



**totarasprings**

*a great place to grow*

**SPORTS CAMP  
HEALTH AND SAFETY  
INFORMATION**

“Safety Action Plans” (SAP’s)  
“Risk Management Plan”

# SAFETY ACTION PLAN

**Activity:** Swimming Pool  
**Location:** Hot Pool

## Group Leader...

- ➡ Be a competent swimmer
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Supervise Pool
- ➡ Responsible for overall group management

## Participants...

- ➡ Must wear a buoyancy aid if not a confident swimmer

## Instructor...

- ➡ N/A (Group run)

## Restrictions

- ➡ Not recommended for under 5yrs
- ➡ Non swimmers

## Ratios (not including those in the water)

- ➡ 1 adult : 10 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
<b>Death/ serious injury (Drowning)</b>	<ul style="list-style-type: none"> <li>- Inadequate instruction</li> <li>- Failure to follow instruction re: procedures and boundaries</li> <li>- Play fighting</li> <li>- Client unable to swim</li> </ul>	<ul style="list-style-type: none"> <li>- Instructors are suitably qualified</li> <li>- Clear instructions are given</li> <li>- Listen attentively and follow instructions</li> <li>- Monitor behaviour in and around pool</li> <li>- Unconfident swimmers shouldn't enter the water without a buoyancy aid</li> <li>- Swimmers under 14 must be supervised by an adult (who can competently swim)</li> </ul>	<p>TS instructor</p> <p><b>Participants + Group leaders</b></p>	<p>Before &amp; During</p> <p>During</p>	<p><i>Suspected major injury</i></p> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> </ul>
Slip, Trip, Fall	<ul style="list-style-type: none"> <li>- Running around the pool area</li> <li>- Diving</li> <li>- Bombing</li> </ul>	<ul style="list-style-type: none"> <li>- No running, diving or bombing</li> <li>- Health and safety DVD and signs also display rules</li> </ul>	<p><b>Participants + Group leaders</b></p> <p>TSCC</p>	<p>During</p> <p>Before</p>	<ul style="list-style-type: none"> <li>- Assess if activity can continue</li> </ul> <p><i>Entrapment</i></p> <ul style="list-style-type: none"> <li>- Instructor to follow procedure to release trapped item</li> </ul>
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods of time in the pool without sunscreen and/or warm clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Allow plenty of time for changing prior to and after rotation</li> <li>- Monitor swimmers for getting to cold or sunburnt</li> </ul>	<p>TS instructor</p> <p><b>Group leaders</b></p>	<p>Before</p> <p>Before &amp; during</p>	<p><i>Other/ Minor Injury</i></p> <ul style="list-style-type: none"> <li>- Group leader to administer first aid</li> </ul>
Collision with ground, object or person	<ul style="list-style-type: none"> <li>- Water depth not checked</li> <li>- Foreign objects/people in water</li> <li>- Inappropriate entry to water</li> </ul>	<ul style="list-style-type: none"> <li>- Climb into water and check the depth before jumping in.</li> <li>- Swimmers to check for foreign objects/people before jumping</li> <li>- Use caution and discernment entering the water.</li> <li>- Clients must not jump off of the bank or from trees</li> </ul>	<p><b>Participants + Group leaders</b></p>	<p>Before &amp; During</p>	

# SAFETY ACTION PLAN

**Activity:** BMX  
**Location:** BMX Track

## Group Leader...

- ➡ Group Leader run after briefing by TSCC staff
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Supervise river
- ➡ Responsible for overall group management

## Participants...

- ➡ Footwear

## Instructor...

- ➡ Pass internal training and assessment programme

## Restrictions

- ➡ No one over 18 may use Totara Springs BMX
- ➡ Non Bike Riders

## Ratios

- ➡ 1 adult : 10 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Fall off/crash bike	<ul style="list-style-type: none"> <li>- Unmaintained bikes</li> <li>- Clustering</li> <li>- Terrain too hard (fall off)</li> <li>- Something getting jammed in chain</li> <li>- Muddy track</li> </ul>	<ul style="list-style-type: none"> <li>- Maintenance team needs to maintain bikes regularly</li> <li>- Don't overcrowd BMX track</li> <li>- In brief make sure children know their limits on the bike</li> <li>- Enforce under 18 years only policy on TS bikes</li> <li>- Ensure shoe laces are done up and long pants rolled up</li> <li>- Attempt to drain surface water or use in fine weather</li> </ul>	TS Property  <b>Participants + Group leaders</b>  TS Instructors	Before  During  Before	<i>Suspected major injury</i> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> <li>- Assess if activity can continue</li> </ul> <i>Other/ Minor Injury</i> <ul style="list-style-type: none"> <li>- Group leader to administer first aid</li> </ul>
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods in the sun wind and rain</li> </ul>	<ul style="list-style-type: none"> <li>- Brief all adults during orientation on how to manage BMX safely</li> <li>- Ensure group has appropriate clothing</li> <li>- Move to an indoor venue during "bad weather"</li> </ul>	TS instructor  <b>Participants + Group leaders</b>	Before  Before & during	
Damage to equipment	<ul style="list-style-type: none"> <li>- Bikes left out overnight</li> <li>- Bikes not maintained</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure bikes are cleaned and stored appropriately</li> <li>- Ensure bikes are in rack and helmets stored ready for maintenance</li> </ul>	TS instructor  Property Team	After  Monthly Checks	
Psychological harm	<ul style="list-style-type: none"> <li>- Being bullied or forced to participate</li> </ul>	<ul style="list-style-type: none"> <li>- Challenge by choice</li> <li>- Group encouragement</li> </ul>	<b>Participants + Group leaders</b>	During After	

# SAFETY ACTION PLAN

**Activity:** Kayaking  
**Location:** Mangawhero Stream,  
 Kayak Paddock

## Group Leader...

- ➡ Group Leader run after briefing by TSCC staff
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Supervise river
- ➡ Responsible for overall group management

## Participants...

- ➡ Must wear a buoyancy aid
- ➡ Footwear.

## Instructor...

- ➡ Pass internal training and assessment programme

## Restrictions

- ➡ Not recommended for under 5's
- ➡ Non swimmers

## Ratios (not including those in the water)

- ➡ 1 adult : 5 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Death/ serious injury (Drowning)	<ul style="list-style-type: none"> <li>- Inadequate instruction</li> <li>- Equipment failure</li> <li>- Failure to follow instruction re: procedures and boundaries</li> </ul>	<ul style="list-style-type: none"> <li>- Instructors are suitably qualified</li> <li>- Clear instructions are given</li> <li>- Regular inspections</li> <li>- Listen attentively and follow instructions</li> </ul>	TSCC TS instructor  TS instructor  <b>Participants + Group leaders</b>	Before Beginning  Prior to setup + Monthly inspection  Beginning & During	<i>Suspected major injury</i> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Group leader to radio to main office from Kayak Shed to arrange for ambulance or extra assistance</li> <li>- Assess if activity can continue</li> </ul> <i>Entrapment</i> <ul style="list-style-type: none"> <li>- Group leader to pull participant out of river</li> </ul> <i>Other/ Minor Injury</i> <ul style="list-style-type: none"> <li>- Group leader to administer first aid</li> </ul>
Pinned/Entrapment	<ul style="list-style-type: none"> <li>- Standing up in current</li> <li>- Kayak getting stuck in vegetation/ logs</li> <li>- Capsizing kayak</li> </ul>	<ul style="list-style-type: none"> <li>- Brief all adults during orientation on how to manage kayaking safely</li> <li>- Use throw bag to pull Participants out Have a 1:5 ratio (1 adult: 5 students)</li> </ul>	TS instructor <b>Participants + Group leaders</b>	Before  During	
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods of time on the river without sunscreen or warm clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Brief all adults during orientation on how to manage kayaking safely</li> <li>- Allow plenty of time for changing prior to rotation and after rotation</li> </ul>	TS instructor  <b>Participants + Group leaders</b>	Before  Before & during	
Loss of equipment	<ul style="list-style-type: none"> <li>- Gear floating down stream</li> <li>- Lifejackets getting left out and blown away</li> <li>- Stream rising/sweeping away boats</li> </ul>	<ul style="list-style-type: none"> <li>- Have sufficient supervision</li> <li>- Put Lifejackets away between sessions</li> <li>- Puck up kayaks at the end of the day</li> <li>- Empty kayaks and lock them up</li> </ul>	<b>Participants + Group leaders</b>  TS instructor	After	
Psychological harm	<ul style="list-style-type: none"> <li>- Fear of moving water, being bullied or forced to participate</li> </ul>	<ul style="list-style-type: none"> <li>- Challenge by choice</li> <li>- Group encouragement</li> </ul>	<b>Participants + Group leaders</b>	During	

# SAFETY ACTION PLAN

**Activity:** Archery  
**Location:** Archery Range/Rugby field

## Group Leader...

- ➡ Group Leader run after briefing by TSCC staff
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

## Participants...

- ➡ Footwear.

## Instructor...

- ➡ Pass internal training and assessment programme

## Restrictions

- ➡ No restrictions

## Ratios

- ➡ 1 adult : 12 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Shot by arrow	<ul style="list-style-type: none"> <li>- Bystanders in front of archer</li> <li>- One archer collecting arrows before other shooter has finished</li> <li>- Archer turning with loaded bow towards bystanders</li> </ul>	<ul style="list-style-type: none"> <li>- Position targets so no one will be walking behind them</li> <li>- Everyone must be standing or seated behind archers</li> <li>- No one is to go past the archers until <b>all</b> arrows are fired</li> <li>- Only point the bow towards clear targets at all times</li> <li>- Facilitator to stand between and behind the archers to manage both bows</li> <li>- Have both targets close together to manage the archers easily</li> </ul>	TS Instructors Group Leaders  <b>Group Leaders</b>  TS Instructors	Before During  During  Before	<i>Suspected major injury</i> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> <li>- Assess if activity can continue</li> </ul> <i>Other/ Minor Injury</i> <ul style="list-style-type: none"> <li>- Group leader to administer first aid</li> </ul>
Damage to equipment	<ul style="list-style-type: none"> <li>- Arrows being loaded incorrectly</li> <li>- Dry firing bows</li> <li>- Removing arrows incorrectly from targets or ground</li> <li>- Targets getting blown over</li> <li>- Arrows going right through targets</li> </ul>	<ul style="list-style-type: none"> <li>- Clearly brief clients on loading the bows and flight positions</li> <li>- Supervisor to ensure bows are not fired without arrows loaded</li> <li>- Don't bend or flex arrow when removing. Pull straight out on the angle it went in.</li> <li>- Setup targets in sheltered location down wind</li> <li>- Make sure targets is well maintained</li> </ul>	TS instructor  Group leader  <b>Participants + Group leaders</b>  TSCC	Before  During  Before	
Bow string whipping inner forearm	<ul style="list-style-type: none"> <li>- Not using the correct bow for your strong arm (left hand right hand bow)</li> </ul>	<ul style="list-style-type: none"> <li>- Have left and right bows available</li> <li>- Offer forearm guard to group</li> </ul>	TS instructor	Before	
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods out in the sun or wind and rain without correct clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Brief all adults before activity on how to manage archery</li> <li>- Use archery shelter</li> <li>- Move to an indoor activity during "bad weather"</li> <li>- Ensure the group has adequate clothing</li> </ul>	TS instructor  <b>Participants + Group leaders</b>	Before  Before & during	

# SAFETY ACTION PLAN

**Activity:** Portable Slug Guns  
**Location:** Rugby field

## Group Leader...

- ➡ Group Leader run after briefing by TSCC staff
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

## Participants...

- ➡ Footwear.

## Instructor...

- ➡ Pass internal training and assessment programme

## Restrictions

- ➡ No restrictions

## Ratios

- ➡ 1 adult : 12 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Being shot	<ul style="list-style-type: none"> <li>- Bystanders in front of Shooter</li> <li>- One shooter collecting target before other shooter has finished</li> <li>- Shooter turning with loaded gun towards bystanders</li> </ul>	<ul style="list-style-type: none"> <li>- Position targets so no one will be walking behind them</li> <li>- Everyone must be standing or seated behind Shooters</li> <li>- No one is to go past the Shooters until <b>all</b> the slugs are fired</li> <li>- Only point the slug gun towards targets at all times</li> <li>- Facilitator to stand with a view of shooters (between and behind) to manage both slug guns</li> <li>- Have both targets close together to manage the shooters easily</li> </ul>	TS Instructors Group Leaders  <b>Group Leaders</b>  TS Instructors	Before During  During  Before	<i>Suspected major injury</i> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> </ul>
Damage to equipment	<ul style="list-style-type: none"> <li>- Gear getting left out</li> <li>- Putting slugs in backwards</li> <li>- Dry firing</li> <li>- Dropping gun</li> <li>- Targets getting blown over</li> <li>- Slugs going right through targets</li> </ul>	<ul style="list-style-type: none"> <li>- Clearly brief about which direction the slugs go in</li> <li>- Put away at the end of the day</li> <li>- Only ever fire the gun with a slug in the barrel</li> <li>- Do not remove the gun from the range</li> <li>- Setup targets in sheltered location down wind</li> <li>- Make sure targets is well maintained</li> </ul>	TS instructor  Group leader  <b>Participants + Group leaders</b>  TSCC	Before After  During  Before	<i>Other/ Minor Injury</i> <ul style="list-style-type: none"> <li>- Group leader to administer first aid</li> </ul>
Finger jammed in barrel	<ul style="list-style-type: none"> <li>- Incorrect cocking</li> </ul>	<ul style="list-style-type: none"> <li>- Cock gun holding the end of the barrel and butt of the gun</li> </ul>	<b>Participants + Group leaders</b>	Before	
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods out in the sun or wind and rain without correct clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Move to an indoor venue during "bad weather"</li> <li>- Ensure the group has adequate clothing</li> </ul>	TS instructor  <b>Participants + Group leaders</b>	Before  Before & during	

# SAFETY ACTION PLAN

**Activity:** Playground  
**Location:** Playground

## Group Leader...

- ➡ Group Leader run
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

## Participants...

- ➡ Footwear (recommended)

## Instructor...

- ➡ N/A (Group run)

## Restrictions

- ➡ No Restrictions

## Ratios

- ➡ 1 adult : 12 students

What could go wrong? ‘The potential harm’	What would cause it to go wrong? ‘The hazard’	How could we prevent it from going wrong? ‘The mitigation’	Responsibility of?	When will it be done?	Emergency Plan
Bumps, Bruises, Scrapes, Strains, Sprains	<ul style="list-style-type: none"> <li>- Lack of supervision</li> <li>- Improper use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Supervise children under the age of 12</li> <li>- Push Swing at a manageable height, decided by supervisor and child</li> <li>- Only use during daylight hours</li> </ul>	<b>Participants + Group leaders</b>	During	<i>Suspected major injury</i> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> <li>- Assess if activity can continue</li> </ul> <i>-Minor Injury:</i> Group leader to administer first aid
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods out in the sun or wind and rain without correct clothing</li> </ul>	<ul style="list-style-type: none"> <li>- Adults to manage when group is on the playground</li> <li>- Move to an indoor venue during “bad weather”</li> <li>- Ensure the group has adequate clothing</li> </ul>	<b>Participants + Group leaders</b>	Before & during	
Damage to equipment	<ul style="list-style-type: none"> <li>- Lack of supervision</li> <li>- Improper use of equipment</li> <li>- Poor maintenance</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure the whole group is listening when giving instructions</li> <li>- Regular activity check</li> </ul>	<b>Participants + Group leaders</b>  <b>TSCC</b>	Before & during  Monthly Check	

# SAFETY ACTION PLAN

**Activity:** Trampoline  
**Location:** Playground/Tower Abseil

## Group Leader...

- ➡ Group Leader run
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

## Participants...

- ➡ Take footwear off.

## Instructor...

- ➡ N/A (group run)

## Restrictions

- ➡ No Restrictions

## Ratios

- ➡ 1 adult : 10 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Serious injury	- Being struck by the bouncer	- One person at a time - Waiting off the Trampoline for your turn	Participants + Group leaders	During	<i>Suspected major injury</i> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> <li>- Assess if activity can continue</li> </ul>
	- Falling off Trampoline	- No jumping off trampoline - Only use during daylight hours	Participants + Group leaders	During	
	- Failure to follow instruction re: procedures and boundaries	- Read and follow instructions	Participants + Group leaders	Beginning & During	
Bumps, Bruises, Scrapes, Strains, Sprains	- Lack of supervision - Improper use of equipment	- One person at a time - Only use during daylight hours - No jumping off trampoline	Participants + Group leaders	During	<i>-Minor Injury:</i> Group leader to administer first aid
Exposure to elements (sun, wind, temperature)	- Long periods out in the sun or wind and rain without correct clothes	- Adults on how to manage when group is on the Trampolines - Ensure the group has adequate clothing	Participants + Group leaders	Before & during	
Damage to equipment	- Lack of supervision - Improper use of equipment	- Rules to be H+S DVD - Read the rules before jumping	Participants + Group leaders	Before & during	
	- Poor maintenance	- Regular activity check	TSCC	Monthly Check	



# SAFETY ACTION PLAN

**Activity:** Frisbee Golf  
**Location:** Top of Camp

## Group Leader...

- ➡ Group Leader run after briefing by TSCC
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

## Participants...

- ➡ Footwear

## Instructor...

- ➡ N/A (group run)

## Restrictions

- ➡ No Restrictions

## Ratios

- ➡ 1 adult : 10 students

What could go wrong? <i>'the potential harm'</i>	What would cause it to go wrong? <i>'the hazard'</i>	How could we prevent it from going wrong? <i>'the mitigation'</i>	Responsibility of?	When will it be done?	Emergency Plan
<b>Death/serious injury</b>	<ul style="list-style-type: none"> <li>- <b>Inadequate instruction</b></li> <li>- <b>Moving Vehicles</b></li> <li>- <b>Failure to follow instruction re: procedures and boundaries</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>Instructors are suitably qualified</b></li> <li>- <b>Clear instructions are given</b></li> <li>- <b>Vehicles must drive at 15kph</b></li> <li>- <b>Remind group to watch for Vehicles</b></li> <li>- <b>Listen attentively and follow instructions</b></li> </ul>	<p>TSCC TS instructor</p> <p><b>Group leaders</b> TS instructor</p> <p><b>Participants + Group leaders</b></p>	<p>Before Beginning</p> <p>During Before</p> <p>Beginning &amp; During</p>	<p><i>Suspected major injury</i></p> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> <li>- Assess if activity can continue</li> </ul>
Bumps, Bruises, Scrapes, Strains, Sprains	<ul style="list-style-type: none"> <li>- Improper briefing/instructions</li> <li>- Lack of supervision</li> <li>- Improper use of equipment</li> <li>- Accidentally hitting another player with Frisbee</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure the whole group is listening during briefing</li> <li>- Have a responsible person per group to lead the group through the course</li> <li>- Participants to be aware of others</li> </ul>	<p>TS instructor</p> <p><b>Participants + Group leaders</b></p>	<p>Before</p> <p>During</p>	
Exposure to elements (sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods out in the sun or wind and rain without correct clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure the group has adequate clothing</li> <li>- Move to an indoor venue during "bad weather"</li> </ul>	<b>Participants + Group leaders</b>	Before & during	
Damage/loss to equipment	<ul style="list-style-type: none"> <li>- Improper briefing/instructions</li> <li>- Lack of supervision</li> <li>- Improper use of equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure the whole group is listening during briefing</li> <li>- Have a responsible person per group to lead the group through the activity</li> </ul>	<p>TS instructor</p> <p><b>Participants + Group leaders</b></p>	<p>Before &amp; during</p> <p>During</p>	

*-Minor Injury:*  
Group leader to administer first aid

## SAFETY ACTION PLAN

**Activity:** Hydroslide  
**Location:** Hydroslide

Group Leader...

- Disclose relevant medical conditions
- Fulfil responsibilities in SAP below
- Assist with supervision at the bottom pool area
- Responsible for overall group management

## Participants...

- ➡ Togs (no bikinis) and towel
- ➡ Additional shorts and t-shirt that can get wet

Instructor...

- ➡ Pass internal training and assessment programme
- ➡ Current first aid certificate

## Restrictions

- ➡ Must be at least 4yrs

## Ratios (not including instructor)

- ➡ 2 instructors & 1 adult : 20-50

What could go wrong? ‘The potential harm’	What would cause it to go wrong? ‘The hazard’	How could we prevent it from going wrong? ‘The mitigation’	Responsibility of?	When will it be done?	Emergency Plan
Death/Serious injury (Drowning, impact injury)	- Inadequate instruction/ supervision	- Instructors are suitably trained	TSCC	Before	<i>Suspected major injury</i> <ul style="list-style-type: none"><li>- Instructor to coordinate first aid</li><li>- Activity stops</li><li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li><li>- Assess if activity can continue</li><li>- Group leader to ensure other group members are cared for</li></ul>
	- Unsecured pool area	- Clear instructions are given	TS Instructor	During	
	- Out of control sliding	- Starfish to gain control	<b>Participants</b>	During	
	- Collision with object/ person	- First slide from halfway to gain practice	TS Instructors		
	- Landing area not clear	- Slider to use star fish before contact	<b>Participants + TS Instructors</b>		
- Failure to follow instruction	- Ensure participants exit the pool ASAP	<b>Group leaders</b>	Before & during		
Impact injury (collision with slide or other slide users, slip/trip)	- Sliding too fast	- Starfish to gain control	<b>Participants</b>	During	<i>Other/ Minor Injury</i> Group leader to
	- Objects in the slide or bottom pool	- Put on extra shorts and t-shirt to increase drag	TS Instructors		
	- Failure to apply instructions given	- Check the slide before starting	<b>Participants</b>		
	- Poor communication between instructors/ supervisors	- Listen attentively and follow instructions	<b>Group leaders</b>		
	- Running up the path	- Instructors to have radios and communicate important information during session	<b>Participants</b>		
		- Walk up the path			
Equipment damage	- Jewellery scratching the slide	- Remove or tape all jewellery	<b>Participants</b>	Before	
Exposure to elements (sun, wind, temperature)	- Long periods out in the sun or wind and rain without correct clothes	- Instructor to manage when group is on Slide	TS instructor	Before	
		- Move to an indoor Activity during “bad weather”	<b>Participants + Group leaders</b>	Before & during	
Psychological harm	- Fear/anxiety about sliding too fast	- Challenge by choice	<b>Participants</b>	Before & during	

# Risk Management Plan for: OUTDOOR SPORTS

(Rugby, Touch, Soccer, Volleyball, Wallball, Netball, Frisbee, Athletics, Cross Country, Petanque)

Risk detail	Likely injury/illness	Risk control
<i>Slipping /Falling / Landing</i>	<i>Sprains, Bruising, Cuts, Bleeding, Fractures</i>	<i>Wear appropriate clothing and footwear</i>
<i>Collision with other players / participants</i>	<i>Sprains, Bruising, Cuts, Fainting, Bleeding, Fractures</i>	<i>Use protective and safety equipment Removal of potentially dangerous jewellery or accessories</i>
<i>Overstretching</i>	<i>Pull muscle or tendon</i>	<i>Be aware of own fitness / skill level</i>
<i>Asthma and respiratory problems</i>	<i>Loss of breath</i>	<i>Be aware of own fitness / skill level Have inhaler available</i>
<i>Over exertion</i>	<i>Fainting</i>	<i>Be aware of own fitness / skill level</i>
<i>Hyper/Hypothermia</i>	<i>Fainting, Cardiac Arrest</i>	<i>Wear appropriate clothing</i>
<i>Dehydration</i>	<i>Headache, Fainting</i>	<i>Drink regularly and plenty</i>
<i>Violence</i>	<i>Sprains, Bruising, Cuts, Bleeding, Fractures</i>	<i>Adhere to rules Follow instructions of supervisor / referee</i>
<i>Sunburn / Sunstroke</i>	<i>Headache, Fainting</i>	<i>Wear appropriate clothing Wear hat Put on Sun Tan Lotion Drink regularly and plenty</i>
<i>Sports Equipment faulty</i>	<i>Sprains, Bruising, Cuts, Bleeding, Fractures</i>	<i>Check equipment before and after use</i>
<i>Holes in playing field Slippery/Wet playing surface Stones on playing field</i>	<i>Sprains, Bruising, Fractures, Cuts</i>	<i>Check evenness of playing surface Do not play if too slippery Remove unwanted objects</i>
<i>Spectators too close to field/court</i>	<i>Sprains, Bruising</i>	<i>Make adequate provision for spectators to sit/stand</i>
<i>Sunburn/Sunstroke</i>	<i>Headache Fainting</i>	<i>Wear hat, appropriate clothing, and suntan lotion</i>
<i>Cross Country</i>	<i>Hyper/Hypothemia</i>	<i>First aider, ground sheet &amp; sweet drink at finish line.</i>

## Supervisor / Referee / Umpire:

*Must have adequate knowledge of rules and risks involved  
 Must be able to take authority over players with regards to any conditions which could result in an injury or illness  
 Have appropriate clothing and footwear  
 Have whistle if umpiring / refereeing  
 Be aware of non-participants in area  
 Choose appropriate equipment  
 Choose appropriate playing area age, skill level and fitness of participants  
 Check equipment is in good condition, check after use and maintain as necessary  
 Record all injuries  
 Use discretion on weather / climatic conditions  
 Ensure qualified First Aider is on property and locatable  
 Provide adequate fluids on hot days  
 Monitor playing times and condition / exhaustion levels of players  
 Ensure use of all safety and protective equipment available  
 Careful supervision of moving and folding equipment  
 Must define playing area using clearly visible physical markers e.g. cones  
 Check for removal of potentially dangerous jewellery and accessories*

# Darts

## Preparation:

*This activity is being run upstairs in the auditorium.  
Obtain darts gear from the sports room.*

### ***Key Supervision Rules:***

*One supervisor is required per dart board.  
When using more than one board ensure barriers are in place between each area.  
Please ensure no one runs in front of thrower  
Please ensure no one abuses / miss-uses TSCC equipment.*

### ***Risk Management Plan for: Darts***

<b><i>Risk detail</i></b>	<b><i>Likely injury/illness</i></b>	<b><i>Risk control</i></b>
<i>Hit by dart</i>	<i>Puncture wounds</i>	<i>Stick supervision at all times. Thrower to retrieve own darts. One set of darts to be used by both teams (ie other team won't be waiting with extra darts in their hands)</i>
<i>Trip over</i>	<i>Abrasion</i>	<i>As above</i>

# Risk Management Plan for: INDOOR SPORTS

(Volleyball, Basketball, Table Tennis, Soccer, Caged Soccer, Cheer Team)

Risk detail	Likely injury/illness	Risk control
Slipping /Falling / Landing	Sprains, Bruising, Cuts, Bleeding, Fractures	Wear appropriate clothing and footwear
Collision with other players / participants	Sprains, Bruising, Cuts, Fainting, Bleeding, Fractures	Use protective and safety equipment Removal of potentially dangerous jewellery or accessories
Overstretching	Pull muscle or tendon	Be aware of own fitness / skill level
Asthma and respiratory problems	Loss of breath	Be aware of own fitness / skill level
Over exertion	Fainting	Be aware of own fitness / skill level
Hyperthermia	Fainting, Cardiac Arrest	Wear appropriate clothing
Dehydration	Headache, Fainting	Drink regularly and plenty
Violence	Sprains, Bruising, Cuts, Bleeding, Fractures	Adhere to rules Follow instructions of supervisor / referee / umpire
Slippery / wet playing surface Unwanted objects on playing field / court	Sprains, Bruising, Cuts, Fainting, Bleeding, Fractures	Remove unwanted objects Dry / wipe surface if necessary
Inadequate ventilation	Fainting, respiratory disorders	Open doors and windows
Noise	Loss of hearing	Monitor and control, provide ear plugs if necessary
Spectators too close to field/court	Sprains, Bruising	Make adequate provision for spectators to sit/stand
Outdoor Sports: Sunburn/Sunstroke	Headache Fainting	Wear hat, appropriate clothing and suntan lotion

## ***Supervisor / Referee / Umpire:***

*Must have adequate knowledge of rules and risks involved*  
*Must be able to take authority over players with regards to any conditions which could result in an injury or illness*  
*Choose games / activities appropriate for size of room, participant/spectator numbers*  
*Have appropriate clothing and footwear*  
*Have whistle if umpiring / refereeing*  
*Be aware of non-participants in area*  
*Choose appropriate equipment*  
*Choose appropriate playing area age, skill level and fitness of participants*  
*Check equipment is in good condition, check after use and maintain as necessary*  
*Record all injuries*  
*Ensure qualified First Aider is on property and locatable*  
*Monitor playing times and condition / exhaustion levels of players*  
*Ensure use of all safety and protective equipment available*  
*Careful supervision of moving and folding equipment*  
*Must define playing area*  
*Check for removal of potentially dangerous jewellery and accessories*

## Outdoor), SOFTBALL, CRICKET

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Risk control</b>
<i>Slipping /Falling / Landing</i>	<i>Sprains, Bruising, Cuts, Bleeding, Fractures</i>	<i>Wear appropriate clothing / footwear / protective equipment (eg mouth guards, gloves, helmet)</i>
<i>Collision with other players / participants</i>	<i>Sprains, Bruising, Cuts, Fainting, Bleeding, Fractures</i>	<i>Use protective and safety equipment Removal of potentially dangerous jewellery or accessories</i>
<i>Overstretching</i>	<i>Pull muscle or tendon</i>	<i>Be aware of own fitness / skill level</i>
<i>Asthma and respiratory problems</i>	<i>Loss of breath</i>	<i>Be aware of own fitness / skill level</i>
<i>Over exertion</i>	<i>Fainting</i>	<i>Be aware of own fitness / skill level</i>
<i>Hyper/Hypothermia</i>	<i>Fainting, Cardiac Arrest</i>	<i>Wear appropriate clothing</i>
<i>Dehydration</i>	<i>Headache, Fainting</i>	<i>Drink regularly and plenty</i>
<i>Violence</i>	<i>Sprains, Bruising, Cuts, Bleeding, Fractures</i>	<i>Adhere to rules Follow instructions of supervisor / referee / umpire</i>
<i>Slippery / wet playing surface Unwanted objects on playing field / court</i>	<i>Sprains, Bruising, Cuts, Fainting, Bleeding, Fractures</i>	<i>Remove unwanted objects Dry / wipe surface if necessary</i>
<i>Inadequate ventilation</i>	<i>Fainting, respiratory disorders</i>	<i>Open doors and windows</i>
<i>Noise</i>	<i>Loss of hearing</i>	<i>Monitor and control, provide ear plugs if necessary</i>
<i>Spectators too close to field/court</i>	<i>Sprains, Bruising</i>	<i>Make adequate provision for spectators to sit/stand</i>
<i>Bats / Sticks</i>	<i>Bruising, Bleeding, Cuts, Fractures</i>	<i>Mouth Guards, Masks, Shin Pads</i>
<i>Being hit by ball</i>	<i>Bruising, bleeding, fractures</i>	<i>Mouth Guards, Masks, Shin Pads</i>
<i>Outdoor Hockey Sunburn/Sunstroke</i>	<i>Headache Fainting</i>	<i>Wear hat, appropriate clothing, and suntan lotion</i>

### ***Supervisor / Referee / Umpire:***

*Must have adequate knowledge of rules and risks involved  
Must be able to take authority over players with regards to any conditions which could result in an injury or illness  
Choose games / activities appropriate for size of room, participant/spectator numbers  
Have appropriate clothing and footwear  
Have whistle if umpiring / refereeing  
Be aware of non-participants in area  
Choose appropriate equipment  
Choose appropriate playing area age, skill level and fitness of participants  
Check equipment is in good condition, check after use and maintain as necessary  
Record all injuries  
Ensure qualified First Aider is on property and locatable  
Monitor playing times and condition / exhaustion levels of players  
Ensure use of all safety and protective equipment available  
Careful supervision of moving and folding equipment  
Must define playing area  
Check for removal of potentially dangerous jewellery and accessories*

## Risk Management Plan for: Indoor Bowls

<b>Risk detail</b>	<b>Likely injury/illness</b>	<b>Risk control</b>
<i>Slipping /Falling / Landing</i>	<i>Sprains, Bruising, Fractures</i>	<i>Wear appropriate clothing / footwear</i>
<i>Collision with other players / participants</i>	<i>Sprains, Bruising, Cuts, Fainting, Fractures</i>	<i>Removal of potentially dangerous jewellery or accessories</i>
<i>Asthma and respiratory problems</i>	<i>Loss of breath</i>	<i>Be aware of own fitness / skill level</i>
<i>Dehydration</i>	<i>Headache, Fainting</i>	<i>Drink regularly and plenty</i>
<i>Violence</i>	<i>Sprains, Bruising, Cuts, Bleeding, Fractures</i>	<i>Adhere to rules Follow instructions of supervisor / referee / umpire</i>
<i>Inadequate ventilation</i>	<i>Fainting, respiratory disorders</i>	<i>Open doors and windows</i>
<i>Noise</i>	<i>Loss of hearing</i>	<i>Monitor and control, provide ear plugs if necessary</i>
<i>Being hit by ball</i>	<i>Bruising, bleeding, fractures</i>	<i>Adequate supervision</i>

### ***Supervisor / Referee / Umpire:***

*Must have adequate knowledge of rules and risks involved  
Must be able to take authority over players with regards to any conditions which could result in an injury or illness  
Choose games / activities appropriate for size of room, participant/spectator numbers  
Have appropriate clothing and footwear  
Have whistle if umpiring / refereeing  
Be aware of non-participants in area  
Check equipment is in good condition, check after use and maintain as necessary  
Record all injuries  
Ensure qualified First Aider is on property and locatable  
Must define playing area  
Check for removal of potentially dangerous jewellery and accessories*

# SAFETY GUIDE AND EMERGENCY PROCEDURES

Please read this and comply with these requirements to ensure you have a safe enjoyable visit to our site.

## IMPORTANT

- Day visitors must sign in and out at reception and read the Health & Safety information and the Code of Conduct
- Please ensure that your vehicle is parked safely and is not obstructing others
- If you identify hazards please report them back to the office or to any of our staff members
- Observe and conform with ALL safety directional and advisory signs and notices
- Please comply with any directions issued by personnel in relation to safety and health matters
- Please ensure the safety of yourself, our employees and any members of the public and their property at all times
- Please do not smoke in any of our buildings
- If in doubt about anything PLEASE ask

## FIRE EVACUATION

At the sound of the fire alarm or on request from one of our employees please proceed to the nearest exit and assembly at the Hockey Field (outside the Office / next to the Gymnasium) as directed.

Please remain at the assembly point until directed to do otherwise.

## ACCIDENTS / INCIDENTS

Should you be involved in any accident or incident while on this site it must be reported to the receptionist and an Accident Report form must be completed.

YOUR SAFETY ON THIS SITE IS IMPORTANT PLEASE HELP US TO HELP YOU






## NON-COMPLIANCE ORDER

Totara Springs Christian Centre has taken all reasonably practicable steps to manage the risks of the facilities and activities. Failure on the part of any paying camper or their supervisor/guardian or teacher to:

- Comply with all rules, regulations or procedures as laid down by the Management of Totara Springs Christian Centre or
- Use any camp facilities or activities without authorisation or in a careless or dangerous manner in relation to Health and Safety at Work Act 2015
- A. Forfeiture of right of use of activity or facility
- B. Forfeiture of right to rebook
- C. Instant removal from site

## CAMP SIGNS

The following common signs around Totara Springs Christian Centre warning of:

<i>"No Go"</i>		<i>Do not enter (Staff only)</i>
<i>"Own Risk"</i>		<i>Adult Supervision required (if under 14)</i>
<i>"Wait"</i>		<i>Wait for an Instructor or Trained adult</i>

*These signs are placed at different points around camp. Campers will be familiarized with these at Camp Orientation and Welcome Times.*

### Administration

The phone in the foyer is available for local calls only, if you need to make a toll call, then ask the office staff. You can receive calls on this phone also. We have a fax machine available during office hours. We have internet vouchers that can be purchased from the office during office hours, however, if you have debit or credit card you can go to "Hotspot" and purchase a 500mb or 1gb ticket yourself. Office hours are limited during weekends so please contact us beforehand to find out what these are. Groups will receive one complimentary 500mb ticket.

### Alcohol

Is not permitted on site unless a special exemption is obtained from our Trust Board via the Bookings coordinator. There are particular rules included in this permit that must be adhered to; your exemption will have specific guidelines attached to it.

### Bush, Boundaries & Gates

Over the river is our neighbours' property - come straight back. Stick to paths, don't destroy trees, ferns & plants. Because there are sometimes farm animals grazing around the camp it is very important to leave the gates as you find them. That means if you go through a gate that is open, leave it open. If you open a gate & go through it, shut it again afterwards.

### Emergency contact numbers

If during camp you need to contact us, the Admin foyer has a copy of staff who you can phone.

### First Aid & Doctors

In case of anyone needing medical attention please contact your appointed first aid person or host for assistance. If the situation is serious please contact your host or the office immediately. The phone number for the local medical centre is in the main office foyer by the phone.

### Food

To assist us with keeping Totara Springs Christian Centre clean, please ask your guests to leave their chewing gum at home. Should there be someone on-site with you who has an extreme (epi-pen user) peanut allergy, peanuts are not to be brought on-site

### Jumpy Pillow

Please ensure you follow the rules on the board. No somersaults, do not run off the pillow, Adult Supervision and other rules

### Lullaby

Only 10 people at a time on Lullaby (people not on Lullaby must be outside fence). Children under 14 need supervision. Not to be used before breakfast or after dinner.

### Matches, Smoking, Candles, Lighters etc

No smoking in any camp buildings. No matches, lighters or candles in any venues please.

### Playground

Children 12 years or under may play in the playground but not before sunrise or after dark. Skateboards & scooters are out of bounds around the paved area, dining room & in the auditorium.

### Swimming Pool

The pool is heated by a natural bore and is 38 degrees. It is 1.1m at the shallow end and 1.4m at the deep end. No-one is allowed to swim unsupervised in the pool. The ratio of adults to children is 1:10, an adult must be actively supervising (standing at the edge watching at all times). Please ensure you read the rules and guidelines before entering the pool.

### Responsibilities

Due to thousands of people using our site each year; to assist us groups may be given duties to help maintain our camp facilities.

### Sound Gear

We have limited gear available, please advise us at time of booking what your requirements are. There may be additional gear available for a small cost.

### Sports Gear

Each group will have an appointed host. If any sports gear is required, you must get it from them & return it to them when you have finished using it.

### Staff Houses & Workshops

Please keep away from the staff houses & respect their privacy. The workshops are for staff only.

