

# Arthur's Pass Outdoor Education Centre Risk Analysis And Management System:

**Activity:** Accommodation:

**Date:** Updated April 2010 (from May 08, Dec 05, Jan 02 & Feb 99 updates of April 96 originals)

## **Key Risks:**

### **Accident, injury or other form of loss:**

- A. Fall causing injury
- B. Cuts/ lacerations
- C. Injuries caused by falling items
- D. Drowning
- E. Hygiene/ Health problems
- F. Loss
- G. Traffic accident
- H. Poisoning
- I. Psychological harm

## **Causal Factors and Risk Management:**

### **People Hazards:**

1. Running inside/climbing trees (C)
2. Children playing in or falling into Avalanche creek (D, C)
3. Inadequate food hygiene (E)
4. Deterioration of existing illness (E)
5. Pupils wandering outside of lodge grounds (C, D, F, G, I)
6. Pupils entering out of bounds areas ie workshop or behind lodge (A, B, E, H)

### **People Management:**

1. No running rule explained in safety briefing. No running signs in hallways. Also set no tree climbing rule in safety briefing.
2. Set lodge boundaries when group arrives. Boundaries are front lawn and lawn in front of managers cottage only. Supervising adults must be present whenever children are outside.
3. Point out hygiene issues when group arrives. Supply handbasin and soap dispenser in Kitchen, "Wash your hands" signs in kitchen. Maintain clean kitchen area, adequate food storage and waste disposal facilities. All eating/drinking utensils to be sterilised after washing. Colour code cleaning cloths to avoid accidental use of bathroom cloths in kitchen. Maintain all bathroom cleaning equipment in workshop separate from kitchen cleaning equipment.
4. Teacher must have medical forms for all pupils and all pupils must have adequate supply of any required medication. This is the responsibility of visiting group.
5. See No: 2.
6. Explain and identify out of bounds areas in briefing

<p><b>Equipment Hazards:</b></p> <ol style="list-style-type: none"> <li>1. Ovens/stove elements, toaster, hot water taps, steriliser and fireplace (A)</li> <li>2. Kitchen: Knives. Workshop: Glass, tools, axe. (B)</li> <li>3. Scullery: Cleaning chemicals. Workshop: Cleaning chemicals. Office: First aid equipment and non prescription medication. Garage: Fuels, LPG, Paint. (H, A)</li> <li>4. High bunks (C)</li> <li>5. Building fire (A, B, C, F, I)</li> </ol>	<p><b>Equipment Management:</b></p> <ol style="list-style-type: none"> <li>1. Burns hazards explained in safety briefing. Toaster, steriliser and fireplace for adult use only. Children in Kitchen under adult supervision only. Fire surround in place at all times when children are present. Children to use only showers with mixers. Water must be checked annually to ensure it is below 65<sup>0</sup>C.</li> <li>2. Knives for adult use only. Workshop out of bounds to children and tools locked in cupboard (all tools to be returned to workshop after use).</li> <li>3. Kitchen cleaning chemicals to be stored on top shelf in scullery. Workshop out of bounds to children and all “bulk” cleaning chemicals stored in locked cupboard. Office out of bounds to pupils and locked when unattended. Garage out of bounds to children unless supervised and locked when unattended. “Poison Action Sheet” kept in kitchen folder.</li> <li>4. Only use top bunks when required. No playing allowed on top bunks and only the child sleeping on a particular bunk is allowed onto that bunk.</li> <li>5. Complete monthly building safety checks. Include evacuation procedure in safety briefing for school groups. All groups must nominate a Fire Warden (see Fire Warden sheet for responsibilities). Non school groups are responsible for ensuring they know the evacuation procedure.</li> </ol>
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<p><b>Environment Hazards:</b></p> <ol style="list-style-type: none"> <li>1. Trees/high building (B, C)</li> <li>2. Road closure (may compound other factors)</li> <li>3. Snow sliding from roof/ice on front steps (C)</li> <li>4. Avalanche creek (B, D)</li> <li>5. State highway 73 (G)</li> <li>6. Earthquake (A, B, C, E, F, I)</li> </ol>	<p><b>Environment Management:</b></p> <ol style="list-style-type: none"> <li>1. “No climbing trees/building” rule.</li> <li>2. Maintain adequate food supply to last group 10 days.</li> <li>3. If there is snow on roof or ice on steps warn group of hazard.</li> <li>4. Include lodge boundaries in safety briefing.</li> <li>5. “ “ “ “ “ “</li> <li>6. Include earthquake response in safety briefing. Carry out monthly building safety checks. Maintain “Civil Emergency” kit (2 Coleman spirit stoves plus fuel, BBQ plus spare LPG bottle, 24 candles, matches, 2 torches plus spare batteries, lodge first aid kit, iodine for water treatment)</li> </ol>
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**Emergency Management:**

- APOEC first aid kit carried at all times. Manager has up to date FA and CPR skills.
- Van at lodge to shorten reaction/ evacuation time.
- Emergency response contacts for the area are in FA kits and lodge manual (in Kitchen).
- Telephones available for 111 calls.
- Group briefed on emergency procedures on arrival.
- Local Policeman to be contacted if a situation involving the public arises.

**Relevant industry standards applicable:**

- Manager has current FA/CPR cert.
- Lodge must have current Building WOF and an evacuation procedure in place.
- Children must be supervised. Ratios are to be the lower of those accepted as the policy of the relevant school Board of Trustees or APOEC (1:6 for general activities, 1:5 for activities above 1300m ASL and 1:4 for water activities).
- Van has current passenger WOF.

**Notes/ recommendations:**

- Thorough safety briefing required when each group arrives.
- The teacher in charge is responsible for discipline of members of the group at all times.
- Maximum capacity of lodge 45 persons overnight or 75 during the day.
- Take care not to get into a position where you are alone with any of the children.

**Skills required by staff:**

- First aid/CPR.
- Group facilitation.
- Risk identification and management skills.
- Knowledge of lodge evacuation procedures.