

For Person in Charge & EOTC Coordinator Sign Off – Use with Camp Activity SOP & Specific Activity RAMs

Camp Bentzon Bush/Grounds/Outdoor Activities Management Plan V5.3 (5.2+update)

Location Description		Located on northwestern coastline of Kawau Island. CB Grounds includes: Burma Trail area, Fitness Trail and other walks, archery range, confidence course, volleyball grass court, Outdoor Fire Pit / Fire Place, Fulton Hogan highway		
Activities conducted in this area		ABL – Adventure Based Learning, Archery, Bush Activities, Scout like activities, Teacher/Adult/Instructor Led Activities		
Facilities available		Playground structure, 7 Confidence course obstacles, Fitness trail, Abseil wall, Rope swings, Bush area.		
Communication devices and coverage	Primary device	UHF / Mobile	Mobile Coverage	<i>NONE / POOR / GOOD / EXCELLENT Satisfactory (approx. 2 bars) @ tower / fitness trail tracks / End of pier best signal</i>
	Secondary device	Office Phone		
Prolonged Hazards	Wasps/Mozzies/bees – wear repellent, check medical summaries, identify any anaphylactic risks in group – know where epipen is! Sun – sunburn and dehydration must be managed for instructors, helpers and assistants – Slip, Slop, Slap & Wrap. There is plenty of shade in the bush. Sun exposure – Ensure all staff, guests and visitors are aware of risks especially new visitors to NZ. Protect from sun – hat, sunblock, sunglasses, clothes that cover the skin. Camp Managers, staff and regular leaders to consider regular Mole Mapping and medical checks.			
Previous significant incident	NA			
Skills required	Moderate level of fitness, willing to work on rough tracks through bush area, willing to if necessary to learn new skills, willing to manage and instruct School age children.			
Pre-existing medical condition	Staff to confirm prior to Camp instructor lead activities if any student/adult involved have any medical condition that could be aggravated by the activity or may need to have different support during activity (note on form E). Ensure any required medication is taken on activity. e.g. Asthma (inhaler) allergic to stings (epipen)			
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 the Emergency response plan. Refer 8.3.3, 8.4.1 and ERP activity sheet			
Supervision ratios and positioning	Maximums are set on each Activity RAM ratios or session maybe varied depending on Assistant competency, weather, student skills/age/ability. Changes to the programme to accommodate above issues could be reduced activity area. At all times the Activity Leader/Instructor will position themselves to maintain control and contact with group and or Adult help. This position may vary depending above considerations.			
Clothing/Equipment needed	Good trainer shoe or boots for bush activities, layered warm clothing, rain coat if necessary			
Activity RAMs and Activity sheets available				
Confidence course, Archery, Fitness trail, Orienteering,		Refer activity sheets		

Hazard Management = Bush/Grounds/Outdoor activities Hazards

Site Specific Hazard	Management – I/E = Isolate/Engineer; A&T = Awareness & Training; PPE = Personal Protective Equipment	Potential Severity 1-10	Minimizing Strategy
People (staff, participant, public)			
Unskilled and inexperienced people using equipment. E.g. confidence course	Brief group about limitations on confidence course, 12 and over are usually OK but watch you children. More extreme hazards rope bridge and Abseil tower, Archery are locked away	5	I/E PPE A&T
Unknown allergy Wasps/bees	Can be undisclosed or unknown to person. Know where any epipens are. Assess reaction noting if breathing is compromised. If not compromised and person is able to speak / scream / etc then treat with antihistamine and monitor spread of infection. Use pen or marker to	5	A&T I/E

	outline red area and reassess at regular intervals. If breathing is compromised, urgently obtain epipen and administer – call for helicopter evacuation – hospital is advised for any adrenalin use. Trained staff to destroy known nests		
Injury from trip, slip, fall.	Encourage care and appropriate foot wear uneven ground on tracks and bush, signage where appropriate on man-made structures e.g. wharf	4	A&T
Unknown injury or medical history	Encourage Two- way risk disclosure. Schools to keep records. Family groups need to be aware of their needs.	4	A&T
Equipment (activity, emergency, other)			
Cooking facilities – gas BBQ	Strict supervision of young users required. Teachers and adults to take responsibility for correct use and supervision.	4	A&T
Archery Equipment	CB management to issue archery equipment after activity training. Key access.	5	A&T I/E
Injury from careless use of Outdoor Fire place	Adult supervision at all times refer to signage. Particular attention to be paid to supervision during damper making times.	4	A&T
Confidence Course	Follow instructions at each element site (Activity sheets). Do not climb elements outside of your ability. Only trained Adults to run rope bridge please leave locked.	5	A&T I/E
Abseil Tower Access	Access to tower is not possible without removing the padlocked climbing staple cover. Signs and notices are highly visible advising people of no access without an instructor	7	I/E PPE A&T
Environment bush, tracks, outdoor activities			
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. Trained staff equipped to control fires FENZ volunteers	7	A&T I/E
Water access	Brief and be aware of open access to water. Group to set up own management systems for adult supervision of children. Use appropriate PFDs Personal floatation devices provided near water	6	PPE 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
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
Muddy rough tracks causing fall / slip / injury	Basic track maintenance to cut back bables and branches or stabilise tracks where possible. Briefing and careful footing is required.	4	A&T
Slip on activity due to mud or water causing injury.	Careful footing when muddy. Adult supervisors to place themselves in locations where slips are more likely. Consider not doing activities when to wet and muddy especially wooden ones such as reverse wall, rope swing	4	A&T
Weka & Kiwi death due to dog bite or similar	No dogs allowed on Camp. CB managers alert clients to this rule. A notice on end of pier alerts any non CB users of the rule. Special permission can be sought from management to bring dogs or animals to camp. Up to \$20k fine for an intentional killing of a weka.	3	A&T
Lightening	If lightening is seen or heard – Stop use of Abseil Tower & Avoid trees. 30/30 Rule: If lightning flash to thunder clap time is less than 30 seconds seek shelter. Wait until it has been 30mins since last 30 second count or until storm has visibly moved away.	5	A&T
Overhead Trees or branches falling, tree roots tripping	The bush has natural hazards tree condition being one. Around main buildings effort made to remove over head dangers. Balance of site treat as uncontrolled bush make groups aware of hazard. Natural trip hazards such as tree roots are common across whole site. Be extra aware in high winds	6	A&T I/E

Approved by	Peter Hyde	Date	September 2023	Review in	36 months – September 2026
Technical Advisor	Fiona Ryder	Date		Comments	
TE / Audit		Date		Comments	