety equipment may be needed.



### **THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION**

**The areas and activities are listed on the following pages.**

## **ACTIVITIES AVAILABLE AT RIVERBEND**

**Archery**

**Barbecues**

**Bible Studies**

**B.M.X.**

**Flying Fox**

**Hobbies**

**Kayaks**

**Recreation**

**Indoor/Party Games**

**Outdoor Sports**

**Playground Activities**

**Shooting**

**Swimming**

**Tennis**

**Trampoline**

**The activities where signs may be erected are listed on the following pages:**

## **STOP      DO NOT ENTER THIS AREA**

Out of bounds to all but Riverbend Staff

### **WALK-IN FREEZER, TRACTOR SHED, WORKSHOPS**

These storage, service, and/or display areas are out of bounds to everybody except camp staff.

These areas will be kept locked.

### **STAFF HOUSING AREAS**

These areas which cannot be locked and secured are out of bounds to everybody except camp staff.

**WAIT**                      **THIS ACTIVITY NEEDS ADULT SUPERVISION OR SPECIALLY TRAINED INSTRUCTORS.**

Wait until this is available

**ARCHERY**

This activity may only be done on the designated archery range.  
It is a dangerous activity as the high speed arrow from a bow can seriously injure or kill.  
The staff will tutor an adult to run this activity.  
The supervisor must ensure that there are no water activities behind the target area.

**BARBECUES**

The Kitchen Safety Supervisor will give directions and these must be obeyed.  
Camp staff may instruct an adult to supervise their use.  
Under no circumstances is running or pushing round the barbecues permitted.

**B.M.X. BIKES**

Bikes may be ridden only on the B.M.X. track.  
Under no circumstances may bikes be ridden round the buildings or across the playing fields.  
Helmets must be worn.

**FLYING FOX**

Camp staff will instruct two adults to supervise its use.  
Only one adult and one participant to be on either platform at any time.  
Only one person on the rope at any one time.  
Clearway to be maintained at all times.  
Supervisor must give careful attention to spectator control.

**KAYAKS**

If you want to run this activity you will need to notify the Camp Manager  
An experienced and suitably qualified person will supervise their use.  
Life jackets must be worn.

**SHOOTING**

This activity may only be done on the designated rifle range or a specially set up range by agreement with the management.  
While the camp equipment is an air rifle, it is capable of serious injury and permanent disability.  
The staff will tutor an adult to run this camp activity but any supervisor must have a current firearms licence.  
The supervisor must ensure that there are no water activities behind the target area.  
Use of private equipment on the Riverbend property may be permitted as a supervised group activity by specialist groups, eg gun clubs, but whoever is responsible for the group must accept full responsibility for the safety of the activity.  
Whoever is responsible for bringing any firearm to the Riverbend property must accept full responsibility for its safe custody.

**SWIMMING**

The swimming area is in the designated swimming pool area  
This activity must be watched at all times.  
It is important to count heads at frequent and regular intervals during this activity.

## **GO**

### **THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION**

Some care and safety equipment may be needed.

#### **RECREATION GAMES**

Ball games may be played on the playing field at any time unless an organised activity is in progress.

If using a hard ball or a Frisbee take good care where it is directed.

#### **TENNIS COURT**

This may be used at any time.

On-lookers are not to obstruct players.

#### **TRAMPOLINE**

You may use the trampoline but please; no shoes.

Only one person at a time on the trampoline.

#### **VOLLEYBALL**

You may use the volleyball court at any time.

Staff or a delegated adult will be responsible to erect the net.

## **RISK ASSESSMENT AND MANAGEMENT PLANS**

### **KEY TO PROBABILITY OF OCCURRENCE**

This key is used in determining the probability of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities.

#### **KEY:**

1. Not known to have happened
2. Not likely to happen
3. Could happen
4. Has happened
5. Has happened here
6. Happened occasionally
7. Happens reasonably frequently

#### *Note.*

*Due to the nature of some activities/events injuries will be unavoidable. e.g. contact sport. Every endeavour will be made as can be seen throughout the Risk Management Plan, to ensure that this is minimised.*

### **KEY TO SEVERITY OF OCCURRENCE**

This key is used in determining the severity of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities. This list is not exhaustive but is a guide to comparative severities.

#### **KEY**

1. Personal discomfort
2. Severe bruising Soft tissue damage
3. Slight cuts, sprains or burns
4. Moderate cuts, bruising or burns
5. Extensive cuts, bruising, dislocated joints
6. Severe cuts and lacerations
7. Broken Bone
8. Crushing
9. Asphyxiation
10. Death

**The HAZARD RATING = FREQUENCY multiplied by the SEVERITY.**

## **RISK MANAGEMENT PLANS:**

1. Archery
2. BMX Bikes
3. Barbeques and Camp Fires
4. Bicycles
5. Flying Fox
6. Hobbies
7. Kayaks
8. Indoor Party Games
9. Outdoor Sports
10. Playground Activities
11. Shooting – Camp Air Rifle
12. Shooting – Club / Specialised Groups
13. Swimming
14. Tennis
15. Trampoline
16. Vehicle Movements
17. Miscellaneous Camp Activities
18. Miscellaneous Camp Kitchen Activities
19. Waterslide

## RISK MANAGEMENT PLAN FOR:- ARCHERY

AREA IN CAMP:- Archery range set up on the rugby field

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Misuse of archery gear at archery range.	Pierced skin Loss of faculties	4	9	36	Clear instructions to be given at all times, Supervisor to keep constant watch and strictly monitor.
Arrow going out of bounds hitting others	As above	4	9	36	Inform others that archery is in progress and alert to dangers No other activities to take place close to archery range while shooting in progress.
Bow string burn	Burn, blisters.	5	2	10	Clear instructions to be given and demonstrate correct use.

### SUPERVISORS INSTRUCTIONS

- \* Archery may only be carried out on the designated archery range.
- \* Only one bow is to be used on the range and it is to be under the direction of the supervisor at all times.
- \* Supervised area - not necessarily staffed.
- \* Must have at least 1 responsible adult who has received instructions from Riverbend staff member.
- \* The supervisor must ensure there are no other activities taking place behind the target area.
- \* The supervisor to carry whistle which is to be blown one long blast when the following happens:
  - A.) Persons wandering near archery range and are in danger of being hit.
  - B.) At any other time as situations arise which could endanger others on property.
- \* Whistle signal must not be used indiscriminately.

Operating:.

- \* Participants must be aware of whistle signal and stop shooting immediately.
- \* Participants must be lined up behind the barrier. Only the Instructor and one participant may be inside the barrier at any time.

## RISK MANAGEMENT PLAN FOR:- B.M.X. BIKES

AREA IN CAMP:- B.M.X. track on Karamu Stream riverbank

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing control, crashing Falling off	Bruising, abrasions, cuts, fractures	4	5	20	Good precise instructions on use of the bikes. Helmets to be worn at all times
Collision with person or object	As above	4	5	20	Keep track clear of obstructions. Spectators to keep outside boundaries of designated tracks.
Collision with other rider	As above	4	5	20	BMX track: Maximum of two bikes. Staggered start e.g. half course, Time trials Maximum of 4 bikes
Mechanical failure e.g. brakes	As above	2	5	10	Regular maintenance check of equipment

## INSTRUCTIONS

- Supervised area - not necessarily staffed.
- Must have at least 1 responsible adult who has received instructions from Riverbend staff member.
- Each day before riding commences the supervisor of the first rider must walk the track and ensure it is free from obstructions.
- Young and/or inexperienced riders must be closely supervised.
- A competitive and/or aggressive rider must ride alone, or be reasonable evenly matched and/or restricted.

## RISK MANAGEMENT PLAN FOR:- BARBECUES AND CAMP FIRES

AREA IN CAMP:- Barbecue is mobile therefore no set area is designated.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling against barbecue	Burns	4	5	20	No running or pushing near the barbecue All unnecessary ground obstructions to be cleared away
Falling in or near campfire	As above	4	5	20	As above

## INSTRUCTIONS

- \* An adult is responsible for this activity
- \* Supervised area - not necessarily staffed.
- \* Must have at least 1 responsible adult who has received instructions from Riverbend staff member.
- \* Area must be supervised at all times while the barbecue is hot.

## RISK MANAGEMENT PLAN FOR:- BICYCLES

AREA IN CAMP:- Driveways and grass areas

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Crashing into windows	Cuts	4	7	28	Cycles must not be ridden around buildings.
Losing control, crashing	Bruising, abrasions, cuts,	4	5	20	Helmets to be worn at all times. Parents or guardians to be responsible for rider competence.
Collision with person or object	As above	4	5	20	Keep clear of obstructions.
Collision with other rider	As above	4	5	20	Care required by riders.

## INSTRUCTIONS

\* Young and/or inexperienced riders must be closely supervised by parent or guardian.

**RISK MANAGEMENT PLAN FOR:- FLYING FOX** (See training and Maintenance forms at the end of this document)

AREA IN CAMP:- Between Flying Fox tower and ending pole on opposite side of the river.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling off	Bruising, cuts, abrasion Fractures	2 2	5 7	10 14	Good precise instructions and only ONE at a time.
Collision with spectators	As above	4	7	28	Clearway to be kept clear
Spectator hit by carriage or trailing rope	As above	2	4	8	As above and pull rope up into cage.
Wire breaking or fixings parting or anchor failing	Bruising, concussion, cuts, abrasion, fractures spinal/back injury	2	9	18	Strength of wire exceeds loading. Regular maintenance inspection of rope and connections Regular maintenance checks.

**SUPERVISORS INSTRUCTIONS**

- \* Supervised area - not necessarily staffed.
- \* Minimum of 2 responsible adults who have received instructions from Riverbend staff member.
- \* One adult at top of flying fox to assist people onto seat and the other at the end of flying fox to supervise the dismount.
- \* Make sure the person knows correct way to sit and hang on.
- \* Make sure the safety harness is worn correctly.

**Operating:**

- \* Maximum of one person riding on flying fox at a time.
- \* Maximum of two people on either platform at one time.
- \* At ending pole, participants must wait on the level ground, not on the mound or the steps, and walk up the steps when called.
- \* Shoes or boots must be worn.

## RISK MANAGEMENT PLAN FOR:- HOBBIES

AREA IN CAMP:- As arranged by Leaders.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Pokerwork: Hot wire	Burn	6	1	6	Adequate space for working. Good supervision.
Sewing/Needlework Scissors/Needles	Cuts, pricks	6	1	6	Adequate space for working. Good supervision.
Woodwork/Fretwork Workpiece slips	Cuts	6	1	6	Adequate space for working. <b>Good supervision.</b>

## RISK MANAGEMENT PLAN FOR:- KAYAKS

AREA IN CAMP:- Boatshed, Karamu Stream.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Handling kayaks	Skin grazing	5	1	5	Adult supervision. Nominated individuals. No undue speed or pressure to complete.
Drifting out of bounds (wind or current)	Panic, capsize, drowning	4	10	40	Good precise instructions and continuous observation from shore or observation boat. Participants to know whistle instructions.
Snag, overhanging trees River weed	Scratches, minor cuts Panic, capsize, drowning	4	10	40	Identify hazards. Stay away from areas. Lifejackets to be worn at all times. Regular maintenance of equipment and buoyancy aids.
Hypothermia,	Loss of body temperature	4	7	28	Wrap in blanket, return to camp buildings. Bring victims body temperature back to normal. Call Dr if necessary. Everyone else out of water. Remaining participants must not be left on the water without supervision.
Accident	Drowning	4	10	40	Follow First Aid procedures.

(Continued)

**RISK MANAGEMENT PLAN FOR:- KAYAKS (Continued)**

AREA IN CAMP:- Boatshed, Karamu Stream.

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Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
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**ALL SUPERVISORS MUST BE COMPETENTLY TRAINED IN THE FOLLOWING PROCEDURES**

- \* Swimming
- \* Dry entry and exit from kayak
- \* Wet exit drill
- \* Use of paddle, paddle strokes and position
- \* Assisting participants to re-enter their craft after a capsize.

**ALL SUPERVISORS MUST HAVE**

- \* An adequate knowledge of hazards in the river
- \* Basic people control skills

## RISK MANAGEMENT PLAN FOR: KAYAKS (Continued)

AREA IN CAMP:- Boatshed, Karamu Stream.

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Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
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### SUPERVISORS INSTRUCTIONS

- \* Supervised area - not necessarily by Riverbend staff.
- \* A suitably qualified person approved by Riverbend Management must supervise this activity at all times.
- \* Any conditions imposed on the Supervisor's qualification must be strictly adhered to.
- \* If kayaks are in use, retain one kayak for the use of supervisors or on shore ready for use for emergency and/or assistance.
- \* Suitable clothing must be worn by Supervisors and participants. Determined by weather conditions.
- \* Identify all known hazards and obstructions prior to commencing.
- \* No one gets into kayaks until shown how and directed.
- \* One supervisor must carry a whistle.
  - One long whistle blast - Stop immediately and return to base. If communication is possible listen for further instructions.
  - One long blast and two short - Everyone back to base and out of the water.
- \* Ensure sealed warm blanket package from boatshed is available for emergency use.

### PARTICIPANTS

- \* Must wear lifejackets of appropriate size, done up properly. No jeans or boots.
- \* Must follow instructions of supervisor and know what whistle signals mean.
- \* Must remain inside the designated area.
- \* Must be aware of the following wet exit drill:
  - Stay with and cling to kayak;
  - Do not try to right the craft;
  - Alert supervisor by raising hand;
  - If possible also retain oars.

## RISK MANAGEMENT PLAN FOR:- RECREATION: INDOOR / PARTY GAMES

RM/ AREA IN CAMP:- Dining Room, Recreation Room

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling while playing games	Grazes/bruising,	6	2	12	Choose appropriate activity for size of room and number of participants.
	Friction burns	4	4	16	
	Fractures	2	7	14	
Collision with another player or object.	Grazes/bruising,	6	2	12	Remove excessive or unnecessary objects from room eg. Chairs & forms. Choose appropriate activity for size of room and number of participants. Give adequate instructions.
Slipping on floor surface	Grazes/bruising,	6	2	12	Check for and remove moisture on floor. Appropriate foot wear.
Inadequate ventilation	Fainting/respiratory disorders	2	9	18	Open windows and doors.
Noise	Deafness	2	8	16	Monitor and control level of noise.

### SUPERVISORS INSTRUCTIONS

- \* Select games and activities which are appropriate for the size of the room and number of participants..
  - \* Adequate preparation and planning.
  - \* Be able to control and be prepared with control methods eg. whistle etc..
  - \* Remove ALL unnecessary objects and furniture from room.
- (continued next page)

**RISK MANAGEMENT PLAN FOR:- RECREATION: INDOOR / PARTY GAMES (continued)**

RM/ AREA IN CAMP:- Dining Room, Recreation Room

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Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
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**SUPERVISORS INSTRUCTIONS CONTINUED:**

- \* Ensure adequate ventilation throughout programme.
- \* Make all participants and spectators aware of potential hazards in room, e.g. fireplace, servery edge, door frames etc.
- \* Make adequate provision for spectators e.g. Where to stand or sit.

**Operating:-**

- \* Participants must be aware of control signal and what it means.
- \* Ensure for each activity appropriate foot wear and clothing is worn.
- \* Inappropriate jewellery / accessories to be removed.

**RISK MANAGEMENT PLAN FOR:- RECREATION: OUTDOOR SPORTS League - Touch - Soccer - Volley ball - Softball - Frisbees etc.**

AREA IN CAMP:- Playing field, volleyball court

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling and landing	Grazing, burns, cuts, abrasions, dislocations, bruising, sprains	6	6	36	Check flatness of playing surface. Ensure appropriate clothing/footwear is worn
	Fractures, concussion, spinal injuries	4	7	28	
Collision with another player	As above	6	6	36	Either adapt rules of game to suit players or play only players of similar size/weight.
Collision with playing equipment	As above	4	6	24	Correct supervision of players Correct verbal instructions. Select appropriate equipment. Use safety & protective equipment. Provide padding on temporary goal posts
Over stretching	Soft and connective tissue strains, ruptures	2	3	6	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack <sup>2</sup>		9	18	People are to be aware of their own level of fitness & limits.
Asthma, respiratory problems	Fainting, lack of breath	4	7	28	Find out which participants have these

**INSTRUCTIONS**

- \* These are activities that normally need no supervision.
- \* Supervision may be provided if a referee is required for competitive games.

## RISK MANAGEMENT PLAN FOR:- RECREATION: PLAYGROUND ACTIVITIES

AREA IN CAMP:- Various locations

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
<b>SLIDE:</b>					
Falling down slide	Grazes/bruising, cuts	4	2	8	One at a time on ladder and slide.
Land on top of someone	Winding	4	4	16	Check before sliding that all is clear.
<b>SWINGS:</b>					
Falling or jumping off	Bruises, grazes, abrasion	4	2	8	Provide stable seating. Jumping off to be actively discouraged.
	Fractures	4	7	28	
Running into swing	Bruises, grazes, abrasion cuts	4	4	16	Playing round swings area to be actively discouraged.
Striking a spectator or pusher	As above	4	5	20	Spectators to keep well clear Pushers must remain vigilant and remain clear behind the swing.
Chain breaking	As above	2	5	10	Perform regular maintenance checks.

### INSTRUCTIONS

- \* These are activities that need no supervision unless there are pre-school aged children using them.
- \* Young children must be supervised by an adult.

## RISK MANAGEMENT PLAN FOR:- SHOOTING (CAMP AIR RIFLE)

AREA IN CAMP:- On Camp Rifle Range beside fence

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Pellet wound, loss of eye or broken skin etc.	4	9	36	Clear instructions strictly policed.
Pellet going out of boundary and hitting others.	As above	4	9	36	Inform others that rifles are being used and alert to dangers. No other activities to take place close to the rifle range during shooting.

### SUPERVISORS INSTRUCTIONS

- \* Supervised area - not necessarily staffed.
- \* At least 1 responsible adult who has received instructions from Riverbend staff member.
- \* Competent person only to supervise. Must have firearms licence.
- \* Only one rifle is to be used on the range and it is to be under the direction of the supervisor at all times.
- \* The Supervisor must carry a whistle which is to be blown only when the following happens:
  - \* Persons wandering near rifle range and are in danger of being shot.
  - \* At any other time as situations arise which could endanger others on property.
- \* The supervisor must ensure there are no water based activities taking place behind the target area.
- \* Air rifles must be stored in locked sports cupboard and pellets in office draw.
- \* Rifles and pellets to be returned immediately after use.
- \* To be used on rifle range only.

Operating:.

- \*Participants must be aware of whistle signal and what it means.
- \*Participants must be lined up behind the barrier. Only the Instructor and one participant may be inside the barrier at any time.

## RISK MANAGEMENT PLAN FOR:- SHOOTING (CLUB/SPECIALIST GROUP ACTIVITY WITH OWN FIREARMS)

AREA IN CAMP:- On Camp Rifle Range or on designated temporary range.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Bullet wound, injury or death	4	10	40	Club/Group to have clearly defined safety procedures. All members to have received appropriate safety instructions.
Projectile going out of boundary and hitting others.	As above	4	10	40	Inform others that rifles are being used and alert to dangers. No other groups to be using the property during shooting. Shooting must be confined to targets on the designated shooting range.
Firearm equipment failure	As above	4	10	40	Club/Group to have clearly defined emergency procedures. All group members to have received appropriate safety instructions.

### GROUP REQUIREMENTS:

- \* Club/Group must have defined health and safety procedures and strictly adhere to them.
- \* If there is any conflict between this document and the Club/Group procedures it must be resolved before any shooting activity is commenced.
- \* Only a competent person approved by the club/group management may supervise this activity.
- \* Group must have a designated Safety Officer on site with a clear definition of responsibilities.
- \* All participants must have a current firearms licence
- \* Penalties and restrictions for any who fail to obey safety instructions must be set out and enforced.

### SUPERVISOR'S INSTRUCTIONS

- \* The Supervisor must carry a whistle which is to be blown only when the following happens:
- \* Any person encroaching near the rifle range who becomes in danger of being shot.
- \* At any other time as situations arise which could endanger others on property.
- \* Participants must be aware of whistle signal and what it means.

## RISK MANAGEMENT PLAN FOR:- SWIMMING

AREA IN CAMP:- Swimming Pool (Within fenced area)

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Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Out of depth	Panic, drowning	2	10	20	Constant watch to be kept on swimmers.

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### SUPERVISORS INSTRUCTIONS

- \* Supervised area – (not necessarily by Riverbend staff)
- \* Minimum of 2 experienced adults who have received instructions from Riverbend staff member.
- \* One adult must be observing at all times.
- \* A maximum ratio of 8 children for each Supervisor must be observed at all times.
- \* Night swimming or twilight swimming is not permitted.

### Participants

- \* Must follow instructions of supervisor. Nobody is to get in the water until permission is given.
- \* Must have appropriate swimwear - NO JEANS!
- \* Throwing, pushing, or ducking anyone is not permitted at any time or for any reason.
- \* Must not leave the activity area without first advising the Supervisor.

## RISK MANAGEMENT PLAN FOR:- TENNIS

AREA IN CAMP:- On tennis court

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling	Grazing, bruising, sprains,	4	2	8	Ensure appropriate clothing/footwear is worn.
Collision with another player	As above	4	2	8	In doubles play partners to be only players of similar size/weight.
Over-stretching	Soft and connective tissue strains, ruptures	2	3	6	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack	2	9	18	People are to be aware of their own level of fitness & limits.
Asthma, respiratory problems	Fainting, lack of breath	4	7	28	Find out which participants have these medical conditions. Check they have their medication at hand.

## INSTRUCTIONS

- \* This activity normally needs no supervision.
- \* Supervision may be provided if a referee is required for competitive play.

## RISK MANAGEMENT PLAN FOR:- TRAMPOLINE

AREA IN CAMP:- Playground

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling off tramp	Grazes, bruising, cuts, fractures, neck/ back injury	6	7	42	Clear instructions given.
Fall through springs	As above	6	7	42	Keep to the middle of the trampoline.
Collision	As above	6	7	42	Only one person on a tramp at a time.

## INSTRUCTIONS

- \* This is an activity that needs no supervision unless there are small children using the trampoline.
- \* Small children must be supervised by an adult.
- \* Ensure that there is only one person at a time on a trampoline.
- \* No shoes to be worn.

## RISK MANAGEMENT PLAN FOR:- VEHICLE MOVEMENTS

AREA IN CAMP:- Driveways and grass areas

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Collision with person	Bruises, grazes, abrasion Fractures.	4 4	3 7	12 28	Vehicle speed not to exceed 10 km/h Vehicles to keep on driveways at all times unless parking Extreme care to be taken at all times when driving on grass areas. Driver to check behind vehicle before reversing. If children are playing in the area get a pilot to maintain a clearway.

## INSTRUCTIONS

- \* All vehicles brought onto the property must be registered and have a current Warrant of Fitness
- \* All drivers must have a current Drivers Licence.
- \* No one is permitted to ride on any trailer
- \* No one is permitted to ride on any vehicle unless seated on a properly constructed seat fastened to the vehicle.
- \* Hands, feet and limbs must be kept inside the vehicle at all times when the vehicle is moving.

## RISK MANAGEMENT PLAN FOR:- MISCELLANEOUS CAMP ACTIVITIES

AREA IN CAMP:-

Various

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Cleaning Chemicals	Inhaling fumes	6	7	42	Chemicals are not to be mixed. If a different chemical is obtained partway through a cleaning task then the first chemical is to be completely washed away before applying any of the second.
Dormitory Stair Low overhead clearance.	Bruising, Concussion	6	9	54	Signs erected to warn of limited clearance. People must walk down the stairs completely to the bottom. Jumping downwards to miss the bottom 2 or 3 steps is hazardous to the head.
Slippery floors	Bruising, dislocated joints	6	6	36	Signs will be erected when work has been done. Signs will be erected if staff are aware of slippery floors resulting from natural causes, condensation rain etc. Visitors are asked to report any occurrence so remedial action can be taken.

## RISK MANAGEMENT PLAN FOR:- MISCELLANEOUS CAMP KITCHEN ACTIVITIES

AREA IN CAMP:-

Various

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Cook's Knives	Cuts	5	5	25	Guests and clients are not to handle cook's knives. They must be left for staff to attend to. Cook's knives are not to be washed with any other dishes.
Food mixer Hands catching in beaters	Cuts, bruises, broken finger	4	7	28	Only staff may operate this equipment. All others to keep well clear if this machine is working.
Food slicer	Cuts	5	5	25	Food slicer to be cleaned only by staff.. Guests and clients are not to operate or clean this equipment.
Toaster Burns from touching toaster	Burns	5	4	20	While operating, ensure there is adequate space to move without being obstructed by other people.
Electrocution	Burns, death	5	10	50	Good precise instructions. Turn off power before inserting any utensil to attempt to remove jammed toast.

## RISK MANAGEMENT PLAN FOR:- WATER-SLIDE

AREA IN CAMP:- On Karamu Stream bank.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Hitting another person using the slide.	Bruising, cuts, fractures	4	3	12	Make sure slide is clear before letting another person go.

### SUPERVISORS INSTRUCTIONS

- \* Supervised area - not necessarily staffed.
- \* Minimum of 1 adult who has received instructions from Riverbend staff member.
- \* Get clear instructions on the use of the slide.
- \* Make sure slide is clear before letting a rider go.

Operating.-

- \* Riders must line up clear of the top of the slide.
- \* Spectators must keep clear of slide at all times.

Flying Fox Training Forms:

# Trainer Training

The trainer must be competent in the following:

Procedure	Trainer Competent Y/N
<ol style="list-style-type: none"><li>1. Double check the lifeline on the passenger attached to the flying fox.</li><li>2. Ensure clearway in not obstructed.</li><li>3. Know location of first aid kit.</li><li>4. Fit harness correctly to the passenger, ensuring that the straps are correctly looped back through the buckles.</li><li>5. Assist passenger onto the flying fox and instruct passenger on holding onto pole with both hands.</li><li>6. Attach lifeline.</li><li>7. Ensure the maximum number of people on the platform is not exceeded.</li><li>8. Assist people on and off the raft.</li><li>9. Remove lifeline.</li><li>10. Assist passenger with removing the harness.</li><li>11. Signal the winch operator when all clear with arms held at right angle to body.</li><li>12. Complete OSH accident report &amp; notify Health &amp; Safety committee immediately.</li></ol>	

Date \_\_\_\_\_

Assessor 1 \_\_\_\_\_ Assessor 2 \_\_\_\_\_

# Flying Fox

## Usage / Training / Maintenance

(to be completed in full before operating the Flying Fox)

Date: \_\_\_\_\_

Camp / Group: \_\_\_\_\_

Trainer: \_\_\_\_\_

Operator 1: \_\_\_\_\_

Operator 2: \_\_\_\_\_

Operator 3: \_\_\_\_\_

Operator 4: \_\_\_\_\_

Health & Safety Committee contacts:

Paul Houston	Ph 870 8313
Brent Stanton	Ph 877 4921

## Flying Fox Usage Controls

<b><i>Usage Control</i></b>
Harness to be worn & fitted properly. It must be ensured that the straps are correctly looped back through the buckles.
Only one passenger at a time on flying fox.
Maximum of 7 people (including trained operators) on the flying fox platform at one time.
No jumping off flying fox. ie. Jumping into the river.
The flying fox is not to be operated by any unauthorized persons.
Minimum number of trained operators is 4: <ol style="list-style-type: none"><li>1. One operating the winch.</li><li>2. One fitting the harness and assisting the passenger onto the flying fox.</li><li>3. One across the river to assist with the dismount.</li><li>4. One on the raft.</li></ol>
Maximum weight limit on flying fox is 75kg. Minimum age limit is 7 years.
Winch operator is considered supervisor. This person must have an understanding of basic first aid and know where the first aid kit is located.
Flying fox is not to be operated if the river level is considered dangerous as a result of flooding.

**NOTE: Each operator must sign below once they have been instructed and have understood the controls.**

Date \_\_\_\_\_

Trainer \_\_\_\_\_

Operator 1: \_\_\_\_\_

Operator 2: \_\_\_\_\_

Operator 3: \_\_\_\_\_

Operator 4: \_\_\_\_\_

## Flying Fox Training

Procedure	Training Completed (please sign)
<p><b>Operator 1</b> - Winch Operator:</p> <ul style="list-style-type: none"> <li>• Double check the lifeline on the passenger attached to the flying fox.</li> <li>• Ensure clearway in not obstructed.</li> <li>• Winch the seat back only on a signal from the person across the river.</li> <li>• Know location of first aid kit.</li> </ul>	
<p><b>Operator 2</b> - Person assisting with securing people to the flying fox and fitting the harness:</p> <ul style="list-style-type: none"> <li>• Fit harness correctly to the passenger, ensuring that the straps are correctly looped back through the buckles.</li> <li>• Assist passenger onto the flying fox and instruct passenger on holding onto pole with both hands.</li> <li>• Attach lifeline.</li> <li>• Ensure the maximum number of people on the platform is not exceeded.</li> </ul>	
<p><b>Operator 3</b> - Person on the raft:</p> <ul style="list-style-type: none"> <li>• Assist people on and off the raft.</li> </ul>	
<p><b>Operator 4</b> - Person across the river assisting with the dismount:</p> <ul style="list-style-type: none"> <li>• Remove lifeline.</li> <li>• Assist passenger with removing the harness.</li> <li>• Signal the winch operator when all clear with arms held at right angle to body.</li> </ul>	

Date \_\_\_\_\_

Trainer \_\_\_\_\_

## Flying Fox Maintenance

Check	Pass / Fail
Inspect all harnesses.	
Inspect shackles and chain.	
Inspect lifelines.	
Inspect recovery rope.	
Check that the recovery rope is properly rewound. ie not twisted or tangled.	
Inspect decking, stairs, barrier rails, gates & locks for damage and deterioration so as to ensure safe operation.	
Inspect barrier rails.	
Check that the rollers on the carriage run freely by activating the Flying Fox without a passenger.	
Check poles for cracks and signs of deterioration.	
IQP report: Annual inspection to be carried out by an IQP. Written report or certificate to be filed in the office.	

**NB: The Flying Fox is not to be operated if any of the above tests fail.**

Date \_\_\_\_\_

Trainer / Operator \_\_\_\_\_

# Form of register or notification of circumstances of accident or serious harm

Required for section 25(1), (1A), (1B), and (3)(b) of the Health and Safety in Employment Act 1992  
For non-injury accident, complete questions 1, 2, 3, 9, 10, 11, 14 and 15 as applicable

**1 Particulars of employer, self-employed person or principal:**  
*(business name, postal address and telephone number)*

Acme Office Supplies Limited
PO Box 605
HASTINGS

**2 The person reporting is:**

- an employer     a principal     a self-employed person

**3 Location of place of work:**


*(shop, shed, unit nos., floor, building, street nos. and names, locality/suburb, or details of vehicle, ship or aircraft)*

**4 Personal data of injured person:**

Name	
Residential address	

Date of birth  Sex (M/F)

**5 Occupation or job title of injured person:**

*(employees and self-employed persons only)*

**6 The injured person is:**

- an employee                       a contractor (self-employed person)  
 self                                       other

**7 Period of employment of injured person:**

- (employees only)*
- 1<sup>st</sup> week                       1<sup>st</sup> month                       1-6 months  
 6 months-1 year               1-5 years                       Over 5 years  
 non-employee

**8 Treatment of injury:**

- None                                       First aid only  
 Doctor but no hospitalisation       Hospitalisation

**9 Time and date of accident/ serious harm:**

Time  am/pm  
Date  Shift     Day     Afternoon     Night

Hours worked since arrival at work  
*(employees and self-employed persons only)*     

**10 Mechanism of accident/ serious harm:**

- |   |  |
|---|--|
| <input type="checkbox"/> fall, trip or slip | <input type="checkbox"/> hitting objects with part of the body |
| <input type="checkbox"/> sound or pressure  | <input type="checkbox"/> being hit by moving objects           |
| <input type="checkbox"/> body stressing     | <input type="checkbox"/> heat, radiation or energy             |
| <input type="checkbox"/> biological factors | <input type="checkbox"/> chemicals or other substances         |
| <input type="checkbox"/> mental stress      |  |

**11 Agency of accident/ serious harm:**

- machinery or (mainly) fixed plant  
 mobile plant or transport  
 powered equipment, tool, or appliance  
 non-powered handtool, appliance, or equipment  
 chemical or chemical product  
 material or substance  
 environmental exposure (e.g. dust, gas)  
 animal, human or biological agency (other than bacteria or virus)  
 bacteria or virus

**12 Body part:**

- head                       neck                       trunk  
 upper limb               lower limb               multiple locations  
 systemic internal organs

**13 Nature of injury or disease:**

- fatal  
*(specify all)*
- |  |   |
|--|---|
| <input type="checkbox"/> fracture of spine         | <input type="checkbox"/> puncture wound                   |
| <input type="checkbox"/> other fracture            | <input type="checkbox"/> poisoning or toxic effects       |
| <input type="checkbox"/> dislocation               | <input type="checkbox"/> multiple injuries                |
| <input type="checkbox"/> sprain or strain          | <input type="checkbox"/> damage to artificial aid         |
| <input type="checkbox"/> head injury               | <input type="checkbox"/> disease, nervous system          |
| <input type="checkbox"/> internal injury of trunk  | <input type="checkbox"/> disease, musculoskeletal system  |
| <input type="checkbox"/> amputation, including eye | <input type="checkbox"/> disease, skin                    |
| <input type="checkbox"/> open wound                | <input type="checkbox"/> disease, digestive system        |
| <input type="checkbox"/> superficial injury        | <input type="checkbox"/> disease, infectious or parasitic |
| <input type="checkbox"/> bruising or crushing      | <input type="checkbox"/> disease, respiratory system      |
| <input type="checkbox"/> foreign body              | <input type="checkbox"/> disease, circulatory system      |
| <input type="checkbox"/> burns                     | <input type="checkbox"/> tumour (malignant or benign)     |
| <input type="checkbox"/> nerves or spinal chord    | <input type="checkbox"/> mental disorder                  |

**14 Where and how did the accident/serious harm happen?**

*(If not enough room attach separate sheet or sheets.)*


**15 If notification is from an employer:**

- (a) Has an investigation been carried out?     yes     no  
(b) Was a significant hazard involved?         yes     no

Signature and date \_\_\_\_\_ \_\_/\_\_/\_\_

Name and position  
*(capitals)*