

SAFETY DIRECTION SYSTEM

Lake Whakamaru Christian Camp operates a Safety Direction System which ensures that both adult and child campers know exactly where they may go and what the requirements are for safe use of activities.

Common signs warning of; "NO GO", "GO", or "WAIT" areas are placed at different points round the camp. Campers will be familiarised with these at Camp Orientation and Welcome times. A list of these areas is displayed on the main camp notice boards.

The signs used at Lake Whakamaru Christian Camp are;



DO NOT ENTER THIS AREA

Out of bounds to all except Lake Whakamaru Christian Camp Staff

This activity needs specially trained staff



THIS ACTIVITY NEEDS ADULT SUPERVISION

Wait until this is available

Some care and safety equipment maybe needed.



THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION

The areas and activities are listed on the following pages.

ACTIVITIES AVAILABLE AT LAKE WHAKAMARU CHRISTIAN CAMP

ABSEILING

ARCHERY

BARBECUE

BIBLE STUDIES

B.M.X.

BUSHWALKS

CONFIDENCE COURSE

DINGHIES

FLYING FOX

WATER SKIING

HIKING

INITIATIVE COURSE

KAYAKS

MAYPOLE

MOTOR GO-KART

ORIENTEERING

WATER SWING

PUTT PUTT GOLF

RECREATION

Indoor/Party Games

Outdoor Sports

Playground Activities

ROCK CLIMBING

SHOOTING

SWIMMING

The activities where signs may be erected are listed on the following pages:

NO GO DO NOT ENTER THIS AREA

Out of bounds to all but Lake Whakamaru Christian Camp Staff

BOILER ROOM, WALK-IN FREEZER, TRACTOR SHED, WORKSHOPS, AVIARIES

These storage, service, and/or display areas are out of bounds to everybody except camp staff.

These areas will be kept locked.

STAFF HOUSING AREAS, ANIMAL ENCLOSURES, HAY SHEDS, CAMP MOTOR BOAT.

These areas which cannot be locked and secured are out of bounds to everybody except camp staff.

WAIT THIS ACTIVITY NEEDS ADULT SUPERVISION OR SPECIALLY TRAINED INSTRUCTORS.

Wait until this is available

ABSEILING

If you want to run this activity you will need to notify the Camp Manager
Special equipment is used.
Your group will be tutored by an experienced contractor from Mountain Safety.

ARCHERY

This activity may only be done on the designated archery range. It is a dangerous activity as the high speed arrow from a bow can seriously injure or kill.
The staff will tutor an adult to run this activity.
The supervisor must ensure that there are no water activities behind the target area.

BARBECUES

These may be in the steel barbecues behind the ablution block or on the open fire at the camp fire site.
The Kitchen Safety Supervisor will give directions and these must be obeyed.
Camp staff may instruct an adult to supervise their use.
Under no circumstances is running or pushing round the barbecues permitted.

BOAT SHED,

This will normally be kept locked and is out of bounds.
Camp staff may delegate to an adult responsibility to supervise the removal and /or replacement of kayaks and paddles, dinghies and oars, and life jackets stored in the Boat shed.

BOULDERING

This activity takes place on the climbing tower. A range of heights are provided. Climbing above 3.0m must be supervised by an appropriately qualified instructor.
White soled footwear must be worn.
No-one is allowed on the tower without supervision.
Under no circumstances is running or pushing permitted on the stairs.

B.M.X. BIKES

Bikes may be ridden only on the B.M.X. track or by special arrangement on the Go-Kart track.

Under no circumstances may bikes be ridden round the buildings, on the access roads, or across the playing fields.

Helmets must be worn.

CONFIDENCE COURSE

Camp staff will instruct an adult to supervise its use.

This activity must not be used after dark.

Make sure the activities are not overcrowded.

Not more than 1 person at a time is to be on any rope or activity.

It is good to give a supporting word to comfort others.

DINGHIES

Camp staff will instruct an adult to supervise its use.

If there are swimmers in the swimming area dinghies are not to enter this area.

Life jackets must be worn.

FLYING FOX

Camp staff will instruct two adults to supervise its use.

Only one adult and one participant to be on either platform at any time.

Only one person on the rope at any one time.

Clearway to be maintained at all times.

Supervisor must give careful attention to spectator control.

HIKING

Children are not to cross the causeway and leave the property except under supervision.

Groups leaving the property for this purpose must provide for their own safety. They must advise their intention so they can be accounted for in the event of an emergency, particularly forest fire.

INITIATIVE COURSE

Camp staff will instruct an adult to supervise its use.

The obstacles are difficult but able to be overcome.

This is a group activity. Assisters and catchers must be in place before any obstacle is attempted

Make sure they are not overcrowded.

KAYAKS

If you want to run this activity you will need to notify the Camp Manager

An experienced and suitably qualified contractor will supervise their use.

If there are swimmers in the swimming area kayaks are not to enter this area.

Life jackets must be worn.

MOTOR GO-KART

Camp staff will instruct an adult to supervise its use.

The motor go-kart may only be driven on the Go-Kart track.

The supervising adult can determine who may drive on their own.

(Continued)

Do not travel too fast, there are others about.

The cart has a friction clutch so you do not have to worry about gears. The adult may ride along with younger children while they learn to drive.

Helmets must be worn.

ORIENTEERING

The Camp has three professionally laid out Orienteering courses.

Courses No 1 & 2 are entirely on the island.

Course No 3 includes adjoining land over the causeway and in out of bounds without supervision.

Camp staff will instruct an adult to supervise use of the courses.

SHOOTING

This activity may only be done on the designated rifle range or a specially set up range by agreement with the management.

While the camp equipment is an air rifle, it is capable of serious injury and permanent disability.

The staff will tutor an adult to run this camp activity but any supervisor must have a current firearms licence.

The supervisor must ensure that there are no water activities behind the target area.

Use of private equipment on the island may be permitted as a supervised group activity by specialist groups, eg gun clubs, but whoever is responsible for the group must accept full responsibility for the safety of the activity.

Whoever is responsible for bringing any firearm to the island must accept full responsibility for its safe custody.

SWIMMING

The swimming area is on the beach nearest to the camp kitchen, behind the bird aviaries.

This activity must be watched at all times.

It is important to count heads at frequent and regular intervals during this activity, as the water can become discoloured and you may not see the bottom.

WATERSKIING

If camp equipment is used staff must be present and supervise the activity at all times.

Use of private equipment from the island is permitted but whoever is responsible for bringing the equipment to the island must accept full responsibility for its use.

WATER SWING

Camp staff will instruct an adult to supervise its use

The drop-off area must be clear of swimmers before any swing is commenced.

If the lake level is very low there may be insufficient water in the drop-off area. Staff will determine this and their decision must be accepted.

GO

THIS ACTIVITY CAN BE USED WITHOUT SUPERVISION

Some care and safety equipment may be needed.

BUSH WALKS

There are bush walks on the island with many native trees and shrubs named.

Native birds are frequently in these areas.

Please keep to the paths and do not destroy any young and/or regenerating growth.

MAYPOLE

This may be used at any time.

Care is needed that spectators do not get too close.

PUTT PUTT GOLF COURSE

Equipment is not to be used anywhere else

Vicious swings can be dangerous to others. This is a putting course.

RECREATION GAMES

Ball games may be played on the playing field at any time unless an organised activity is in progress.

If using a hard ball or a Frisbee, take good care where it is directed.

TENNIS COURT

This may be used at any time.

On-lookers are not to obstruct players.

VOLLEYBALL

You may use the volleyball court at any time.

Staff or a delegated adult will be responsible to erect the net.

RISK ASSESSMENT AND MANAGEMENT PLANS

KEY TO PROBABILITY OF OCCURRENCE

This key is used in determining the probability of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities.

KEY:

- 1 Not known to have happened.
- 2 Not likely to happen.
- 4 Could happen.
- 5 Has happened.
- 6 Has happened here
- 8 Happened occasionally.
- 10 Happens reasonably frequently.

Note.

Due to the nature of some activities/events injuries will be unavoidable. e.g. contact sport. Every endeavour will be made as can be seen throughout the Risk Management Plan, to ensure that this is minimised.

KEY TO SEVERITY OF OCCURRENCE

This key is used in determining the severity of an accident/injury/illness occurring in any of the activities made available to paying groups or organisations who use these facilities. This list is not exhaustive but is a guide to comparative severities.

KEY

- 2 Personal discomfort
 - 3 Severe bruising
Soft tissue damage
 - 4 Slight cuts, sprains or burns
 - 5 Moderate cuts, bruising or burns
 - 6 Extensive cuts, bruising, dislocated joints
 - 7 Severe cuts and lacerations
Broken Bone
Causes illness
 - 8 Crushing, severe cuts
Loss of hearing
Diseases
Poisons
- Poison and Chemical Information Centre Ph (03) 474 7000
- 9 Asphyxiation
Broken bones
Loss of sight
Loss of consciousness
 - 10 Death

The HAZARD RATING = FREQUENCY multiplied by the SEVERITY.

RISK MANAGEMENT PLAN FOR: ABSEILING

AREA IN CAMP: This is an activity available on the climbing tower and at various sites both on the island and surrounding areas

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing control and falling:					
	Bruising, cuts, abrasions	6	5	30	Good precise instructions on use of equipment.
	Fractures, concussion	6	9	54	

ALL SUPERVISORS MUST BE COMPETENTLY TRAINED AND POSSESS

- * An appropriate qualification in abseiling from NZ Mountain Safety or similar recognised organisation.
- * An adequate knowledge of the area
- * Basic people control skills.

SUPERVISORS INSTRUCTIONS:

- * A suitably qualified person approved by LWCC management must supervise this activity at all times.

PARTICIPANTS:

- * The supervisor's instructions must be obeyed immediately and completely.
- * Helmets and suitable clothing must be worn.
- * No one is to climb on the face without direction.
- * Spectators must keep clear of participants and ropes at all times.

RISK MANAGEMENT PLAN FOR: ACTIVITIES TOWER

AREA IN CAMP: A timber structure at the downstream end of the island.

Risk Detail	Likely	Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling from a platform:						
		Bruising, cuts, abrasions	4	5	20	Good precise instructions on use of structure.
		Fractures, concussion	4	10	40	No climbing on handrails. Good supervision at all times.
Slipping on stairs						
		Bruising, cuts, abrasions	4	6	24	Non-slip surface applied to stair treads. "No Running" rule clearly explained and monitored.

ANY ACTIVITY DONE ON THE TOWER IS A "WAIT" ACTIVITY, AND MUST BE SUPERVISED.

PREVENTION OF UNAUTHORISED USE:

- * The bouldering grips are to be covered or removed when the activity is not in use.
- * The tower is to be kept locked when not in use.
- * Whoever unlocks the tower is responsible to supervise it until either it is locked or the responsibility for it is accepted by another competent supervisor.
- * The supervisor in charge of the tower at any particular time must maintain discipline, accept no nonsense or unauthorised activity, and before leaving must ensure the tower is either secured and locked or supervision is passed on and accepted by another competent supervisor.

RISK MANAGEMENT PLAN FOR: ARCHERY

AREA IN CAMP: Archery range set up on the road side of the island downstream of the causeway

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Misuse of archery gear	Pierced skin Loss of faculties.	4	9	36	Clear instructions to be given at all times at archery range. Supervisor to keep constant watch and strictly monitor.
Arrow going out of bounds	As above	4	9	36	Inform others that archery is in progress and hitting others and alert to dangers. No other activities to take place close to archery range while shooting in progress.
Bow string burn	Burn, blisters.	5	2	10	Clear instructions to be given and demonstrate correct use.

SUPERVISORS INSTRUCTIONS

- * Archery may only be carried out on the designated archery range.
- * Only one bow is to be used on the range and it is to be under the direction of the supervisor at all times.
- * Supervisors must wear Flo Safety Jacket provided
- * Supervised area - not necessarily staffed.

Health and Safety in Employment Act 1992

- * Must have at least 1 responsible adult who has received instructions from L.W.C.C. staff member.

- * The supervisor must ensure there are no water based activities taking place behind the target area.

- * The supervisor to carry whistle which is to be blown one long blast when the following happens:

- A.) Persons wandering near archery range and are in danger of being hit.

- B.) At any other time as situations arise which could endanger others on property.

- * Whistle signal must not be used indiscriminately.

Operating:

- * Participants must be aware of whistle signal and stop shooting immediately.

- * Participants must be lined up behind the barrier. Only the Instructor and one participant may be inside the barrier at any time.

Amended June
2001

RISK MANAGEMENT PLAN FOR: B.M.X. BIKES

AREA IN CAMP: B.M.X. track on upstream tip of island.

By arrangement the Go-Kart track may be used for less robust riders

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing control, crashing Falling off	Bruising, abrasions, cuts, fractures	4	5	20	Good precise instructions on use of the bikes. Helmets to be worn at all times
Collision with person or object	As above	4	5	20	Keep track clear of obstructions. Spectators to keep outside boundaries of designated tracks
Collision with other rider	As above	4	5	20	BMX track: Maximum of two bikes. Staggered start e.g. half course, Time trials Go-Kart Track: Maximum of 4 bikes
Mechanical failure e.g. brakes	As above	2	5	10	Regular maintenance check of equipment

INSTRUCTIONS

- * Supervised area - not necessarily staffed.
- * Must have at least 1 responsible adult who has received instructions from L.W.C.C. staff member.
- * Supervisors must wear Flo Safety Jacket provided
- * Each day before riding commences the supervisor of the first rider must walk the track and ensure it is free from obstructions.
- * Young and/or inexperienced riders must be closely supervised. The Go-Kart track is flatter and more suitable for these.
- * A competitive and/or aggressive rider must ride alone, or be reasonable evenly matched and/or restricted.

Amended Sept 1999

RISK MANAGEMENT PLAN FOR: BARBECUES AND CAMP FIRES

AREA IN CAMP: Barbecue area with steel barbecues behind the ablution block.
Camp fire area

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling against steel barbecue	Burns	4	5	20	No running or pushing in the barbecue area. All unnecessary ground obstructions to be cleared away
Falling in or near campfire	As above	4	5	20	As above

INSTRUCTIONS

- * The Camp cook is responsible for this activity
- * Supervised area - not necessarily staffed.
- * Must have at least 1 responsible adult who has received instructions from L.W.C.C. staff member.
- * Area must be supervised at all times while the barbecue or camp fire is hot.

RISK MANAGEMENT PLAN FOR: BICYCLES

AREA IN CAMP: Driveways and grass areas

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Crashing into windows	Cuts	4	7	28	Cycles must not be ridden on wooden decks or ramps round buildings.
Losing control, crashing	Bruising, abrasions, cuts,	4	5	20	Helmets to be worn at all times. Parents or guardians to be responsible for rider competence.
Collision with person or object	As above	4	5	20	Keep clear of obstructions.
Collision with other rider	As above	4	5	20	Care required by riders.

INSTRUCTIONS

* Young and/or inexperienced riders must be closely supervised by parent or guardian.

RISK MANAGEMENT PLAN FOR: BOULDERING

AREA IN CAMP: This is an activity available on the climbing tower.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing control and falling:	Bruising, cuts, abrasions	4	5	20	Good precise instructions on use of equipment. No person is to climb on the face until specifically instructed to do so. The 4.8m wall may only be used under the direction and supervision of a qualified instructor.
Falling onto another person:	Bruising, cuts, abrasions	4	5	20	All spectators must keep clear of sawdust areas.
	Fractures, concussion	2	9	18	

PREVENTION OF UNAUTHORISED USE:

* The bouldering grips are to be covered or removed when the activity is not in use.

* The tower is to be kept locked when not in use.

AT ALL CLIMBING LEVELS:

* A suitably qualified person approved by LWCC management must supervise this activity at all times.

FOR ANY ACTIVITY OVER 3.0m - ALL SUPERVISORS MUST BE COMPETENTLY TRAINED AND POSSESS

- * An appropriate qualification from NZ Mountain Safety or similar recognised organisation.
- * Basic people control skills.

PARTICIPANTS:

- * The supervisor's instructions must be obeyed immediately and completely.
- * Helmets and suitable clothing and footwear must be worn.
- * No one is to climb on the face without direction.
- * Spectators must keep clear of participants and ropes at all times.
- * Spectators must keep clear of the sawdust areas.

Amended May 2000

RISK MANAGEMENT PLAN FOR: BURMA BRIDGE & BLUE SUSPENSION BRIDGE

AREA IN CAMP: Rock Outcrops behind Dorms. Access gates to be locked when activity is not in use.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling.	Bruising, abrasion cuts Fractures, concussion	6 4	3 7	18 28	Good precise instructions. Only ONE at a time on the bridge. Spectators are not to interfere with ropes. Safety net provided under bridge
Rope breaking or attachment failure	All the above.	2	7	14	Regular maintenance inspections. Regular maintenance checks.

SUPERVISORS INSTRUCTIONS

- * Supervised area - not necessarily staffed.
- * Minimum of 2 responsible adults who have received instructions from LWCC staff member
- * It is not suitable for young children.
- * Access gates at each end of the bridge are locked when the activity is not in use. The person responsible for supervising the activity must ensure that the gates are securely locked before they leave. Because the site is easily accessible to children in the camp, staff must be advised immediately if the supervisor has any doubts about the security.

RISK MANAGEMENT PLAN FOR: CONFIDENCE COURSE

AREA IN CAMP: Upstream edge of island behind Recreation Room

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling.	Bruising, abrasion cuts	6	3	18	Good precise instructions. Only ONE at a time on any activity or rope.
	Fractures, concussion	4	7	28	
Rope breaking or attachment failure.	All the above.	2	7	14	Regular maintenance inspections. Regular maintenance checks.

SUPERVISORS INSTRUCTIONS

- * Supervised area - not necessarily staffed.
- * Supervisors must wear Flo Jackets provided
- * Minimum of 2 responsible adults who have received instructions from L.W.C.C. staff member.
- * It is not suitable for young children.

RISK MANAGEMENT PLAN FOR: FLYING FOX

RM/ AREA IN CAMP: Between Activity Tower and Terminal Mound at Downstream River side of the Island

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling off	Bruising, cuts, abrasion	2	5	10	Good precise instructions and only ONE at a time.
	Fractures	2	7	14	
Collision with spectators or object	As above	4	7	28	Spectators to remain outside the fenced area. Clearway to be kept clear
Spectator hit by carriage or trailing rope	As above	2	4	8	As above and pull rope up into cage.
Wire breaking or fixings parting or anchor failing	Bruising, concussion, cuts, abrasion, fractures spinal/back injury	2	9	18	Strength of wire exceeds loading. Regular maintenance inspection of rope and connections Regular maintenance checks.

SUPERVISORS INSTRUCTIONS

- * Activity may be operated from Tower end.
- * Supervisors must wear Flo Safety Jacket provided.
- * Supervised area - not necessarily staffed.
- * Minimum of 2 responsible adults who have received instructions from L.W.C.C. staff member.

Health and Safety in Employment Act 1992

- * One adult at top of flying fox to assist people onto seat and the other at the end of flying fox to supervise the dismount.
- * Make sure the person knows correct way to sit and hang on.
- * Make sure the safety harness is worn correctly.

Operating:

- * Maximum of one person riding on flying fox at a time.
- * Maximum of two people on either platform at one time.
- * At Mound end, participants must wait on the level ground, not on the mound or the steps, and walk up the steps when called.
- * Shoes or boots must be worn.

Amended June 2001

RISK MANAGEMENT PLAN FOR: HIKING AND BUSHWALKS

AREA IN CAMP: Off site activity in adjoining hill country and forests

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Getting lost	Panic	4	1	4	Give clear instructions. Organised hikes must be accompanied by guide whose instructions are to be obeyed. Party must keep together If lost, walk until you come to a fence and follow fence line downhill.
Tripping and/or falling	Bruising, cuts, abrasions	6	4	24	Each party must carry their own first aid equipment.
Sunburn/Sunstroke	Blistering, skinburn	4	3	12	Advise participants to use appropriate cover i.e. sunblock, hat etc.

PARTICIPANTS INSTRUCTIONS

- * Do not leave camp without telling someone in authority where you plan to go and who is in the party.
- * The leader must know the area or must have a map and be competent in map reading.
- * Anyone taking responsibility for a school group should have an NZOIA (NZ Outdoor Instructors Assoc.) Bush 1 qualification or equivalent. (Obtainable through NZOIA or NZ Mountain Safety Council)

Health and Safety in Employment Act 1992

- * Participants must follow instructions of the party leader.
- * Make sure some one has a reliable watch and knows the time at which you need to return.
- * Do not separate from the party. If you go as a party remember that your progress must be geared to the slowest member. If necessary create two parties before starting and make sure each has a leader and is suitable equipped.
- * Do not disturb or damage trees. Keep to the tracks in areas where there are small trees growing.
- * Do not damage or deface any path or survey markers.
- * Participants must wear suitable clothing & footwear and have warm clothing with them.
- * Be aware of own fitness level.

Amended June 1998

RISK MANAGEMENT PLAN FOR: INITIATIVE COURSE

AREA IN CAMP: On lake edge downstream from causeway entrance.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling	Bruising, abrasions, cuts, Fractures	4 2	4 7	16 14	Activity must be supervised. Helpers and catchers must be provided. Catchers must be chosen for reliability and physical size and strength.

SUPERVISORS INSTRUCTIONS

- * Supervised area - not necessarily staffed.
- * Minimum of one experienced adult who has received instructions from L.W.C.C. staff member.

Operating.-

- * No one is to climb on the installations without direction.
- * Spectators must keep clear of equipment at all times.

RISK MANAGEMENT PLAN FOR: KAYAKS and DINGHIES

AREA IN CAMP: Boatshed, beach, lake area around island inside stopbanks, lake outside banks if specifically authorised.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Handling kayaks and dinghies	Skin grazing	5	1	5	Adult supervision. Nominated individuals. No undue speed or pressure to complete.
Drifting out of bounds (wind or current)	Panic, capsize, drowning	4	10	40	Good precise instructions and continuous observation from shore or observation boat. Participants to know whistle instructions.
Snag, overhanging trees Lake weed	Scratches, minor cuts Panic, capsize, drowning	4	10	40	Identify hazards. Stay away from areas. Lifejackets to be worn at all times. Regular maintenance of equipment and buoyancy aids.
Hypothermia,	Loss of body temperature	4	7	28	Wrap in blanket, return to camp buildings. Bring victims body temperature back to normal. Call Dr if necessary. Everyone else out of water. Remaining participants must not be left on the water without supervision.
Accident (Continued)	Drowning	4	10	40	Follow First Aid procedures.

Amended June 1998

RISK MANAGEMENT PLAN FOR: KAYAKS and DINGHIES (Continued)

AREA IN CAMP: Boatshed, beach, lake area around island inside stopbanks, lake outside banks if specifically authorised.

Risk Detail	Likely Injury/Illness Probability	Severity	Hazard Rating	Risk Control
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DINGHIES:

When moving outside training areas:

- * There must be a competent rower in each boat.
- * The LWCC outboard motor is not available for campers use on any dinghy.
Exception: LWCC staff may mount an outboard motor for work or emergency purposes only.
- * Weed boat may not be used for ferrying passengers except in an emergency.

ALL SUPERVISORS MUST BE COMPETENTLY TRAINED IN THE FOLLOWING PROCEDURES

- * Swimming
- * Dry entry and exit from kayak
- * Wet exit drill
- * Use of paddle, paddle strokes and position
- * Assisting participants to re-enter their craft after a capsize.
- * The Supervisor in charge of this activity must have a minimum qualification of a Flat water Certificate issued by a recognised authority, or its equivalent.

ALL SUPERVISORS MUST HAVE

- * An adequate knowledge of hazards round the Island and across the lake.
- * Basic people control skills

RISK MANAGEMENT PLAN FOR: KAYAKS and DINGHIES (Continued)

AREA IN CAMP: Boatshed, beach, lake area around island inside stopbanks, lake outside banks if specifically authorised.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
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SUPERVISORS INSTRUCTIONS

- * Supervised area - not necessarily by LWCC staff.
- * A suitably qualified person approved by LWCC Management must supervise this activity at all times.
- * Any conditions imposed on the Supervisor's qualification must be strictly adhered to.
- * If kayaks or dinghies are in use retain one dinghy for the use of supervisors or on shore ready for use for emergency and/or assistance.
- * Suitable clothing must be worn by Supervisors and participants. Determined by weather conditions.
- * Identify all known hazards and obstructions prior to commencing.
- * No one gets into kayaks or dinghies until shown how and directed.
- * One supervisor must carry a whistle.
 - One long whistle blast - Stop immediately and return to base. If communication is possible listen for further instructions.
 - One long blast and two short - Everyone back to base and out of the water.
- * Ensure sealed warm blanket package from boatshed is available for emergency use.

PARTICIPANTS

- * Must wear lifejackets of appropriate size, done up properly. No jeans or boots.
- * Must follow instructions of supervisor and know what whistle signals mean.
- * Must remain inside the designated area.
- * Must be aware of the following wet exit drill:
 - Stay with and cling to boat or kayak;
 - Do not try to right the craft;
 - Alert supervisor by raising hand;
 - If possible also retain paddle or oars.

RISK MANAGEMENT PLAN FOR: MAYPOLE

AREA IN CAMP: On bank outside kitchen.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Trip while running	Grazes, bruising, cuts	6	4	24	All to run at similar speed. Ensure ground is clear of stones & twigs.
Trip others	As above	6	4	24	All to run at similar speed with safe distance apart.
Collide with spectators	Cuts, bruising, fractures	4	3	12	Keep spectators at a safe distance
Fall while swinging	As above	4	3	12	Ensure good grip on rope before starting to run and swing.
Being hit by handle	Bruising & cuts	4	3	12	Keep handles tied up high, at the same level.

INSTRUCTIONS

* This is an activity that needs no supervision unless there are small children using the maypole. Then they must be supervised by an adult.

Users should be of similar physical size and ability.

RISK MANAGEMENT PLAN FOR: MOTOR GO-KART

AREA IN CAMP: Must only be operated on the approved Go-Kart track.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing control,	Bruising, abrasions, cuts,	6	4	24	Good instructions on use of go-kart. Maximum speed not to exceed 15 km/hour Maximum load is driver and one passenger
Collision with track boundary	Fractures	4	7	28	Track boundary is marked by rubber tyres. Helmets and lap diagonal seat belts to be worn at all times.
Collision with person or object	As above	4	7	28	Keep track clear of obstructions. Spectators to keep outside boundaries of designated go-kart track.
Mechanical failure e.g. brakes	As above	2	7	14	Regular maintenance check of equipment.
Exhaust burns	Burns, blistering	2	5	10	Appropriate clothing and instructions Heat guard on exhaust. Care is required if go-kart is pushed when exhaust is hot.

SUPERVISORS INSTRUCTION

- * Supervised area - not necessarily staffed but Supervisor must be experienced in this operation.
- * Supervisors must wear Flo Safety Jacket provided
- * Minimum of two adults: one experienced adult as Supervisor and one adult as Track Marshal to ensure the safety of participants and spectators.

Health and Safety in Employment Act 1992

- * The go-kart may only be operated on the approved track.
- * The Supervisor or Track Marshal shall walk round the track before each session and check for fuel spillages, debris or foreign material on the track, surface deterioration etc. Anything likely to be a hazard is to be rectified.
- * The vehicle may only be operated in safe climatic conditions. In the event of inclement weather the Supervisor must direct the operation to cease.
- * If damage occurs to the vehicle then the operation must cease until the go-kart has been inspected and returned to service by Lake Whakamaru staff.
- * All participants must attend a formal driver's briefing prior to the commencement of a session.
- * The maximum load shall not exceed the driver and one passenger.
- * The Supervisor shall, prior to allowing any participant to operate the go-kart, carry out a thorough check of each participant. This check shall determine the length of each participant's hair and whether they are wearing any loose or baggy clothing. Any participant with hair longer than shoulder length or wearing loose or baggy clothing shall be instructed by the operator to effectively secure, contain and generally confine the hair and/or clothing so that there is no reasonable possibility that the hair/clothing may come loose during the ride. The operator shall ensure that appropriate steps to confine the hair/clothing have been taken by the participant before allowing the participant to operate the go-kart.
- * The Supervisor shall, prior to allowing any participant to operate the go-kart, satisfy himself/herself that the participant has suitable footwear.
- * Every rider mounting the go-kart must be told that a properly adjusted helmet and seat belt is compulsory and the ride shall not commence until the Supervisor is satisfied that this is being complied with.

Health and Safety in Employment Act 1992

- * The Supervisor shall, prior to allowing any participant to operate the go-kart, satisfy himself/herself that the driver is physically capable of operating the vehicle, i.e. able to operate the foot controls while correctly positioned in the seat with the lap diagonal safety belt correctly fastened.
- * If the Supervisor has any reason to believe that the vehicle is exceeding 15 mph then the operation must be stopped until the engine governor is checked by Lake Whakamaru staff.
- * The length of any ride shall not exceed 15 minutes without specific approval from the Camp Manager.
- * Refuelling of the car shall only be undertaken by an authorised adult, in a separate and restricted designated area. Participants and spectators are not permitted within this restricted area. The engine must be stopped prior to and during refueling.

Operating:

- * The Supervisor's decision on the physical ability and suitability of any participant to operate the go-kart is final.
- * Riders must line up outside the track.
- * No one is to climb on the go-kart without direction.
- * Maximum speed must not exceed 15 mph
- * Riders must wear helmets that fit with chin strap done up.
- * Riders must wear lap diagonal seat belts properly adjusted at all times.
- * Riders must have no loose hair or clothing and wear suitable footwear.
- * All participants are to endeavour to avoid collisions - this is not a dodgem track.
- * Spectators must keep off the track and keep behind the barriers at all times.

Amended June 1998

RISK MANAGEMENT PLAN FOR: ORIENTEERING

AREA IN CAMP: Three courses. Courses No 1 & 2 in camp grounds on the Island. No 3 extends across causeway.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Getting lost	Panic	4	1	4	Give clear instructions. If lost study map and work out where you are. If still lost, walk until you come to a fence and follow fence line downhill.
Falling over footwear.	Bruises, scratches	6	3	18	Ensure appropriate clothing and Follow map closely.
Sunburn/Sunstroke	Blistering, skinburn	4	3	12	Advise participants to use appropriate cover i.e. sunblock, hat etc.

SUPERVISORS INSTRUCTIONS

- * Supervised area - not necessarily staffed.
- * Make sure every one has a reliable watch and knows the time at which they need to return (or use an agreed whistle signal - NOT a single blast which is used as an emergency STOP in other activities).
- * Ensure participants understand how to follow the map.
- * Must tell participants to keep to the tracks in areas where there are small trees growing.

Participants

- * Must wear suitable clothing & footwear.
- * Must follow instructions of supervisor.
- * Adhere to rules.
- * Be aware of own fitness level.
- * Follow map closely.
- * Do not disturb or damage orienteering markers.

RISK MANAGEMENT PLAN FOR: RECREATION: INDOOR / PARTY GAMES

RM/ AREA IN CAMP: Dining Room, Recreation Room

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling while playing games	Grazes/bruising,	6	2	12	Choose appropriate activity for size of room and number of participants.
	Friction burns	4	4	16	
	Fractures	2	7	14	
Collision with another player or object.	Grazes/bruising,	6	2	12	Remove excessive or unnecessary objects from room eg. Chairs & forms. Choose appropriate activity for size of room and number of participants. Give adequate instructions.
Slipping on floor surface	Grazes/bruising,	6	2	12	Check for and remove moisture on floor. Appropriate foot wear.
Inadequate ventilation	Fainting/respiratory disorders	2	9	18	Open windows and doors.
Noise	Deafness	2	8	16	Monitor and control level of noise.

Amended June 1998

RISK MANAGEMENT PLAN FOR: RECREATION: INDOOR / PARTY GAMES (continued)

RM/ AREA IN CAMP: Dining Room, Recreation Room

Risk Detail	Likely Injury/Illness Probability Severity Hazard Rating	Risk Control
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SUPERVISORS INSTRUCTIONS

- * Select games and activities which are appropriate for the size of the room and number of participants.
- * Adequate preparation and planning.
- * Be able to control and be prepared with control methods eg. whistle etc..
- * Remove ALL unnecessary objects and furniture from room.

SUPERVISORS INSTRUCTIONS CONTINUED:

- * Ensure adequate ventilation throughout programme.
- * Make all participants and spectators aware of potential hazards in room, e.g. fireplace, servery edge, door frames etc.
- * Make adequate provision for spectators e.g. Where to stand or sit.

Operating:

- * Participants must be aware of control signal and what it means.
- * Ensure for each activity appropriate foot wear and clothing is worn.
- * Inappropriate jewellery / accessories to be removed.

RISK MANAGEMENT PLAN FOR:- RECREATION: OUTDOOR SPORTS

League - Touch - Soccer - Volley ball - Softball - Frisbees etc.

RM/ AREA IN CAMP: Playing field, volleyball court

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Falling and landing	Grazing, burns, cuts, abrasions, dislocations, bruising, sprains	6	6	36	Check flatness of playing surface. Ensure appropriate clothing/footwear is worn
	Fractures, concussion, spinal injuries	4	7	28	
Collision with another player	As above	6	6	36	Either adapt rules of game to suit players or play only players of similar size/weight.
Collision with playing equipment	As above	4	6	24	Correct supervision of players Correct verbal instructions. Select appropriate equipment. Use safety & protective equipment. Provide padding on temporary goal posts
Over stretching	Soft and connective tissue strains, ruptures	2	3	6	Adequate warm-up.
Over-exertion	Cardiac arrest, angina attack	2	9	18	People are to be aware of their own level of fitness& limit
Athma, respiratory problems	Fainting, lack of breath	4	7	28	Find out which participants have these.

INSTRUCTIONS

These are activities that normally need no supervision.

Supervision may be provided if a referee is required for competitive games.

RISK MANAGEMENT PLAN FOR: ROCK CLIMBING

AREA IN CAMP: This is an activity available at a selected sites both on and off the property.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing control and falling	Bruising, cuts, abrasions	6	5	30	Good precise instructions on use of equipment No person is to climb on the face until specifically instructed to do so.
	Fractures, concussion	6	9	54	

ALL SUPERVISORS MUST BE COMPETENTLY TRAINED AND POSSESS

- * An appropriate qualification in abseiling from NZ Mountain Safety or similar recognised organisation.
- * An adequate knowledge of the area
- * Basic people control skills.

SUPERVISORS INSTRUCTIONS:

- * A suitably qualified person approved by LWCC management must supervise this activity at all times.

PARTICIPANTS:

- * The supervisor's instructions must be obeyed immediately and completely. Helmets and suitable clothing must be worn.
- * No one is to climb on the face without direction.
- * Spectators must keep clear of participants and ropes at all times.
- * Spectators must keep clear of the base of the rock face in case rocks are dislodged above them.

RISK MANAGEMENT PLAN FOR: SHOOTING (CAMP AIR RIFLE)

AREA IN CAMP: This activity may only be done on the designated air rifle range or a specially set up range by agreement with the management. An air rifle is capable of serious injury and permanent disability. Conditions of use of airguns is in accordance with Police Airgun Regulations and legal requirements (see attached publication PUB0175). The staff will tutor an adult to run this camp activity but any supervisor must have a current firearms licence, or be over the age of 18 years. The supervisor in charge of the group must accept full responsibility for the safety of the activity.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Pellet wound, loss of eye or broken skin etc.	4	9	36	Clear instructions strictly policed.
Pellet going out of boundary and hitting others.	As above	4	9	36	Inform others that rifles are being used and alert to dangers. No other activities to take place close to the rifle range during shooting.

SUPERVISORS INSTRUCTIONS

- * Supervised area - not necessarily staffed.
- * At least 1 responsible adult who has received instructions from L.W.C.C. staff member.
- * **Competent person only to supervise. Must have firearms licence or be over the age of 18 years.**
- * Only one rifle is to be used on the range and it is to be under the **IMMEDIATE SUPERVISION** of the supervisor at all times.
- * Supervisors must wear Flo Safety Jacket provided.
- * Eye Safety Glasses must be worn when using Air Rifle

Health and Safety in Employment Act 1992

- * Air Rifle Pallet Trap must be use at all times to hold target and catch pellets
- * The Supervisor must carry a whistle which is to be blown only when the following happens:
- * Persons wandering near rifle range and are in danger of being shot.
- * At any other time as situations arise which could endanger others on property.
- * The supervisor must ensure there are no water based activities taking place behind the target area.
- * Air rifles must be stored in locked sports cupboard and pellets in office draw.
- * Rifles and pellets to be returned to staff to be secured immediately after use.

Operating:

- *Participants must be aware of whistle signal and what it means.
- *Participants must wear eye protection (safety Glasses)
- *Participants must be lined up behind the barrier. Only the Instructor and one participant maybe inside the barrier at any time.

**** IMMEDIATE SUPERVISION means that the licensed or older person is within reach and in control of the person using the airgun.
The person providing the supervision cannot be in possession or control of another firearm or airgun.**

Amended May 2004

RISK MANAGEMENT PLAN FOR: SHOOTING (CLUB/SPECIALIST GROUP ACTIVITY WITH OWN FIREARMS)

AREA IN CAMP: On Camp Rifle Range or on designated temporary range.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Mis-use of rifle	Bullet wound, injury or death	4	10	40	Club/Group to have clearly defined safety procedures. All members to have received appropriate safety instructions.
Projectile going out of boundary and hitting others	As above	4	10	40	Inform others that rifles are being used and alert to dangers. No other groups to be using the property during shooting. Shooting must be confined to targets on the designated shooting range.
Firearm equipment failure	As above	4	10	40	Club/Group to have clearly defined emergency procedures. All group members to have received appropriate safety instructions.

GROUP REQUIREMENTS:

- * Club/Group must have defined health and safety procedures and strictly adhere to them.
- * If there is any conflict between this document and the Club/Group procedures it must be resolved before any shooting activity is commenced.
- * Only a competent person approved by the club/group management may supervise this activity.
- * Group must have a designated Safety Officer on site with a clear definition of responsibilities.
- * All participants must have a current firearms licence
 - Penalties and restrictions for any who fail to obey safety instructions must be set out and enforced.

SUPERVISOR'S INSTRUCTIONS

- * The Supervisor must carry a whistle which is to be blown only when the following happens:
 - * Any person encroaching near the rifle range who becomes in danger of being shot.
 - * At any other time as situations arise which could endanger others on property.
- * Participants must be aware of whistle signal and what it means.

Amended Sept 1998

RISK MANAGEMENT PLAN FOR: SWIMMING

AREA IN CAMP: Between Island and Stopbank from beach behind carpark.

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Losing footing	Panic	4	2	8	Note any reported pot holes. (No known pot-holes, bed is very stable because of low flows.)
Out of depth	Panic, drowning	2	10	20	Constant watch to be kept on swimmers. Swimmers must remain inside the stopbanks.
Weed entanglement	Panic, drowning	4	10	40	Regular weedspraying or dislodgement. Clear instructions to participants on how to act in weed: breaststroke, don't panic but call for help.

SUPERVISORS INSTRUCTIONS

- * This activity is not to be organised concurrently with the water swing (tarzan swing).
- * Supervised area - not necessarily by LWCC staff.
- * Minimum of 2 experienced adults who have received instructions from L.W.C.C. staff member.

Health and Safety in Employment Act 1992

- * One adult must be observing at all times.
- * A maximum ratio of 8 children for each Supervisor must be observed at all times.
- * Before commencing this activity the Supervisor must ensure that the Life Buoy and the Life Rescue tubes are in place and ready for use in an emergency.
- * Night swimming or twilight swimming is not permitted.
- * Raft is to be put out-of-bounds if skylarking occurs on the raft. (Blow whistle)

Participants

- * Must follow instructions of supervisor. Nobody is to get in the water until permission is given.
- * Must have appropriate swimwear - NO JEANS!
- * Must remain inside the designated area, usually marked by flags.
- * No more than 5 are allowed on the raft at any one time.
- * Throwing, pushing, or ducking anyone is not permitted at any time or for any reason.
- * Must return to shore immediately on whistle signal.
- * Must not leave the activity area without first advising the Supervisor.

RISK MANAGEMENT PLAN FOR:- VEHICLE MOVEMENTS

AREA IN CAMP:- Driveways and grass areas

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Collision with person	Bruises, grazes, abrasion Fractures.	4 4	3 7	12 28	Vehicle speed not to exceed 20 km/h Vehicles to keep on driveways at all times unless parking Extreme care to be taken at all times when driving on grass areas. Driver to check behind vehicle before reversing. If children are playing in the area get a pilot to maintain a clearway.

INSTRUCTIONS

- * All vehicles brought onto the property must be registered and have a current Vehicle Inspection Certificate
- * All drivers must have a current Drivers Licence.
- * No one is permitted to ride on any trailer
- * No one is permitted to ride on any vehicle unless seated on a properly constructed seat fastened to the vehicle.
- * Hands, feet and limbs must be kept inside the vehicle at all times when the vehicle is moving.

RISK MANAGEMENT PLAN FOR: WATER SKIING (AVAILABLE WITH PRIVATELY OWNED EQUIPMENT ONLY)

AREA IN CAMP: In Lake Whakamaru. See lake plan for ski lane areas

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Snag, overhanging trees	Scratches, minor cuts	4	2	8	Identify hazards. Stay away from shore.
Hypothermia,	Loss of body temperature	4	7	28	Wrap in blanket, return to camp buildings. Bring victims body temperature back to normal. Call Dr if necessary. Everyone else out of water. Remaining participants must not be left on the water without supervision.
Accident	Drowning	2	10	20	Follow First Aid procedures.
Hitting another person	Bruising, cuts, fractures	4	6	24	Make sure ski-way is clear.

CONDITIONS FOR OPERATING FROM HIKURANGI ISLAND

- * Lake Whakamaru Christian Youth Camp Executive and/or staff will not supervise this activity and will not accept any responsibility for the safety of any person participating.
- * The person in charge of the boat must be a competent adult and must take full responsibility for this activity.
- * There must be 2 adults in the boat at all times, one to drive and one to observe the skier.
- * If the skiing group includes any minor whose parent or guardian is not present then that child or teenager may not participate in this activity unless the Group Leader or person in charge of the boat gives a written undertaking to accept full responsibility for the safety of the minor.

NOTE: This includes unaccompanied teenagers.

- The person in charge of the boat must make sure ski lane is clear before starting.

RECOMMENDATIONS TO SUPERVISOR

- * Give clear instructions on the use of the water ski/skies and recovery procedure.

Amended June 1998

RISK MANAGEMENT PLAN FOR: WATER SWING

AREA IN CAMP:

Risk Detail	Likely Injury/Illness	Probability	Severity	Hazard Rating	Risk Control
Hitting another person in the water.	Bruising, cuts	4	3	12	Not to be organised concurrently with a general swimming activity. Make sure drop off area is clear before starting to swing.

SUPERVISORS INSTRUCTIONS

- * This activity is not to be organised concurrently with a general swimming activity.
- * Supervised area - not necessarily staffed.
- * This activity is not permitted at night.
- * Minimum of 2 adults who have received instructions from a L.W.C.C. staff member.
One adult is to be at the mounting site and the other on the shore at water level.
- * Get clear instructions on the use of the swing.
- * Before commencing this activity the Supervisor must ensure that the Life Buoy and the Life Rescue tubes are in place and ready for use in an emergency.
- * Only swimmers who can demonstrate their ability to get to shore may participate.
- * Make sure drop off area is clear before letting another person go.

Operating:

- * Swimmers must line up clear of the rope launch area.
- * Spectators must keep clear of rope launch area at all times.

Participants

- * Must follow instructions of supervisor. Nobody is to get in the water until permission is given.
- * Must have appropriate swimwear - NO JEANS!
- * Must remain inside the designated area, usually marked by flags.
- * Must return to shore immediately on whistle signal.
- * Must not leave the activity area without first advising the Supervisor.