


Activity:	3.10 Cooking with gas and food preparation.				
Date:					
Activity Controller:	Teacher / parent student helpers	Ngatuhua	Lodge	Hazard and Risk	Management "HARM's" form
Location:	Ngatuhua Lodge	Participants No's:	TBA	Supervision ratio:	1:7
Communication means?	Lodge Phone available via the custodian.	Cell phone reception?	Y/N	Nearest reliable communication:	Ngatuhua Lodge Custodians/instructors cottage.
Intentions left with?					
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.					
Significant Hazard:	Eliminate (E) Minimise (M)	Management Strategies:			Whose responsibility:
Location					
Carbon monoxide build up in kitchen.	M	All teacher and parent are to ensure that exhaust fan is used in kitchen area and windows are open to maintain good ventilation. All camp coking up camping stoves should be done in the BBQ area under teacher/parent supervision.			
Environment					
Water Contamination	E	All water at the lodge to be treated with filters and ultra Violet light Regularly tested by DHB. All water for drinking to come from taps only			
Heat	E	Large chillers and refrigeration for food storage			
Flies Insects	M	All scraps and rubbish in covered bins. Store food or keep covered.			
Food Contamination	M	Cover food as prepped. Store in chiller and refrigerator.			
People					
Poor Hygiene	M	Provide hand washing facilities in food prep area. Wash hands before prep or eating of food			
Illness	M	Ensure patient is quarantined. Maintain strict hygiene.			
Transmission of Disease	M	Hand washing and washing of dishes in hot soapy water.			
Food allergies	M	Identify allergens and avoid. May need to have special food and utensils			
Insufficient Activity briefing	E	Briefing to follow SOP Activity Briefing Checklist –Opportunity for participants to ask questions given – and answered!			
Equipment / Clothing					
Sharp knives	M	Students to use only under adult supervision. Washed only by adults.			
Hot water	M	Warn students that water is hot. Adults only to carry hot water			
Work surfaces	M	Clean and disinfect work surfaces, especially outside where animals may have walked over			
Dirty utensils	M	Ensure all utensils are washed and scrubbed in hot soapy water.			
Dirty tea towels	M	Ensure that fresh clean tea towels are used for drying dishes. Not used for wiping surfaces or faces or hands.			
Hot ovens and cookers	M	Keep students away from hot areas. Take care and use insulated gloves when moving hot pans opening ovens etc.			

Participant medical details checked:	Y/N	Participants requiring special attention: If available to the lodge.	
<p>Emergency Plan - include any location/venue, activity or person specific emergency details/information 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"> • Recognise an emergency has occurred/ is occurring • Assess the situation and determine the severity of the event • Apply Ngatuhua Lodge Emergency Procedure – SMP part 1.11 Emergency plan. <p>First Aid Kit: Group First Aid Kit located at Lodge.</p> <p>Additional Emergency landlines available at: Custodians Cottage.</p> <p>Additional emergency No's: For all emergencies your first point of call is 111. 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>Injury: 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>Death: 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>Allergic reaction (Bee Sting or other): 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>			
Hazard Management Checklist			
<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			
Sign off:			
President Ngatuhua Lodge outdoor education society incorporated:		Instructor/Custodian Ngatuhua Lodge	