Teapot Valley Christian Camp

Standard Operating Procedures

Last updated September 2026

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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.

Natural Hazard Risks

Natural hazard risks will be assessed by staff before activities and programs are run. The likely hazards are heat, cold, rain, wind and surface flooding. All activities are located on site within 500 meters of buildings that will provide protection from natural hazards. There is always a senior staff member on site when activities and programs are being run. This person will monitor conditions and advise everyone if normal operating circumstances need to change. There is minimal risk from flooding or slips in a large-scale rain event.

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 lease 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 lease 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 3 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 workplace 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 three 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.

Off Site Activities

If requested Teapot Valley will provide recommendations for offsite activities with other PCBU. It is the responsibility of the group to consult, cooperate and coordinate with any PCBU they choose to use about their overlapping duties, and their arrangements to control risks. Where the group chooses to do an offsite activity that doesn't involve another PCBU than they will need to manage and control all risks associated with that activity. Teapot Valley has UHF radios and a personal location beacon that groups can use, It is the responsibility of the group to ensure they understand how these operate and to use them appropriately.

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 another 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)*

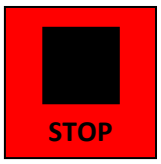
The head teacher or group leader will be the only people to notify parents or next of kin
The TVCC director will notify WorkSafe if required
Police are the **only** people to notify parents or next of kin in the event of death
The Camp management team are the **only** people to talk to the media in the event of a serious incident

Teapot Valley Christian Camp is located at…
200 Teapot Valley Road, Brightwater, Nelson. Phone number is 03-542-3368
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.

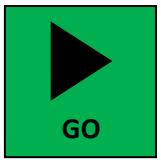
Staff only areas, please keep out



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 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.

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 *(potential outcome)***				
	1 Insignificant	**2** Minor	**3** Significant	**4** Major	**5** Catastrophic
1 *Very Rare*	1	2	3	4	5
2 *Unlikely*	2	4	6	8	10
3 *Moderate*	3	6	9	12	15
4 *Likely*	4	8	12	16	20
5 *Almost certain*	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)

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.

Disk Golf (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
Being hit by the disks	Being between the thrower and the catch baskets	6	(m) Instruct all participants to stay together in a group and throw the disks one after another before moving on the retrieve the disk	2
Being hit by vehicles on the road	If the disk goes over the fence onto the road	6	(m) Instruct all participants not to climb over the fence and go onto the road to retrieve the disk	2

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 catch baskets
Activity Preparation:
Pick up disks and score sheets from the sports room
Instruct participants on the rules and boundaries for this activity
Participant Requirements:
Do not climb over any fences
Shoes should be worn
Supervisors Instructions: (Parent or other adult)
Explain the aim of disk golf and how to throw the disk
Be available to help if the disk goes over the fence or out of bounds
Participant control and visual supervision required
Activity Shutdown:
Collect all disks from participants and return to sports room, make sure you have the same number you started with
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 lying around	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
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

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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 if participants are in Y5 or above
There must be 2 adults for every 10 children using this activity if participants are in Y4 or below
Instructor Positioning:
If participants are in Y5 or above - At the loading area next to where the participants are seated while waiting for their turn
If participants are in Y4 or below – One as per above and one riding the jeep with the participant
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 grass	Wet grass	5	(m) Participants advised not to run and walk back up the hill away from the splash area beside the slide	2
Hitting other people	Too many people on the slide	8	(e) Limit the number of people on the slide to two at a time	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 any adult over 18 years old
Ratio:
There must be 1 adult for every 20 children using this activity
Instructor Positioning:
One at the top of the slide
Activity Preparation:
Check that there is nothing on the slide and that it is pegged down correctly
Participant Requirements:
Must not have any open or infected sores
Must not stand up at any time on the slide
Supervisors Instructions: (Parent or other adult)
Must complete training before activity starts and sign off in the training folder
Must always have an adult supervising
Maximum of two people at a time on the slide
Riders must not run and jump onto the slide feet first
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, and coil hose up by the tap
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 tired 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 tired 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 racked 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

Damper Cooking (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
Setting fire to something outside the brazier	Brazier put on dry grass, fires too big, wind too strong	10	(e) Brazier to be lit only when on concrete area. A water supply will be on hand at all times. Fires will not be lit in windy conditions. 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 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 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 doing this activity or for each fire.
Instructor Positioning:
Parents - Next to braziers
Activity Preparation:
Water buckets will be filled up and placed at each fire site.
Damper will be prepared in the kitchen.
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 tired 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.
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

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 tired 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
Being blown off the tower	High winds	8	(e) The instructor will shut down zipline and remove anyone from the tower if winds exceed 30 km/h or they feel there is a risk of people being blown over	2
Electrocution	Lightning strike	10	(e) The instructor will shut down zipline and remove anyone from the tower and close proximity to the cables if there is any chance of a lightning strike. Weather forecasts will be monitored	2

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 tired 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
Being blown off the tower or wall	High winds	8	(e) The instructor will shut down abseiling and remove anyone from the tower if winds exceed 30 km/h or they feel there is a risk of people being blown over	2
Electrocution	Lightning strike	10	(e) The instructor will shut down abseiling and remove anyone from the tower if there is any chance of a lightning strike. Weather forecasts will be monitored	2

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 tired 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 tired 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

Appendix 1 (Adventure Activity Audit Certificate)

qualworx

Adventure Activity Safety Certified

This is to certify that:

Life Camping Trust

Trading as Teapot Valley Christian Camp

200 Teapot Valley Road, Brightwater, Nelson

Has passed a safety audit by Qualworx Ltd.

The safety audit established that the operator's Safety Management System and delivery of listed adventure activities comply with the Safety Audit Standard – "Safety management system requirements for adventure activity operators, version 2.0", subject to conditions listed on page 2.

Qualworx Safety Audit CERTIFIED Adventure Activities

JAS-ANZ www.jas-anz.org/register

Adventure Activities
Zipline, Abseiling

Location
Teapot Valley Christian Camp, 200 Teapot Valley Rd, Brightwater

Dave Watkinson
Qualworx Certifier

Issue Date
03-Aug-2026
Certificate No. 2026 5636

Expiry Date
02-Aug-2029
AAO No. 277

This schedule is issued by Qualworx Ltd, PO Box 1508, Nelson, 7040, 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.

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 2026 | Number: **236** | Expires: 4th May 2027

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

Colman & ASSOCIATES
PROJECT & CONSTRUCTION MANAGEMENT
PROPERTY MANAGERS BUILDING CONSULTANTS

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: 021 921 943
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.

S02	Automatic/Manual Emergency Warning system for fire or other dangers
S04	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

M. L. Colman

Signature of M L Colman

23rd April 2027
Date

Commercial * Industrial * Residential * Institutional
PO Box 83013 Edmonton, Auckland 0652 – Telephone (09) 8363918
Cellphone (021) 921943

Appendix 3 (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.

Appendix 4 (Food Control Plan)

tasman district council | Te Kaunihera o te tai o Aorere

File number: FP1058

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 2026**
This registration expires on **31 March 2027**

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

D O'Grady
Team Leader - Environmental Health
Tasman District Council

TASMAN DISTRICT COUNCIL ISSUED PURSUANT TO DELEGATED AUTHORITY ON BEHALF OF COUNCIL

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

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
New Zealand
Phone 03 543 8400
Fax 03 543 9524

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013
Fax 03 523 1012

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
New Zealand
Phone 03 528 2022
Fax 03 528 9751

Takaka
78 Commercial Street
PO Box 74
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