



5 Cooper Ave, Holdens Bay, Rotorua  
 Ph 07 345 9728  
 Fax 07 345 9727  
 Email [info@keswick.org.nz](mailto:info@keswick.org.nz)

Web site [www.keswick.org.nz](http://www.keswick.org.nz)

### Important Health and Safety Contacts and Information

What	Who/ Where
Trained First Aiders	<b>Office: Robyn Bennett</b>  <b>Kitchen: Anosone Bragovits</b>  <b>Camp: Mark Stone Raewyn Dittmer</b>  <b>Cleaners: Christine Wood</b>
First Aid Kit Locations	<b>Office</b> <b>Kitchen Staffroom</b>
Hazard Register	<b>Each department has their own Hazard Register in their own H&amp;S Folder. Master copy in Office.</b>
Accident Register	<b>Kitchen Staffroom</b> <b>Dining Room and Office.</b>
Local Doctor	<b>Lakes Prime Care 07 348-1000</b> <b>Hospital 07 348-1199</b>
Emergency Services- Fire, Ambulance or Police	<b>111</b>
Keswick Camp Contacts	<b>Terry CEO 07 3459728</b> <b>Office 07 3459728</b> <b>Kitchen 07 345 6012</b> <b>Host Mobile 021 029736445</b>
Fire Extinguisher Locations	<b>Lodge x 3 Villa x 1</b> <b>Garage x 1 Kitchen x 2</b> <b>Kitchenette x 1 Gas Bottle Shed x 1</b> <b>Office x 1</b>
Fire Exits	<b>Clearly marked and lit up with easy to see lights</b>
Trained Fire Warden	<b>Mark Stone</b>
Evacuation Point	<b>Grassed area centre of the main playing field facing the lake</b>
Health & Safety Committee Members	<b>Terry Hammond CEO (Person Conducting Business and Undertaking),          Robyn Bennett, Anosone Bragovits, Raewyn Dittmer, Sarah Bragovits, Christine Wood,          Mark Stone.</b>

## 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
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
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 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 Keswick staff member
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 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 them.</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 stay.</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
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

## LOCATION OF CAMP

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

## DOCTORS SURGERY CONTACT DETAILS

- |                    |                                       |                |
|--------------------|---------------------------------------|----------------|
| • Owhata 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
- 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.

# **FIRE ACTION**

**IF YOU DISCOVER A FIRE: LODGE**

**WARN OTHER BUILDING OCCUPANTS  
OPERATE FIRE ALARM & PHONE THE FIRE SERVICE**

**DIAL 111**

*(FROM A SAFE PLACE)*

**WHEN WARNED OF A FIRE IN THIS BUILDING:**

**LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST  
SAFE EXIT. KEEP ALL EXITS CLEAR. DO NOT BLOCK.**

**EVACUATE AND ASSEMBLE AT:**

**Grassed area centre of the main playing field  
facing the lake**

**ONCE OUT, STAY OUT**

**WALK - DO NOT RUN AND REPORT TO FIRE WARDEN**

**STAY AT THE ASSEMBLY POINT UNTIL THE "ALL CLEAR" IS  
GIVEN**

**DO NOT ATTEMPT TO EXTINGUISH THE FIRE UNLESS IT IS  
SAFE TO DO SO**

**FIRE EXTINGUISHER LOCATION:**

**KITCHEN, FRONT DOOR-CORRIDOR, BACK  
DOOR-ABLUTIONS**

**FIRE HOSE REEL LOCATION:**

**BOTH ENDS OF BUILDING**