

YHA Aoraki Mt Cook

Groups Safety Information



As of July 2017

Venue Name:	YHA Aoraki Mt Cook	Phone Number:	03 435 1820
Physical Address:	4 Kitchener Drive Aoraki Mt Cook	Reception Hours:	Winter 8am - 7pm Summer 8am – 9pm
Email:	mtcook.groups@yha.co.nz		
Contact:	Richard Girling, Group Coordinator and Jason Neave, Hostel Manager		
After Hours:	The property is staffed during reception hours and staff can be contacted via the Emergency Customer Service phone at reception out of hours		

Closest Hospital:

Corner Queen & High Streets,
Timaru 7910
(03) 687 2130

After Hours Medical Centre:

5 Dee Street
Timaru 7910
03 684 8209

Assembly point for evacuation:

The far side of hostel carpark

General Security:

The main entrance is open during reception hours. Whilst we are shut you will have an access code to enable access. All rooms are accessible only by key and doors need to be locked by the occupants of those rooms.

YHA's Commitment to Group Safety

- YHA guarantees that your group's shared rooms will be exclusive to you
- Where required your students will be separated by gender
- For school and youth groups there must be one adult leader of each sex if it is a mixed party in a ratio of 1:10
- YHA accepts teaching assistants, parents or guardians as sub-leaders, where there is a qualified leader assigned to each gender
- YHA will take all reasonable precautions to ensure the safety and security of your group and property
- A member of staff will be available 24 hours a day
- We operate strict close-down procedures and fire security checks every night
- Hostel staff will brief the group leaders on safety and security
- YHA will assist with providing risk assessment information on request

Please note: While YHA takes the health, safety and welfare of everyone seriously, responsibility for the group rests with the Group Leaders. YHA staff cannot act 'in loco parentis' but will report inappropriate behaviour to Group Leaders for action.

YHA Aoraki Mt Cook Emergency Procedures Advice

As of March 2017

Emergency Procedures are in place to ensure the safety of all people in our building in the event of an emergency.

Responsibilities for Groups

Group Leaders are expected to have the following to hand in case of emergency:

- A record of all group members
- Up-to-date contact information (those on the trip, and for parents/whanau)
- Mobile phone(s)
- Any medication that is required
- First aid kit (advisable)

Building Evacuation

- Upon hearing the continuous sounding of the Fire Alarms all occupants should leave the building immediately. The continuous sound of alarms will be audible throughout the building if they are activated.
- Egress is available from all floors and areas in the building via the marked emergency exits.

Fire Evacuation Procedures

Even in modern fire resistant building, immediate evacuation of all areas of the entire building is essential upon discovery of a fire or upon sounding of the alarms, even if you cannot see or locate the fire.

Assemble outside the hostel on the far side of hostel carpark

Building Safety Equipment

The building is fitted with an automatic sprinkler system, manual fire alarms and extinguishers. These are located on each floor.

A Civil Defence bags is available at reception with general Civil Defence and 1st Aid supplies.

Earthquake Procedures

In the event of a significant earthquake, staff will act decisively to ensure their own safety and that of the guests. The procedures following a significant earthquake are NOT the same for a general evacuation.

We do not automatically evacuate the building during an earthquake. We advise guests to stay in the YHA unless advised by staff to do otherwise. YHA's Crisis Management Plan will be automatically activated.

Immediate response during the earthquake

- DROP, COVER, HOLD
- If you are in an open space, crouch covering your head and neck with your hands and arms until the quake subsides (the TURTLE).
- If you can crouch next to a substantial wall or in a door way, do so, bracing yourself against the wall.
- If you can take cover under a table or solid object do so. If you are able to hold on to something to brace yourself.

Immediate actions post shake

- Before moving from your location check for hazards. Use stairs not lifts.
- Be prepared to find a safe location in the event of aftershocks.
- If the shake is prolonged move to higher levels.

Do not move if the place you are in is safe. **Do not** attempt to rescue others if it puts you at risk

Reminders:

- It is important to remain calm. YHA Aoraki Mt Cook is designed to be a safe building in the event of a major quake.
- The building is designed to move. This can feel unsettling, but is a good thing.
- In the event of a severe quake, communications may be compromised. Text messages have been proven to be the most reliable in event of emergency.
- Your number one priority is your safety. Then it is the safety of the rest of your group.
- Do talk to others around you. Find out what they know, what skills they have, who has means of communication.

Risk Assessment Management System

The following Risk Assessment and Management information is provided to help groups planning trips involving YHA Aoraki Mt Cook. An electronic copy of the Risk Assessment and Management document can be found at: <https://www.yha.co.nz/schools>

As per the Health and Safety at Work Act 2015 the purpose of a risk assessment is to identify and manage risks. In managing risks to health and safety, we must identify hazards that could give rise to reasonably foreseeable risks to health and safety.

We are required to;

- Eliminate risks to health and safety, so far as is reasonably practicable, or;
- If it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable

The definition of 'hazard' is:

- An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. This includes:
 - A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person
 - Without limitation, a situation described in subparagraph resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or other temporary condition that affects a person's behaviour.

YHA staff are trained to provide emergency evacuation procedures. Staff are qualified in first aid. First aid kits are readily available at reception and staff laundry.

YHA Aoraki Mt Cook Hostel Hazard Register – Customer Facing Risks

Risk Analysis Rating

High Risk	H	Remains a significant consequence for YHA with a high likelihood of causing significant harm
Medium Risk	M	Remains a moderate consequence for YHA with a medium likelihood of causing significant harm
Low Risk	L	Remains a minimal consequence for YHA with a low likelihood of causing significant harm

Location	Hazard	Risk	Risk Rating	Eliminate	Isolate/ Minimise	Control	By who?	Monitoring Frequency
All hostel corridors & public areas	Bags etc left in hallways, Reception etc	Fall	L		Y	Keep walkways clear of objects	All staff	Daily
All areas	Vacuum cables	Fall	L		Y	Staff to minimise the time that leads are left across the hallways	All staff	Daily
Carpeted floors	Tripping on worn carpet	Fall	L		Y	Report any work areas or rips immediately via shift reports and have carpet repaired	All staff	Daily
Staircases	Tripping down stairs	Fall	L		Y	Keep areas clear and dry	All staff	Daily
Storage	Lifting heavy objects	Strain / sprain	L		Y	Staff not to carry customers luggage	All staff	Induction
General	Tripping hazard in TV room if lights are turned off	Fall	L		Y	Lights should not be turned off. Put emergency lighting in TV lounge	Jason	Daily
Kitchens	Cooking equipment left on and unattended	Burns	M		Y	Regular checks of kitchen areas	All Staff	Daily
Rear Deck	Burns from some parts of the BBQ	Burns	L		Y	BBQ instructions how to use to avoid harm to be given to customer s to read before use	All staff	Monthly
Car Park	Potential for ice to form in very cold weather	Slip	M		Y	Signs to be put out at beginning of winter	All staff	Daily
Car park and all exit path ways	Heavy snow in our car park and on all the exits from the building	Slip	M		Y	Clear with snow shovels sand ensure warning signs are in place	Staff on duty	Will depend on the amount of snow falling. May need to check every hour.