

Youth Jam 2019 - Risk Assessment Management Strategy (RAMS)

Description of risk	Primary Control Measures	Person Responsible
RISK AT EVENT LOCATION – Keswick Christian Camp, Holdens Bay, Rotorua		
Emergency/Fire at Keswick Camp	<ul style="list-style-type: none"> Emergency communications by mobile phone. Bay of Plenty Regional Council vehicles on site if anyone needs to be driven to urgent medical attention. First aiders and location of first aid kits will be identified during Health and Safety briefing. Upon arrival at Keswick the Camp Host will brief all participants about the fire and emergency evacuation procedures. Appointed wardens will ensure each area of the camp is promptly and completely evacuated. Camp Host and wardens will have sleeping plan. 	Camp Host BOPRC staff
Inappropriate student behaviour	<ul style="list-style-type: none"> Appropriate supervision by teachers. Students set rules (with appropriate guidance) regarding tikanga of event e.g. sleeping, smoking, alcohol, school rules apply, camp rules apply. The rules are related to safety as well as behaviour. Enforce consequences if rules broken. 	Teacher Guidance from BOPRC staff
Uninvited guests	<ul style="list-style-type: none"> Other groups will be at Keswick at the same time as Youth Jam - all Youth Jam participants will be registered and wear name badges. Guests require Bay of Plenty Regional Council permission – no uninvited guests will take part in Youth Jam activities. Appropriate adult supervision by teachers and BOPRC staff – a supervising adult will be sleeping in each cabin. 	Teachers BOPRC staff
Drowning	<ul style="list-style-type: none"> No swimming in lake. 	Teacher
Catering for disabilities	<ul style="list-style-type: none"> Disability information provided on participant Health Profile 	Teacher
Injury due to falling or tripping	<ul style="list-style-type: none"> First aid kit on hand at all times and certified first aiders identified. Camp lit at night. Electrical cords and other equipment dealt with appropriately. Safety briefings on field trip – identify and discuss hazards (if applicable) Appropriate footwear during field trips (if applicable) Obey all signage on walking tracks and bridges during field trip (if applicable) 	Teacher BOPRC staff
Injury (general)	<ul style="list-style-type: none"> First aid kit on hand at all times and certified first aiders identified. Enforce safety procedures, appropriate clothing and appropriate use of equipment. 	Teacher BOPRC staff

Student falling sick	<ul style="list-style-type: none"> • Bring personal medication - clearly labelled and named. • Contact numbers for parents/caregivers and teachers will be held at a central point. • Have parental/guardian permission to provide/seek medical assistance. 	Teacher
Food hygiene	<ul style="list-style-type: none"> • Precautions will be taken when storing and preparing food. • 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). • Appropriate cleaning material and equipment will be provided. 	Camp kitchen staff BOPRC staff
Allergic reaction (food)	<ul style="list-style-type: none"> • First aid kit on hand at all times and certified first aiders identified. • Camp cook has a copy of participants' special dietary requirements/food allergies. A variety of foods will be provided. • Information from participant health profiles collated and held in a central location. • Participants to carry medications with them as required. • Teachers have copies of student health information. • Have parental/guardian permission to provide/seek medical assistance. 	Teacher
Allergic reaction (general)	<ul style="list-style-type: none"> • First aid kit on hand at all times and certified first aiders identified. • Participants to carry medications with them as required. • Information from participant health profiles collated and held in a central location. • Teachers have copies of student health information. • Have parental/guardian permission to provide/seek medical assistance. 	Teacher
Missing persons	<ul style="list-style-type: none"> • Students do not leave Keswick Camp during the event except for on organised activities. • Teachers are responsible for their students at all times. • Before departing from each location, ensure all students are accounted for. • Students will be briefed about what to do if separated during a field trip. 	Teacher
Effects of weather, sunburn, dehydration, cold	<ul style="list-style-type: none"> • First aid kit on hand at all times and certified first aiders identified. • Students advised to bring appropriate clothing and footwear • All students asked to bring a named refillable water bottle • Sunscreen will be provided and students asked to wear hats. • Teachers and BOPRC staff will check that students are complying. 	Teacher BOPRC staff

RISK IN TRANSIT		
Delayed in transit to Rotorua	<ul style="list-style-type: none"> Teacher/parent responsible contacts Bay of Plenty Regional staff on 021 190 7152 (Natalie Ridler) or 021 558 152 (Stephanie Macdonald) 	Teacher Parent
Car/bus accident	<ul style="list-style-type: none"> All drivers are fully licensed and vehicles registered and warranted Allow appropriate driving times First Aid kit in cars Teachers encouraged to bring mobile phones 	Teacher BOPRC staff

LOCATION OF CAMP

Keswick Christian Camp is located at 5 Cooper Ave, Holdens Bay, Rotorua, just south of Rotorua Airport. Turn off Te Ngae Road onto Robinson Avenue (look for the McDonalds on the corner). Turn right into Cooper Avenue and look for the Keswick sign.

Contacts:

- Office – 07 345 9727
- Camp Host – 027 273 5043
- Camp Manager – 07 345 9728 or 027 445 5839
- Kitchen – 07 345 6012

DOCTORS SURGERY CONTACT DETAILS

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| • Rotorua Hospital, Corner Arawa and Pukeroa Road | 07 348 1199 |
| • Owhata Surgery, 553 Te Ngae Road, Rotorua (All hours) | 07 345 9699 |
| • Lakes Prime Care (Accident and Urgent Medical Care)
Corner Arawa and Tutanekai Streets (1165 Tutanekai) | 07 348 1000 |

EMERGENCY PLAN

- Students report to teacher and/or field trip leader and/or BOPRC staff member.
- Adult to raise appropriate alarm
- All report to designated central location for head count and administration of first aid.
- On field trip, follow the site's Emergency Plan
- At Keswick Camp follow Keswick Emergency Plan and the instructions of the Camp Host and designated wardens.
- Participant list and list for each accommodation block will be kept in central location.
- First aid kit, water, charged mobile phones will be kept in central location.

NB: All participants will be encouraged to identify hazards and inform organisers of risks.