

YHA Bay of Islands Paihia- Groups Safety Information



As of August 2017

Venue Name: YHA Bay of Islands
Paihia

Phone Number: 09 402 7487
Reception Hours: 7am – 9.00pm

Physical Address: 11 MacMurray Road
Paihia

Email: yha.boi@yha.co.nz

Contact: Andy Larsen (Owner), Phone/ text 021560306

After Hours: Andy lives on site and will be available to address any after-hours concerns

Closest Hospital:

Bay of Islands Hospital
Hospital Rd
Kawakawa
09-404 0280

After Hours Medical Centre:

Paihia Medical Centre
22 Selwyn Rd,
Paihia
09-402 8407

Assembly point for evacuation:

Car park in front of the hostel

General Security:

The office is locked at 9 p.m. and the Kitchen and lounge at 11 p.m. Security patrols are conducted and Andy is on site after hours and can be contacted directly on 021 560306

YHA BOI Paihia 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 we recommend one adult leader of each sex if it is a mixed party in a ratio of 1:10, and are happy to work with school policies
- YHA BOI Paihia accepts teaching assistants, parents or guardians as sub-leaders, where there is a qualified leader assigned to each gender
- YHA BOI Paihia 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 Bay of Islands Paihia Emergency Procedures Advice

As of August 2017 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 is they are activated.
- Egress is available from all floors and areas in the building via the marked emergency exits.

Fire Evacuation Procedures

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 on the hostel car park.

Building Safety Equipment

The building is fitted with an automatic sprinkler system, manual fire alarms, fire hose reels and extinguishers.

First Aid kits are available at reception.

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.
- The building moving 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.

Tsunami Procedures

- Paihia is equipped with Tsunami sirens for everyone's safety. Hostel staff will advise on a decision to evacuate the building in conjunction with Civil Defence
- If a decision is made to evacuate, guests are required to move to the Civil Defence Sector Post:

Top of Seaview Road a 3 minute walk from the hostel

Risk Assessment Management System

The following Risk Assessment and Management information is provided to help groups planning trips involving YHA Paihia. 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

| 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 |

YHA BOI Paihia Hostel Hazard Register – Customer Facing Risks

| Location | Hazard | Potential | Significant | Action | Controls | By Who | Monitoring |
|------------------------------------|--|-----------|-------------|----------|---|-----------|------------|
| All Glass Doors | Guests may not realise the doors are closed and walk into them | Bump | Y | Isolate | Place signs on doors to indicate closure | Staff | Daily |
| Corridors and outdoor areas | Bags etc left in the way | Fall | Y | Isolate | Keep all walkways clear | Staff | Daily |
| All Areas | Vacuum Leads | Fall | Y | Minimise | Minimise time cords are in hazardous places | H/K staff | Daily |
| Lino Floors | Slipping on floors when wet | Fall | Y | Minimise | Dry floor and use wet floor signs if needed | Staff | Daily |
| Carpeted Floors | Tripping on worn carpet | Fall | Y | Minimise | Report rips and repair as needed | Staff | Daily |
| Stairs | Falling on Stairs | Fall | Y | Isolate | Keep areas clear and dry | Staff | Daily |
| General | Electric shock from appliances | Shocks | Y | Minimise | Surge protectors/ RCD testing | Manager | Monthly |
| General | Tripping hazard if lights are off in the kitchen and lounge | Fall | Y | Isolate | Lights should be on | Staff | Daily |
| Kitchen | Loose handles on Pots and pans | Burns | Y | Minimise | Check equipment and remove or repair | Staff | Weekly |
| Ash Trays | Ash trays can get hot and catch alight if not stubbed out | Burns | Y | Minimise | monitor and take action | Staff | Daily |
| Floor Mats | Tripping hazard | Fall | Y | isolate | Ensure mats are flat and in the correct place | Staff | Daily |
| Kitchen | Burns from removing oven trays and dishes | Burn | Y | Minimise | Supply oven mitts | Manager | Daily |
| Garden Furniture | Wobbly or broken chairs | Falls | Y | Minimise | Check and maintain all outdoor furniture | Staff | Weekly |
| Outside pathways | Rubbish | Falls | Y | Minimise | Ensure all pathways are clear of rubbish etc | Staff | Daily |
| Laundry | Consumption of cleaning products | Poisoning | Y | Minimise | Keep laundry door closed. Have relevant information available | H/K Staff | Daily |

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|------------------|--|-----------|---|-----------|---|-------|---------|
| Laundry | Iron Left on after use | Fire Risk | Y | Minimise | Have a timer on iron and cool in a safe place | Staff | Daily |
| Laundry | Storage of chemicals such as turps and meths | Poisoning | Y | Minimise | Keep away from public consumption | Staff | Daily |
| All Rooms | Trapping fingers in doors | Bang | N | Minimise | Ensure sliding doors are properly maintained | staff | Monthly |
| Kitchen | Sharp Knives | Cut | y | Eliminate | Ensure sharp knives are kept separate from all other utensils | Staff | Daily |
| Kitchen | Cooking equipment left on and unattended | Burns | Y | Minimise | Regular checks of kitchen | Staff | Daily |
| Kitchen | Hobs and stoves may still be hot when staff clean them | Burns | Y | Minimise | Test with back of hand prior to cleaning | Staff | Daily |
| All Rooms | Heaters left on and unattended | Burn / | Y | Minimise | Check all heaters daily during winter | Staff | Daily |