

**RIVERBEND BIBLE CHURCH**

# **Health & Safety Management Plan**

## **RBC-H&S-001**

Revision 2  
March 2018

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## 1. INTRODUCTION

### 1.1 Overview

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.
- Gracebooks shop.

Riverbend operates under a Charitable Trust, known as the Hawkes Bay Redemption Trust

Those using the Riverbend Camp facilities are staff, church members, schools, other church groups, residents, 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.

This Health & Safety Management Plan outlines how Health and Safety will be managed in order to remove risk so far as reasonably practicable from staff, visitors and all other users of the Site in accordance with the Health and Safety at Work Act 2016 and Regulations 2016. Specifically it outlines:

- A. Riverbend Health and Safety Management Plan.
- B. Responsibilities for staff and visitors.
- C. Accident and emergency controls.
- D. Risk Assessment & Management Plans (RAM Sheets) for individual activities
- E. Food Safety & Hygiene

### 1.2 Health & Safety Management Policy

The Riverbend Trustees, Management and Staff are committed to the safety and wellbeing of every person attending Riverbend, including staff, contractors or visitors. As such the following objectives are outlined:

1. We are committed to Zero Harm to all users and visitors to the site.
2. We wish to identify hazards and mitigations to avoid harm that may result from those hazards.
3. We wish to comply with all acts of parliament, regulations, codes of practice and relevant standards where it relates to the wellbeing and safety of persons using and visiting this site.
4. Any incidents or accidents that may occur are investigated and any lessons learned are implemented.
5. Young persons in the workplace are protected and appropriate controls and duties are in place

### 1.3 Definitions

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|                          |  |
|--------------------------|--|
| TRUSTEES:                | The HB Redemption Trust Trustees   |
| TRUST CHAIRPERSON:       | The HB Redemption Trust Chairperson  |
| DEACON CHAIRMAN:         | The Chairman of the Riverbend Bible Church Deacons   |
| ADMINISTRATOR:           | The Riverbend Bible Church Administrator   |
| CAMPING COORDINATOR:     | The Riverbend Bible Church staff member responsible for taking bookings and liaising with clients and campers, arranging catering etc.   |
| CARETAKER AND CAMP HOST: | The Riverbend Bible Church staff member who is employed to undertake these responsibilities.   |
| SAFETY SUPERVISOR:       | Usually the <b>Caretaker and Camp Host</b> or if absent, the person to whom the responsibility is delegated.   |
| FIRE OFFICER:            | Usually the <b>Caretaker and Camp Host</b> or if absent, the person to whom the responsibility is delegated.   |
| CAMP COOK:               | The person nominated as the cook for the camp or event   |
| ORIENTATION TALK:        | A presentation by the <b>Safety Supervisor</b> 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<br>B. Voluntary Workers.<br>C. Team Leaders at Camps organised by Riverbend staff.   |
| TENANTS:                 | Anyone who is resident in one of the permanent dwellings.  |
| RIVERBEND / SITE:        | 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 covered by this Health and Safety Management Plan. Areas not specifically included in the "sphere of influence" are not covered by this Health and Safety Management Plan.  |

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## 1.4 Sphere of Influence

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

- Grounds (grassed areas, driveways)
- Workshop areas
- Kitchen
- Water activities – Kayaking
- Activities (Archery, Shooting etc)
- Area beyond the fence and adjacent to the creek which is used for activities.
- Swimming pool
- Office
- Playground equipment, basketball court
- Machinery and equipment
- Water slide
- Fences and gates
- Buildings

Areas outside the sphere of influence include:

- Roads and public reserves
- Rented accommodation (3 houses and 2 motels).
- Neighbouring Properties
- Flying Fox (now out of service)

## 2. RESPONSIBILITIES

The following responsibilities are outlined so far as they relate to the health and safety of personnel on the Riverbend site, other responsibilities not relating to health and safety are not included in this section.

### 2.1 Deacon Chairman

- Liaise with Police and notify the next of kin in case of serious injury, missing person or death.
- Update this Health and Safety Management Plan as required to reflect current legislative requirements, changes that may occur on the property and any new hazards.
- Coordinate periodic evacuation drills (at required routine).
- Review any incidents as reported and investigated
- Review monthly Health & Safety inspection sheet to ensure any issues are tabled for action and are properly closed out.
- Inform the HB Redemption Trust Chairman of any serious harm that has occurred on the Riverbend Property.

### 2.2 Administrator

- Manage the communication, training and implementation of this Health and Safety Management Plan.
- Assume the responsibilities for the Camping Coordinator if unavailable or not present on site.
- Assume the responsibilities for the Caretaker and Camp Host if the Camping Coordinator is unavailable or not present on site.
- Ensure that the responsibilities of those identified in this Health and Safety Management Plan are communicated.
- Manage the implementation of the duties of the Camping Coordinator and the Caretaker and Camp Host (as well as the Firer Officer and Safety Supervisor).
- Notify Worksafe of any notifiable incidents.
- Prequalification of Contractors.

### 2.3 Camping Coordinator

- Assume the responsibilities for the Caretaker and Camp Host if unavailable or not present on site.

### 2.4 Fire Officer

- Adorn the high visibility "Fire Office" jacket.
- Coordinate the evacuation of the buildings with other Fire Wardens.
- Coordinate activities during the evacuation.
- 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 injury, missing person.
- 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.

## 2.5 Safety Supervisor

- Comply with the Health and Safety Management Plan 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 Leader/s of each group hiring the facility.
- Incident reporting and investigation of all accidents and injuries within 24 hours of incident occurring.
- As Appropriate, ensure that professional medical assistance is rendered.
- Correct training in the use of all machinery and equipment before they use it.
- Safe storage and handling of harmful chemicals.
- Ensure that ALL staff are fully informed of all safety procedures.
- Upkeep and maintenance of all said equipment mentioned above.
- Maintain a log book of regular checks performed on any equipment and/or machinery at the camp.
- Carry out monthly health & safety inspections and record findings on the Monthly Inspection Sheet for review by the Administrator and the by the Deacons at their monthly meeting.

### 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 fatality.
- 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 Emergency being declared

- The Office shall keep all persons onsite informed of Civil Defence Advisories and as necessary take action to make sure people evacuate as appropriate.

## 2.6 Employees

- Comply with the Health and Safety Management Plan 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:

- At the first available opportunity report to the Fire Officer to record your own safety.
- Assume role as Fire Wardens to assist the Fire Officer to evacuate buildings and report to the Fire Warden at the Assembly Area.
- Render First Aid where required.
- Where safe to do so, turn off power switches to machinery, Do not switch off lights.
- Do not put own life at risk.

## **2.7 Tenants**

- Comply with the Health and Safety Management Plan while on the Riverbend site.
- In the event of an emergency, follow the instruction of the Fire Officer or Safety Supervisor.

## **2.8 Visitors**

- Report to the main office for instruction.
- Comply with the Health and Safety Management Plan while on the Riverbend site.
- Follow instructions and signs.
- In the event of an emergency, report to Assembly Point until further instruction is given.

## **2.9 Clients & Campers**

- Comply with the Health and Safety Management Plan while on the Riverbend site.
- Assign a Group Leader who will coordinate with the Safety Supervisor on arrival. The group Leader will be given an 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.
- For people staying on site, 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, mental, or other health impairment (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 take responsibility for assisting the person as required, especially in an emergency situation.
- 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.

## **2.10 Contractors**

- Submit relevant documentation to the Administrator as part of a prequalification.
- Comply with the Health and Safety Management Plan 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 person.
- Hold current Public Liability Insurance not less than \$500,000. The Administrator may request a cover note from the Insurance Company.
- Provide their own personal protective equipment.

## **2.11 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.

### 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. INCIDENTS, ACCIDENTS, EMERGENCIES & FIRST AID

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

- First Aid and or medical treatment 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.

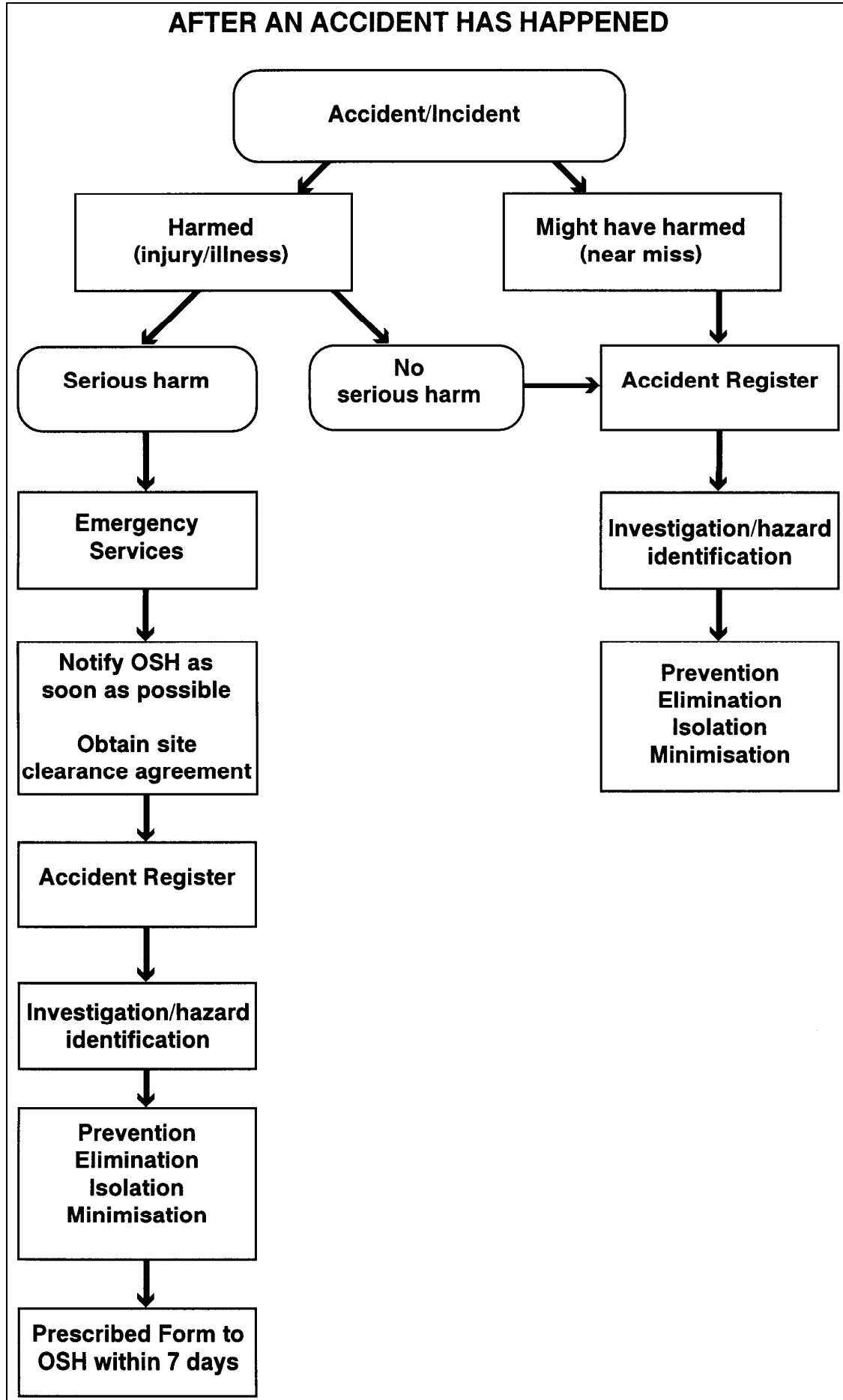
### 4.2 Accident / Incident Reporting

(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 Room.
- Authorised staff only to fill out the Accident Register.
- Accidents are to be reported to the Safety Supervisor as soon as possible after the occurrence. An Incident Investigation will be undertaken where the incident may have led to a Serious Harm or if the Safety Supervisor considers that it is warranted.
- Where instances of notifiable injury or illness occurs, Worksafe must be notified as soon as possible. For definition of what is a notifiable incident, refer to Section 23 of the HSWA 2015.
- The scene of an accident resulting in a notifiable injury or illness must be made secure and not be disturbed until Worksafe have investigated unless it must be altered in order to save life, relieve suffering, or prevent further harm or damage.
- All notifiable events shall have records kept and an incident investigation completed.

### 4.3 Accident / Incident Flowchart

The flowing flowchart gives an overview of what steps are to be taken after an incident.



## 4.4 Emergency Procedures

Possible Emergency Situations:

- FIRE
- GAS LEAK
- EARTHQUAKE
- FLOOD
- CYCLONE

### 4.4.1 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.

### 4.4.2 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
- Where the fire alarm system does not automatically call the fire service, they should be notified by calling 1,111. The buildings that are connected to the Fire Service are the Main Building and Kauri Lodge.
- The Fire Officer will coordinate a search of the buildings.
- 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 only be attempted if it can be done so without threat to personnel safety.

### 4.4.3 Gas Leak

- Gas is only used in the main kitchen for cooking, hot water heating for both the Kitchen and the Main Ablutions, and in Kowhai Court kitchen for the stove hobbs.
- Both the LPG Bottle Banks are located outside at the western end of the Kitchen and Ablutions, near the driveway. The bottle for Kowhai Court is outside the kitchen door.
- Any spare gas bottles are stored on site at the rear of the Workshop.
- 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 4.4.2.
- 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.

#### **4.4.4 Major Earthquake**

- In the case of major earthquake, every person on the Riverbend property will move to a safe spot i.e. open spaces.
- 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.

#### **4.4.5 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.

#### **4.4.6 Civil Defence Warning**

Civil Defence may assume responsibility after a civil defence emergency; this could include severe weather events, terrorism, major earthquake or other.

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 and 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 reported to the police (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 reported to the Police.

### 5.3 Smoking

Smoking on the premises is not permitted inside or near 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.



## 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 9.2 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.

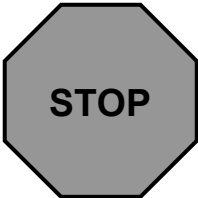
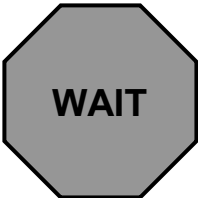
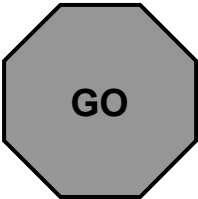
## 8. SAFETY DIRECTION SYSTEM

### 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><b>DO NOT ENTER THIS AREA</b></p> <p>Out of bounds to all except Riverbend Staff<br/>This activity needs specially trained staff</p>  |
|  | <p><b>THIS ACTIVITY NEEDS ADULT SUPERVISION</b></p> <p>Wait until there is a trained supervisor present.</p> <p>A Risk Assessment Matrix has been prepared and should be consulted (refer to appendix 5).</p> <p>A safety briefing will be given by the Safety Supervisor prior to use.</p> <p>Some care and safety equipment may be needed.</p> |
|  | <p><b>THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION</b></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 without prior approval by the Safety Supervisor.

## 8.3 Wait Activities

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

Wait until this is available.

A Risk Assessment Matrix (RAM) has been prepared for these activities and is included in Appendix 5, the Safety Supervisor will give a safety briefing prior to these activities being opened for use. It is expected that these activities will be supervised by either the Safety Supervisor or the Group Leader once the Safety Supervisor has given the appropriate briefing. The controls outlined in the respective RAM are to be followed while these activities are being used.

### 8.3.1 Archery

- Archery is a hazardous activity as the high speed arrow from a bow can seriously injure or kill.
- The Safety Supervisors will tutor the group leader to run this activity.
- There are to be no other activities behind the target area.

### 8.3.2 Barbeques

- The Safety Supervisor will give directions on the use of the Barbeques

### 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

- The Flying Fox is now out of service and there are currently no plans to resume operation

### 8.3.5 Kayaks

- The Safety Supervisor will give a briefing prior to the Kayaks being used. The conditions in the stream will be assessed prior to this activity being run.

- Supervision is required by either the Safety Supervisor or the Group Leader once instructed.
- 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 18 years must have supervision from someone over the age of 18 years.
- Consideration of others is important.
- There is a rules board on the fence inside the pool area giving instruction on safe use of the pool.

## **8.4 Activities that may be used at any time**

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. MANAGEMENT OF RISK

Risk is a combination of consequence and likelihood. Riverbend Bible Church has adopted a process of identifying the risk or various activities and these are assigned a Risk Rating based on a Risk Matrix in section 9.1 below. Appropriate mitigating controls are put in place according to the Risk Rating of those Risks.

### 9.1 Risk Assessment Matrix

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

| Hazard Rating is a function of Severity and Likelihood |   |   | Likelihood of an occurrence |          |          |        |             |            |
|--|---|---|-----------------------------|----------|----------|--------|-------------|------------|
|  |   |   | Extremely Unlikely          | Unlikely | Possible | Likely | Very Likely | Inevitable |
|  |   |   | 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

### 9.2 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 **Error! Reference source not found.** and Appendix 5.

There are a number of General Hazards that have been identified and are generally described below:

#### Kitchen Hazards:

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

#### Workshop Hazards:

- Power Tools (Circular saw, lawn mower, tractor and mower, ride on mower, hedge trimmer, chain saw, Air Compressor)

**Activity Hazards – Refer to section 8 and 9.3.**

### 9.3 Activity 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 the anticipated

likelihood of those hazards. A Hazard Rating based on the probability and severity as in section 9.1 above has been applied. Risk control measures are also identified so that the hazards associated with the activities can be mitigated or minimised.

It is expected that the RMP's will be reviewed by the Group Leader prior to the relevant activity being undertaken and that the risks and mitigations are reviewed and agreed prior to use.

Refer to Appendix 5 for the Risk Management Plans.

- Archery
- BMX Bikes
- BBQ & camp fires
- Bicycles
- Flying Fox (now not in service)
- Hobbies
- Kayaks
- Recreation indoor and outdoor games
- Playground
- Shooting – Camp Air Rifles
- Shooting – Club specialist activities with own rifles
- Swimming
- Tennis
- Trampoline
- Vehicle movement
- Misc camp activities
- Misc camp kitchen activities
- Water Slide
- Swimming Pool

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.

#### **9.4 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.

#### **9.5 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 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

RBC has a Food Control Plan registered with Hastings District Council under the Food Act 2014. A series of procedures are in place as appropriate.

For More information regarding this Food Control Plan contact the Camping Coordinator.

## **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)

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:

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)*

- fracture of spine
- other fracture
- dislocation
- sprain or strain
- head injury
- internal injury of trunk
- amputation, including eye
- open wound
- superficial injury
- bruising or crushing
- foreign body
- burns
- nerves or spinal chord
- puncture wound
- poisoning or toxic effects
- multiple injuries
- damage to artificial aid
- disease, nervous system
- disease, musculoskeletal system
- disease, skin
- disease, digestive system
- disease, infectious or parasitic
- disease, respiratory system
- disease, circulatory system
- tumour (malignant or benign)
- 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

|   |
|---|
| <b>Signature and date</b> _____<br>__ / __ / __ |
|---|

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

### RISK ASSESSMENT & MANAGEMENT PLANS (Only as required)

- |   |   |                          |
|---|---|--------------------------|
| 1 | <b>Risk Assessment and Management Plans:</b> 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 | <b>Caravan Electrical Warrant of Fitness:</b> 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.<br>2) Ensure clearway in not obstructed.<br>3) Know location of first aid kit.<br>4) Fit harness correctly to the passenger, ensuring that the straps are correctly looped back through the buckles.<br>5) Assist passenger onto the flying fox and instruct passenger on holding onto pole with both hands.<br>6) Attach lifeline.<br>7) Ensure the maximum number of people on the platform is not exceeded.<br>8) Assist people on and off the raft.<br>9) Remove lifeline.<br>10) Assist passenger with removing the harness.<br>11) Signal the winch operator when all clear with arms held at right angle to body.<br>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:<br><br>1) One operating the winch.<br>2) One fitting the harness and assisting the passenger onto the flying fox.<br>3) One across the river to assist with the dismount.<br>4) One on the raft. |
| Maximum weight limit on flying fox is 75kg.<br><br>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 - Winch Operator:</b></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 - Person assisting with securing people to the flying fox and fitting the harness:</b></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 - Person on the raft:</b></p> <ul style="list-style-type: none"> <li>• Assist people on and off the raft.</li> </ul>  |                                  |
| <p><b>Operator 4 - Person across the river assisting with the dismount:</b></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 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. Property Inspection Schedule**

## RIVERBEND BIBLE CHURCH – PROPERTY INSPECTION SCHEDULE

Month / Year \_\_\_\_\_ Name: \_\_\_\_\_ Sign: \_\_\_\_\_

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

|   | <b>Item</b>            | <b>Inspection Criteria</b>  | <b>Actions taken.</b><br>Please note any actions taken or for the Deacons to be aware of |
|---|------------------------|---|--|
| 1 | <b>Pool Gate</b>       | Ensure the gate self closes from all positions and latches properly. (Resolve any problems immediately).  |  |
| 2 | <b>Pool Fence</b>      | Ensure that pool fence is in good condition, check for loose palings, or rotten boards, rails or posts.   |  |
| 3 | <b>Flying Fox</b>      | Inspect rope and connections to ensure tight, secure and no sign of rust. Ensure the safety gates operate properly and that the fence is secure with no rotten or loose rails, posts or palings.                                    |  |
| 4 | <b>Raft</b>            | Inspect condition of drums and ensure water tightness. Remove from service if any drums are not water tight. Ensure drums are secured to raft and that raft is not damaged.   |  |
| 5 | <b>First Aid Kit</b>   | Inspect contents of first aid kit and ensure minimum contents (see over)  |  |
| 6 | <b>Smoke Detectors</b> | 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. Order new smoke cans as required. |  |
| 7 | <b>Dorm Bunks</b>      | Inspect bunks for loose boards and fix as necessary   |  |
| 8 | <b>Playground</b>      | Ensure bolts are tight and secure. Inspect for damage   |  |

|    |                                |  |  |
|----|--------------------------------|--|--|
| 9  | <b>Trampoline</b>              | Inspect pads are in good condition and secured properly  |  |
| 10 | <b>Water Slide</b>             | General inspection to ensure all in good conditions. Stairs up to slide secure   |  |
| 11 | <b>Picnic Tables</b>           | Check general condition - note defects   |  |
| 12 | <b>Gates and Fences</b>        | Check general condition - note defects   |  |
| 13 | <b>Signage</b>                 | Check all "Stop" "Wait" and "Go" signs are intact, ensure Hazchem sign in place.   |  |
| 14 | <b>Ramps / Stair / Decking</b> | Check general condition - note defects   |  |
| 15 | <b>Water Softener</b>          | Ensure the salt in the storage container is full. Add bags of salt as necessary. (Replacement bags of salt can be purchased from Harris Machinery) |  |
| 16 | <b>Water Softener</b>          | Sample the water from the discharge side of the water softener and test for water hardness using the hardness testing tablets and record result.   |  |
| 17 | <b>Outdoor Lighting</b>        | Inspect outdoor lights and replace bulbs as necessary  |  |
| 18 | <b>Swimming Pool</b>           | Check rail and ladder integrity, note any repairs required   |  |
| 19 | <b>Swimming Pool</b>           | Check chemical stocks and replace as necessary   |  |
| 20 | <b>Chemical Shed</b>           | Check lock and latch is secure, inspect for any spills or chemicals without lids   |  |
|    |                                |  |  |



## First Aid Kit – Contents checklist

| 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   |

Other:

- Soap dispensers

## **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<br>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<br>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<br>Falling off | Bruising, abrasions, cuts, fractures | 4          | 3        | 12            | Good precise instructions on use of the bikes.<br>Helmets to be worn at all times                             |
| Collision with person or object         | As above                             | 4          | 3        | 12            | Keep track clear of obstructions.<br>Spectators to keep outside boundaries of designated tracks.              |
| Collision with other rider              | As above                             | 4          | 3        | 12            | BMX track:<br>Maximum of two bikes.<br>Staggered start e.g. half course,<br>Time trials<br>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<br>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.<br>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<br>Fractures,spinal injury                   | 2<br>2     | 5<br>6   | 10<br>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<br>spinal/back injury | 2          | 6        | 12            | Strength of wire exceeds loading.<br>Regular maintenance inspection of rope and connections<br>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:<br>Hot wire                | Burn                  | 4          | 2        | 8             | Adequate space for working.<br>Good supervision.        |
| Sewing/Needlework<br>Scissors/Needles | Cuts, pricks          | 4          | 1        | 4             | Adequate space for working.<br>Good supervision.        |
| Woodwork/Fretwork<br>Workpiece slips  | Cuts                  | 3          | 1        | 4             | Adequate space for working.<br><b>Good supervision.</b> |



## 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.<br>Nominated individuals.<br>No undue speed or pressure to complete.  |
| Drifting out of bounds<br>(wind or current) | Panic, capsize, drowning                          | 3          | 7        | 21            | Good precise instructions and continuous observation from shore or observation boat.<br>Participants to know whistle instructions.   |
| Snag, overhanging trees<br>River weed       | Scratches, minor cuts<br>Panic, capsize, drowning | 2          | 7        | 14            | Identify hazards. Stay away from areas.<br>Lifejackets to be worn at all times.<br>Regular maintenance of equipment and buoyancy aids.   |
| Hypothermia,                                | Loss of body temperature                          | 3          | 6        | 18            | Wrap in blanket, return to camp buildings.<br>Bring victims body temperature back to normal. Call Dr if necessary.<br>Everyone else out of water.<br>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.

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| Risk Detail | Likely Injury/Illness | Likelihood | Severity | Hazard<br>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 | Likelihood | 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          | 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 eg. 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 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 | 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.<br>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<br>Correct verbal instructions.<br>Select appropriate equipment.<br>Use safety & protective equipment.<br>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.      |
| Land on top of someone | Winding               | 4 | 4 | 16 | Check before sliding that all is clear. |

### SWINGS:

|                                   |                                   |   |   |    |  |
|-----------------------------------|-----------------------------------|---|---|----|--|
| Falling or jumping off            | Bruises, grazes, abrasion         | 4 | 2 | 8  | Provide stable seating.<br>Jumping off to be actively discouraged.                               |
|                                   | Fractures                         | 4 | 7 | 28 |  |
| Running into swing                | Bruises, grazes, abrasion<br>cuts | 4 | 4 | 16 | Playing round swings area to be actively discouraged.  |
| Striking a spectator<br>or pusher | As above                          | 4 | 5 | 20 | Spectators to keep well clear<br>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                         | 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.<br>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.<br>No other groups to be using the property during shooting.<br>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.<br>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<br>Fractures. | 3<br>3     | 3<br>5   | 9<br>15       | Vehicle speed not to exceed 10 km/h<br>Vehicles to keep on driveways at all times unless parking<br>Extreme care to be taken at all times when driving on grass areas.<br>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<br>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.<br>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<br>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<br>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.<br>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.