



## Ngatuhua Lodge Hazard and Risk Management "HARM's"

<b>Activity:</b>	3.8 Night activities.		
<b>Date:</b>			
<b>Activity Controller:</b>	Teacher / parent or visitor to Ngatuhua Lodge		
<b>Location:</b>	At Ngatuhua Lodge	<b>Participants No's:</b>	TBA
		<b>Supervision ratio:</b>	1:10
<b>Communication means?</b>	Lodge Phone available via the custodian.	<b>Cell phone reception?</b>	Y/N
		<b>Nearest reliable communication:</b>	Ngatuhua Lodge Custodians/instructors cottage.
<b>Intentions left with?</b>			

**Hazard Identification & Management - include Significant Hazards only:** *(use additional pages if required)*

**Eliminate:** By ensuring that the hazard no longer exists, or is no longer part of the activity e.g. do not take people under a certain age or without a certain skill set. If this isn't possible;

**Minimise:** By doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.

<u>Significant Hazard:</u>	<u>Eliminate (E) Minimise (M)</u>	<u>Management Strategies:</u>	<u>Whose responsibility:</u>
<b>Location</b>			
Protruding objects – Potential eye damage.	M	All potential eye hazards are removed along the route of both the short and long Burma trails. The monthly inspection also identifies any possible hazards and are removed by the custodian/instructor.	
<b>Environment</b>			
Slips and falls – Injuries, breaks and strains.	M	All participants are to wear close foot wear, stay on tracks or roads and follow Burma rope. The custodian also checks for any trip hazards on a monthly basis.	
Severe / Adverse Weather.	M	Up to date weather forecast obtained pre-activity. Consideration given to weather forecast and impact on participant safety, site suitability and proposed activities. Appropriate decisions made. Weather monitored throughout activity and further appropriate decisions made. Modify or postpone programme.	
<b>People</b>			
Inappropriate clothing – Hypothermia	M	All are to receive as part of the safety brief what to do in the event of becoming lost or separated. Teacher and parents should also carry a torch to assist with locating any lost or separated participants.	
Pre-existing medical conditions, accidental injuries during activity.	M	Pre-existing medical conditions disclosed prior to activity, re-iterated during pre-activity briefing on day. Stress in the pre-brief that they need to bring their own medication for any medical conditions they may have. Disclosed to instructor / Participants where is in case required i.e. epipen, inhaler etc... Ensure that there is a Group first aid kit on site and that everyone knows where it is.	
Lost or separated during the night activities.	M	All participants are to be briefed on the lost or separated procedure for the night activities. The full brief can be found in the SOPs.	
<b>Equipment / Clothing</b>			
Clothing or equipment not sufficient.		Check participant's clothing prior to activity to ensure that is sufficient. Pre-activity planning to ensure guidance given on appropriate clothing and equipment.	

<b>Participant medical details checked:</b>	<b>Y/N</b>	<b>Participants requiring special attention: If available to the lodge.</b>	
<p><b>Emergency Plan - include any location/venue, activity or person specific emergency details/information</b> Ensure everyone knows what to do in case of an emergency (if you are incapacitated) such as where the emergency equipment including communication device and first aid kit is located</p> <ul style="list-style-type: none"> <li>• <b>Recognise an emergency has occurred/ is occurring</b></li> <li>• <b>Assess the situation and determine the severity of the event</b></li> <li>• <b>Apply Ngatuhua Lodge Emergency Procedure – SMP part 1.11 Emergency plan.</b></li> </ul> <p><b>First Aid Kit:</b> Group First Aid Kit located at Lodge.</p> <p><b>Additional Emergency landlines available at:</b> Custodians Cottage.</p> <p><b>Additional emergency No's:</b> or all emergencies your first point of call is <b>111</b>. Ask them for the assistance you require. Be prepared to provide them information on the patient. A copy of the Pre hospital reporting form can be found in the lodges SMP document; Part 4.3 PHEC reporting form.</p> <p><b>Injury:</b> Apply appropriate first aid. Bleeding: pressure, cover and elevate fractures: support, immobilise, minimise patient's pain, ensure an adequate blood supply to any fractured limbs, protect an open fracture from infection. Burns. Run under cold water for 30 mins to reduce heat. Keep burn clean. Cover with glad wrap. Treat for shock, get help, monitor and record vital signs. Record all relevant information such as how the incident occurred, any medication that was given and when.</p> <p><b>Death:</b> Cover, call police, initiate Ngatuhua Lodge's Emergency Communication process, and manage group. Look for signs of life and apply appropriate first aid. If person deceased, cover the body, secure the group. Contact police for further advice.</p> <p><b>Hypothermia (Cold Exhaustion):</b> Stop activity, seek shelter (get out of the wind), remove all wet clothes, replace with dry ones, keep warm (wrap patient in emergency blanket or sleeping bag), if conscious give light snacks and lukewarm drinks with sugar (cordial, sweet tea), Keep warm. Seek medical help or advice by phone or radio. Unconscious: Same as above except nil by mouth, Place in a sleeping bag with another person in the recovery position and monitor. Keep the rescuer warm and well feed, rotate with other people if possible (we don't want them getting hypothermia as well).</p> <p><b>Allergic reaction (Bee Sting or other):</b> Establish if the victim is allergic if not treat irritation, remove sting etc. If they are allergic, this would have been established before activity, give medication e.g. adrenaline too largest muscle nearest the sting. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation. Rest and observe and seek medical help, evacuate if needed. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation.</p>			
<b>Hazard Management Checklist</b>			
<input type="checkbox"/> Hazards assessed for significance <input type="checkbox"/> Significant hazards included on page 1 <input type="checkbox"/> Communication devices that meet policy requirements available <input type="checkbox"/> First Aid kit that meets policy requirements available <input type="checkbox"/> Course director and Instructors meet minimum warrant requirements <input type="checkbox"/> Supervision structure meets discipline specific SOPs <input type="checkbox"/> Participant medical details checked <input type="checkbox"/> Intentions left (if required) <input type="checkbox"/> Activity level is appropriate to the groups capability			
<b>Sign off:</b>			
<b>President Ngatuhua Lodge outdoor education society incorporated:</b>		<b>Instructor/Custodian Ngatuhua Lodge</b>	