

For Camp Management Use ONLY – staff, workers, contractors

Camp Bentzon Buildings & Equipment (Guests) Management Plan V5.3(5.2+updates)

Location Description	Located on northwestern coastline of Kawau Island. CB Buildings includes: Main Building, Separate Toilet Block, 3 upper bunkrooms			
Activities conducted in this area	Dry Hire of Camp Facilities, Sleeping, Food Preparation, Cleaning, Waste Management, building and ground maintenance			
Facilities available	Fully equipped kitchen, 2 Story building + 3 upper bunkrooms with dorms for 110 bunk beds , Rec room, drying room, waste water management, Gender and Non gender Toilet Blocks, TV & DVD player. Separate self-contained Mollie Wilson room has 10 beds accessible for people with disabilities. See School / Group Information Pack for details.			
Communication devices and coverage	Primary device	UHF / Mobile	Mobile Coverage	NONE / POOR / GOOD / EXCELLENT <i>Varies around Camp = approx. 2 bars @ end of pier</i>
	Secondary device	Office Phone		
Prolonged Hazards	Cleaning chemicals – ensure supervised use if young people involved. Use gloves as provided. Sun exposure – Ensure all staff, guests and visitors are aware of risks, especially new visitors to NZ. Protect from sun – slip, slop slap and wrap – hat, sunblock, sunglasses, clothes that cover the skin. Camp Managers, staff to consider regular Mole Mapping and medical checks.			
Previous Significant incidents	NA			
Skills Required	Cleaning/cooking . Varied and broad range of general cleaning and cooking skills .			
Staff Risk management	All staff must continually review during activities for risks and manage appropriately. All staff have the authority to halt any activity if they feel the risks become too high and implement Emergency response plan. Refer 8.3.3, 8.4.1 and ERP activity sheet			
Clothing / Equipment Needed	Cleaning = Clothing (Non Slip Footwear, Disposable and Reusable Gloves); General Cleaning Equipment (mops, buckets, cloths); Cleaning chemicals (Spray and Wipe, Floor Cleaner, Disinfectants, Toilet Cleaner, Degreasers and Descalers) Maintenance = Range of including PPE boots, overalls, earmuffs , safety glasses, gloves, helmets			
Activity RAMS and Activity sheets available				
Dish washer	Refer Activity sheets.			

Emergency Response – Specific to Buildings Area – FIRST STEPS – Camp Bentzon Emergency Procedures STOP, THINK, ACT

Call out for help / Send message team to get help / first aider / Call 111 find good reception – Location, Camp Bentzon, North Cove, Kawau Island.
Manage Group – Remove any persons from hazard – DRS ABC
If Electrical – Treat all power cables and systems as Live! Turn off main switches at Kitchen main board or whole Camp at power pole meter box by boat shed. If generator in use, Isolate the camp by switching Meter box to OFF and turn generator off, CPR if required
If Mechanical – Turn off any machinery. Assess danger for accessing incident area. Assess for bleeding or other injury.
If Fire (gas or other) – Alert Camp Managers, Evacuate building, Assembly point is Volleyball court, Conduct Roll Call, If safe to do so, put out fire, follow Camp Managers Instructions
If serious Trauma – Stop Bleeding (direct and/or in-direct pressure), Act with urgency.

Tsunami/Earthquake TBA

Hazard Management = Building and Equipment Hazards

Site Specific Hazard	Management – I/E = Isolate/Engineer; A&T = Awareness & Training; PPE = Personal Protective Equipment	Potential Severity 1-10	Minimising Strategy
People (staff, participant, public)			
Sickness due to poor cleaning hygiene	Groups are responsible for cleaning during their stay and leave the Camp tidy upon departure. CB Managers/Staff then follow systematic, comprehensive cleaning process paying attention to critical areas, i.e. kitchen = bench tops, fridges, freezers, dishwasher surfaces are cleaned with disinfectant spray and wipe. Bathroom = sinks, toilets, showers, urinals cleaned with disinfectant spray and wipe (disposable gloves) & floors mopped with handy Andy type product. They conduct monthly checks of water temperature, fridge, freezer, dishwasher, how water to ensure working correctly and fit for purpose. Groups are responsible for cleaning any cutlery, pots, pans and removing any rubbish from the camp grounds.	3	I/E
Severe illness due to biological contaminations during cleaning or maintenance.	Guests to clean appropriately using gloves and any other available PPE especially when dealing with any human waste or blood.	3	PPE
Sickness	Ensure all guests coming to camp are well so as to not spread any illness	3	A&T
Injury from loose hair or clothing getting caught in power tools and machinery	Ensure all persons involved with such work has hair tied back and no loose clothing.	3	A&T PPE
Equipment (kitchen, emergency, other)			
Boat mooring or pontoon comes loose causing damage or injury.	Observe sign on mooring advising of maximum boat size holding. Camp Managers to monitor and intervene for any visitors not adhering to notice. Camp Managers to ensure schedules inspection is conducted every 2 yrs as per council requirement. Mooring/Pontoons are pulled out and inspection recorded from contractor who conducts the inspection. Relocate boats if exposed to adverse weather, e.g. W >25kts or any sizable wave action.	6	I&E A&T
Injury or damage from gas explosion / fire due to untrained handling, leaks or naked flames	Approved Handlers only to change 45 kg gas bottles – Peter Hyde ONLY. Bottle Change procedure checks for smell, sounds or sight of bubbling in foam when applied, any of which may indicate gas leaks. Bottle exchange checks on seals and replaced if showing any sign of wear or tear. Ensure all guests and visitors are aware of no smoking areas and observe all signage. Ensure signage is clearly visible. Annual D.G certification to assure compliance Follow emergency procedures if required – Evacuate buildings, call 111 / camp managers etc.	6	I&E A&T
Burn from misuse of Sanitizer (kitchen dishwasher) – 90 deg temperatures	Adult use only, Camp Managers to provide clear brief and instructions of use. Adult users to refer to SOP section above and laminated notice in kitchen. When in use, leave closed until Green light turns off – 3 min after full cycle is finished. Turn off at wall when finished.	4	A&T
Cut with sharp knife	Supervise inexperienced guests suggest Adults only in Kitchen	4	A&T
Burn from hot food or Oven surface	Supervise inexperienced guests suggest Adults only in Kitchen	4	A&T
Strain lifting heavy pot or box	Get appropriate help to assist with heavy load	3	A&T

Burn from Hot Sink water (62.0 deg C) and Instant hot water unit boiling (Zip style)	Adult use only	5	A&T
Mains Supply to camp fails due to accident on mainland or island, e.g tree felled onto lines, system failure, storm causing damage	Guests should bring and have handy at night a torch Staff Response – Camp staff to be trained in use of stand by generator to keeps camp systems working refer Generator Activity sheet. See SOP above and burn/injury management above	4	I&E
Environment & Other Factors (buildings, business, etc)			
Building Fire	Care when smoking. No outside fires outside of designated fireplace. Ensure all exits are kept clear. If you find a fire set off a call point, Fire Wardens/Families to ensure all evacuate building to designated evacuation point (Volley ball court). Call 111 notify fire service, find and notify Managers. Do not attempt to extinguish the fire unless you are confident of your ability and the safety of you and others	6	I&E A&T
Tsunami/Earthquake	Keep aware of the physical signs, unusual ground/tide movement, listen to media advice 88.9FM and Cell phone alerts. Prepare to go to higher or safer ground. And keep out of the buildings and away from the water.	6	A&T
Bush fire	Care when smoking. No outside fires outside of designated fireplace. If you find or see a bush fire set off a call point, Fire Wardens/Families to ensure all evacuate building to designated evacuation point (volleyball court). Call 111 notify fire service, find and notify Managers. Keep close to and maintain easy access to wharf for evacuation if necessary and to the sea if necessary.	7	I&E A&T
Heavy rain/flooding	Keep children away from storm water drains as the flow could be over powering. Monitor and be aware of any land movement and be ready to evacuate if necessary	5	A&T

Approved by	Peter Hyde	Date	Sept 2023	Review in	36 months – Sept 2026
Technical Advisor	Board/Contractors	Date		Comments	
TE / Audit		Date		Comments	