

# **APOEC Safety Management Plan**

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# Introduction

## **1.0 Introduction**

### **Requirements of document.**

*The following information has been taken from "Matauranga o Aotearoa: Education in the Outdoors." July 1993.*

The Board is required by law to:

"Ensure all practical steps are taken so that employees are managed in such a way as not to cause harm to themselves or others."

"The Board also has an obligation to take all practical steps to ensure that an employees actions do not harm another person."

All practical steps refers to... "what would be defined by common law by judges in courts of law."

The Board is required to put in place appropriate measures to monitor the programme of the centre and if necessary eliminate/manage hazards. These steps include; training staff, providing information, hazard identification and management, and development of a programme for regular safety audits.

The adoption and production of safety guide-lines is mandatory

# **POLICIES FOR APOEC PROGRAMME**

## ***2.0 Functions of the document.***

The following document is intended to perform the following function.

- Formally recognise the Risk Management policy of the APOEC in regard to legislation that affects it. This legislation includes the following:
  - The Occupational Health and Safety in Employment Act
  - The Industry Training Act
  - The Employment Contracts Act
- Provide guide-lines for the Manager of the APOEC in performing his/her role.
- Provide a document that can be used by schools to assist in their planning and reassure them of the APOEC commitment to the safety of their group (including pupils, teachers, parent helpers and other volunteers) whilst at the centre.

## ***3.0 Scope of the document.***

The document has been drawn up by the use of the Risk Analysis and Management System (RAMS) for identifying and controlling risks. Its scope is intended to cover the following:

- Defining activities carried out by the manager as part of the APOEC programme (Section 4.0).
- Outlining the risks involved in carrying out these activities (Section 5.0).
- Defining the constraints that we are applying on the management of these activities (Section 6.0)

## ***4.0 Activities.***

### **4.1 General Background of APOEC**

The APOEC operates as a venue for school camps. The majority of the schools attending are primary or intermediates. The age of the pupils is mostly from 7 to 13 years old. These groups come to the centre with at least one teacher and a small group of parent helpers. Group sizes vary from 10 to 45. Groups come from the whole of Canterbury (North, Central and South) and Westland.

The programme is based around environmental education. Groups are taken into Arthur's Pass National Park to learn about the natural New Zealand environment. Activities that develop personal and team skills are also undertaken in an outdoor setting. Lessons and experience in preparing for and surviving in the outdoor environment are also an important part of the programme.

### **4.2 Activities Undertaken at APOEC**

The specific activities undertaken as part of the normal operation of the APOEC include the following:

- Studies of forest/stream life and geology of the area
- Teaching outdoor skills such as:

- River crossing
- Navigation and map reading
- Proper group behaviour in the outdoors
- Environmental care codes
- Reading the weather
- Walks to places of interest and value to children
- Discovering the natural and cultural history of the area
- Walking the numerous tracks of the locality
- Letting the group discover the environment through play
- Games
- Confidence activities

### **4.3 Locations Used**

- Devils Punchbowl walk
- Bridal Veil walk
- Bealey Valley track and upper Bealey valley
- Temple Basin Skifield track
- Pages shelter and the traverse track
- Bills Basin
- Temple col
- Dobson Nature walk
- Otira Valley track and Upper Otira Valley
- Avalanche Peak track
- Scotts track
- Mount Aicken track
- Mount Bealey track
- Wet weather track to Anti Crow hut and the Waimakariri valley
- Greyneys blind trail
- Forest and stream areas near the village
- Swimming holes

## **5.0 Risks and Hazards Associated with these Activities.**

The following risks have been identified on the RAMS forms completed for APOEC activities. These forms are the accepted industry standard for identification and management of risk in outdoor activities.

Each of the risks identified has associated hazards which may contribute to, or cause, an accident or incident. These hazards have also been identified and are listed with the risk.

### **5.1 Fall Causing Injury**

Associated hazards:

- Inadequate footwear.
- Falling from barricade or traverse section of the Devils Punchbowl walking track.
- The barricade on Devils Punch-bowl track collapsing or someone falling off or around it.
- Falling from steep section of the Temple Basin routes. Key areas of risk are:
  - The rock garden bluffs
  - Off Colombo Street into Ribbon stream
  - Off the Pages Traverse
  - From the bluffs on way to Bills Basin
  - From the verandas on the huts.
- Falling from steeper sections high on Avalanche Peak or Scotts track.
- Falling from an area of scree.
- Slipping on loose or slippery rocks.
- Ice, snow or mud on tracks.
- Being pushed or shoved off track.
- Sliding down snow into obstacle.
- Slipping off bridge or board-walk.
- Bridge or board-walk collapsing.
- Rope near top of Temple tow failing.
- Falling off blind trail.
- Falling down a bank in the village whilst completing orienteering.
- Snow build-up on bridges affecting handrails.
- Snow loading on bridges causes collapse.
- Falling off a bunk in the lodge.
- Falling from a tree.
- Area of snow gives way under group. Key areas of risk are:
  - The Bealey Glacier
  - The Upper Otira Valley
  - Temple Basin streams and tarns
- Falling from Blind Trail
- Falling down a bank in the village while completing orienteering
- Falls in and around the lodge, ie. Slipping on linoleum floor, ice on steps.
- Falling from trees

### **5.2 Hazard Falling onto Group Causing Injury**

Associated hazards:

- Stone throwing.
- Snowball throwing.

- Natural stone-fall. Key areas of risk are:
  - All screes and gullies
  - Devils Punchbowl Falls area
  - Exposed unconsolidated banks in river-beds
  
- Avalanches. Key areas of risk are:
  - The Upper Otira and Bealey Valleys
  - Temple Basin
  - All areas above the bush line in winter conditions
  - Avalanche prone slopes below the bush line in heavy snow-falls.
  
- Ice caves collapsing with people inside. Key areas of risk:
  - The Bealey Glacier
  - The Upper Otira
  - Temple Basin Ski field in the winter
  
- Members of the group knocking stones onto others in the group. Key areas of risk are:
  - Scotts track
  - Temple Basin track and locality
  - All screes and gullies
  
- Trees falling onto group in high winds or earthquake.
- Playing with loose boulders in river beds (attempting to move or roll them)
- Snowcave collapse with people inside.
- Snow falling from lodge roof.

### **5.3 Member of Group Becoming Lost**

Associated hazards:

- Group becoming separated and members heading in the wrong direction.
- Member of the group wandering off.
- Group members straying off the track into dense bush.
- Whiteout conditions cause members of the group to lose the track.
- Moving off after a stop leaving a member of the group behind.
- A member of the group walking off at the end of the blind trail.
- A member of the group becoming lost whilst completing the blind trail.
- The group becomes benighted.
- A member of the group becomes separated from the group in a night activity.

### **5.4 Drowning**

Associated hazards:

- Members of the group 'freaking out' during a river crossing causing member or members of the group to be swept off their feet.
- Member of the group being swept away by river during river crossing.
- Member of the group falling through snow or ice into water.

Key areas of risk are:

- The Bealey Glacier
  - Snow covered streams and tarns
  - The Upper Otira river
- Accidents whilst members of the group are swimming.
  - Members of the group falling into areas of swift flowing water from track.
  - Banks collapsing causing people to fall into deep or swift flowing water.
  - Members of group playing near water.

## 5.5 Illness

Associated hazards:

- Hypothermia caused by group members lack of adequate clothing.
- Hypothermia caused by clothing that is not of appropriate quality for the conditions. The key item here is usually the raincoat.
- Hypothermia caused by members of the group not using the equipment they have.
- Sudden extreme changes in the weather.

Certain activities may cause members of the group to become very cold. Key areas of risk are:

- Crossing cold rivers in low temperatures
  - Being above the bush line or out of the trees in cold windy weather
  - Lack of sun in the local valleys in winter
- Lightly built people generally feel the cold more.
  - Members of the group may leave clothing or gear when they know that they are returning past a point again.
  - Members of the group who have not been eating sufficiently may slow down, stop, or be more prone to becoming hypothermic.
  - Cold air and exertion may help induce asthma.
  - Members of the group forgetting to take or carry preventative medicines.
  - Lack of water on an activity may cause dehydration.
  - Severe or mild sunburn.
  - Snowblindness.
  - Burns from water or flame.
  - Diabetic problems.
  - Severe or uncomfortable blisters.
  - Bites, stings and severe allergic reactions.
  - Heatstroke or hyperthermia.

## 5.6 Traffic Accidents

Associated hazards:

- Children walking out in front of cars.
- Cars cutting corners and hitting members of the group.
- Cars losing control on icy roads.
- The van losing control on icy roads while transporting members of the group.
- Accidents while the group is crossing a road.
- A member of the group losing the rope at the blind trail and walking onto the road.

## 5.7 Psychological Harm

Associated hazards:

- Making a member of the group's fear of an obstacle or situation worse.
- Putting people off the outdoor environment. This includes making a member of the group so scared that they will never consider doing an activity again.
- Making a member of the group feel bad about or conscious of their physical abilities.
- Being blind-folded may be traumatic for some members of the group.
- Members of the group may find being alone in an unfamiliar place traumatic.
- Fear of heights may be traumatic for some members of the group.

### **5.8 Head Injury**

Associated hazards:

- Member of the group may hit head on tree or other obstacle during the blind trail.
- Fall onto or from a track causing head injury.

### **5.9 Conflicts with People**

Associated hazards:

- Straying onto private property during the orienteering activity.
- Walking and climbing in areas of plantings in the village during the orienteering activity.
- Children being harassed by members of the public while on orienteering activity.
- Conflict with other park users at facilities.
- Personal conflicts within group.
- Members conflict leading to fall, through fighting and/or pushing.
- Members conflict and/or 'Bullying' leading to a member of the group "running away" or hiding to avoid group.

### **5.10 Personal Safety Issues**

Associated hazards:

- Adults put in situations where they are alone with individual or small groups of children.
- Perceived dangerous driving of the lodge van.

### **5.11 Burns**

Associated hazards:

- Mild or severe sunburn.
- Snowblindness.
- Burns from the coal fire or ovens in the Lodge.
- Scalding from hot water taps or showers in the Lodge.

### **5.12 Poisoning**

Associated hazards:

- Consumption of cleaning chemicals in the Lodge.

- Consumption of chemicals out of the workshop.
- Consumption of vermin baits from stations within the building.

### **5.13 Natural Disaster**

Associated hazards:

- Earthquake causing rock/tree fall.
- Earthquake causing building damage.
- Earthquake damaging water, power and telephone lines.
- Earthquake closing roads.
- Flooding causing building damage
- Flooding damaging water, power and telephone lines.
- Flooding closing.

## **6.0 Policies for Risk Management at APOEC.**

For each of the hazards outlined above the following steps shall be taken to minimise the risk to participant and the leader of the programme.

Once again, each risk will be identified and the methods of managing that risk will be listed. This section can therefore be seen as the guide-lines for how the Manager of APOEC should conduct the programme.

### **6.1 Fall Causing Injury**

Risk management policies:

The following areas have been identified as key areas of risk of falling to groups during APOEC activities. Verbal warnings should be given to groups of the following hazards. Other areas of track or locations visited may need verbal warnings with some groups.

- Barricade section of Devils Punchbowl track
  - Traverse sections (esp. root covered section) on the Devils Punchbowl track
  - The Devils Punchbowl look-out site
  - The rock garden bluffs area of the Temple Basin track
  - Colombo Street of the Temple Basin track
  - Scree and traverse on the way to Pages Shelter
  - Bluff and steep snow grass slopes above Pages Shelter
  - All scree slopes
  - Steep drop into Bruce Stream on Bealey Spur track
  - The single handrail bridge on the Otira Valley track
  - Traverse section of Otira Valley track above bridge
  - All board-walk bridges in snow or ice conditions
  - Rock steps over 1.5 metres on all tracks but particularly Avalanche peak, Mt Bealey and Scotts tracks
  - Narrow traverse section of Mt Aicken Track (just below big cliff)
- On these and other difficult sections of track wait for all members of the group to pass hazard before moving off.
  - Walk group in single file on all tracks. Brief members of the group not to pass and explain why.

- Stop silly behaviour early. Identify any member of the group whose behaviour may put others at risk of falling. Appoint an adult to accompany this person.
- Spread adults as evenly through the group as possible. When going through any of the risk areas identified above, have parents at least after every eight children.
- In some conditions normally safe activities have increased chances of slipping or falling.

Key conditions to watch are:

- Ice and snow on track surfaces
- Water, frost or snow on snow-grass
- Very windy conditions
- If conditions are less than ideal, slow the pace of the group to meet the conditions and warn the group of the increased risk of slipping. In these conditions a 1:5 adult to child ratio is needed throughout the group.
- Attempt to cut steps or clear ice off the track surface if it is causing problems. Explain to
- walk in the steps where possible and not to destroy them. Do not proceed past areas of risk identified above if the track surface is excessively slippery. In some instances it may be possible to have parents provide support across small difficult sections. Ensure the parents are briefed of the risks involved for their safety.
- Do not cross steep areas of snow. The footwear of most groups is inadequate.
- Do not allow sliding down snow slopes unless the area has been thoroughly checked.

Check the following:

- Run out
- Obstructions on the surface or partially buried
- Holes or potential for underlying holes or caves
- If any of these present a risk set appropriate boundaries and brief the group. Ensure supervision at a 1:8 ratio.
- When board walks are excessively icy, move group off the side on steeper sections.
- When bridges have deep snow build up, clear snow to the point that the hand rails are usable and encourage the use of the handrails. If bridges are snow loaded, limit the amount of people on them to one or two.

Set boundaries in stopping places where there is a risk of members of the group falling. Key areas of risk are:

- Bridal Veil look-out
- Devils Punchbowl look-out
- Bald knob look-out on Bealey spur track
- The rest area at the top of the Temple Basin 4wd track
- All stops on other steep sections of track
- Boulders or banks near where group is stopped
- Snow or ice covered slopes that drop away steeply

- Physically form a barrier or boundary by standing between the group and any hazard where appropriate. Ask parents or teachers to help with this but warn them of any risk to themselves first.
- Do not use the rope near top of Temple Tow without checking it's entire length.

Do not allow sitting on railings or structures where a fall may result in injury. Key areas of risk are:

- The barricade on Devils Punchbowl track
  - Verandas on Lockwood Shelter
  - All bridges
- Identify any member of the group who may have reduced motor skills or poor balance.
  - Appoint an adult to assist or accompany this person.
  - Check footwear before leaving. No gumboots should be allowed where good control is needed (which is on all the local tracks). No sandals or flat soled shoes.
  - On the blind trail instruct group not to let go of the rope unless asked to. If the rope is lost try and re-find it but do not start walking. Stand still, raise hand and wait.
  - Always check the blind trail for obstructions before using (or get somebody to check it). If the track has hard water ice on it, do not use it.
  - Always have a 'catcher' at the sharp corner by the road on the blind trail.
  - Brief groups not to climb up or down steep banks on the orienteering course. Point out areas likely to cause problems. Always have children in pairs so if an accident happens one can get help. If it is frosty warn group of the ice.
  - If extremely icy, wait for it to thaw.
  - Brief group about safety on high bunks (out of bounds unless sleeping there/no games etc).
  - Brief group on "No tree climbing" rule

## **6.2 Hazard Falling onto Group**

Risk management policies:

- Brief all groups that stone throwing is not allowed, explaining the dangers.
- Brief groups of the danger of knocking rocks onto other members of the party.

Verbally warn of the danger in the following key areas of risk:

- Scotts and Avalanche Peak tracks
- The Temple Basin area
- The Mount Bealey and Aicken tracks
- All scree slopes and gullies
- Eroded banks of unconsolidated material in river and stream beds

Where possible avoid areas of natural rock-fall. Do not stop groups in these areas. Key areas of risk include the following:

- All Scree slopes and gullies
  - The Devils Punchbowl area (very high danger in the plunge pool area)
  - Upper Bealey valley near glacier
  - Banks around Arthur's Pass Village on orienteering course
  - Eroded banks in the river and stream beds
- When in locations where stone fall is a risk, spread the adults evenly through the group.
  - Do not stop the group in gullies or in active scree. Keep individuals close together where there is a chance of rocks being dislodged. Moving small groups at a time with an adult supervising is safest. Adhere to a 1:4 ratio on scree. Do not let Primary age children run on a scree.
  - Warn groups of the chance of trees falling in very high winds. When tree-fall occurs and it is apparent that it is not an isolated event, leave the forest as soon as possible.

Key areas of avalanche risk used in the programme are:

- The Upper Bealey and Otira Rivers
  - Temple Basin Ski-field
  - Above the bush line in winter conditions
- Do not go out of the patrolled area at Temple Basin in winter conditions.
  - Do not stop the group at Temple Basin where they may be a danger to or in danger from skiers.
  - Do not go above the bush line in winter conditions.
  - Do not go high onto the debris zones in Otira or Bealey Valleys in the spring when there is the chance of avalanche.
  - Do not proceed up either the Upper Bealey or Otira Valleys during heavy snowfall.
  - A thorough check must be made of any ice or snow cave before any member of the group enters it. Unless the ice is very thick and solidly braced do not enter any ice cave.
  - Do not walk groups under areas of unsupported ice.
  - During snow-shelter building, groups must be supervised and a shovel should always be outside the snow shelter.
  - If there is snow build-up on roofs, warn group of the danger of falling snow.

### **6.3 Member of Group becoming Lost**

## Risk Management policies:

- Brief the members of the group never to leave the group without telling the leader. Give instructions to stay where they are as soon as they are separated from the group.
- For all groups use a number off system and have regular checks. Always do a number check before leaving, after stops where any member of the group has been out of site and on return from any activity.
- Always appoint a 'tail end Charlie' (TEC) and ensure that the group knows who that person is. Where possible the leader should keep that person in sight. Establish visual contact with the TEC at least every 10 minutes. The TEC should carry a whistle for attracting attention of the rest of the party.
- The leader should always be at the front of the group. If for any reason there are children in front of the leader they should be kept within talking distance. If the teacher is leading the group, check they are keeping the TEC in sight.
- Keep parents spread evenly through the group.
- Identify members of the group that are likely to wander. Appoint an adult to be responsible for them.
- Having the slowest member of the group at the front helps to keep the group together.
- In the event of splitting a group in the field, ensure that the teacher is happy to have the new leader in charge of the group. Usually if the group is split the teacher should take responsibility for the second group. Brief the second leader on their route, numbers of members and keeping the group together.
- Ensure that whenever the group is split that a 1:8 ratio is maintained.
- Always check a weather forecast before departing for potential visibility problems. Do not go above the bush line or into large open areas in thick fog, cloud or snow.

## Key areas of risk for visibility problems are:

- Avalanche, Bealey or Aicken peaks
- Upper Bealey or Otira Rivers
- Above the Lockwood shelter at Temple Basin (off the track)
- Waimakariri river bed
- Do not leave children unsupervised unless in a controlled situation such as solo exercises.
- Ensure that there is always someone at the end of the blind trail to stop members of the group wandering off.
- Always have the group in pairs for orienteering. Brief the group not to enter the forest.
- Always give a definite time frame and have at least two adults out on the course to assist bringing the group back to the lodge.

- Always allow at least 1 hour before dark as the time limit for day walks. Attempt to have the programme completed by 5.30 pm. The Manager should always carry a torch.

## 6.4 Drowning

Risk management policies:

The following areas are key areas of risk:

- All river crossings
- All swimming holes and swimming activities
- Areas of snow or ice with water underneath
- Walking on stream banks or when stopped near water

River Crossing:

Do not attempt to cross any stream or river that has not been crossed and assessed for difficulty. Factors to take into account in choosing a crossing are:

- The size/age and ability of the party
- The strength of and depth of the flow
- The surface on the river bottom
- Run out in case of mishaps

Brief all groups of the correct techniques to be used during the crossing. Use techniques recommended by New Zealand Mountain Safety Council which are kept on file at the centre.

- Do not cross any flow that has rocks moving on its bottom or is discoloured.
- Do not attempt to cross the Bealey river if it is more than 15 cm above normal flow.
- Do not cross areas of swiftly flowing water that is over knee deep on most of the party.
- Take a position in all crossings at a point slightly downstream of where the group is to cross to act as a catcher. On wider crossings extra adults may be required to assist in this role.
- Ensure they are briefed on any risks to their own safety.
- Only allow one group in the river at a time so the catcher or catchers can cope with problems.
- Never let anyone cross a river in bare feet.
- Unless very short or very young (6 or under), do not carry or have anyone carried across a stream or river.
- Never allow individuals to cross swift or deep water alone.
- Ensure a minimum of a 1 adult to 4 children when crossing rivers.
- Stop any boulder hopping activities where there is a risk of injury.

Swimming:

- Groups swimming must have a 1:6 ratio. One of the people supervising must have CPR knowledge (preferably certified). Keep the group in sight at all times.
- Do not allow jumping into pools unless the bottom has been checked for obstacles.
- Do not allow diving into rivers.

During heavy rain and when near fast flowing rivers, ensure that adults are spread evenly through the group at a 1:8 ratio. Keep the group in single file.

- Do not stop the group near areas where there is danger of bank collapse or people falling into rivers.
- Ensure children are always supervised near water (1:8 ratio).
- Check areas of snow or ice that may have water flowing underneath before taking group on.
- Set boundaries where needed, especially around lodge itself.

## **6.5 Illness**

Risk management policy:

- Always carry a first aid kit.
- Check for any known serious medical problems within the group on arrival.
- Ensure that the adults are aware of any problems that they need to know about.
- Remind all groups to carry any medication required with them.
- Brief all groups on the risk of hypothermia in the mountain environment.

Check all groups for suitable clothing before departing on walks. All members of the group should carry at least the following on every walk as part of the programme:

- Waterproof coat
- Jersey or thermal layer (or 2-3 layers of lesser quality)
- Woollen hat

In winter obviously more will be needed. At times where correct clothing is vital, arrange a thorough check of every member of the groups clothing.

- Do not leave the lodge unless completely satisfied. People of slight build need to be extra careful.
- Always check the weather forecasts before departing on full day walks.
- Stop the group to put on appropriate gear when needed, (children often don't think to do it).

- During poor weather do not go above the bush line. The exception to this would be Temple Basin because of the hut at the top.
- In cold or frosty weather do not do any deep river-crossings unless returning immediately to the lodge. If a member of the group becomes completely wet during a crossing, carefully evaluate the course of action for dealing with that person for the rest of the day. If unable to get the person dry it may be necessary to send them back to the lodge.
- Keep the group moving in cold conditions. Attempt to stop in sunny, sheltered places.
- If members of the group become cold check them immediately. If there is any sign of a problem, head them or the group back immediately.
- In difficult conditions use a buddy system to get the group looking after each other.
- Ensure all members of the group carry a bag on full day walks. Encourage responsibility for their own gear.
- Do not leave gear behind while out on a walk. This is an issue when the group knows they will be returning to the same point on the way back.
- Brief the adults of the importance of plenty of food.
- Brief groups to take water on the walks. Do not encourage drinking from streams unless needed. In hot weather carry or make sure extra water is carried.
- Brief groups of the importance of sunblock. Always carry some as part of the first aid kit.
- Encourage the use of sun-hats.
- Do not spend longer than 2-3 hours on areas of snow in bright sunlight unless the whole group is wearing sun glasses. Sit in areas of shade for rest or food stops to reduce amount of time spent in glare.
- Check and patch up blisters early before they cause problems. Do not allow gumboots to be worn on full day walks.
- Carry anti-histamines and cream at all times.

## **6.6 Traffic Accidents**

Risk management policy:

- Whenever the group is walking along the road brief them to stay as far a practicable off the road and walk in single file.
- Keep all members of the group on the outside of the white line at all times.
- Supervise all road crossings.
- Have a 1:8 ratio and the adults evenly through the group at all times when near the road.

- Always walk on the side of the road facing oncoming traffic where practical.
- Do not walk a large group (more than 6 or 7 total) down the section of road between the top end of the Bridal Veil track and the village.
- Do not walk down road sides in ice conditions. In other frosty or wet conditions warn the group of the extra danger of cars having difficulty stopping.
- Ensure every passenger in the APOEC van is wearing a seat-belt at all times.
- Do not use the APOEC van for transporting passengers in black ice conditions. Delay the programme until the road has been gritted or chose activities that do not require the use of the van. Only carry passengers in the van in conditions that necessitate the use of chains where absolutely necessary.
- When shuttling a group to an activity always drop them so they do not need to cross the road.
- Always ensure that there is an adult in the van when transporting a group of children.
- Ensure supervision ratio of 1:8 is met before leaving the group.
- Ensure van is regularly serviced and always has a current warrant of fitness.
- Brief all groups using the blind trail not to keep walking if the rope is lost. Locate a parent on the barricade near the road to watch the section of rope near the road.
- Always have one parent for every 8 children completing the orienteering out keeping an eye on what is happening. Brief all groups not to cross the white line on the APOEC side of the road during the orienteering course.
- Brief groups on arrival of the danger of the main road. Set Boundaries around lodge.

## **6.7 Psychological Harm**

### **Risk Management Policies:**

No activity is compulsory. If someone is having problems with an activity, they will not be forced to continue. Unless a child's parent is with the group it can be very difficult to judge the extent of any fears or feelings of inadequacy. Therefore do not take these fears lightly.

If a member of the group is having problems with an activity arrange an adult to assist them and keep an eye on them. Often moving people to the front of the group improves confidence.

Certain activities have more chance of these sorts of problems. Key activities to watch are:

- The blind trail
- River crossing
- Night activities
- Solo exercises
- Activities involving exposure to height

## **6.8 Head Injury on Blind Trail**

### **Risk management policies:**

- Encourage the use of only one hand on the rope. This keeps participants heads further back from any trees that may cause problems.
- Slow down any member of the group going so fast that hitting their head will cause serious injury.
- When organising blind trail activities away from the established 'Greyney's' site, ensure all participants have a helmet on to prevent head injuries.

### **6.9 Conflicts with People**

Risk management policies:

- Brief all groups to respect private property and plantings in and around the village before the orienteering activity.
- Always have at least one adult to every eight children on the orienteering course and have the members of the group do the exercise in pairs.
- If viewing areas are being used by other members of the public, ensure that overcrowding does not occur. Avoid moving large groups into small areas that are already occupied.
- Address conflicts within group early. Separate those involved in any conflict.

### **6.10 Personal Safety Issues**

Risk management policies:

- Adults should not be put into a situation where they are alone with a child or small group of children. Always warn adult of risks.
- APOEC manager is not to hold any activity without another adult from the group being present.
- Attempt to have an adult in the vehicle whenever transporting members or the group.
- Do not exceed 90/kph with passengers.

### **6.11 Burns**

Risk management policies:

- Brief group of the importance of sunblock. Always carry sunblock as part of the first aid kit.
- Encourage the use of hats.
- Do not spend longer than 2-3 hours on areas of snow in bright sunlight, unless every member of the group is wearing sun-glasses. Sit in areas of shade for rest or food stops.
- All groups must be briefed on the evacuation procedures for the building on arrival.

- Children are not to be unsupervised in the kitchen.
- Children are not to operate the steriliser.
- The fire surrounds must always be used when the coal fire is in use.
- Children are not to use the showers without mixers.
- All shower and hand basin water temperatures in the Lodge must be checked annually and kept below 55°C. Higher temperatures are required in the kitchen and scullery.

### **6.12 Poisoning**

Risk management policies:

- All cleaning chemicals must be stored in clearly labelled containers. These containers are all to be kept on one shelf out of reach of children. This shelf is to be clearly marked.
- All cleaning chemicals in the workshop are to be kept in a locked cupboard. The door to the workshop is to have a sign excluding children from entering.

### **6.13 Natural Disaster**

Risk management policies:

- Groups briefed on what action to take if an earthquake occurs while in or outside.
- If the Centre is damaged and un-occupiable then the group will be moved to another safe building or shelter.

Alternative emergency accommodation:

- Mountain House Backpackers
- YHA Hostel
- Alpine Motels
- Bealey Hotel Backpackers
- New Zealand Alpine Club Lodge
- Private houses and holiday baches.
- Arthur's Pass School
- Department of Conservation Headquarters
- Chapel
- If the village water supply is damaged then water will be taken from Avalanche creek by a temporary hose supply and treated by boiling or adding iodine.
- The Centre is always to maintain enough food supply the visiting group for ten days in case of prolonged road and rail closure.
- If telephone communications are damaged then contact will be made with the school as soon as possible by radio link (Police, Fire Service, Department Of Conservation or Fulton Hogan radios).

## **7.0 Management of accidents.**

The following outlines the steps to be taken in the management of accidents that may occur as part of the APOEC programme.

### **7.1 Injuries Requiring First Aid**

A first aid kit must be carried the by leader of any group participating in an activity that comes under the scope of the APOEC programme.

The APOEC Manager in cooperation with the groups teacher, is responsible for the handling of any accident situation that occurs as part of an activity that he/she has been leading. This may include delegation of the role of first aid to another suitably qualified member of the group.

If the group is split for any reason as part of the programme, a first aid kit must also be carried by the other group or groups. One person in that group (usually the leader who has a first aid certificate or equivalent) is responsible for the first aid for this group.

At least two first aid kits are therefore to be carried by the group as part of the normal programme. APOEC will provide two kits, the Managers kit (No 1) and a spare (No 2). The second kit should be given to the TEC until it is needed if the group is split. It is ideal if this person (TEC) has first aid or medical qualifications.

Situations where other people may be involved in treatment of injuries sustained on the programme are as follows:

- The teacher or an adult member of the group has the required skills or qualifications
- An accident happens while skiing at Temple Basin ski-field
- The manager or teacher requests assistance from either the public health nurse, local ambulance officers, the police or DOC search and rescue personnel

### **7.2 In the Event of an Injury Occurring in the Field the Following Plan Needs to be Implemented**

- 7.2.1 An immediate assessment of the seriousness of the incident. For minor injuries, stop the group but they may not need to be removed from the scene. Any incident that will cause distress to the rest of the members of the group must be treated as serious and the rest of the group should be removed from the immediate area.
- 7.2.2 Management of this group is vital. Appoint a leader (the teacher if possible) and ensure adequate adult support for this group. Remove them from the immediate area and get them to stop in a safe place. Having a drink or food may help them to get minds off what is going on. Reassurance may be an important factor so ensure adequate adults are with the group.
- 7.2.3 Ask one or two other people to assist with first aid. Be aware that more than two can be more of a menace than a help. Get the people in the group with the best first aid skills/qualifications. These assistants can also act as runners to the rest of the group if extra people or gear is required. Administer as much first aid as required to stabilise the patient. For serious injuries write down everything that is done. Monitor vital signs

and record this information as well. Once the patient is stable advise group on what is to happen next.

- 7.2.4 For the evacuation of the patient, one of the following courses of action will be needed:
- i. The patient may be able to carry on under their own steam. If this is the case appoint an adult to watch them until it is clear they are in no danger of further injury.
  - ii. The patient may be able to be carried out by an adult or other members of the group. This is often the case with leg injuries, ie sprains and strains. The adult has to be sure footed and strong and also prepared to undertake this tiring task. In cases such as this arrange vehicular evacuation at the earliest possible opportunity.
  - iii. The patient is unable to be moved because of serious injury. Move the patient only if they are in a life threatening location. After the patient is stabilised and it is decided outside help is required arrange evacuation of the rest of the group back to Arthur's Pass or road end.

Remember the following: adequate ratios for group management, leader, 1st aider, TEC, number checks, and keeping the group together. Where possible, the teacher should accompany/lead this group.

If numbers allow send one or two responsible people ahead of this group to notify the Arthur's Pass Police Officer or Department of Conservation of the need for assistance. Remember other forms of communication, ie phones at Temple Basin, Bealey Spur and hitching a ride to speed things up. Write down the situation. Include information on:

- Injury, location (be as specific as possible), names and number of people injured, the amount of people still in the area and movements of the rest of the party. If numbers do not allow someone to go ahead, this information can be carried out with the rest of the party.

- 7.2.5 With the adults you have left continue to monitor patient. Take care of these helpers and your own physical comfort as well ie shelter, food. Keep this group together until further help arrives.
- 7.2.6 The APOEC van may be used for evacuation to a hospital for minor injuries.

### **7.3 Searching, for Lost Group Members**

In the event of a member of the group becoming lost, follow these guidelines.

- 7.3.1 Stop the group. Explain the situation and what you are going to do about it. Having a snack is a good way to occupy the group while plans are being made. Decide on an appropriate amount of people to stay with the group. This will depend very much on the situation, ie nature of the group, location, weather, ability of the adults to control the group- Put someone in charge of this group and brief them to stay where they are.
- 7.3.2 Find out from the group where the last definite sighting of the person was. Quiz the whole group, not just some of the members.
- 7.3.3 Organise a quick search of the immediate area. Check between the present location and the point the person was last seen. This should take no longer than about 30-45 minutes.

This search should include at least 2 people. Carry a first aid kit and make lots of noise.

- 7.3.4 Return and arrange evacuation of the rest of the group back to Arthur's Pass or road end.

Remember: adequate ratios for group management, leader, 1st aider, TEC, number checks, and keeping the group together. Where possible, the teacher should accompany/lead this group. Check again if anyone has remembered anything else before they move off.

If numbers allow send one or two responsible people ahead of this group for help. Write down the situation. Include information on: location (be as specific as possible), names and number of people missing, what they have with them, possible medical problems, the amount of people still in the area, movements of the rest of the party. If numbers do not allow someone to go ahead, this information can be canted out with the rest of the party.

- 7.3.5 With the adults you have left recommence search for missing person. Thoroughly brief helpers to stay within sight at all times. Keep this group together until further help arrives.

#### **7.4 Accidents with Psychological Related Problems**

An accident may not involve direct physical injury. Distress to a participant of a programme may also be caused by:

- Fear of some aspect of the programme, eg. Water, darkness heights or being alone
- Feelings of inadequacy caused by inability to cope well with a situation
- Severe behavioural or existing psychological problems

These situations need to be treated with as much care as a physical injury to ensure no long term effects on the person concerned.

Remember that no activity is compulsory and that any group is only as able as the 'least able' member of that group. If a group member has difficulty with an activity appointing an adult to assist on a 1:1 basis may help. Giving the person a role or task (ie leading the group) may improve confidence and self esteem.

If the problem is having considerable negative impact on the rest of the group, it may be desirable to remove the person from the group. If removing the person from the situation causing stress is required, follow guide-lines under Section 7.2.4.

#### **7.5 Reporting of Accidents**

The manager shall notify the Chairman or Deputy immediately of any accident involving injury to any member of a group participating in the programme.

A written accident report (see appendices) shall be dispatched to the board within 24 hours of the accident. This report should be presented to the board at the next full meeting. The appropriate RAMS form should also be checked to see that the risk concerned has been identified.

Full details of these reports are in Section 9.0 (Reporting procedures) of this document.

If an accident involves the manager the Occupational Safety and Health Officer must be notified within 24 hours and an appropriate OSH form completed.

## ***8.0 Staff training requirements.***

### **8.1 First Aid**

The initial first aid treatment of any accident that happens as part of the programme will often be carried out by the Manager. For this reason the Manager of the centre must have a valid first aid qualification. Because of this constant role as the provider of first aid the Manager should attend a refresher course two years. This course can be either a standard or advanced refresher.

Evidence of this should be shown to the board at the annual performance meeting between the manager and the board.

Because of the isolated nature of the outdoor education centre and the remote nature of some areas visited as part of the programme, the Manager and teacher of the groups will usually be required to look after any patient for at least 1 hour after any major accident that occurs. Some form of advanced first aid qualification is therefore also needed. This involves an advanced emergency medical care course.

If the Manager does not have this qualification when starting at the centre, they will complete a course in their first 12 months as Manager. Evidence of this must be shown to the Board at the annual performance meeting held in conjunction with the renewal of the employment contract between the Board and the Manager. This course needs to be updated every 3 years.

### **8.2 Risk Management**

The Manager of the APOEC is responsible for making decisions affecting the safety and well being of large groups of people in an alpine environment. Sound risk management skills are therefore important. The Manager must have a risk management qualification or have proven training in risk management. If they do not have qualifications at the time of appointment, the Manager shall complete a risk management course in their first 12 months in the position.

An update of this course should be completed every three years. Evidence of this must be shown to the Board at renewal of the employment contract between the Board and the Manager.

### **8.3 Outdoor Skills**

The Manager must understand and be able to teach correct methods for specific outdoor skills that are taught as part of the APOEC programme. The centre has resources from the Mountain Safety Council of New Zealand and these provide guide-lines to work under. A bush-craft qualification with Mountain Safety Council or NZOIA would also be beneficial.

### **8.4 Area Familiarisation**

The Manager must be familiar with all of the walks that are used as part of the programme. The Manager shall not guide a group in an area that they have not personally been into before.

The Manager must also have seen the RAMS form for an activity before taking that activity. If a form does not exist, it is to be drawn up. If volunteer help is being used to lead a programme activity, the volunteer must meet all requirements set out in this section on staff training or be accompanied by the Manager.

### **8.5 Staff Requirements**

Through the above qualifications and previous skills the Manager is able to better identify hazards or potential hazards to a group. Potentially the greatest hazard to groups is the environment of Arthur's Pass, ie physical environment and weather.

Previous outdoor skills, local knowledge (gained through area familiarisation) and risk management skills aid the Manager to identify potential hazards and avoid them or act accordingly. Through First Aid and Advanced Medical Care qualifications the Manager is able to competently deal with situations which may occur outside the Manager's control.

## ***9.0 Reporting Procedures.***

The Board is required to be pro-active and take all reasonable steps in ensuring that the methods and procedures are followed by all staff. Relying on the Manager to comply with this document, can not be seen as taking all reasonable steps. The following reporting system is designed to provide a check between the Manager's responsibilities and the supervisory obligations of the Board.

### **9.1 Logbook**

A daily log is to be kept by the Manager of all activities carried out as part of the APOEC programme. This log is to include the following:

- Times of departure and return from centre
- Activity undertaken
- Weather and environmental factors affecting the programme
- Number of members in the party (children and adults separate)
- Any problems that occurred as part of the activity
- Any other information the Manager feels should be recorded

The Board should annually inspect the logbook with the Manager. This shall be done at the Manager's performance meeting which shall be held at or near the renewal of the employment contact between the two parties.

### **9.2 Accident Reports**

The Manager is required to notify the Chairman or Deputy chairman immediately of any accident involving the programme or its participants.

A written report shall be dispatched to the board within 24 hours of the accident. This report shall be presented to the Board at the next meeting. The appropriate RAMS form should be checked and also presented to the board to see that the risk has been correctly identified and the correct guide-lines are recommended. A copy of this report may also be sent to the school concerned.

This report should be kept in the accident file at the lodge as well. At the annual performance meeting between the Board and the Manager, all accident forms for the year should be inspected in conjunction with the log book.

### **9.3 Accident Register**

A register is to be kept of all first aid completed at the centre using APOEC resources. This includes injuries using APOEC first aid kit contents or injuries attended to by the Manager. This register is kept on file at the centre and should be inspected in conjunction with the logbook at the performance meeting.

### **9.4 Incident Reports**

These forms are a way of helping to refine the risk management procedures of the centre. They can be seen as an evaluation of 'near miss' situations.

An incident report should be completed by the Manager in the following situations:

- Following all incidents that may have caused serious harm to a member of the party
- Concerns were raised by a member of the party regarding decisions made by the leader of the group
- The trust requests a report about a particular incident
- A school requests information about a particular incident
- The Manager wishes to document decisions made during the course of an activity

Information to be provided on the report includes the following:

- Date, times, etc. relating to the activity
- Comments on the incident
- Risk management steps taken

This report should be presented to the board at the next meeting. A copy of the report should also remain in the files at the Lodge. All reports for the year shall be inspected in conjunction with the logbook at the yearly performance meeting.

### **9.5 Performance Meetings**

The Manager and the Board should meet once a year specifically to discuss the following. Training requirements.

The Manager is to provide evidence of the current first aid and risk management qualifications. Any training requirements needed by the Manager should be discussed.

Accident/Incident and programme evaluation.

The logbook, accident forms and incident forms for the year should be discussed. The performance meeting check-list (Appendix iv.) shall be completed and copies of the form circulated to all members of the Board.

This monitoring system keeps all members of the board in touch with the training requirements of the Manager.

This meeting should be held at the same time that the contract between the APOEC Manager and the Board is renewed.