

## Risk Assessment Management Strategy

Description of risk	Primary Control Measures	Person Responsible Overall
<b>RISK AT EVENT LOCATION - KESWICK CAMP AND CONFERENCE CENTRE and Hannahs Bay</b>		
Emergency/ Fire at Keswick Camp	<ul style="list-style-type: none"> <li>• First aid kit with First Aider</li> <li>• Mobile phones</li> <li>• Upon arrival at the Camp a camp staff member will brief all students and staff about the fire and emergency evacuation procedures.</li> <li>• In this briefing all students and staff will be made aware of fire procedures, where fire extinguishers and exits are.</li> <li>• Wardens are appointed to ensure each area of the camp is promptly and completely evacuated. Sleeping Plan available to wardens.</li> </ul>	Keswick Camp Staff YJ Staff
Inappropriate Student behaviour	<ul style="list-style-type: none"> <li>• Students set rules with appropriate guidance regarding tikanga of event eg. sleeping, smoking, alcohol, school rules apply. The rules are related to safety as well as behaviour.</li> <li>• Enforce consequences if broken.</li> <li>• Appropriate adult supervision from teachers.</li> </ul>	Teacher YJ staff guidance
Drowning	<ul style="list-style-type: none"> <li>• Prevention, no swimming in Lake</li> <li>• Mobile phone support and vehicle.</li> </ul>	Teacher
Injury due to falling or tripping	<ul style="list-style-type: none"> <li>• First aid kit.</li> <li>• Areas lit at night.</li> <li>• Support vehicle.</li> <li>• Mobile phone.</li> <li>• Electrical cords and other equipment dealt with appropriately.</li> </ul>	Teacher
Uninvited guests	<ul style="list-style-type: none"> <li>• Set rules, (see Inappropriate Behaviour)</li> <li>• Appropriate adult supervision – There is a an adult sleeping in entrance to each of the sleeping areas.</li> <li>• All participants will wear name badges.</li> <li>• No uninvited guests. Guests require Enviroschools Trust permission.</li> </ul>	Teacher Enviroschools Trust YJ Staff
Injury	<ul style="list-style-type: none"> <li>• First aid kit on hand at all times.</li> <li>• Mobile phone support and vehicles.</li> <li>• Enforce safety procedures, appropriate clothing, and appropriate use of tools etc.</li> <li>• Identify and discuss hazards.</li> <li>• Registered first Aider with group.</li> </ul>	Teacher
Missing persons	<ul style="list-style-type: none"> <li>• Students do not leave the site during the event except for an organised activity involving all participants.</li> <li>• Teachers are responsible for their students at all times.</li> <li>• Set rules (See above)</li> <li>• Before departing from each location, ensure all students are accounted for.</li> <li>• Students will be briefed about what to do if separated. Students are to meet at Keswick Camp Office if separated.</li> </ul>	Teacher
Allergic Food reaction	<ul style="list-style-type: none"> <li>• First aid kit on hand at all times.</li> <li>• Mobile phone support and vehicles.</li> <li>• Collated information from health profiles.</li> <li>• Cook has a copy of an special dietary requirements/food allergies that students have.</li> <li>• Variety of food offered.</li> <li>• Have permission for medical assistance.</li> </ul>	Teacher
Hygiene	<ul style="list-style-type: none"> <li>• Precautions will be taken when storing and preparing food.</li> <li>• Participants will be advised that food is for consumption on site only and that no food should be taken for later consumption (except for packed lunches).</li> </ul>	Keswick kitchen Youth Jam staff

	<ul style="list-style-type: none"> <li>• Appropriate cleaning material and equipment will be provided.</li> </ul>	
Allergic reaction – general	<ul style="list-style-type: none"> <li>• First aid kit on hand at all times</li> <li>• Mobile phone support and vehicles</li> <li>• Have permission for medical assistance</li> <li>• Each person has provided information regarding allergies they have with regard to food, medications, insects, plants.</li> <li>• They have been asked to bring along all personal medications and must bring with them to Hannahs Bay planting site.</li> <li>• Teachers have copies of students health information.</li> </ul>	Teacher
Catering for disabilities	<ul style="list-style-type: none"> <li>• Asked for information on Health Profile</li> </ul>	Teacher
Effects of weather, sunburn, dehydration, cold, students getting lost	<ul style="list-style-type: none"> <li>• First aid kit on hand at all times</li> <li>• Mobile phone support and vehicles</li> <li>• Students advised to bring appropriate clothing and footwear</li> <li>• All students will bring a named refillable water bottle</li> <li>• Water will be provided throughout the event.</li> <li>• Students have been advised that they must wear sturdy, covered in footwear (no sandals) to Action Day. Staff will check that students are complying.</li> <li>• Sunscreen will be provided and students asked to wear hats.</li> </ul>	Teacher YJ Staff
Student falling sick	<ul style="list-style-type: none"> <li>• Bring own clearly labelled and named medication.</li> <li>• Contact numbers for parents and teachers will be held at a central point.</li> </ul>	Teacher
<b>RISK IN TRANSIT</b>		
Delayed in transit to Rotorua	<ul style="list-style-type: none"> <li>• Teacher responsible contacts Youth Jam Staff member on pre-given cellphone number</li> </ul>	Teacher Parent
Car/ Bus accident at event	<ul style="list-style-type: none"> <li>• Fully licensed Drivers</li> <li>• Safe vehicles</li> <li>• Appropriate driving times</li> <li>• First Aid kit in cars</li> <li>• Cellphones</li> </ul>	Teacher Youth Jam Staff

## LOCATION OF CAMP

Keswick Christian Camp and Conference Centre  
5 Cooper Ave, Holdens Bay, Rotorua  
Phone: 07 345 9728

## DOCTORS SURGERY CONTACT DETAILS

- |                    |                                       |                |
|--------------------|---------------------------------------|----------------|
| • Owkata Surgery   | 553 Te Ngae Road, Rotorua (All hours) | Ph 07 345 9699 |
| • Lakes Prime Care | Corner Arawa and Tutanekai Streets    | Ph 07 348 1000 |

## EMERGENCY PLAN

- Students report to teachers/ team leaders/ report to wardens/ report to Enviroschools Youth Jam team.
- All report to designated central location. Adhere Keswick Camp Emergency Plan rules.
- Wardens / Team Leader at action site will raise an alarm.
- Report to central collection site.
- List of participants and for each accomodation block will be kept in central location.
- First aid, water, charged cellphones, participant list will be kept in central location.