

Safety Plan for Walks Kaikoura

18th August 2010

1. Introduction:

Our operation will consist of guided customized walks on DOC tracks close to the town of Kaikoura. The tracks are well formed and maintained by DOC.

The trips are of Half day and/or full day tramps. Trip duration planned for between the hours of 8.30am – 4.30pm food provided. The trips will be available 12 months of the year.

Our group size will be limited to 7 for one leader and 15 for two

On our web site, brochure and advertising material we will state the trip requirements.

The safety plan will be available on request through the website – confirmation email and on request when filling out the disclosure form.

The tracks we plan to use initially are Mount Fyffe, Okiwi Bay, Halfmoon Bay, Omihi/Goose bay including part of the coastline, Fyffe Palmer and Hinau.

Tracks lead off state highway one on the left driving north, except Mt Fyffe, Hinau and Fyffe Palmer. Transport to the starting point will be by clients own vehicle or by local taxi/shuttle company.

The objective of this operation first and foremost is about enjoyment and sharing our unique environment with our clients in a safe and fun way. Trips will not be undertaken if the weather, tide or track conditions are unsuitable posing minimal risk to clients and guides.

We are willing to work within the HSF plan. It is our goal to have no serious accidents/incidents.

2. Legal Obligations and Industry Standards

In regard to Industry Standards in experience I have over 20 years experience tramping in the South Island of NZ at a club and personal level either organizing, leading or attending trips from a day to a week in duration approx once a month. I have two testimonials to attach.

My husband of 40yrs Ron who will be assisting me he has very similar experience including small game hunting from a young age.

We are willing to comply with relevant legislative and regulatory requirements under the health and safety in employment act 1992.

The basic skills needed for a client will be listed as a requirement on the booking form (medium fitness, gear requirements)

3. Management Procedures

Management roles and responsibilities: The business owners will be the guides in this operation and will take all responsibility for safety of the trips using trip check list from Walks Kaikoura Safety Day Plan Work Sheet. Pre checks on weather forecast by 7.00am on the day of the trip and review track conditions. Our local I Site has the up to date conditions available 7 days a week.

Leader will pace the group, watch weather and generally observe the clients management and take necessary steps eg.(If client is tiring take rests as required)

Each trip has a written route guide to follow including trip time frames.

Relevant safety issues will be communicated by a review of each day being documented on the Safety Day Plan and discussed by guides identifying any hazards then filed in hard copy.

Industry experience and skills as above and testimonials attached.

4. Operational Risk Management Procedures

The operators will staff trips, operator to hold current first aid certificate. Experience noted under Industry Standards and testimonials attached.

Clients to be aged no younger than 10yrs, to be of medium fitness and required to carry or wear appropriate gear as per trip requirements on booking, operator to explain how fast and dramatically the weather can change in this region.

Any trip can be cancelled due unsuitable weather/track conditions on the day

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A client can be denied the trip at the discretion of the leader if it is felt there is any risk to theirs or the groups health or safety.

Leader will be responsible for clients safety.

Briefing prior to each trip on safe walking near/on rocks, beach walking, steep mountain tracks, road safety, and intended trip route and duration. Outline any identified hazards and how they will be approached. Appropriate gear to be worn or carried.

Risk disclosure form to be completed by the client prior to a trip. Any concerns about the client, leader to address before departure, it may be deemed the trip is unsuitable for them.

Up to date weather, wind and tide report obtained from the met service by phone or online by 7am on the day of the trip for suitability of weather.

Client ratios 1 leader to 7 people – in a group of 15 leader in front and rear clients in the middle.

Leaders debrief using Walks Kaikoura safety Plan daily work sheet plus Hazard Identification document to document any hazards where necessary in order to Eliminate Isolate or Minimise any hazards for future trips.

Equipment to be carried by leader:

Mobile phone

Personal Locator beacon

First aid

Plastic rain coat per person

Survival blanket per person (check condition twice p/a)

Tent fly

Snacks and/or lunch where applicable.

Equipment to be carried by client as a trip requirement:

Sturdy shoes or boots

Day back pack

Rainproof coat

Warm hat (Beanie)

Warm clothing

Sun hat

Sunscreen

Water bottle

5. Accident/Incident Reporting

Initially the incident/accident will be recorded on the Walks Kaikoura Daily Work plan sheet immediately following the activity.

All accidents will be reported to/by operator as soon as possible following the activity. Serious harm accidents /incidents will be reported to DOL by the operator as soon as possible following the incident, within 7 days.

All accidents/incidents will be identified according to the definition of serious harm and will be recorded on the Accident/ Incident Form, that information will then be listed on register of Incidents and Serious Harm form.

A serious incident or accident is one that could have caused or did cause serious harm eg broken leg.

The incident will be investigated and steps taken to safeguard and avoid a repeat of the incident, the change to an alternative route can be easily made until the situation is rectified. Inform DOC of the incident.

There are procedures for external reviews of the safety plan after a serious accident/incident.

We plan to investigate serious accidents and incidents only.

Once a year I will review all accidents and incidents over the period and possibly change my procedures as a result of what I find.

6. Emergency Plan

Secure the group to prevent further harm.
Administer first Aid if necessary.

Guide carries personal locator beacon, cell phone and has the back up and emergency number 111 listed in the phone also the numbers will be on the Walks Kaikoura day plan work sheet being carried.

If the leader becomes immobilized explain the procedure during briefing. Notify group of emergency procedure and make available all emergency equipment eg. Mobile phone, PLB and first aid and how to use them. Include emergency numbers 111 or backup contact numbers on Kaikoura Walks daily safety plan.

Complete incident report form.

Over time we will map any black spots for mobile phone coverage.

7. Procedures for applying and updating the plan

The Safety plan will be reviewed at the beginning of each year. I expect the activity will take on its own season although available year round.

The safety plan checks will be made by the operator.

There are 3 yearly external reviews of the safety plan.

8. Document control

Operator will be responsible for document control and reporting to necessary authorities