

Teapot Valley Christian Camp

Standard Operating Procedures

Last updated June 2023



Contents

| | |
|---|----|
| Introduction / Disclosure of Risk | 3 |
| Parent / Adult Supervisors..... | 3 |
| Medical Conditions..... | 3 |
| Emergency Wardens..... | 3 |
| General Emergency | 3 |
| Lock Down | 3 |
| First Aid..... | 3 |
| Missing Person..... | 4 |
| Fire..... | 4 |
| Earthquake..... | 4 |
| Sickness..... | 4 |
| Accident or Death..... | 4 |
| Protection of Children | 4 |
| Transportation..... | 4 |
| Emergency Response Protocol | 5 |
| Activity Signs..... | 6 |
| Risk Definition..... | 6 |
| Activity Grades..... | 6 |
| Assessing Activity Risk Significance | 7 |
| Identifying Risks..... | 7 |
| The Maze (Grade 2) | 8 |
| The Gym (Grade 2)..... | 9 |
| Burma Trail (Grade 2) | 10 |
| Orienteering (Grade 2) | 11 |
| Top Team Games (Grade 2)..... | 12 |
| Team Building (Grade 2)..... | 13 |
| Mini Jeep (Grade 3) | 14 |
| Water Slide (Grade 3) | 15 |
| Confidence Course (Grade 3)..... | 16 |
| Low Ropes Course (Grade 3) | 17 |
| Swimming Pool and Pool Inflatable (Grade 3)..... | 18 |
| Mega Bounce (Grade 3)..... | 19 |
| Archery (Grade 4) | 20 |
| Slug Guns (Grade 4)..... | 21 |
| Zip Line (Grade 4)..... | 22 |
| Zip Line Continued (Grade 4)..... | 23 |
| Climbing (Grade 4)..... | 24 |
| Climbing Continued (Grade 4) | 25 |
| Crate Climbing (Grade 4) | 26 |
| Crate Climbing Continued (Grade 4) | 27 |
| Abseiling (Grade 4) | 28 |
| Abseiling Continued (Grade 4)..... | 29 |
| Down Hill Carts (Grade 4) | 30 |
| Down Hill Carts Continued (Grade 4) | 31 |
| Cookout (Grade 4) | 32 |
| Contracting Checklist (EOTC 14)..... | 33 |
| Appendix 1 (Outdoors Mark) | 34 |
| Appendix 2 (Building Warrant) | 35 |
| Appendix 3 (PCBU Overlapping Health & Safety Responsibilities)..... | 36 |
| Appendix 4 (General Emergency Lockdown Procedures) | 37 |
| Appendix 5 (Food Control Plan)..... | 38 |

Introduction / Disclosure of Risk

The Board of Directors and the Camp Staff of Teapot Valley Christian Camp are committed to the safety and the wellbeing of every person using our facilities or participating in our activities or programmes. We are committed to making camp as safe as possible for you without restricting your enjoyment of the experiences camp has to offer. Much thought and research has gone into preparing our Safety Management System and Standard Operating Procedures and these are “living” documents that will change from time to time as new situations arise. We have well trained staff and a safety system that meets the standard set by the New Zealand Government.

Accidents can result from the nature of the activity and can occur without any fault of the participant, the camp or its employees. It is impossible to predict how every participant will react in a situation and sometimes unpredictable behaviour can lead to an accident. By choosing to use our facilities or participate in the activities and programmes we run you acknowledge that there is potential for an accident to occur.

Within the first hour of your arrival your host will go through the emergency procedures. The group will be shown the boundaries, supervised and non-supervised activities, hazards and assembly points in case of an emergency. (There are no exceptions to this)

The group leader is to have an accurate name list of all the participants on site. A copy of this list must be made available to camp staff if requested; it will be kept in the office for the duration of your camp and then returned to you when you leave.

Parent / Adult Supervisors

TVCC staff will train supervising adults prior to any activities being run. Adults supervising grade three activities and the bottom of the flying fox will be required to sign off on their training before they can supervise the activity. It is then expected that they will remain at that activity for the day.

Medical Conditions

It is expected that the group leader will provide a list of any people that have medical conditions that could affect their ability to do an activity or conditions that could cause un-normal reactions during an activity. This list would include but is not limited to epilepsy, diabetes, heart conditions, severe allergies / reactions to food, pollen or insects, asthma, skeletal conditions etc.

Emergency Wardens

TVCC Warden - This will be the director or in their absence the next most senior person on site. During any emergency this person has absolute authority until emergency services arrive. Their primary role is to manage the incident and liaise with emergency services.

Group Warden - This will be the most senior person within the group staying on site. Their primary role is to account for and control all their group members during the incident.

General Emergency

Emergency procedures for all activities are outlined on each individual activity SOP's form. For other emergencies the following general emergency procedure is to be followed:

Ensure your safety and the safety of the group and / or persons around you during any emergency

Raise the alarm – This can mean setting off the fire alarm, informing a senior staff member, calling the emergency services or all of the above

Assist people to assemble in the emergency assembly area (tennis court)

The TVCC warden will take control of the situation and ensure everyone has been accounted for and liaise with emergency services

Lock Down

If an emergency situation occurs in the vicinity of camp and endangers people's safety, the camp may be placed under lock-down. See Appendix 4 for General Emergency Lockdown Procedures

First Aid

All groups must supply their own basic first aid supplies for minor cuts and scrapes. Teapot Valley has a fully stocked first aid kit and there will always be at least one staff member on site with a current work place first aid certificate. Teapot Valley staff will not administer any drugs including pain killers without consent from parents or caregivers

Missing Person

Determine when and where the person was last seen. The group warden should gather the entire group in the emergency assembly place and take a roll call to determine if the person is really missing.

The TVCC warden with the assistance of other staff and group adults will search the camp buildings and property, beginning at places of risk.

If this preliminary search fails to locate the missing person the search area will be extended to the road and surrounding properties.

The TVCC Warden will notify police if the search is unsuccessful and follow their advice. This will be done within one hour of determining that the person is missing.

Fire

If there is a fire or the fire alarms go off everyone including adults must leave the buildings immediately by the nearest exit and proceed to the emergency assembly point

The group warden's first responsibility is to ensure that all people are accounted for at the assembly point

The TVCC warden will instruct the group on what to do and will confirm that the fire service has been called and will send someone to meet them at the gate

Staff will attempt to put the fire out if this can be done safely

No one is to go back into any buildings until the site has been cleared by the fire department

Earthquake

Take cover under strong tables or in doorways or under bunks during the shaking

As soon as the quake stops move to the emergency assembly point

The group warden's first responsibility is to ensure that all people are accounted for at the assembly point

The TVCC Warden will instruct the group on what to do

If someone is missing follow the policy for a missing person

No one is to go back into any damaged buildings until the site has been cleared by a qualified person

Sickness

Camp staff are to be informed of all sickness. They will, in consultation with the group leader decide on the best course of action. The person concerned should be placed in a single room and monitored by an adult. The next of kin are to be contacted and if at all possible the sick person should be taken home. If any medication is given this must be noted on the sickness form that is to be filled out by the person caring for the patient.

Accident or Death

Attend to all injuries and accidents immediately. Ensure your own safety first. Camp staff must be informed of all accidents and they will in consultation with the group leader decide on the best course of action. Any loss of consciousness must have medical attention. The person in charge of the group is to notify the next of kin as soon as possible. An accident must be recorded if treatment is more than a sticking-plaster or ice pack. All near misses where there was potential for injury must be reported to camp staff

A situation or scene involving serious harm must not be disturbed or interfered with until authorised by Work Safe or a Police Officer except as necessary to help the injured person, to maintain essential services, or to avoid serious property damage or loss. In all circumstances of death the police must be informed. The police will contact the next of kin. (Camp staff or the group leader are not to do this) No person other than the Director of TVCC is to make any media statement and this will only be made after consultation with all parties concerned.

Protection of Children

All Teapot Valley staff are police vetted every two years. Any contractors that are on site and interacting directly with children will be police vetted or directly supervised by Teapot Valley staff. It is expected that all other adults that are responsible for the supervision of children while at Teapot Valley will be police vetted by the school or group they are part of.

Transportation

Any company that Teapot Valley contracts to provide transport will meet or exceed current law or best practice for the services they provide.

Emergency Response Protocol

- STOP – THINK – OBSERVE – PLAN** *(TVCC staff, Instructors or Supervisors)*
- STEP 1 - Make sure you are SAFE** *(TVCC staff, Instructors or Supervisors)*
- STEP 2 - Make sure the rest of the group safe and contained** *(Instructors and parent helpers)*
- STEP 3 - Assess the patient and determine the action required** *(Instructors or other qualified person)*
- STEP 4 - Emergency Call Out 111** *(TVCC staff, Instructors or Supervisors)*
- STEP 5 - Information for Emergency Services**
- Location
 - Number of patients
 - Condition of patient
 - Time of accident
 - Access
- STEP 6 - Monitor patient / first aid** *(Instructor or other staff person)*
- STEP 7 - Evacuation of patient** *(Senior staff or emergency services)*
- STEP 8 - Contact senior staff** *(Instructor or other staff person)*
- STEP 9 - Fill in accident form** *(Instructor or other staff person)*
- STEP 10 - Notification (parents, WorkSafe, media)** *(Director, Head teacher, Police)*

The head teacher or group leader will be the only people to notify parents or next of kin

The TVCC director will notify WorkSafe if required

Police are the **only** people to notify parents or next of kin in the event of death

The Camp management team are the **only** people to talk to the media in the event of a serious incident

Teapot Valley Christian Camp is located at...

200 Teapot Valley Road, Brightwater, Nelson

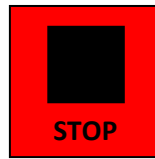
Phone number is 03-542-3368 or 03 542-3360

Nearest intersection is Teapot Valley Road and Bell Road

Activity Signs

The following common signs will be placed at the different activity sites around camp. Campers will be familiarised with these at the beginning of their stay.

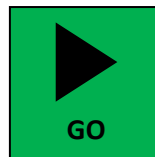
Staff only areas, please keep out



Adult supervision is required



Can use at any time but supervision may be required



Risk Definition

Grade one and two activities are defined as low-risk activities and are by definition those with a lower intent of controlled risk or perceived danger but still have the potential to cause injury or illness if not controlled.

Grade three and four activities are defined as high-risk activities and are by definition those with a higher intent of controlled risk or perceived danger and have the potential to cause serious injury or death if not controlled.

Activity Grades

Grade one activities: These activities don't require direct supervision but the leader of the group must know where children are and ensure that they are using the activities appropriately.

Grade two activities: These activities require an adult to be present at all times when children are using the activity. Standard Operating Procedures for the activity must be adhered to at all times.

Grade three activities: These activities require an adult that has been trained by camp staff on the safe operation of the activity prior to its commencement and need to be confident in running the activity as per this document.

Grade four activities: These activities require camp staff that are trained instructors in that activity to run it. An adult from the group may also be required to assist with these activities. They will be trained by camp staff on the safe operation of the activity prior to its commencement and need to be confident in running the activity as per this document.

Assessing Activity Risk Significance

The following table is to be used to score each hazard on the following SOP's

The left hand column defines the likelihood of harm to a person or people. The top row defines the most likely outcome due to the hazard. The number where the column and row intersect is the risk score

| Likelihood of harm | Consequences (<i>potential outcome</i>) | | | | |
|-------------------------|---|------------|------------------|------------|-------------------|
| | 1 Insignificant | 2 Minor | 3 Significant | 4 Major | 5 Catastrophic |
| 1 <i>Very Rare</i> | 1 | 2 | 3 | 4 | 5 |
| 2 <i>Unlikely</i> | 2 | 4 | 6 | 8 | 10 |
| 3 <i>Moderate</i> | 3 | 6 | 9 | 12 | 15 |
| 4 <i>Likely</i> | 4 | 8 | 12 | 16 | 20 |
| 5 <i>Almost certain</i> | 5 | 10 | 15 | 20 | 25 |

Insignificant consequences = an injury that requires minor first aid (sticking plaster)

Minor consequences = an injury that requires local medical attention onsite or by a GP

Significant consequences = an injury that requires a hospital visit and time off work

Major consequences = an injury that requires an overnight stay in hospital

Catastrophic consequences = an injury that is fatal

Risk Score: Low (1 - 4) Moderate (5 - 9) High (10 - 25)

With this in mind every activity or program has a written policy outlining the potential hazards or risks and the rules and guidelines to eliminate or minimise the risk to those involved with that activity or program

Identifying Risks

It is expected that all adults on site will advise camp staff immediately if they see a situation that puts any person at risk or has the potential to put someone at risk. Any staff member or adult supervisor may shut down an activity or program at any time if they have concerns for health and safety. The director, or in their absence another senior person, must be advised as soon as this is done. They will assess the activity / program and decide on appropriate action before the activity / program is used again

The Maze (Grade 2)

| Risk | Hazard | Risk | Controls | Risk |
|--------------------------------------|---|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Tripping over things | Objects being left on the path | 3 | (e) Maze checked for objects that have been left on or placed on the path on a regular basis | 2 |
| Falling from walls | Climbing on walls | 3 | (e) All participants are instructed not to climb up on the walls | 2 |
| Being hit by stones or other objects | People throwing objects into maze from bank | 3 | (e) Participants are instructed not to throw stones or other objects into the maze | 3 |
| Getting lost in maze | Not understand how to get out of maze | 3 | (e) Participants can crawl out below the bottom of the walls | 2 |
| Getting sun burnt | Exposure to sun | 5 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is an indirectly supervised activity that can be supervised by any adult over 18 years old

Ratio:

There is no set ratio for this activity

Instructor Positioning:

On the bank overlooking the maze

Activity Preparation:

Instruct participants on the rules for this activity

Participant Requirements:

No one is to climb on the walls of the maze

Stones and rocks are not to be thrown into maze

If people can't find the way out they can crawl out under walls

Supervisors Instructions: (Parent or other adult)

Control from the bank above the maze watching for participants climbing on walls or throwing objects over walls

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated

Emergency:

No specific emergency requirements for this activity. For general emergencies follow normal emergency policies

The Gym (Grade 2)

| Risk | Hazard | Risk | Controls | Risk |
|-------------------------------------|--|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Tripping / falling | Contact with other people | 3 | (m) All participants are instructed on the rules of the games being played and over physical contact is controlled. | 2 |
| Tripping / falling | Objects and equipment left on the floor | 3 | (m) Adult supervision and control around what equipment is used and when. Adults make sure un-used gear is not left lying around | 2 |
| Slipping | Floor wet or dusty | 4 | (e) Floor is regularly mopped to remove dust and dirt build up. Dried with a towel if it gets wet | 3 |
| Being hit by balls, other equipment | Lack of supervision or too much gear available | 4 | (m) Sports being played with hard balls require a higher level of supervision and control | 3 |
| Colliding with other people | Too many people in gym or lack of supervision | 4 | (m) Participant self-control, visual awareness and physical contact controlled by supervising adults | 3 |

Instructor Requirements:

This is an indirectly supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 20 children using this activity

Instructor Positioning:

In the gym on the main floor

Activity Preparation:

Unlock main door and turn on lights if required

Make sure floor is clear of tripping hazards

Get sports gear ready and set out as required

Instruct participants on the rules and boundaries for this activity

Participant Requirements:

Self-evaluation of safe practices required

Must be wearing non marking sports shoes or bare feet

No climbing or sitting on mezzanine floor walls

Sports gear must be used in an appropriate way

Climbing wall is not to be used

Supervisors Instructions: (Parent or other adult)

Need to control what is happening in the gym

If people are playing games on the mezzanine floor there must be an extra adult supervising

Participant control and visual supervision required at ALL times **Activity Shutdown:**

Pick up any personal items and clothing that might have been left behind

Check bathrooms and mezzanine floor for children

Turn off lights, shut windows and lock doors

Return sports gear to sports room

Emergency:

Do not move people unless you know it is safe to do so. Contact a staff member who will assist you as required

For broken bones and concussion professional medical help must be given (doctor or ambulance)

If the fire alarms go off evacuate everyone to the tennis court, ensure everyone is accounted for, inform TVCC staff

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated

Burma Trail (Grade 2)

| Risk | Hazard | Risk | Controls | Risk |
|---------------------------------|--|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Tripping over | Objects on the trail | 5 | (e) All branches or tripping hazards removed from the course before the start of each program | 2 |
| Slipping | Wet ground | 5 | (m) The trail will not be used in wet weather | 2 |
| Walking into low branches | Tree branches at head height | 5 | (e) All low branches will be removed | 3 |
| Walking in tree trunks or posts | Spotters or supervisors not watching participants | 5 | (m) Adult supervision and spotters assisting participants as they negotiate around trees and posts | 3 |
| Colliding with other people | To many people on the course or too close together | 5 | (m) Supervisor will start people at reasonable intervals and watch for people moving at differing speeds | 3 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is an indirectly supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

With each group as they work their way along the rope

Activity Preparation:

Collect blindfolds from sports room

Clear the course of branches etc. that might have fallen off the trees

Instruct participants on the rules and boundaries for this activity

Participant Requirements:

This is not a race, take it slow and easy, completion is achievement enough

Listen to instructions that are given

Shoes must be worn

Supervisors Instructions: (Parent or other adult)

Explain what the desired outcome is

Give clear instructions and be in control

Space people at reasonable intervals

Be prepared to assist if needed

A minimum of 2 adults must have a good torch if the Burma trail is being used at night

Participant control and visual supervision required at ALL times **Activity Shutdown:**

Pick up any personal items and clothing that might have been left behind

Shut the gate and return blindfolds to sports room

Emergency:

Do not move people unless you know it is safe to do so. Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked six monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated

Orienteering (Grade 2)

| Risk | Hazard | Risk | Controls | Risk |
|------------------------------|---------------------------------|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Tripping or slipping | Uneven ground or other objects | 3 | (m) Participants advised to look where they are going and watch out for un-even ground and tripping hazards | 2 |
| Getting lost | Going outside camp boundaries | 4 | (m) Participants advised of camp boundaries and told not to go outside the boundaries | 2 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |
| Injury from other activities | Walking through hazardous areas | 6 | (m) Clear instructions prior to start about boundaries and hazardous areas. (e) Course has been designed to eliminate as many potential hazards from other activities running at the same time | 4 |

Instructor Requirements:

This is an indirectly supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

On the main field within sight of most of the checkpoints

Activity Preparation:

Pick up orienteering equipment from sports room

Instruct participants on the rules and boundaries for this activity

Participant Requirements:

Do not climb over any fences

Shoes must be worn

Do not bend or draw on laminated maps

Supervisors Instructions: (Parent or other adult)

Explain how to read a map and the desired outcome for this course

Be available to help if teams can't find next check point

Participant control and visual supervision required

Activity Shutdown:

Collect all equipment from participants and return to sports room

Pick up any personal items and clothing that might have been left behind

Emergency:

No specific emergency requirements for this activity. For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked annually. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Top Team Games (Grade 2)

| Risk | Hazard | Risk | Controls | Risk |
|-------------------------------------|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Tripping / falling | Contact with other people | 3 | (m) All participants are instructed on the rules of the games being played and over physical contact is controlled. | 2 |
| Tripping / falling | Objects and equipment left laying around | 3 | (m) Adult supervision and control around what equipment is used and when. Adults make sure un-used gear is not left laying around | 2 |
| Being hit by balls, other equipment | Lack of supervision or too much gear available | 3 | (m) Games being played are controlled by adults | 2 |
| Colliding with other people | Too many people in gym or lack of supervision | 3 | (m) Participant self-control, visual awareness and physical contact controlled by supervising adults | 2 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

In the same area as the games have been set up, generally in the centre of all the games

Activity Preparation:

This will be setup by camp staff.

Supervisors need to understand the rules for the game they are responsible for

Participant Requirements:

Listen to instructions that are given

Supervisors Instructions: (Parent or other adult)

Explain the rules for the game

Make sure all participants take part and keep score

Participant control and visual supervision required

Activity Shutdown:

Help pack up gear and return it to the trolley

Emergency:

No specific emergency requirements for this activity. For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Team Building (Grade 2)

| Risk | Hazard | Risk | Controls | Risk |
|------------------------|----------------------------|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Tripping / slipping | Incorrect use of equipment | 2 | (m) Supervisors control how participants try to achieve the desired outcome. Design of equipment minimizes the chance of injury | 2 |
| Falling | Incorrect use of equipment | 2 | (m) Supervisors control how participants try to achieve the desired outcome. Design of equipment minimizes the chance of falling. Nothing in this activity requires participants to be more than 50cm above the ground | 2 |
| Being hit by equipment | Incorrect use of equipment | 3 | (m) Participant self-control, visual awareness and physical contact controlled by supervising adults | 3 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

Next to where all the challenges are set up. For younger groups direct hands on supervision may be required

Activity Preparation:

TVCC staff will setup the equipment

Read through and understand the Team Building Supervisors Instructions

Participant Requirements:

Must be wearing closed toe footwear

Must be physically able to safely use this equipment

Supervisors Instructions: (Parent or other adult)

Must be within sight of all participants and ready to help

Make sure participants stay within their ability levels at all times

Must clearly understand the challenge and intended outcome

The aim of this program is to encourage team work and problem solving so let the participants work out the solutions. For some groups you might have to provide some prompting.

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Bring all the gear back to the sports room

Emergency:

Do not move people until you know it is safe to do so

Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated

Mini Jeep (Grade 3)

| Risk | Hazard | Risk | Controls | Risk |
|---------------------------------|--|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Crashing into objects or people | People not waiting in the correct area or drivers not staying in control | 6 | (m) Waiting participants are located behind the barrier away from the jeep (m) Supervisor ensures participants understand the controls, how to steer, stop and start the jeep. Speed governed at motor. | 3 |
| Being run over by jeep | People not waiting in the correct area or drivers not staying in control | 6 | (m) Waiting participants are located behind the barrier away from the jeep | 3 |
| Getting burnt | Contact with hot motor parts | 8 | (e) All hot motor parts are covered by the body of the jeep | 3 |
| Entanglement in moving parts | Guards being removed | 8 | (e) All moving parts except the wheels are covered | 5 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by anyone 16 years old and over

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

At the start / stop area next to where the participants are seated while they wait for their turn

Activity Preparation:

TVCC staff will mark out the track with cones and set up the spectator area and fuel up the jeep

Participant Requirements:

Must be wearing closed toe footwear

Must be physically able to safely use this equipment and be able to easily reach the foot controls

Must be confident enough to control jeep and stay on the marked track

Supervisors Instructions: (Parent or other person over 16 years)

Must complete training before activity starts and sign off in the training folder

Control waiting drivers and spectators and ensuring they remain in the safe zone

Make sure drivers understand how to control the jeep

High awareness and constant visual supervision required at ALL times

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Return jeep and cones to workshop area

Emergency:

Do not move people until you know it is safe to do so without causing further injury

Apply pressure to any cuts to stop bleeding

Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Water Slide (Grade 3)

| Risk | Hazard | Risk | Controls | Risk |
|-----------------------------|---|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Slipping on path or steps | Wet paths and people running | 5 | (m) Participants advised not to run. Paths made from exposed aggregate concrete and steps made from grip tread decking | 2 |
| Hitting other people | More than one person on slide | 8 | (e) Participants and spectators instructed to stay away from the slide and not to interfere with the rider. Adult supervision | 3 |
| Hitting the end too fast | Lack of control, incorrect use of mat, adults using dishwashing liquid. | 8 | (m) Participants instructed on how to slow down. Foam padding at top of slow down ramp. Design of slide controls speed. Supervisors explained not to use dishwashing liquid. | 3 |
| Moving too fast for control | Incorrect use of mat or riding in "trains" | 8 | (m) Participants instructed on how to slow down, design limits maximum speed. Adult supervision | 3 |
| Hypothermia | Cold water or outside temperature | 5 | (e) Slide not used in the winter months, supervisors watching for sign of participants getting cold | 3 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by two people over 16 years old

Ratio:

There must be 2 adults for every 20 children using this activity

Instructor Positioning:

One at the top of the slide and the other at the bottom next to the wooden platform

Activity Preparation:

Unlock the gate at the bottom of the slide and check the slide for any debris and remove

Check foam is in place at the top of slow down ramp then turn on the water

Participant Requirements:

Must be over 1 meter tall

Must not have any open or infected sores

Must be physically able to sit up and hold onto the mat

Must keep body within the sides of the slide

Must not stand up at any time on the slide

Must exit the slide at the bottom via platforms.

Supervisors Instructions: (Parent or other adult)

Must complete training before activity starts and sign off in the training folder

Must be two adults supervising at all times

Only one person at a time on the slide, riders must sit on the mat with legs forward facing down the slide

Riders hands must be holding on to the sides of the mat

Once the rider is ready give them a push from the shoulders or mid back

Make sure they are off the slide before the next rider leaves the top

Do not let spectators touch the slide or the riders

High awareness and constant visual supervision required at ALL times

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Turn off the water, collect up all the mats and put the rock back on top of them on the platform.

Emergency:

Do not move people until you know it is safe to do so without causing further injury

Apply pressure to any cuts to stop bleeding

Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated

Confidence Course (Grade 3)

| Risk | Hazard | Risk | Controls | Risk |
|--|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Slipping on equipment (Beams, ropes, steps, tires) | Wet or dirty wood. Spotters not paying attention | 5 | (m) Good shoes are required, course not used in the rain or when wet, spotters used to assist participants, equipment cleaned regularly. Adult supervision | 3 |
| Falling off equipment (Beams, ropes, steps, tires) | Wet or dirty wood. Spotters not paying attention. Equipment breaking | 6 | (m) Good shoes are required, course not used in the rain or when wet, spotters used to assist participants, equipment cleaned regularly. Adult supervision. Post peel on ground under elements. Regular checks of structures and fittings | 3 |
| Rope burns | Thin ropes and / or incorrect technique | 5 | (e) Large diameter ropes used for hanging objects. Spotters to assist | 3 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

With the group as they move through the course. For younger groups direct hands on supervision may be required

Activity Preparation:

Walk through the confidence course checking for anything untoward including low or broken branches, objects on the ground and damaged or faulty equipment

Participant Requirements:

Must be over 1.2 meters tall

Must have long hair tied up

Must be wearing closed toe footwear

Must be physically able to safely use this activity

Must have at least one spotter ready to assist

This is a confidence building challenge not a race

Supervisors Instructions: (Parent or other adult)

Must complete training before activity starts and sign off in the training folder

Only one person at a time on each of the obstacles

Spotters must be used to assist the participants

Be within sight of all participants and ready to help

Make sure participants stay within their ability levels at all times

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Make sure all participants are off the course

Report any breakages to camp staff

Emergency:

Do not move people until you know it is safe to do so without causing further injury

Apply pressure to any cuts to stop bleeding

Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Low Ropes Course (Grade 3)

| Risk | Hazard | Risk | Controls | Risk |
|--|--|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Slipping on equipment (Beams, ropes, steps, tires) | Wet or dirty wood. Spotters not paying attention | 5 | (m) Good shoes are required, course not used in the rain or when wet, spotters used to assist participants, equipment cleaned regularly. Adult supervision | 3 |
| Falling off equipment (Beams, ropes, steps, tires) | Wet or dirty wood. Spotters not paying attention. Equipment breaking | 6 | (m) Good shoes are required, course not used in the rain or when wet, spotters used to assist participants, equipment cleaned regularly. Adult supervision. Maximum height of elements is 150cm. Post peel on ground under elements. Regular checks of structures and fittings | 3 |
| Rope burns | Thin ropes and / or incorrect technique | 5 | (e) Large diameter ropes used for hanging objects. Spotters to assist | 3 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by any adult over 18 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

With the group as they move through the course. For younger groups direct hands on supervision may be required

Activity Preparation:

Walk through the low ropes course checking for anything untoward including low or broken branches, objects on the ground and damaged or faulty equipment

Participant Requirements:

Must be over 1.2 meters tall

Must have long hair tied up

Must be wearing closed toe footwear

Must be physically able to safely use this activity

Must have at least one spotter ready to assist

This is a team building challenge not a race

Supervisors Instructions: (Parent or other adult)

Must complete training before activity starts and sign off in the training folder

Only one person at a time on each of the obstacles

Spotters must be used to assist the participants

Be within sight of all participants and ready to help

Make sure participants stay within their ability levels at all times

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Make sure all participants are off the course

Report any breakages to camp staff

Emergency:

Do not move people until you know it is safe to do so without causing further injury

Apply pressure to any cuts to stop bleeding.

Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Swimming Pool and Pool Inflatable (Grade 3)

| Risk | Hazard | Risk | Controls | Risk |
|-------------------------------------|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Slipping on decks or pool surrounds | Running around the pool | 8 | (m) Participants advised not to run. Paths made from exposed aggregate concrete and decks made from grip tread decking | 4 |
| Hitting other people in pool | Jumping, diving or lack of adult supervision | 8 | (m) No jumping or diving into the pool. Adult supervision | 4 |
| Drowning | Gate left open, too many people in pool, lack of adult supervision | 10 | (e) Gate and changing room door always locked. Adult to child ratio set at 1 to 8. CPR qualified supervisors. High awareness and constant visual supervision required at ALL times by two supervisors | 4 |
| Infection / sickness | Open cuts / sores | 8 | (m) No one to swim with open wounds or sores. Adult supervisors will check participants before they go swimming | 4 |
| Infection / sickness | Faeces in pool | 8 | Babies must wear pool nappies, sanitation after an event as per best operating standards | 4 |
| Infection / sickness | Bad water quality | 8 | (m) Pool water tested every day by TVCC staff and once a week by external tester during swimming season | 4 |
| Hypothermia | Cold water or outside temperature | 8 | (e) Pool not used in the winter months, supervisors watching for sign of participants getting cold | 3 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by adults over 18 years old

Ratio:

Minimum adult to child ratio is 1 to 8 (child is defined as under 13 years)

Adult groups with less than 10 swimmers there must be one supervising adult that is not swimming

Adult groups with more than 10 swimmers there must be two supervising adults that are not swimming

Instructor Positioning:

One on each side of the pool at the midway point between either end

Activity Preparation:

Collect key and sign in on supervisors sheet

Unlock gate and the changing room door

The pool inflatable can only be setup by a TVCC staff member

Participant Requirements:

Change in the changing rooms and not the cabins.

Shower before swimming (shower on shed wall)

No jumping, diving or running

No one in the pool with open wounds or sores

Clothes are not to be worn in the pool. Babies and toddlers must wear appropriate swimming pool nappies

Supervisors Instructions (Parents or other adults)

Pool rules must be obeyed at all times

One non swimming adult must have a current CPR or higher lifesaving qualification

Maximum number of people in the pool is 40

High awareness and constant visual supervision required at ALL times

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

The changing room needs to be mopped before leaving.

Ensure all people have left the changing rooms and pool before locking the changing room door, gate and signing the key back into camp staff.

Emergency:

If someone drowns and stops breathing CPR must be commenced immediately and a runner sent down to the main block to inform TVCC staff who will contact emergency services. The other supervising adult is to remove other participants from the pool and pool area. An ambulance must be called for anyone who stops breathing or has to be pulled from the pool. For general emergencies follow normal emergency policies. For general emergencies follow normal emergency policies

Mega Bounce (Grade 3)

| Risk | Hazard | Risk | Controls | Risk |
|-------------------------------|---|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Slipping | Using when wet | 6 | (e) Do not use when wet | 3 |
| Collisions with other jumpers | Too many people on the mat | 6 | (m) Limit the number of participants to a maximum of 10 | 4 |
| Sprains | Jumping too high landing badly or doing flips | 6 | (m) Adult supervision at all times, participants advised of rules (m) sand area around mat maintained to provide a soft landing | 4 |
| Broken bones | Jumping too high landing badly or doing flips | 8 | (m) Adult supervision at all times, participants advised of rules (m) sand area around mat maintained to provide a soft landing | 4 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This is a supervised activity that can be supervised by any adult over 16 years old

Ratio:

There must be 1 adult for every 10 children using this activity

Instructor Positioning:

Next to the entrance gate

Activity Preparation:

TVCC staff will inflate the mega bounce and check the mat for any rips or splits. Sand will be checked for stones or sticks and raked if required

Participant Requirements:

Must have bare feet or be wearing socks

Must not be wearing necklaces or hanging ear rings

Must not have any sharp objects in their pockets

Must not have phones in pockets

Do not walk on the mat when deflated

Supervisors Instructions: (Parent or other adult)

Must complete training before activity starts and sign off in the training folder

This activity is not to be used if wet

TVCC staff will advise when mat is completely inflated and ready for use

Maximum of 10 jumpers at a time

Jumpers must stay within the "jump zone" area

No back flips or other potentially dangerous moves

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Make sure all participants are off the mat

Hang chains across entrance and exits

Report any damage to camp staff

TVCC will turn off the blower

Emergency:

Do not move people until you know it is safe to do so without causing further injury

Contact a staff member who will assist you as required

For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated

Archery (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|-----------------------------------|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Burns / abrasions from bow string | Incorrect use of equipment | 6 | (m) Training on the correct way to hold the bow, draw back string and shoot arrows | 3 |
| Being shot with arrow | People in the wrong place, shooting in the wrong direction, people retrieving arrows while others shooting | 10 | (e) All participants must remain behind shooting line at all times Instructor to ensure shooting range is clear before arrows fired Bow not to be picked up until range is clear of people Direct supervision by adults at all times | 4 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This activity can only be instructed by a trained adult who has been signed off in the training folder. One additional adult from is required to help the instructor.

Ratio:

There must be 1 additional adult for every 10 children using this activity

Instructor Positioning:

Instructor - On the concrete slab

Parents - On the concrete slab if assisting younger participants or on the spectator seats

Activity Preparation:

Collect gear from sports room

Set up targets from shed by where archery is run

Setup seats, arrows and bows

Activity setup will be completed by camp staff

Participant Requirements:

Listen and obey instructor

All long hair must be tied back

Must be physically able to safely use this activity

All potentially dangerous jewellery must be removed

Supervisors Instructions: (Parent or other adult)

Supervise participants that are not shooting

Understand where they can and can't go

Assist the camp instructor as required

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Return targets to shed

Return bows and arrows to sports room

Emergency:

If someone gets shot and the arrow is imbedded in the person do not remove, apply pressure around the arrow to stop bleeding and contact a senior staff person. If a person is shot and bleeding apply pressure to the wound and contact a senior staff person. Remove other participants from the area. For general emergencies follow normal emergency policies

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Slug Guns (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|--|---|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Being shot with slugs | People in the wrong place, shooting in the wrong direction, people retrieving targets while others shooting, gun loaded while it is being carried | 10 | (m) All participants must remain behind shooting line at all times. Perspex has been installed at the start of firing tube to stop anything rebounding. Supervisor to ensure shooting range is clear before guns fired. Guns are only taken out of the firing tube with the safety on. Guns are always carried with the break barrel open Adult supervisor retrieves and sets up targets | 4 |
| Being hit by slugs ricocheting off other objects | Foam wearing out, tubes with protrusions on the inside | 8 | (e) Slugs are fired into foam to dissipate velocity. Shooting tubes are smooth so slugs won't ricochet off sides etc. Perspex has been installed at the start of firing tube to stop anything rebounding. | 4 |

Instructor Requirements:

This activity can only be instructed by a trained TVCC staff member who has been signed off in the training folder. One adult from the group is required to help the TVCC instructor.

Ratio:

There must be 1 additional adult for every 10 children using this activity

Instructor Positioning:

TVCC instructor - Behind or beside the shooters when they are shooting or between the tunnels if setting up targets

Parents - Behind the shooters

Activity Preparation:

Collect gear from sports room

Take paper targets up to gym

Close door on stair landing and set up chain at the top of the stairs.

Turn on lights above the mezzanine

Activity setup will be completed by TVCC staff

Participant Requirements:

Listen and obey instructor

Must be physically able to safely use this activity

Supervisors Instructions: (Parent or other adult)

Supervise participants that are not shooting

Understand where they can and can't go

Assist the TVCC instructor as required

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Sweep up used slugs

Return guns to sports room

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Emergency:

If a person is shot and bleeding apply pressure to the wound and contact a senior staff person

Remove other participants from the area. For general emergencies follow normal emergency policies

Zip Line (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|--|---|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Falling from stairs | Not enough care when climbing | 8 | (m) All participants are instructed to climb the stairs holding onto both rails. Tower locked when not in use | 4 |
| Falling from loading platform | Too many people on tower, not paying attention, climbing over rails | 10 | (e) Maximum of four participants on the loading platform at any one time, participants attached to a safety line before going out on loading platform. Safety line is only removed once the participant is attached to the carriage. Trained staff only to instruct at top of flying fox | 4 |
| Falling from trolley | Incorrect attachment and / or faulty equipment | 10 | (e) All staff are trained on correct way to attach participants to trolley. Equipment is checked for wear or damage before it is used and replaced or retired as per manufacturer's recommendations | 4 |
| Slipping out of harness | Incorrect riding technique by hanging upside down | 10 | (m) All riders will be told that they must hold onto cowstails with at least one hand and never to hang upside down in the harness. Harness waist strap will be done up tight above riders hips. General rule your head must be higher than feet | 4 |
| Collision with other people or objects | People or objects in the path of flying fox | 8 | (m) Safety barrier across access points to carriageway, Instructor ensures carriageway is clear before releasing riders. Spectators wait in designated areas | 4 |
| Cable breaking | Wear or excessive strain | 10 | (e) Cable and fixing hardware checked at beginning and end of summer season. Technical expert or engineer to inspect every five years | 4 |
| Supporting structures failing | Wear or aging | 10 | (e) Visual inspection every six months and technical expert or engineer to inspect every five years | 4 |
| Being hit by riders coming down cable | Spectators in the wrong place | 8 | (m) Spectators wait in designated areas. Appropriate adult supervision and training | 4 |
| Falling off dismount ladder | Not enough care when climbing down | 6 | (m) Adult assistance and support while climbing down once harness released from trolley | 4 |
| Scraping feet or legs on ground | Incorrect riding technique or rider being too heavy | 6 | (m) Riders instructed on correct position of legs, 90kg weight limit | 4 |
| Entanglement | Long hair not being tied up | 8 | (e) All long hair must be tied up. Design and length of attachment from trolley | 4 |
| Whiplash | Tow back ropes getting snagged on tower | 6 | (m) Instructor insures ropes are hang free in front of tower before releasing rider | 4 |
| Rope burn | Wrapping rope around hand then slipping on wet ground | 6 | (m) Participants instructed not to wrap rope around hand. Large diameter ropes used. | 4 |
| Emotional stress | Being forced to do activity | 6 | (m) Participate by choice, instructor to consider emotional fear, clear explanation of activity and safety systems | 4 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Zip Line Continued (Grade 4)

Instructor Requirements:

This activity can only be instructed by a trained TVCC staff member who has been signed off in the training folder. Two adults from the group is required to help the TVCC instructor.

Ratio:

There must be 1 additional adult for every 10 children using this activity.

Instructor Positioning:

TVCC instructor - Tied in to the safety wire on the second story of the tower.

Activity Preparation:

Collect gear from sports room.

Set up rope barrier.

From the tower, attach safety lines

Attach trolleys to wire correctly

Activity setup will be completed by TVCC staff

Participant Requirements:

Must weigh less than 90kg

Listen and obey instructor

All long hair must be tied back

Helmet must be worn

Must be physically able to safely use this activity

All potentially dangerous jewellery must be removed

No hanging upside down in the harness

Must be holding on to cows tail with at least one hand

Supervisors Instructions: (Parent or other adult)

The TVCC instructor will explain how to put on harnesses and helmets correctly

Make sure the ladders are clear from zip line path

Unclip participants from the zip line using the ladder

Help the participants down the ladder

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

TVCC staff will pack down the equipment

Activity Maintenance:

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Emergency:

In the event that a trolley gets stuck, a staff member will perform a rescue with the assistance of the supervisors.

For general emergencies follow normal emergency policies

Climbing (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|------------------------------------|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Falling down wall | Incorrect attachment and / or faulty equipment | 10 | (e) All staff are trained on correct way to attach participants to ropes. Equipment is checked for wear or damage before it is used and replaced or retired as per manufacturer's recommendations | 4 |
| Falling down wall | Inattention of instructor | 10 | (e) All instructors are trained and will only instruct for a maximum of 120 minutes before having a break | 4 |
| Supporting structures failing | Wear or aging | 10 | (e) Visual inspection every six months and technical expert or engineer to inspect every five years | 4 |
| Belay attachment points failing | Wear or structural failure | 8 | (e) Belay attached to two anchor points or to a single anchor and the instructor | 4 |
| Top rope attachment points failing | Wear or structural failure | 10 | (e) Top attachment point backed up by sling. Visual inspection every six months and technical expert or engineer to inspect every five years | 4 |
| Slipping off holds | Loose or dirty holds or inappropriate footwear | 6 | (m) Holds cleaned and tightened before summer season starts and during season if required. Footwear checked before climb | 4 |
| Emotional stress | Being forced to do activity | 6 | (m) Participate by choice, instructor to consider emotional fear, clear explanation of activity and safety systems | 4 |
| Getting stuck on the wall | Emotion or fear | 6 | (m) clear explanation of activity and safety systems and expectations of climber | 4 |

Instructor Requirements:

This activity can only be instructed by a trained TVCC staff member who has been signed off in the training folder. One adult from the group is required to help the TVCC instructor

Ratio:

There must be 1 additional adult for every 10 children using this activity

Instructor Positioning:

TVCC instructor - Connected to the belay rope and anchor point in the floor. Parents - On the spectator seats

Activity Preparation:

Setup ropes, tapes and karabiners and benches

Setup crash mats below wall

Explain to participants the rules, expectations and outcomes of this activity

Activity setup will be completed by TVCC staff

Participant Requirements:

Listen and obey instructor

All long hair must be tied back

All potentially dangerous jewellery must be removed

Appropriate clothing and footwear must be worn

Supervisors Instructions: (Parent or other adult)

The TVCC instructor will explain how to put on and take off harnesses

Ensure all waiting participants stay away from the bottom of the wall and remain seated while waiting for their turn.

Supervise participants on the bouldering wall making sure they do not put their feet above the blue line at any time

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Pack up all gear and put away behind the wall

Put benches back against the gym wall

Turn out light and lock the gym

Fill in the log book

Activity shutdown will be completed by TVCC staff

Climbing Continued (Grade 4)

Activity Maintenance:

This activity will be checked before each use. This will include a general inspection of the activity for ordinary wear and tear or minor repairs.

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Emergency:

TVCC instructor - Will ensure all people are off the wall. They will then deal with situation

Adult supervisor - Will calmly remove participants from the area to the main buildings (depending on severity), then follow instructions from TVCC staff

For general emergencies follow normal emergency policies

Crate Climbing (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|---|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Falling off crates | Incorrect attachment and / or faulty equipment | 10 | (e) All staff are trained on correct way to attach participants to ropes. Equipment is checked for wear or damage before it is used and replaced or retired as per manufacturer's recommendations | 4 |
| Falling off crates | Inattention of instructor | 10 | (e) All instructors are trained and will only instruct for a maximum of 120 minutes before having a break | 4 |
| Crates breaking | Wear from hitting the ground | 6 | (e) Damaged crates will be replaced | 4 |
| Rope and / or attachment points failing | Wear or structural failure | 10 | (e) Top attachment point backed up by sling. Visual inspection every six months | 4 |
| Crates falling on belayer or bystander | Not standing in the designated safe zones | 8 | (m) The belayer and supervisor is positioned on a diagonal to the crate stack. All participants waiting for their turn must be in the designated safe zone | 4 |
| Emotional stress | Being forced to do activity | 6 | (m) Participate by choice, instructor to consider emotional fear, clear explanation of activity and safety systems | 4 |

Instructor Requirements:

This activity can only be instructed by a trained TVCC staff member who has been signed off in the training folder. One adult from the group is required to help the TVCC instructor.

Helmet must be worn

Ratio:

There must be 1 additional adult for every 10 children using this activity

Instructor Positioning:

TVCC instructor - Connected to the belay rope on a diagonal to the crates being used

Parents - On a diagonal to the crates being used or on the designated bench seat

Activity preparation

Lay out two carpets in the corner of the gym closest to the boys changing room

Set up benches all the way around the carpets

Get gear from behind the rock wall

Setup ropes, belay device and karabiners

Explain to participants the rules, expectations and outcomes of this activity

Activity setup will be completed by TVCC staff

Participant Requirements:

Participants must be under 90kg

Listen and obey instructor

All long hair must be tied back

All potentially dangerous jewellery must be removed

Appropriate clothing and footwear must be worn

Helmet must be worn

Supervisors Instructions: (Parent or other adult)

Helmet must be worn

Assist with putting on and taking off harnesses

Assist with passing up crates to participants

Ensure all waiting participants stay away from the carpeted area and remain seated in the designated safe zone while they are waiting for their turn.

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Pack up all gear and put away behind the wall

Put benches back against the gym wall

Roll up carpets and put back in the corner by roller door.

Turn out lights and lock the gym

Fill in the log book

Activity shutdown will be completed by TVCC staff

Crate Climbing Continued (Grade 4)

Activity Maintenance:

This activity will be checked before each use. This will include a general inspection of the activity for ordinary wear and tear or minor repairs.

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Emergency:

TVCC instructor - Will ensure all people are off the activity. They will then deal with situation

Adult supervisor - Will calmly remove participants from the area to the main buildings (depending on severity), then follow instructions from TVCC staff

For general emergencies follow normal emergency policies

Abseiling (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|-------------------------------|---|---------|--|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Falling from stairs | Not enough care when climbing | 8 | (m) All participants are instructed to climb the stairs holding onto both rails. Tower locked when not in use | 4 |
| Falling from loading platform | Too many people on tower, not paying attention, climbing over rails | 8 | (e) Maximum of two participants on the loading platform at any one time, participants attached to a safety line as soon as they exit ladder. Safety line is only removed once the participant is attached to abseiling ropes. Trained staff only to instruct at top of tower | 4 |
| Falling down wall | Incorrect attachment and / or faulty equipment | 10 | (e) All staff are trained on correct way to attach participants to ropes. Safety lines used at all times. Equipment is checked for wear or damage before it is used and replaced or retired as per manufacturer's recommendations | 4 |
| Falling down wall | Inattention of instructor | 10 | (m) All instructors are trained to national recognized level. Will instruct for a maximum of 120 minutes before having a break | 4 |
| Supporting structures failing | Wear or aging | 10 | (e) Visual inspection every six months and technical expert or engineer to inspect every five years | 4 |
| Entanglement | Long hair not being tied up or loose clothing getting trapped in fittings | 8 | (m) All long hair must be tied up so there is no chance of it become tangled in gear or fittings. Setup design allows main rope to be disconnected if required to release hair or clothing | 3 |
| Rope burn | Descending down rope too fast | 8 | (m) Participants speed controlled by instructor's safety rope | 3 |
| Concussion | Being hit by objects falling from tower | 8 | (m) helmet worn by participants. Surplus gear stored where it can't fall off tower. All other participants are told to keep clear of the bark area below the abseil. | 3 |
| Emotional stress | Being forced to do activity | 6 | (m) Participate by choice, instructor to consider emotional fear, clear explanation of activity and safety systems | 2 |
| Getting stuck on the wall | Emotion or fear | 6 | (m) clear explanation of activity and safety systems. Setup design allows main rope to be disconnected to lower participant if they freeze or lock up on way down | 2 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months | 4 |

Instructor Requirements:

This activity can only be instructed by a trained TVCC staff member who has been signed off in the training folder. One adult from the group is required to help the TVCC instructor.

Ratio:

There must be 1 additional adult for every 10 children using this activity

Instructor Positioning:

TVCC instructor - At the top of the tower connected to the safety line

Parents - At the bottom of the tower on the barked area when unclipping, and grass or seat when participant is coming down the wall.

Activity Preparation:

Get gear and key from store room

Setup ropes, tapes and karabiners Setup safety lines

Setup chairs, helmets and harnesses at the bottom of the tower

Explain to participants the rules, expectations and outcomes of this activity

Activity setup will be completed by TVCC staff

Abseiling Continued (Grade 4)

Participant Requirements:

Listen and obey instructor

All long hair must be tied back

All potentially dangerous jewellery must be removed

Appropriate clothing and footwear must be worn

Helmet must be worn

Ensure all waiting participants stay off barked area below the wall and remain seated while waiting for their turn

Supervisors Instructions: (Parent or other adult)

The TVCC instructor will explain how to put on and take off harnesses and how to disconnect the participant from the rope at the bottom of the tower.

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Pack up all gear from the bottom of the tower

Pack up all gear from the top of the tower

Lock both the top and bottom trap doors

Return gear to store room

Fill in the log book

Activity shutdown will be completed by TVCC staff

Activity Maintenance:

This activity will be checked before each use. This will include a general inspection of the activity for ordinary wear and tear or minor repairs.

This activity will be checked monthly. This will include a thorough perusal of the activity for ordinary wear and tear or minor repairs. If there are any deficiencies that put employees, campers or supervisors in any way at risk, at any time this activity will be deactivated until the particular risk is rectified or eliminated.

Emergency:

Do not move people until you know it is safe to do so without causing further harm

Apply pressure to any cuts to stop bleeding.

TVCC instructor - Will ensure all people on the tower are secured to safety lines or off the tower. They will then deal with situation.

Adult supervisor - Will calmly remove participants from the area to the main buildings then follow instructions from TVCC staff
For general emergencies follow normal emergency policies

Down Hill Carts (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|---------------------------------------|---|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Crashing into other carts | Losing control or too many carts on the track | 8 | (m) Carts are let go at the top of the hill one at a time. Steering and breaking are explained to riders and ability to control monitored by instructor | 4 |
| Crashing into quad bike | Losing control and / or quad bike parked in the wrong place | 8 | (m) Quad bike is parked away from the downhill side of the track and far enough down the hill that speed is minimal by the time they get to bottom of hill. A tire barrier is also put in place to stop carts hitting the bike. | 4 |
| Hitting fences at bottom of the track | Travelling too fast and not steering | 8 | (e) Fence a long way from the end of the track and a row of tires forms a barrier before the fence | 3 |
| Crashing or falling off quad bike | Driver inexperience or overloading | 8 | (m) Only TVCC staff to drive bike once they have been trained, speed limits set, only to be used on the track. helmet is worn and only one person on the bike | 4 |
| Being hit by other carts | Standing on the track or in the loading area | 8 | (e) All riders walk back up the hill in an area away from the downhill side of the track. Adult supervision at the loading area and a designated seating area | 4 |
| Entrapment of hair | Long hair not being tied up and not wearing a helmet | 8 | (e) All long hair tied up, riders must wear a helmet, back wheels and axle a long way back from riders head | 4 |
| Falling out of carts | Rough track, too small a driver or losing control | 6 | (m) Riders must be tall enough to reach brake with their back against the back of the seat. Track graded and hole filled as required | 3 |
| Emotional stress | Being forced to do activity | 6 | (m) Participate by choice, instructor to consider emotional fear, clear explanation of activity and safety systems | 2 |
| Getting sun burnt | Exposure to sun | 6 | (m) Direct people to apply sun block during summer months, shade provided for spectators | 4 |

Instructor Requirements:

This activity can only be instructed by a trained TVCC staff member who has been signed off in the training folder. One adult from the group is required to help the TVCC instructor.

Ratio:

There must be 1 additional adult for every 10 children using this activity

Instructor Positioning:

TVCC instructor - On the bike or at the bottom loading carts back onto tow hook

Parents - At the top of the track with the participants

Activity Preparation:

Pick up helmets and cushions from store shed

Check track for crash objects

Make sure quad is fuelled up

Visual inspect carts and test brakes and steering

Explain to participants the rules, expectations and outcomes of this activity

Activity setup will be completed by TVCC staff

Participant Requirements:

Must be over 150cm tall

Listen and obey the instructor

All long hair must be tied back

All potentially dangerous jewellery must be removed

Appropriate clothing and footwear must be worn

Helmet must be worn and clipped up

Down Hill Carts Continued (Grade 4)

Supervisors Instructions: (Parent or other adult)

Must complete training before activity starts and sign off in the training folder
High awareness and constant visual supervision required at ALL times
Ensure all waiting participants stay seated above loading zone
Assist participants to put on and take off helmets
Assist participants getting into carts, check they can operate the brake and push off one at a time
Un-hook carts from the quad when they come back up

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind
Pack up all gear and put back in shed
Tow carts to top of the hill, bring any that need servicing to workshop
Activity shutdown will be completed by TVCC staff

Activity Maintenance:

This activity will be checked monthly. This will include a general inspection of the activity for ordinary wear and tear or minor repairs. A thorough and complete maintenance and repair inspection will be carried out every six months and the necessary changes, replacements etc. will be undertaken. If there are any deficiencies that put either employees, campers or supervisors in any way at risk, at any time that particular activity will be deactivated until the particular risk is rectified or eliminated.

Emergency:

Do not move people until you know it is safe to do so without causing further harm
Apply pressure to any cuts to stop bleeding.
Adult supervisor - Will calmly remove participants from the area to the main buildings then follow instructions from TVCC staff
For general emergencies follow normal emergency policies

Cookout (Grade 4)

| Risk | Hazard | Risk | Controls | Risk |
|-------------------------------------|--|---------|---|----------|
| What could go wrong? | Why would this happen? | Initial | How can it be prevented? Using the hierarchy of control: eliminate or minimize | Residual |
| Setting fire to grass or pine trees | Fires built in the wrong area, grass too dry, fires too big, wind too strong | 10 | (e) Cookouts will only happen on calm days, fires will be built in designated areas away from long grass, A water supply will be on hand at all times. Fires will only be small and will be extinguished fully by TVCC staff | 4 |
| Being burnt by fire | Not paying attention, playing around fires, lack of knowledge | 6 | (m) Clear instructions will be given by TVCC staff. There will be one adult directly responsible for each fire. Participants will be closely supervised by adults at all times | 4 |
| Being burnt by hot sausage sticks | Not paying attention, playing around fires, not following instructions | 6 | (m) Clear instructions will be given by TVCC staff. There will be one adult directly responsible for each fire. Participants will be closely supervised by adults at all times. All hot sticks will be placed in a bucket of water when finished with | 4 |
| Smoke inhalation | Burning wet wood, sitting in the wrong place, too windy | 6 | (m) Participants will be instructed on what wood to use and where to sit so smoke inhalation is kept to a minimum. Fires will not be lit in windy conditions. Adults will monitor. | 4 |
| Smoke in eyes | Burning wet wood, sitting in the wrong place, too windy | 6 | (m) Participants will be instructed on what wood to use and where to sit so smoke inhalation is kept to a minimum. Fires will not be lit in windy conditions. Adults will monitor | 4 |
| Food poisoning | Food not being cooked enough, incorrect food handling | 6 | (e) All meat products will be precooked, and only "safe" meat will be used. Adults handling food will wear gloves or use serving utensils. Participants will be required to wash hands prior to handling food. | 4 |

Instructor Requirements:

This activity can only be instructed by a TVCC staff member.

Ratio:

There must be 1 additional adult for every 10 children doing this activity or for each fire.

Instructor Positioning:

TVCC instructor - Next to the fire pits

Parents - Next to the fire pits

Activity Preparation:

Confirm that TVCC has a current fire permit

This activity will only happen in calm conditions

Water buckets will be filled up and placed at each fire site. Food will be prepared in the kitchen and transported to fire site when required.

Explain to participants the rules, expectations and outcomes of this activity

Activity setup will be completed by TVCC staff

Participant Requirements:

Listen and obey the instructor

All long hair must be tied back

Appropriate clothing and footwear must be worn

Supervisors Instructions: (Parent or other adult)

High awareness and constant visual supervision required at ALL times

Activity Shutdown:

Pick up any personal items and clothing that might have been left behind

Return all catering equipment and food to the kitchen. Water containers and cooking sticks returned to shed

Ensure all fires are completely extinguished and then remove ash and any unburnt wood to steel drum Activity shutdown will be completed by TVCC staff

Emergency:

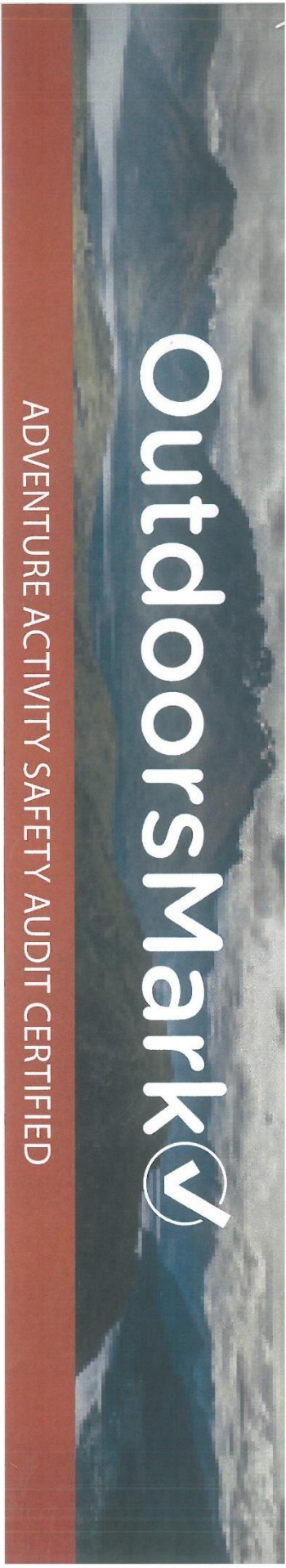
Any burns must be placed under running water for no less than ten minutes. For general emergencies follow normal emergency policies

Contracting Checklist (EOTC 14)

Name of Organisation: Teapot Valley Christian Camp Trust
 Contact Person: Paul Shutte (Director) Shirlene Spenser (Admin Coordinator)
 Address: 200 Teapot Valley Road, Brightwater, Nelson
 Phone: 03-542-3368
 Email: admin@teapotvalley.co.nz or director@teapotvalley.co.nz
 Time as contractor: 25+ years

| Organisations Standards: | Yes | No |
|---|-----|----|
| 1) Do you have selection standards for your staff? <i>All staff are interviewed to determine their suitability for the role, at least two background checks are made including police vetting and reference checks.</i> | ✓ | |
| 2) Do you have training standards for your staff? <i>All activity instructors have been trained and assessed as per our "Training and Competency" documents. Instructors running activities that come under the Adventure Activity Regulations are externally assessed. Internal assessments are completed and logged throughout the year on all activity instructors.</i> | ✓ | |
| 3) Do these standards comply with nationally accepted best practice standards? | ✓ | |
| 4) Does your organisation regularly monitor compliance with these standards? <i>We hold Outdoors Mark and are externally audited by Skills Active every three years. Internal audits and reviews are completed as per our SMS on a regular basis.</i> | ✓ | |

| Organisation's Safety Procedures | Yes | No |
|--|-----|----|
| 1) Are records kept of incidents (fatality, near miss, injury, illness, property damage, behavioural problems) etc? <i>All incidents, accidents or near misses are recorded as a hard copy and electronically in an external database (Audit) Reports are send to the TVCC board as part of the Directors monthly reporting</i> | ✓ | |
| 2) Are logs kept of equipment use? <i>All activity equipment is logged in the "Activity Equipment Log" and assessed and replaced as per manufactures guidelines or best practice</i> | ✓ | |
| 3) Are there safety / risk management plans and SOPS (including emergency procedures) for all activities this school will be involved in are attached. <i>This document contains all relevant information regarding H & S and SOP's</i> | ✓ | |
| 4) Can you confirm that personnel allocated for this event meet accepted best practice standards for all activities they will lead? <i>All instructors meet internal training standards and / or hold external qualifications.</i> | ✓ | |



OutdoorsMark

ADVENTURE ACTIVITY SAFETY AUDIT CERTIFIED

This is to certify that

Teapot Valley Christian Camp Trust

Trading as Teapot Valley Christian Camp
200 Teapot Valley Road, Brightwater, Nelson

has passed a safety audit conducted by Qualworx Ltd.

The safety audit established that the operator's Safety Management System and delivery of listed adventure activities complies with the Safety Audit Standard for Adventure Activities.

| Adventure Activities | Location |
|----------------------|------------------------------|
| Abselling | Teapot Valley Christian Camp |
| Zipline | |

Dave Watkinson
Qualworx Certifier

Issue Date | Expiry Date
26-Aug-2020 | 25-Aug-2023



This schedule is issued by Qualworx Ltd, PO Box 2183, Wellington, 6140 | OutdoorsMark™, the safety audit programme designed specifically for outdoor recreation, outdoor education and adventure operators, is administered by Qualworx Ltd. This certificate remains the property of Qualworx Ltd and must be returned upon request. It must not be altered or defaced in any way and deliberate misuse of the certificate will result in cancellation without notification. The Safety Audit Standard for Adventure Activities is published by WorkSafe New Zealand in accordance with the Health and Safety at Work (Adventure Activities) Regulations 2016. Continuation of the safety certificate requires the operator to conform to, and successfully complete, any conditions associated with this certificate and surveillance activities. Disclaimer: In awarding this certificate, Qualworx Ltd has carried out a point in time audit of the operator's safety systems against the required standard. This is NO GUARANTEE that the operator will operate safely and Qualworx Ltd accepts no responsibility for the operator's implementation of their safety management system with its clients.

Certificate No. 2020 4113 AAO 277



Appendix 2 (Building Warrant)

Form 12

Colman & ASSOCIATES
PROJECT & CONSTRUCTION MANAGEMENT
PROPERTY MANAGERS BUILDING CONSULTANTS

BUILDING WARRANT OF FITNESS Form 12: Section 108 Building Act 2004

Issued: 4th May 2022

Number: 236

Expires: 4th May 2023

The building

Building name: **TEAPOT VALLEY CHRISTIAN CAMP**
Legal description of land where building is located: Lot 1 DP 15073, Lot 1 DP 11825 CT 9C/355
Street address of building: RD Brightwater, Nelson
Location of building within site/block number:
Level/unit number: N/A
Current, lawfully established, use: Youth Camp
Year first constructed: 1978
Intended life of the building if 50 years or less: years
Highest fire hazard category for building use: SA

The owner

Name of owner: Teapot Valley Christian Camp Trust
Contact person: M L Colman
Mailing address: C/- PO Box 83013, Edmonton, AUCKLAND 0652

Agent

Name of agent: Colman & Associates Limited
Contact person: M L Colman
Mailing address: PO Box 83013, Edmonton, Auckland 0652
Phone Number: Daytime: 09 8363918 Mobile: 0274 921 943
Facsimile number: 09 838 5464
Relationship to owner: Manager / Independent Qualified Person

Warrant

The maximum number of occupants that can safely used this building is: 160

The inspection, maintenance and reporting procedures of the Compliance Schedule No: 0191 for the above building have been fully complied with during the 12 months prior to the date stated below.

| | |
|--------|--|
| SS02 | Automatic/Manual Emergency Warning system for fire or other dangers |
| SS04 | Emergency Lighting System |
| SS14/2 | Signs related to a system or feature specified in any clause 1 to 13 |
| SS15/2 | Means of Escape from Fire (Final Exits) |
| SS15/4 | Signs relating to communication intended for evacuation |

The Compliance Schedule is kept at: 29 Taitua Drive, Te Atatu South Auckland 0610 with a copy at the property in the Compliance Manual

Attachments

Certificates relating to inspections, maintenance and reporting



Signature of M L Colman

13th April 2022
Date

Commercial * Industrial * Residential * Institutional
PO Box 83013 Edmonton, Auckland 0652 – Telephone (09) 8363918
– Cellphone (0274) 921943– Facsimile (09) 8385464

Appendix 3 (PCBU Overlapping Health & Safety Responsibilities)

Agreement between the Transport Operator, the School Group and Teapot Valley Camp for overlapping and shared health and safety responsibilities for road transportation

The transport operator (Wadsworth Motors) will...

- Ensure all vehicles have a current registration and COF and meet or exceed all current best practice standards.
- Ensure drivers have current and appropriate licences for the type and size of vehicle being driven.
- Ensure drivers have been trained and assessed to have the skills necessary to safely operate the vehicle.
- Ensure drivers have had appropriate rest before a trip and will plan the trip to ensure required breaks are taken by drivers.
- Ensure drivers do a pre-trip briefing outlining their expectations for passenger behaviour, the locations of emergency exits, fire extinguishers and any other safety equipment.
- The vehicle is driven in a safe manner appropriate to the condition of the road and environment.
- Ensure that in the event of an accident or incident the driver will take responsibility for the vehicle to minimise or eliminate additional risk or danger to passengers or other road users.
- Ensure the vehicle is parked in a safe place before allowing passengers to embark or disembark.

The Leader of the School Group (???) will...

- Ensure that all passengers in the vehicle behave in an appropriate manner as per the expectations of the driver. This includes but is not limited to the wearing of seat belts, remaining seated and the control of noise etc.
- Follow instructions of the driver in the event of an emergency or incident.
- Ensure that all passengers are accounted for before continuing the trip after a stop where passengers have disembarked.
- Supervise passengers and manage their health, safety and wellbeing while not in the vehicle.
- Ensure all participants are supervised as per SOP's while onsite or when participating in offsite activities that TVCC has agreed to instruct or supervise.
- Ensure they have appropriate SOP's or risk management plans when participating in offsite activities that TVCC is not instructing or supervising.

Teapot Valley Camp will...

- Confirm that all parties understand their responsibility for health and safety as per this agreement.
- Lease between the transport operator and the client group to ensure all travel arrangements are made and confirmed.
- Be responsible for health and safety as per SMS and SOP's while client groups are on site or participating in offsite activities that TVCC has agreed to instruct or supervise.

Signed by 

..... On behalf of Transport Operator



..... On behalf of Teapot Valley Christian Camp

Appendix 4 (General Emergency Lockdown Procedures)

Rationale

If an emergency situation occurs in the vicinity of camp and endangers people's safety, the camp may be placed under lock-down. A lock-down would be used when people need to be contained and protected inside buildings. This could be a fugitive fleeing police, an intruder, toxic chemical leak or another out of the ordinary event. Police would request a lock-down of the camp to prevent putting people in additional danger.

Overview

- The two lockdown areas are the lecture room and the gym unless it is not safe to get there
- All doors and windows are secured, curtains are to be closed
- If people are outside, they will move to the lecture room or the gym, whichever is the closest
- No one is permitted to leave and no one, including parents, will be allowed on camp grounds.

Communication

In the event of an incident requiring lock-down, the person witnessing the incident must notify a camp staff person. That person will notify the most senior staff person (TVCC warden) on site and they will determine the need for a lock-down, and sound the appropriate alarms. This person will contact Police by ringing 111 if the police are not directing the lock-down.

Alarm

An Emergency Lockdown will be announced through UHF radios, phones and the continuous sounding of the camp air horn.

Procedures

- If the lock-down alarm is sounded everyone is to go to either the gym or lecture room as long as it is safe to do so.
- If it is not possible to get to one of the lock down rooms get as far away from the danger as possible. Inform the TVCC warden of your location and who is in your group as soon as possible.
- The TVCC warden will set up a communication hub in the lecture room. They will have a UHF radio and cell phone.
- Once everyone is in the lock down rooms lock all the doors, shut windows and close curtains. Stay away from windows and sit on the floor. Remain quiet.
- Staff with mobile phones should ensure they are turned on, and should check them frequently for messages.
- Do not answer the door under any circumstances.
- A staff person or other adult will take a head count and obtain the name of each individual in the room.
- This person will inform the TVCC warden via radio or phone who is in their lock down room.
- Should the fire alarm sound, do not evacuate the building unless you have first-hand knowledge that there is a fire in the building or you have been advised by Police or a senior staff person to evacuate the building.
- Everyone should stay where they are until official notification is provided by an identified police officer that the lock-down is over.
- In conjunction with police, the TVCC warden will arrange for people to be relocated to a designated safe area.

NOTICE OF REGISTRATION

Food Control Plan

Pursuant to section 59 of the Food Act 2014, the Tasman District Council has registered a Food Control Plan in respect of the following operator:

Teapot Valley Christian Camp Trust

This Food Control Plan applies to the following business:

Teapot Valley Christian Camp

located at

200 Teapot Valley Road, Waimea West

This business has been assigned the Site Registration Number:

TMD000281/1

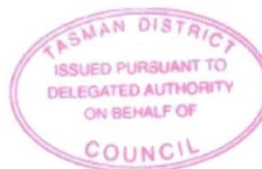
This registration is effective from **1 April 2022**
This registration expires on **31 March 2023**

The registration applies to the following scope of operations:

| Sector | Product Type |
|---|---|
| Food service sector | Ready-to-eat meals & snacks |
| Food retail sector where food businesses prepare or manufacture and sell food | Minimally processed fruits & vegetables |



Daniel Winter
Team Leader - Environmental Health
Tasman District Council



Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

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New Zealand
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Fax 03 543 9524

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New Zealand
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Fax 03 523 1012

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