

YHA Nelson by Accents - Groups Safety Information



As of Sept 2017

Venue Name:	YHA Nelson by Accents	Phone Number:	03 545 9988
Physical Address:	59 Rutherford Street, Nelson, 7010	Reception Hours:	8.30am - 8.30pm
Email:	stay@yhanelson.nz		
Contact:	Royce Lock Manager 03 545 9979 available any time to address concerns		
After Hours:	The property has staff on site after hours and can be contacted via phone on 03 5459988		

Closest Hospital:

Nelson Hospital
Waimea Road
Nelson
03 546 1800

After Hours Medical Centre: (adjacent to the Hospital)

98 Waimea Rd
Nelson
03 546 8881

Assembly point for evacuation:

Across the road from the Front Entry, Outside the Salvation Army building

General Security:

The main entrance is locked at 8.30pm and re-opens at 8.30am. Between these times you will need the daily door code to access the building. Please check each day with reception for the door code. All guest rooms are accessible only by key.

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 in case of an emergency
- 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 Nelson by Accents Emergency Procedures Advice

As of Sept 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.

All doors to the stairs are Smoke Stop doors and are specially designed to inhibit the spread of smoke and fire. These doors will automatically shut when the fire alarms sound and NOT propped open when the alarms are sounding.

Assemble outside the hostel across the laneway from the Front Entry, Outside the Salvation Army building

Building Safety Equipment

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

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
- 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.
- 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

- A decision to evacuate the building will be made in conjunction with Civil Defence
- If a decision is made to evacuate, guests are required to move out of the Evacuation Zone to
The Nelson Cathedral, Trafalgar Square - a 6 minute walk

Risk Assessment Management System

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

**YHA Nelson by Accents Hostel Hazard Register
– Customer Facing Risks**

RiskAnalysisRating		
HighRisk	H	RemainsasignificantconsequenceforYHAwithahighlikelihoodofcausingsignificantharm
MediumRisk	M	RemainsamoderateconsequenceforYHAwithamediumlikelihoodofcausingsignificantharm
LowRisk	L	RemainsaminimalconsequenceforYHAwithalowlikelihoodofcausingsignificantharm

Submission ID	Location	Hazard	Risk	Risk Rating	Eliminate	Isolate/ Minimise	Control	By who?	Monitoring Frequency
	All glass doors	Glass doors - Guests might not realise the door is closed and walk into it	Bump	L		Y	Signs on the door to identify that it is closed	Reception Staff	Daily
	All hostel corridors & public areas	Bags etc. left in hallways	Fall	L	Y		Keep walkways clear of objects Bag Store Room available	Reception Staff	Daily
	All areas	Vacuum cleaner cables	Fall	L		Y	Staff to minimise the time that leads are left across the hallways	Cleaning Staff	Daily
	Tiled floors in Entrance	Slipping on floors when wet/or raining outside	Fall	L		Y	Keep floors dry – particular attention required when wet outside. Use Wet Floor Signs also when cleaning	Reception Staff/ HK Team	Daily
	Bathroom & Kitchen Lino Floors	Slipping on Floors when wet	Fall	L		y	Use Wet Floor Signs Changed to new Mop System to minimise water	Reception Staff/ HK Team	Daily
	Carpeted floors	Tripping on worn carpet	Fall	L		Y	Report any work areas or rips immediately via shift reports and have carpet repaired	Reception Staff	Daily
	Staircases	Tripping down stairs	Fall	L		Y	Keep stairways clear	Reception Staff	Daily
	Reception	Laundry Bags Delivered	Fall	L		Y	Check Order as soon as it arrives and put away ASAP	Reception Staff	Daily
	Guest Laundry	Iron left on after use	Potential fire risk, Burns	L		Y	Install timer switch on wall and Iron available from Reception on request	Reception Staff	Daily

Staff Laundry	Consumption of Cleaning Chemicals	Poisoning	L	Y	Keep Laundry Door Closed. Have Relevant Information available	HK Team/ Reception Staff	Daily
All rooms	Heaters left on and unattended	Burn/Fire	L	Y	Check all Heaters are off during day	Reception Staff	Daily
All rooms	Windows opening too wide allowing guests to lean out	Fall	H	Y	All windows fitted with restrictive stays	Manager	Annually
Garden furniture	Wobbly chairs or broken furniture	Falls	L	Y	Regular checks and maintenance required to ensure these are kept in good order	HK Team/ Reception Staff	Daily
Courtyard and Outside pathways	Garden Rubbish on pathway	Falls	L		Ensure these are kept clear of Rubbish	Reception Staff/ HK Team	Daily
Courtyard	BBQ	Burns	L	Y	Laminated Sign attached to BBQ with instructions on how to use it	Manager	Monthly
Kitchen	Sharp knives	Cut	L	Y	Ensure sharp utensils are stored separately from general cutlery	HK Team/ Reception Staff	Daily
Kitchen	Cooking equipment left on and unattended	Burns	L	Y	Regular checks of the kitchen areas	All staff	Daily
Kitchen	Hob Elements, Sandwich Makers and Toasters	Burns	L	Y	Warning Signs	Reception Staff/ HK Team	Daily
Kitchen	Burns from hot water e.g. zips	Burns	L	Y	Warning signs	Reception Staff	Daily

Kitchen	Loose handles on pots and pans	Burns	L		Y	Ensure that all equipment is regularly checked and either repaired or removed from the kitchen	HK Team	Weekly
Kitchen	Burns from removing Oven Trays and Dishes	Burn	L		Y	Provide Oven Mitts	HK Team/ Reception Staff	Daily
General	Floor Mats	Trip/Fall	L		Y	Ensure Mats are Flat in the Correct Place	HK Team/ Reception Staff	Daily
Private rooms with TVs	TV & DVD player falling from wall brackets	Bump	L		Y	Ensure brackets are secure	All staff	Daily
General	Electric Shock from appliances	Shock	L		Y	Surge Protectors/RCD testing	Manager	Monthly
Carport	Building Materials	Bump/Cut	L		Y	Chain Sign across access to tell guests it is a Staff Only area	Reception team	Daily
All rooms	Burns from hot water: damaged hot water bottle	Burns	L	Y		To check hot water bottles regularly	Reception Staff	Monthly
Laundry	Consumption of cleaning products	Poisoning	L		Y	Keep staff laundry door closed and locked when not being used	HK Team/Reception Staff	Daily
Private rooms with TVs	TV & DVD player falling from wall brackets	Bump	L		Y	Ensure brackets are secure	Manager	Monthly
Back office	Storage of chemicals such as meths, turps and WD40	Poisoning	L		Y	Keep these chemicals behind reception and away from the public	Reception staff	Daily