

# Arthur's Pass Outdoor Education Centre

## Safety Management Plan

*Last updated: 15/02/2017*

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Applications can be made to the following:

**Centre Manager**

**Arthur's Pass Outdoor Education Centre**

**PO Box 51007, Arthur's Pass, 7654**

**Email: [manager@apoec.org.nz](mailto:manager@apoec.org.nz)**

# Background Information

SECTION 1

## 1:1 - INTRODUCTION

This is the Safety Management Plan for Arthur's Pass Outdoor Education Centre. It provides the fundamental information about the day to day operation of APOEC and how it operates in the Outdoor Education Sector. It has three areas of focus throughout the document:

- ① Alignment of APOEC operation with NZ Legislation
- ② Alignment of APOEC operation with National Standards in the EOTC and Outdoor Education Sectors
- ③ Day to day policies and procedures upheld by APOEC staff during the running of the APOEC normal operations

This section discusses background information about Arthur's Pass Outdoor Education Centre, as well as identifies the objectives, the scope and limitations of the Arthur's Pass Outdoor Education Centre's Safety Management Plan.

The structure and layout of Safety Management Plan is also discussed.

## 1:2 - ABOUT THE ARTHUR'S PASS OUTDOOR EDUCATION CENTRE

Arthur's Pass Outdoor Education Centre (APOEC) operates as a venue for outdoor educational based school camps. The majority of the schools attending are primary or intermediate schools. These groups come to the Centre with at least one teacher and a small group of adult or parent helpers.

APOEC Lodge facilities can accommodate up to 45 persons on site.

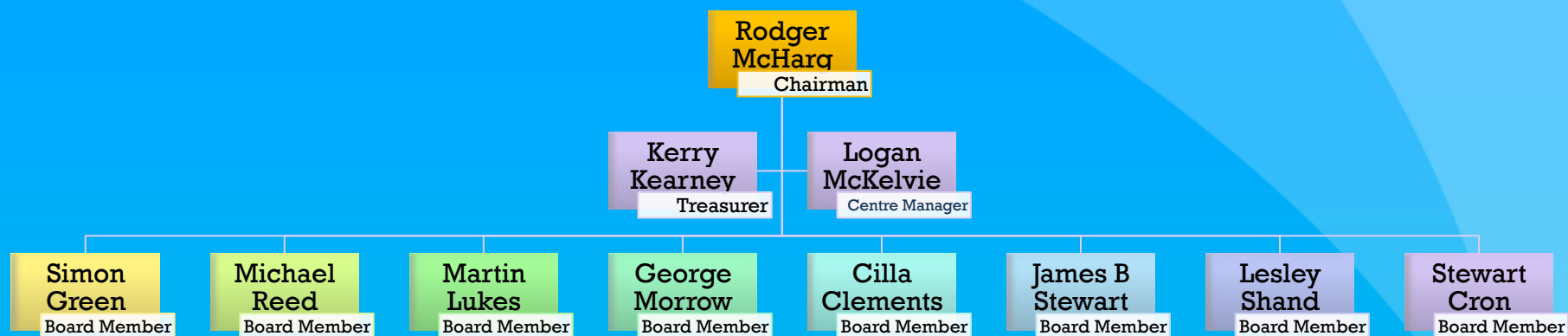
The majority of groups come from around the South Island.

The programmes run are based on several key areas of focus:

- Environmental Education
- Outdoor Education
- Active Partnerships in Communities
- Personal and Interpersonal Development and Growth
- Place Based Education

Groups are taken into the Arthur's Pass National Park to learn about New Zealand's natural environment. Activities that develop personal and group/ 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 programmes.

## 1:3 - ORGANISATIONAL STRUCTURE OF THE APOEC TRUST



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## 1:4 - AIMS AND OBJECTIVES OF THE APOEC TRUST

The aims of the organization are to:

1. Foster understanding and appreciation of the natural history of the Arthur's Pass area.
2. Create positive attitudes towards New Zealand's natural environment.
3. Provide safe outdoor educational based programmes.
4. Develop a desire in youth to want to recreate in the New Zealand Outdoors.



## 1:5 - ACTIVITIES WE UNDERTAKE IN DURING NORMAL OPERATION

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

- Native Flora/Eco System Studies: Beech Trees/Alpine Plants/River Bed/Alpine Wetlands.
- River crossing: Safety around water activities and crossing rivers as a group.
- Navigation and Map Reading: For safe recreation in the New Zealand outdoors.
- Walks to places of interest and historic value, Otira Viaduct, Historic Loop, Train Station
- Cultural Heritage Trips: Department of Conservation visits, Dobson Nature Walk
- Adventure Based Learning Activities: Bridge Building, Leaky Pole, Stretcher Making, Sensory Trail Activities, Spiders Web, etc
- Orienteering: Navigation course and group quiz
- Basic First Aid: Learning First Aid in the New Zealand Backcountry
- Indoor Initiative Activities: Technology challenges based around outdoor learning
- Kiwi Listening/Bird Surveys: Learning about species specific to the area (*Kiwi, Blue Duck, Kea*)

Arthur's Pass Outdoor Education Centre is not limited to the above activities. Programmes and/or activities can be added or adjusted to suit the requirements of the participating group's needs. Consultation with the Centre Manager is required prior to running any activity we do not normally operate.

[Full List of Specific Activities Run by APOEC](#)

## 1:6 - LOCATIONS WE OPERATE IN DURING NORMAL OPERATION

The specific areas we use as part of the normal operation of the APOEC include the following:

- Arthur's Pass Walkway (Otira Valley – Village)
- Waimakariri Valley (SH73 – Anti Crow Hut)
- Bealey Spt (Bealey Settlement – Bealey Spur Hut)
- Temple Basin (Carpark – Ski Area)
- Devil's Punchbowl (Village – Veiwing Platform)
- Otira Valley (Carpark – Footbridge)
- Bealey Valley (Carpark – end of marked trail)
- Arthur's Pass Village (Almost the entire area can be used)
- Cockayne Nature Walk Area (Loop trail from carpark)

Arthur's Pass Outdoor Education Centre is not limited to the above location. Programmes and/or activities can be added or adjusted to suit the requirements of the participating group's needs. Consultation with the Centre Manager is required prior to running any activity we do not normally operate. All of these locations can be found on NZTopo50-BV20.

## 1:7 - OBJECTIVES OF THIS SAFETY MANAGEMENT PLAN

The objectives of this plan are to:

- ① Identify and discuss relevant legislation and current industry standards that impacts on the operation of APOEC.
- ② Identify Arthur's Pass Outdoor Education Centre's Health and Safety Policy, Practice and Procedures.
- ③ Identify Arthur's Pass Outdoor Education Centre's management policies and procedures.
- ④ Identify Arthur's Pass Outdoor Education Centre's operational policies and procedures including staff competencies and training.
- ⑤ Identify and discuss risk management issues and procedures:
  - a. Identify and discuss emergency procedures.
  - b. Detail accident and incident reporting policy and procedures.To provide an accessible and relevant safety management plan.
- ⑥ To identify and outline the currency and upkeep of this document in regards to industry best practice set by governing regulations, or best practice.
- ⑦ Identify and discuss Crisis and Emergency Management policy and procedure

## 1:8 - SCOPE AND LIMITATIONS OF THIS SAFETY MANAGEMENT PLAN

This Safety Management Plan (SMP) establishes reasonable safety and health protection requirements for the management and operation of Arthur's Pass Outdoor Education Centre. Although the Plan outlines policies and identifies safe procedures, it does not contain detailed descriptions of individual operational procedures. (Detailed documentation of individual procedures can be found in the **Appendices** under Risk Management Analysis Forms, Group Management Forms, Environmental Hazard Forms, Activity Planning Form.

The SMP has been prepared for all those involved in the administration, management and operation of Arthur's Pass Outdoor Education Centre. It conveys both the policies and procedures for Arthur's Pass Outdoor Education Centre that must be complied with and identifies a risk analysis process that should be undertaken by those coordinating, facilitating or instructing programmes or activities. This process integrates hazard identification and management into the day to day operation of the programme.

This version of the Safety Management Plan is effective as of 12/07/2016. As with any safety plan, this document is part of a process and should be reviewed annually and updated as necessary.

## 1:9 - UPDATING AND RENEWAL OF THIS SAFETY MANAGEMENT PLAN

Arthur's Pass Outdoor Education is committed to making this document robust and relevant in the ever changing Outdoor Education industry. The Centre Manager and APOEC Board of Trustees will do an annual review of this document.

Below is an overview of the previous history of reviews and revision:

<b>Version:</b>	<b>Date of Revision:</b>	<b>Revised By:</b>
1	02/11/2005	Noel Oien
2	12/05/2008	Hamish Reid
3	14/05/2010	Dave Persson
4	12/02/2017	Logan McKevlie

## 1:10 - STRUCTURE AND LAYOUT OF THIS SAFETY MANAGEMENT PLAN

There are seven sections in this safety management plan, they are as follows:

Section 1      Background Information

Section 2      Legal Obligations of Operation of APOEC

Section 3      Industry Standards

Section 4      Management Policies and Procedures

Section 5      Operational Risk Management Procedures

Section 6      Accident and Incident Reporting

Section 7      Crisis Planning and Emergency Management

Section 8      References

Section 9      Appendices

## 1:11 - THE USE OF BOLD AND ITALICS

The use of Italics and Bold denotes policy statements.  
For example:

***Arthur's Pass Outdoor Education Centre Manager will ensure there are adequate First Aid supplies available for any programmes requirements.***

Essentially this is what we will do as a standard operating procedure.

## 1:12 - THE USE OF LINKS TO EXTERNAL INFORMATION

Often in this document you will see sections with links to further information. These are most often direct links to government legislation if you require more information on a subject.

They are also links to internal policy like RAMS Forms, Crisis Assistance Plan, First Aid Kit Contents which complete our Risk and Safety Management Procedures.



## 1:13 - LOCATIONS YOU CAN FIND THIS SAFETY MANAGEMENT PLAN

This Safety Management Plan is kept in the following locations:

- Centre Managers office in Safety Management Plan file.
- Filed under Safety Management Plan on APOEC computer.
- Available online at: <http://www.apoec.org.nz>
- With the Chairman of the APOEC Board of Trustees.