

RISK ANALYSIS MANAGEMENT OVERVIEW

Living Springs Camp Client Responsibilities

Environmental risks

Sun:

Sunscreen available to clients. Sun-hat included on gear list.

Water:

Organise for clients to fill their water bottle up before embarking on activities. For locations where clients are away from water more than half a day freshwater must be provided, or extra drink bottles carried (e.g. tramping, kayaking).

Onga-onga:

Identify these plants to clients and explain their danger.

Cold:

Before leaving camp instructors or teacher will check that clients have appropriate clothing for the weather.

Toilets:

Immediately before leaving camp clients will be given an opportunity to use the toilets.

Medical Risks:

Instructors will check clients are carrying any medication needed. Clients must provide instructors with summaries of medical and behavioural conditions.

Group Management

Clients proceed at a pace which is appropriate for all group members and which will reasonably prevent injury or illness.

Group management systems are in place to ensure group is together at all times during activity. Instructor ratio is chosen to ensure this will happen. The ratio depends on the age, nature and experience of clients. That staff facilitate the outing have the skills and ability to be managing groups.

Environmental Care Code

Instructors must follow the New Zealand Environmental Care Code, and encourage clients to do the same.

- Protect plants and animals • Camp carefully
- Remove rubbish • Bury toilet waste
- Keep streams and lakes clean • Keep to the track
- Take care with fires • Respect our cultural heritage
- Consider others

A medical emergency

The nearest medical centre is:

Christchurch South Health Centre

163 Colombo St

Phone 332 0108

20-25min drive from Living Springs, it has an Accident & Emergency Department and is open Monday - Friday from

8am - 7pm. Mon Thursday 8am – 6pm Friday

For after hours emergencies contact the 24 Hour Surgery:

Cnr of Bealey Ave & Colombo St - ph: 365 7777

Christchurch Hospital Central City- Ph: 03 3640640

Refer to Living Springs (LS) Emergency Plans (below) for medical emergency procedures.

Living Springs Emergency Plans

Working with schools

The instructor in charge is responsible for managing an emergency situation.

The teacher in charge is responsible for managing the rest of the class. The school contact (usually principal or senior management) will be informed of a crisis situation/illness or injury immediately if possible. This may mean after emergency services have been called in a life-threatening emergency, but in any other situation efforts will be made to inform the school before calling outside services.

Emergency Communications

Cell Phones/ Radio Transmitter:

Because of the excellent coverage around Living Springs and Lyttelton Harbour, cell phones are the primary means of emergency communication. RT has a special use around Living Springs as well and is used by 90% of the staff.

Injury or illness requiring evacuation to hospital

Responsibility:

Programme Manager is responsible for events in the field and liaison with emergency services.

Outdoor instructor involved in incident is responsible for events in the field and liaison with emergency services until such time as the Programme Manager can take over.

Class teacher is responsible for supervising class not directly involved in emergency, and liaison with school.

First Aid should be administered by most qualified person on site.

Procedure:

Stabilise situation

Think first, and then act. Take charge. Stop the activity

Assess the situation. Make sure that patient and the rest of the group is safe.

Move patient only if in immediate danger.

Carefully manage patients with possible spine injuries.

Give first-aid treatment, including making patient comfortable.

Read the emergency procedure and follow guidelines in the first aid pack.

Record all information of patient assessment include times/ first aid ministered.

Notifying emergency services:

Outdoor instructor judgment call, to call emergency services on 111.

Living Springs Director (Denis needs to be informed of situation as soon as possible)

Notify school principal. If situation is not life-threatening and it is considered appropriate, notify school principal before emergency services.

Accident involving fatality or suspected fatality

Stabilise situation:

Think first, and then act. Take charge. Stop the activity

Assess the situation. Make sure that the rest of the group is safe.

Verify death, check ABC & Pulse/Pupils.

For suspected fatality involving drowning, asphyxiation, electric shock, poisoning or other cause without trauma; continue CPR until death is pronounced by doctor.

For severe hypothermia continue treatment until body is warm.

For severe trauma with no possibility of recovery secure body as below.

Manage group:

Move the group away from the body. Allow for grieving process and personal or cultural responses to event.

Manage public:

Divert public away from area.

Secure area:

Leave the body and equipment as it is. Cover body.

Notification:

Notify police, head of client organisation (senior management of school) and Programme Manager as soon as possible. Do not talk to media.

Debrief:

A full debrief must be held, both in terms of hazards and risk management, and personal stress. A qualified health professional should be available for individuals or the group to help manage stress. Support to be given to clients if the organisation they come from does not provide support.