



RIVERBEND BIBLE CHURCH

**Health & Safety Policy
RBC-H&S-001**

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1. 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).
- Long Term Motel accommodation (2 single room units).
- Riverbend Bible Church and associated ministries.
- The Shepherds Bible College.
- Gracebooks shop.

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, residents, church members, 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 and the subsequent amendments, 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, visitors and those whom the employees relate to (i.e. 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 the subsequent amendment in 2002, and covers all activities and facilities that staff, visitors, campers, church members and visitors will use.

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 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).

1.1 Health & Safety Policy Objective

The Riverbend Trustees, Management and Staff are committed to the safety and wellbeing of every employer, client, contractor and visitor attending Riverbend.

1.2 Definitions

TRUSTEES:	The HB Redemption Trust Trustees
TRUST CHAIRPERSON:	The HB Redemption Trust Chairperson
ADMINISTRATOR:	The Riverbend Bible Church Administrator
DEACON CHAIRMAN:	The Chairman of the Riverbend Bible Church Deacons
CAMPING COORDINATOR:	The Riverbend staff member responsible for taking bookings and liaising with clients and campers, arranging catering etc.
SAFETY SUPERVISOR:	Usually the Property Manager or if absent, the Camping Coordinator.
FIRE OFFICER:	Usually the Property Manager or if absent, the Camping Coordinator.
CAMP COOK:	The person nominated as the cook for the camp or event
ORIENTATION TALK:	A presentation by the Safety Supervisor to communicate the Health and Safety requirements and rules when using or staying at this facility. At the end of the presentation, the Orientation Talk sheet is to be completed and signed by both parties.
CLIENT/CAMPER:	Anyone using the accommodation facilities either as part of a group or individually.
EMERGENCY LIST:	A list of names and contact details for campers and clients using the accommodation.
ACCIDENT REGISTER:	A register of all accidents which also includes an investigation.
EMPLOYEES:	A. Paid Staff B. Voluntary Workers. C. Team Leaders at Camps organised by Riverbend staff. D. Students of The Shepherd's Bible College
TENANTS:	Anyone who is resident in one of the permanent dwellings.
RIVERBEND:	The property and assets owned by the HB Redemption Trust, otherwise referred to as Riverbend Bible Church.
CONTRACTORS:	Any person other than Riverbend employees who are engaged (by way of payment for services) to carry out maintenance, renovation, or construction projects on Riverbend property.
SPHERE OF INFLUENCE:	The area that this Health and Safety Policy has jurisdiction over. Areas not specifically included in the "sphere of influence" are not covered by this Health and Safety Policy.

1.3 Sphere of Influence

The Riverbend site Sphere of Influence includes the following areas and activities:

Grounds (grassed areas, driveways)	Swimming pool
Workshop areas	Office
Kitchen	Playground equipment, basketball court
Water activities – Kayaking	Machinery and equipment
Flying Fox	Water slide
Fire Alarms, extinguishers, hoses and signs Area beyond the fence and adjacent to the creek which is used for activities.	Fences and gates

Areas outside the sphere of influence include:

Roads and public reserves	Neighbouring Properties
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2. RESPONSIBILITIES

2.1 Administrator

- Comply with the health and safety policy while on the Riverbend site.
- Implementation and communication of the Health & Safety Policy.
- Ensure that the responsibilities of those identified in this health and safety policy are communicated.

2.2 Fire Officer

- Adorn the high visibility "Fire Office" jacket.
- Coordinate the evacuation of the buildings.
- Coordinate activities during the evacuation.
- Ensure (if safe to do so) the emergency contact list is retrieved from the designated area.
- Check that all persons are accounted for (by way of inspection of the buildings and or roll call).
- In the event of a fire, ensure that the Fire Service has been contacted and notified of the event, and give the address and status of evacuation.
- Report to Senior Fire Officer when Fire Service arrives.
- Advise Deacon Chairman or Administrator of any serious injury, missing person or if 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.
- In the event of a gas leak, if safe to do so, shut off the gas at the gas bottles. The Fire Officer will coordinate the evacuation of the buildings and ensure all persons are accounted for.

2.3 Safety Supervisor

- Comply with the health and safety policy while on the Riverbend site.
- Carry out an Orientation Talk to each group hiring the facility. Records of the orientation talk to be kept and maintained.
- Obtain a copy of emergency contact details for each group hiring the facility.
- Correct training in the use of all machinery and equipment before they use it.
- Upkeep and maintenance of all said equipment mentioned above.
- Safe storage and handling of harmful chemicals.
- Incident reporting and investigation 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.
- Ensure that if professional medical assistance is rendered as promptly as appropriate.

After a major earthquake:

- Evacuate all persons from all buildings to the Assembly Point.

- Ensure (if safe to do so) the emergency contact list is retrieved from the designated area.
- Check that all persons are accounted for (by way of inspection of the buildings and or roll call).
- Advise Deacon Chairman or Administrator of any serious injury, missing person or if death is suspected.
- Authorise the return of all evacuees only when it is safe to do so.
- The situation will need to be assessed to see if the Riverbend facilities can continue to be used safely – this may require professional inspections – if so then the site will be closed and all persons sent home.

In the event of a Civil Defence weather or other warning

- Action must always be taken if a Civil Defence weather or other warning has been received. The Safety Officer is responsible to keep himself fully informed of the cyclone progress.
- Inform all other staff members of any warning and, if known, its forecast path, estimated timing and severity.
- Take all practical steps to ensure safety of all clients, visitors and staff members by coordinating with Civil Defence as appropriate.

2.4 Employees

- Comply with the health and safety policy while on the Riverbend site.
- Follow the instructions of the Safety Supervisor.
- Each employee is responsible for their own protection awareness.
- Opportunities for continual refresher courses of First Aid are to be made available to relevant staff members.

Responsibilities for Emergency Evacuation:

- Assist the Fire Officer to evacuate buildings.
- Render First Aid where required.
- Turn off power switches to machinery but
 - DO NOT SWITCH OFF THE LIGHTS.
- At the first available opportunity report to the Fire Officer to record your own safety.
- Do not put own life at risk.

2.5 Tenants

- Comply with the health and safety policy while on the Riverbend site.
- In the event of an emergency, follow the instruction of the Fire Officer or Safety Supervisor.

2.6 Visitors

- Comply with the Health and Safety Policy while on the Riverbend site.
- All persons, *except staff employees, residents, members attending Riverbend Bible Church ministry activities*, who come onto the Riverbend property must first report to the main office where the following will occur:

- Any rules or instructions relevant to their visit will be relayed to them by the Safety Supervisor and are to be followed.
- All visible signs/notices in areas used by visitors must be adhered to.
- In the event of an emergency, report to Assembly Point.
- If necessary they MAY be given tasks to perform. Otherwise they must remain at the Assembly Point.

2.7 Clients & Campers

- Comply with the health and safety policy while on the Riverbend site.
- The person in charge of any particular group using the facility must be given a the Orientation Talk at the end of which one signed hard copy is to be given to the Safety Supervisor.
- In the case of an anticipated extended arrival period, particularly evening - late night arrivals when a complete gathering cannot reasonably be achieved, the Orientation Talk and a copy of the points covered will be given to Group Leader of the group. With respect to Campers and Caravans, Comply with section 5.5 of this document (Caravans and Motor Homes) and the requirements for effluent disposal and electrical connections.
- 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 Safety Officer at the completion of the Orientation Talk. This includes Names and Mobile telephone numbers for the leaders.
- 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 assign a responsible "minder" to each person. This must be done no later than at the time of the Orientation Talk. The "minder" must check that any necessary help is given in the event of evacuation and ensure that the disabled person is accounted for.
- In the event of an evacuation the Group Leader is responsible to:
 - Follow the instructions of the Fire Officer.
 - Ensure that all campers leave the buildings immediately by nearest exit and proceed to the Assembly Point.
- Ensure that their campers are all accounted for at the assembly point.
 - As soon as possible the Group Leader must advise the Fire Officer that all are accounted for or who is still missing.

2.8 Contractors

- Comply with the health and safety policy while on the Riverbend site.
- Ensure that all machinery or equipment brought onto the property by the contractor, whether owned by the contractor 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 Administrator may request a cover note from the Insurance Company.
- Provide their own personal protective equipment.

2.9 Cook

The Camp Cook shall have responsibility for:

- Safety in the kitchen and related storerooms during periods where food preparation and cooking are being undertaken.
- Make sure that clothing worn by kitchen helpers does not compromise hygiene or safety.
- Ensuring that safe practices are carried out when barbecue meals are being prepared.

2.10 Riverbend Bible Church Deacon Chairman

- Inform the HB Redemption Trust Chairman of any serious events that occur on the Riverbend Property.

2.11 Hawke's Bay Redemption Trust Chairman

- Liaise with Police and notify the next of kin in case of serious injury, missing person or death.

3. ORIENTATION TALK

As part of Riverbend's commitment to health and safety, communication of the Riverbend rules and requirements for visitors, campers, clients etc. need to be communicated.

- For each group that uses the facilities, an "Orientation Talk" is to be given.
- The Orientation Talk is to be presented to each group on arrival to site.
- A copy of the completed Orientation Talk checklist is to be kept by Riverbend which will include contact names and emergency contact details.

A copy of the content of the Orientation Talk is shown in Appendix 2.

4. EMERGENCIES & FIRST AID

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.
- The Safety Supervisor is to be notified immediately.
- Emergency evacuation details are to be part of initial Orientation Talk and effected if there is threat to others.
- Emergency phone number to be kept for Riverbend staff – This will be obtained during the Orientation Talk.

4.1 First Aid Kit

- Riverbend has a comprehensive First Aid kit which is available to all who use the facility.
- The First Aid kit location is in the First Aid Room – adjacent to the kitchen.
- If any item is used from the kit, the Safety Supervisor is to be informed so that replacements can be provided.

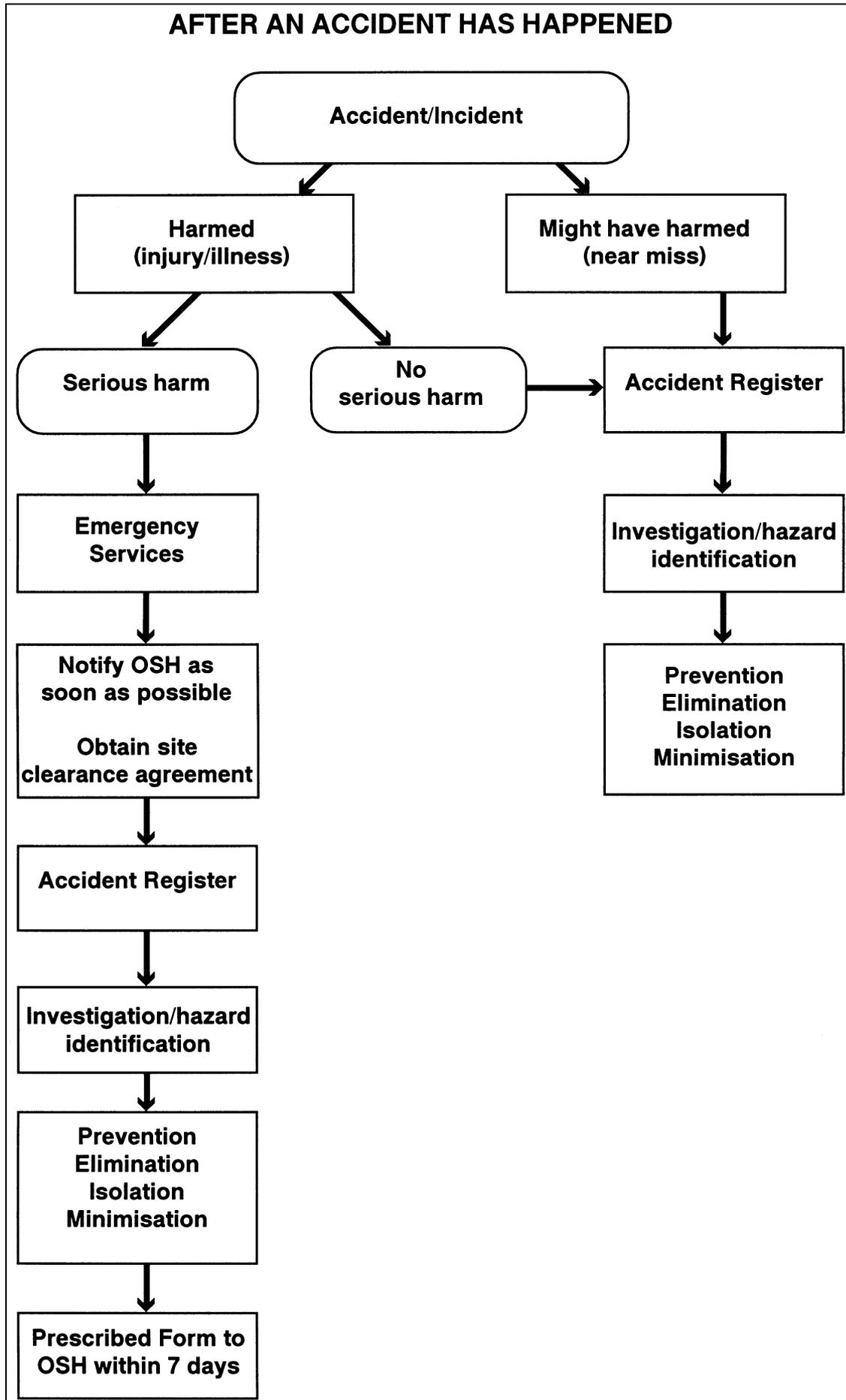
4.2 Accident / Incident Reporting

(See chart on following page).

- All accidents and incidents where someone was or might have been harmed are to be recorded in the Accident Register which is located 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 the Accident Register.
- Accidents are to be reported as soon as possible after the occurrence. If an injury is not reported on the day the injury occurs then it may not be accepted. Completed forms will be kept in an Accident Register located in the Administrator Office.
- Where instances of serious harm occur, the Health & Safety Service of the appropriate Government Agency must be notified as soon as possible after the event. In addition, within 24 hours of the occurrence, formal notice of the circumstances must be recorded in the Accident Register.
- The scene of an accident resulting in serious harm must not be disturbed unless authorised by a Department of Labour Health & Safety Inspector, or to save life, relieve suffering, or prevent further harm or damage.



4.3 Emergency Procedures

Possible Emergency Situations:

- FIRE
- GAS LEAK
- EARTHQUAKE
- FLOOD
- CYCLONE

4.3.1 Evacuation & Assembly Point

- An evacuation is required whenever the Fire Alarm system sounds.
- Where there is a manual fire alarm system it is initiated by activating a “manual call point” (breaking the glass and turning on the switch).
- The Assembly Point for emergencies is the Tennis Court.
- All persons should assemble at the assembly point whenever the Fire Alarm system sounds. This can be used in the event of a fire, gas leak or earthquake.

4.3.2 Fire

Evacuation:

- When a fire is spotted, raise the alarm by activating the manual call points. (This will raise an alarm)
- When the alarm is activated – all persons shall evacuate all buildings and assemble on the Evacuation Assembly Point
- The Fire Service shall immediately be notified (phone 1-111). The fire alarm system does not automatically call the fire service.
- The Fire Officer will coordinate a search of the buildings and grounds.
- The buildings are to remain evacuated until the Fire Officer establishes that the fire has been contained (or that the evacuation was a false alarm or drill) and notifies personnel that the evacuation is over.

Fire Fighting:

- Fire fighting may be attempted by trained persons only if it can be done so without threat to personnel safety.

4.3.3 Gas Leak

- Gas is only used in the main kitchen for cooking and hot water heating and in Kowhai Court kitchen for the stove hobbs.
- Gas bottles are stored at the back of the main kitchen and outside the kitchen door of Kowhai Court.
- No spare gas bottles are stored on site – only the 4 x gas bottles connected to the gas system are on site.
- Maintenance of the gas system is to be carried out by an approved gas fitter.
- A gas leak necessitates an evacuation procedure.

- In the case of a major gas leak inside the kitchen, the emergency number 1-111 must be dialled immediately.
- If fire commences, proceed as for fire instructions – refer section 4.3.2.
- If the leak is only evident in or around the gas bottle storage shelter and the supply valves can be safely shut off, this is to be done immediately and notify the Fire Officer who will decide what further action is needed.

4.3.4 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.
- Proceed to this assembly point when the tremors have stopped:
- An assessment will be made to decide if the buildings are fit to occupy or require inspection. If an inspection is required, all camp activities will be suspended and personnel sent home.

4.3.5 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. In the event of this happening, no one should go beyond the fence at the top of the bank.

4.3.6 Civil Defence Warning

Civil Defence 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.

In the event of a formal Civil Defence Warning Notification the Safety Officer will advise all those currently onsite so that appropriate plans can be made an effected.

5. GENERAL SAFETY RULES

5.1 Banned Items

Children are not to be in possession of matches, cigarette lighters, magnifying glasses 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, air pistols, 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. (Exceptions are identified in section 7.2.).

5.2 Banned Substances

Illicit drugs are not permitted on site under any circumstances. Illicit drugs will be confiscated for the duration of the stay at camp.

The possession of drugs may result in police notification.

5.3 Smoking

Smoking on the premises is not permitted inside any buildings under any circumstance.

5.4 Vehicles

- Vehicle speed not to exceed 20 km/h – anywhere on site.
- Vehicles to keep on driveways at all times unless parking.
- Extreme care to be taken at all times when driving on grass areas.
- 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.

5.5 Caravans and Motor Homes

- 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 retained in the camper. Riverbend does not have a discharge facility for waste.

5.6 Personal Protective Equipment

- Certain tasks may require the use of Personnel Protective Equipment (PPE). The Safety Supervisor may identify the need for PPE to be worn when discussing a task with anyone on site carrying out a task where hazards can only be minimised by way of wearing PPE.
- PPE will be provided as necessary by Riverbend with the exception of Contractors who are required to provide their own.

6. TRAINING

6.1 Overview

Riverbend provides training to persons who are responsible for the use of kitchen equipment, chemicals hazardous equipment and those who supervise activities. Training records will be kept. The following sections describe the minimum training requirements.

6.1.1 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.

6.1.2 Chemicals

Training in the proper and safe use of chemicals used both in the kitchen and general camp cleaning will be covered for those who use them.

6.1.3 Activities

Training will be given to those who will supervise activities where hazards have been identified on the Risk Management Plans.

6.1.4 Mechanical Plant and Equipment

Training will be given to those who will be expected to use mechanical plant and equipment. Refer to section 9.1 for the hazardous equipment.

- Grinder
- Motor Mowers
- Power Saws
- String Trimmer (Weed-eater)
- Water Blaster
- Workshop Power Tools
- Workshop Fixed Mechanical Plant
- Tractor & Mower

6.1.5 First Aid

Continual refresher of First Aid courses is to be made available to relevant staff members.

At least one person with relevant certificates to be on camp site at all times that campers are on the property. This can be a camper or a staff member.

7. PERSONAL EQUIPMENT

7.1 Privately Owned Recreational 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.

7.2 Firearms

Firearms are not permitted in the camp except as follows:

- A properly constituted specialist organisation, such as a gun club or Police, may be permitted to use the camp facilities for activities that use firearms provided:
 - 1) Specific permission has been granted by the Riverbend Administrator, and,
 - 2) There is no other camp or organisation using the property.
 - 3) The Riverbend Risk Management Plan is agreed to and followed.
 - 4) The organisation proves that it has clearly defined health and safety procedures which comply with the Health and Safety in Employment Act.
 - 5) The organisation undertakes to comply with these defined health and safety procedures at all times while on camp property.
 - 6) The organisation indemnifies Riverbend from any claims arising from the organisation's shooting activities on the property.
 - 7) An approved firearm cabinet or safe is used to store firearms when not in use.

8. SAFETY DIRECTION SYSTEM

8.1 Overview

Riverbend operates a Safety Direction System which ensures that both adults and children 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:

	<p>DO NOT ENTER THIS AREA</p> <p>Out of bounds to all except Riverbend Staff This activity needs specially trained staff</p>
	<p>THIS ACTIVITY NEEDS ADULT SUPERVISION</p> <p>Wait until there is a trained supervisor present Some care and safety equipment may be needed.</p>
	<p>THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION</p>

8.2 Stop Activities

STOP DO NOT ENTER THIS AREA

The following areas are out of bounds:

Tractor Shed, Workshop

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

Staff Housing Areas

- These areas may not be entered by anyone other than the occupants and their guests.

Kitchen

- Campers, clients and visitors are not permitted in the kitchen.

8.3 Wait Activities

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

Wait until this is available.

8.3.1 Archery

- 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 other activities behind the target area.

8.3.2 Barbeques

- The Safety Supervisor will give directions and these must be obeyed.

8.3.3 BMX Bikes

- Bikes may be ridden only in designated areas.
- Under no circumstances may bikes be ridden round the buildings or across the playing fields.
- Helmets must be worn.

8.3.4 Flying Fox

- Camp staff will instruct three adults to supervise its use.
- Two adults are required on the main platform to out the rider into the harness and then attach them to the Flying Fox. The other adult supervises the release of the rider from the Flying Fox at the other end and their safe transition across the creek on the raft.
- Only one person on the wire at any one time.
- Clearway to be maintained at all times.
- Supervisor must give careful attention to spectator control.

8.3.5 Kayaks

- If you want to run this activity you will need to notify the Safety Supervisor

- Life jackets must be worn.

8.3.6 Shooting – Air Rifles as a Camp Activity

- This activity may only be done on the designated rifle range.
- While the camp equipment is an air rifle, it is capable of serious injury and permanent disability.
- The Safety Supervisor will tutor an adult to run this camp activity.

8.3.7 Swimming

- The swimming area includes the entire area within the confines of the fence.
- Anyone under the age of 16 years must have supervision from someone over the age of 16 years.
- Consideration of others is important.

8.4 Go Activities

GO - THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION

Some care and safety equipment may be needed.

8.4.1 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.

8.4.2 Tennis Court

- This may be used at any time.
- On-lookers are not to obstruct players.

8.4.3 Trampoline

- You may use the trampoline but please; no shoes.
- Only one person at a time on the trampoline.

8.4.4 Volleyball

- You may use the volleyball court at any time.
- Staff or a delegated adult will be responsible to erect the net.

9. HAZARDS, RISK ASSESSMENT AND MANAGEMENT PLANS

9.1 General Hazards

Riverbend actively promotes the identification and control of hazards. Hazards associated with activities that are undertaken on the property have been identified and mitigation measures have also been identified. These are outlined in section 9.3 and Appendix 5.

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.

9.1.1 HIGH RISK PLANT

- Food ingredients mixer.
- Steriliser for cutlery and utensils.
- All ovens.
- Drawer of sharp knives.

Refer to section 8, as the kitchen is a "STOP" area and campers are not permitted into the kitchen.

9.1.2 LOW RISK PLANT

- Electric Bread knife.
- Toaster.
- Laundry/drying room.
- Barbecues.

9.2 Risk Assessment

The following risk assessment is used to determine the hazard rating of any hazards associated with the activities that are provided and made available clients and visitors.

			Likelihood of an occurrence					
			Extremely Unlikely	Unlikely	Possible	Likely	Very Likely	Inevitable
Hazard Rating is a function of Severity and Likelihood			1	2	3	4	5	6
Consequence	7	Fatality	7	14	21	28	35	42
	6	Amputation, 3rd degree burns	6	12	18	24	30	36
	5	Severe Laceration, broken bone(s), 2nd degree burns	5	10	15	20	25	30
	4	Extensive lacerations, dislocation	4	8	12	16	20	24
	3	Moderate cuts, burns or bruising	3	6	9	12	15	18
	2	Sprain or bruise	2	4	6	8	10	12
	1	Personal discomfort	1	2	3	4	5	6
Example: the Hazard rating of a hazard that has a likelihood of "Very Likely" and the consequence of that hazard resulting in a broken bone is Hazard Level 5								

9.3 Risk Management Plans

For activities carried out at Riverbend on a regular basis, Risk Management Plans have been developed. These summarise the possible injuries and illnesses associated with each activity and assigns a Hazard Rating (based on the probability and severity as in section 9.2 above). Risk control measures are also identified so that the hazards associated with the activities can be mitigated or minimised.

Refer to Appendix 5 for the Risk Management Plans.

9.4 Maintenance of Equipment

- Priority will be given by Riverbend to ensure that equipment will be maintained in a safe operating state. If this is not possible then that machine/facility will be taken out of service by the Camping Coordinator or Safety Supervisor until such time as the problem is rectified.
- The Camp Manager or Safety officer must be advised of any plant or implement taken out of service.

10. HEALTH & HYGIENE

10.1 Cleaning

After each camp has used the facilities, a clean-up will be required. Some of the activities will be completed by the camp groups but as a minimum the following tasks will be completed before another group uses the facilities:

- Vacuum of the bunk rooms and bedrooms.
- Cleaning of the showers, toilets and bathroom vanities and floors.
- The use of disinfectant to clean wet areas is mandatory.
- Changing all sheets on beds.
- Changing of towels in bathrooms.

10.2 Food Hygiene

Food Hygiene practices are Riverbend include:

- Water testing (with records kept).
- Walk-in Freezer temperature display.
- Dishes and food scraps cleaned up after each meal.
- Kitchen cleaned after each meal is prepared and again after dishes are done.
- Steriliser to be used on all dishes.
- Cooks dishes to be cleaned after each meal is served.
- Food to be kept in sealed containers once opened or in sealed containers or bags in the fridge if required.
- Food beyond the "use by date" is discarded.



Appendix 1. Incident Report and Investigation Form

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)

Riverbend
354 Te Aute Road
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)

1st week 1st 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:

fall, trip or slip hitting objects with part of the body
 sound or pressure being hit by moving objects
 body stressing heat, radiation or energy
 biological factors chemicals or other substances
 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 <i>(capitals)</i>

Appendix 2. Orientation Talk

RBC ORIENTATION TALK

Welcome to Riverbend Bible Church, we hope your stay at this facility is enjoyable and free from harm. Please take time to read and familiarise yourself with the Health and Safety Policy.

You will be taken through an Orientation Talk by a Riverbend staff member. During the Orientation Talk you will cover some or all of the sections below as may be relevant to your stay.

Please tick the boxes for the sections that apply during the orientation talk and then sign and date the form and hand to the Safety Supervisor at the end of the Orientation Talk.

MANDATORY (Must be covered for all groups)

We have been instructed in the Health and Safety policies, procedures and risk management plans. We agree to use the facilities in accordance with the said systems:

- | | | |
|---|---|--------------------------|
| 1 | Health & Safety Policy: We know where a copy of the Health & Safety Policy is and understand the requirements. | <input type="checkbox"/> |
| 2 | Emergency Evacuation Procedures: These have been explained and we know where the evacuation assembly point is. | <input type="checkbox"/> |
| 3 | Emergency Contact List: Our Emergency List has been completed and is located in the folder in the first aid room. | <input type="checkbox"/> |
| 4 | First Aid Kit: We have been shown where this is located (in the first aid room adjacent to the kitchen). | <input type="checkbox"/> |
| 5 | Speed Limit: Vehicle Speed Limit is 10 km/hr – This applies to the entire Riverbend site. | <input type="checkbox"/> |
| 6 | Accident Reporting: All accidents must be reported to the Safety Supervisor as soon as possible after the event. | <input type="checkbox"/> |
| 7 | Kitchen: The kitchen is out of bounds unless authorised to enter. | <input type="checkbox"/> |
| 8 | Swimming Pools: The Swimming pool is out of bounds unless a supervisor is present – Refer to Risk Management Plan in the Health & Safety Policy. | <input type="checkbox"/> |
| 9 | The Safety Supervisor is: _____ | <input type="checkbox"/> |
| | We know how to contact the Safety Supervisor during our stay. | |

RISK ASSESSMENT & MANAGEMENT PLANS (Only as required)

- | | | |
|---|---|--------------------------|
| 1 | Risk Assessment and Management Plans: These are for activities, they are in the Health & Safety Policy and we know where to find them. | <input type="checkbox"/> |
| 2 | The Safety Direction System “STOP”, “WAIT” and “GO” has been explained. | <input type="checkbox"/> |

CARAVANS AND CAMPERVANS (Only as required)

- | | | |
|---|---|--------------------------|
| 1 | Caravan Electrical Warrant of Fitness: The need to have a current Electrical Warrant of Fitness displayed before being connected to the Riverbend power supply has been explained. | <input type="checkbox"/> |
|---|---|--------------------------|

ACKNOWLEDGEMENT

Group or Organisation: _____

Name of Representative/Leader: _____

Signature: _____

Date of Orientation Talk: _____

Name of Riverbend Staff: _____

Signature: _____

Appendix 3. Training Documents

TRAINER TRAINING

The trainer must be competent in the following:

Procedure	Trainer Competent Y/N
1) Double check the lifeline on the passenger attached to the flying fox. 2) Ensure clearway in not obstructed. 3) Know location of first aid kit. 4) Fit harness correctly to the passenger, ensuring that the straps are correctly looped back through the buckles. 5) Assist passenger onto the flying fox and instruct passenger on holding onto pole with both hands. 6) Attach lifeline. 7) Ensure the maximum number of people on the platform is not exceeded. 8) Assist people on and off the raft. 9) Remove lifeline. 10) Assist passenger with removing the harness. 11) Signal the winch operator when all clear with arms held at right angle to body. 12) Complete OSH accident report & notify Health & Safety committee immediately.	

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:

Ian Ellis	Ph 873 0054
Brent Stanton	Ph 877 4921

FLYING FOX USAGE CONTROLS

Usage Control
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 i.e. Jumping into the river.
The flying fox is not to be operated by any unauthorized persons.
Minimum number of trained operators is 4: 1) One operating the winch. 2) One fitting the harness and assisting the passenger onto the flying fox. 3) One across the river to assist with the dismount. 4) One on the raft.
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>Operator 1 - Winch Operator:</p> <ul style="list-style-type: none"> • Double check the lifeline on the passenger attached to the flying fox. • Ensure clearway in not obstructed. • Winch the seat back only on a signal from the person across the river. • Know location of first aid kit. 	
<p>Operator 2 - Person assisting with securing people to the flying fox and fitting the harness:</p> <ul style="list-style-type: none"> • Fit harness correctly to the passenger, ensuring that the straps are correctly looped back through the buckles. • Assist passenger onto the flying fox and instruct passenger on holding onto pole with both hands. • Attach lifeline. • Ensure the maximum number of people on the platform is not exceeded. 	
<p>Operator 3 - Person on the raft:</p> <ul style="list-style-type: none"> • Assist people on and off the raft. 	
<p>Operator 4 - Person across the river assisting with the dismount:</p> <ul style="list-style-type: none"> • Remove lifeline. • Assist passenger with removing the harness. • Signal the winch operator when all clear with arms held at right angle to body. 	

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 i.e. 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 _____

Appendix 4. Flying Fox Training Forms

RIVERBEND BIBLE CHURCH PROPERTY INSPECTION SCHEDULE

Month/Year _____

Sign: _____

This schedule is to be undertaken monthly and given to Deacon's before each monthly meeting. Ensure any issues are clearly identified for action at the Deacon's meeting.

No.	Item	Inspection	Notes	Date completed	By Whom	Comments (Note down any problems that either have been addressed or need addressing)
1	Pool Gate	Ensure the gate self closes from all positions and latches properly.	If gate does not self close or latch properly, resolve immediately.			
2	Pool Fence	Ensure that the pool fence is in good condition, check for loose fence palings or objects where children could climb over.	Any issues need to be resolved immediately			
3	Water Softener	Ensure the salt in the storage container is full. Add bags of salt as necessary.	Arrange replacement bags of salt (Harris Machinery)			
4	Water Softener	Sample the water from the discharge side of the water softener and test for water hardness using the hardness testing tablets.	Follow instructions on bottle and record the result in the comments section. Consult Harris Machinery if water is still hard.			
5	Play Ground	Ensure bolts are tight and secure. Inspect for damage				
6	Trampoline	Inspect pads are in good condition and secured properly				
7	Water Slide	General inspection to ensure all in good conditions. Stairs up to slide secure				
8	Flying Fox	Inspect rope and connections to ensure tight, secure and no signs of damage or rust (both ends).				
9	Raft	Inspect condition of drums and ensure all 4 are provide adequate buoyancy and standing on one corner does not cause it to tip.	Make sure it is chained up and locked.			
10	Picnic Tables	Check general condition - note defects				
11	Gates & Fences	Check general condition - note defects				
12	Ramps/Stairs/Decking	Check general condition - note defects				
13	Smoke Detectors	Inspect Smoke detectors in Dorms and ensure all are active and battery is not flat. Perform self test. Every second month (Feb/Apr/Jun/Aug/Oct/Dec) check using smoke to ensure they all activate	Record any that are not working and location. Replace batteries or complete unit as appropriate			
14	Dorm Bunks	Inspect bunks for loose boards and fix as necessary				
15	First Aid Kit	Inspect contents of First Aid Kit and ensure minimum contents (see over for contents of kit)				

Note Any actions for the attention of the Deacons below:

Riverbend First Aid Kit Contents Checklist

First Aid Kit Location: _____

Date Checked: _____

Checker: _____

Tick	Quantity	Description
<input type="checkbox"/>	20	Individually wrapped sterile adhesive dressings
<input type="checkbox"/>	2	Sterile eye pads
<input type="checkbox"/>	2	Triangular bandages
<input type="checkbox"/>	6	Clasps or safety pins to tie bandages
<input type="checkbox"/>	6	Medium sized individually wrapped sterile unmedicated wound dressings (approx 12cmx12cm)
<input type="checkbox"/>	2	Large individually wrapped sterile unmedicated wound dressings (approx 18cmx18cm)
<input type="checkbox"/>	1	Pair disposable gloves
<input type="checkbox"/>	1	Resuscitation mask
<input type="checkbox"/>	1	Scissors
<input type="checkbox"/>	4	Bottles saline Solution
<input type="checkbox"/>	1	Roll adhesive tape
<input type="checkbox"/>	12	Individually wrapped moist wipes
<input type="checkbox"/>	3	Roller bandages
<input type="checkbox"/>	1	Splinter forceps
<input type="checkbox"/>	40	Plasters

Comments:



Appendix 5. Risk Management Plans

RISK MANAGEMENT PLAN FOR:- ARCHERY

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

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Misuse of archery gear at archery range.	Pierced skin Loss of faculties	4	4	16	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	4	16	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	Likelihood	Severity	Hazard Rating	Risk Control
Losing control, crashing Falling off	Bruising, abrasions, cuts, fractures	4	3	12	Good precise instructions on use of the bikes. Helmets to be worn at all times
Collision with person or object	As above	4	3	12	Keep track clear of obstructions. Spectators to keep outside boundaries of designated tracks.
Collision with other rider	As above	4	3	12	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	4	8	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	Likelihood	Severity	Hazard Rating	Risk Control
Falling against barbecue	Burns	3	4	12	No running or pushing near the barbecue All unnecessary ground obstructions to be cleared away
Falling in or near campfire	As above	3	4	12	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	Likelihood	Severity	Hazard Rating	Risk Control
Crashing into windows	Cuts	2	5	15	Cycles must not be ridden around buildings.
Losing control, crashing	Bruising, abrasions, cuts,	4	3	12	Helmets to be worn at all times. Parents or guardians to be responsible for rider competence.
Collision with person or object	As above	4	4	16	Keep clear of obstructions.
Collision with other rider	As above	3	4	12	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	Likelihood	Severity	Hazard Rating	Risk Control
Falling off	Bruising, cuts, abrasion Fractures,spinal injury	2 2	5 6	10 12	Good precise instructions and only ONE at a time.
Collision with spectators	As above	2	6	18	Clearway to be kept clear
Spectator hit by carriage or trailing rope	As above	3	5	15	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	6	12	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	Likelihood	Severity	Hazard Rating	Risk Control
Pokerwork: Hot wire	Burn	4	2	8	Adequate space for working. Good supervision.
Sewing/Needlework Scissors/Needles	Cuts, pricks	4	1	4	Adequate space for working. Good supervision.
Woodwork/Fretwork Workpiece slips	Cuts	3	1	4	Adequate space for working. Good supervision.

RISK MANAGEMENT PLAN FOR:- KAYAKS

AREA IN CAMP:- Boatshed, Karamu Stream.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Handling kayaks	Skin grazing	3	1	3	Adult supervision. Nominated individuals. No undue speed or pressure to complete.
Drifting out of bounds (wind or current)	Panic, capsize, drowning	3	7	21	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	2	7	14	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	3	6	18	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	3	7	21	Administer CPR, call ambulance

(Continued)

RISK MANAGEMENT PLAN FOR:- KAYAKS (Continued)

AREA IN CAMP:- Boatshed, Karamu Stream.

Risk Detail	Likely Injury/Illness	Likelihood	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.

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
-------------	-----------------------	------------	----------	---------------	--------------

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	Likelihood	Severity	Hazard Rating	Risk Control
Falling while playing games	Grazes/bruising,	4	3	12	Choose appropriate activity for size of room and number of participants.
	Friction burns	5	3	15	
	Fractures	3	5	15	
Collision with another player or object.	Grazes/bruising,	5	3	15	Remove excessive or unnecessary objects from room e.g. Chairs & forms. Choose appropriate activity for size of room and number of participants. Give adequate instructions.
Slipping on floor surface	Grazes/bruising,	5	3	15	Check for and remove moisture on floor. Appropriate foot wear.
Inadequate ventilation	Fainting/respiratory disorders	1	5	5	Open windows and doors.
Noise	Deafness	2	4	8	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 e.g. 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

Risk Detail	Likely Injury/Illness	Likelihood	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	Likelihood	Severity	Hazard Rating	Risk Control
Falling and landing	Grazing, burns, cuts, abrasions, dislocations, bruising, sprains	4	4	16	Check flatness of playing surface. Ensure appropriate clothing/footwear is worn
	Fractures, concussion, spinal injuries	3	6	18	
Collision with another player	As above	4	6	24	Either adapt rules of game to suit players or play only players of similar size/weight.
Collision with playing equipment	As above	3	6	18	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	3	4	12	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack	3	6	18	People are to be aware of their own level of fitness & limits.
Asthma, respiratory problems	Fainting, lack of breath	3	6	18	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	Likelihood	Severity	Hazard Rating	Risk Control
-------------	-----------------------	------------	----------	---------------	--------------

SLIDE:

Falling down slide	Grazes/bruising, cuts	4	2	8	One at a time on ladder and slide.
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Land on top of someone	Winding	4	4	16	Check before sliding that all is clear.
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SWINGS:

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.
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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.
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Chain breaking	As above	2	5	10	Perform regular maintenance checks.
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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	Likelihood	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Pellet wound, loss of eye or broken skin etc.	4	6	24	Clear instructions strictly policed.
Pellet going out of boundary and hitting others.	As above	4	5	20	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	Likelihood	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Bullet wound, injury or death	4	7	28	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	7	28	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	7	28	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)

Risk Detail	Likely Injury/Illness	Likelihood	Severity	Hazard Rating	Risk Control
Out of depth	Panic, drowning	2	7	14	Constant watch to be kept on swimmers.

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	Likelihood	Severity	Hazard Rating	Risk Control
Falling	Grazing, bruising, sprains,	3	3	9	Ensure appropriate clothing/footwear is worn.
Collision with another player	As above	3	3	9	In doubles play partners to be only players of similar size/weight.
Over-stretching	Soft and connective tissue strains, ruptures	3	2	6	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack	2	6	12	People are to be aware of their own level of fitness & limits.
Asthma, respiratory problems	Fainting, lack of breath	3	6	18	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	Likelihood	Severity	Hazard Rating	Risk Control
Falling off tramp	Grazes, bruising, cuts, fractures, neck/ back injury	3	6	18	Clear instructions given.
Fall through springs	As above	3	6	18	Keep to the middle of the trampoline.
Collision	As above	4	5	20	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	Likelihood	Severity	Hazard Rating	Risk Control
Collision with person	Bruises, grazes, abrasion Fractures.	3 3	3 5	9 15	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	Likelihood	Severity	Hazard Rating	Risk Control
Cleaning Chemicals	Inhaling fumes	3	3	9	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 Ladder Low overhead clearance.	Bruising, Concussion	6	3	18	Signs erected to warn of limited clearance. People must climb down the ladder completely to the bottom. Jumping downwards to miss the bottom 2 or 3 steps is hazardous.
Slippery floors	Bruising, dislocated joints	3	3	9	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	Likelihood	Severity	Hazard Rating	Risk Control
Cook's Knives	Cuts	4	4	16	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	1	5	5	Only staff may operate this equipment. All others to keep well clear if this machine is working.
Food slicer	Cuts	3	4	12	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	3	4	12	While operating, ensure there is adequate space to move without being obstructed by other people.
Electrocution	Burns, death	3	7	21	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	Likelihood	Severity	Hazard Rating	Risk Control
Hitting another person using the slide.	Bruising, cuts, fractures	3	4	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.