

# YHA Christchurch Rolleston House

## Groups Safety Information



As of July 2017

**Venue Name:** YHA Rolleston House      **Phone Number:** 03 366 6564 (8am – 10pm)  
0800 278 299 (10pm – 8am)

**Physical Address:** 5 Worcester Boulevard  
Christchurch      **Reception Hours:** 8am - 10.00pm

**Email:** [groups.ch@yha.co.nz](mailto:groups.ch@yha.co.nz)

**Contact:** Paul Maivan, Group Coordinator/Assistant Manager and  
Christina Watson, Assistant Manager

**After Hours:** Outside of reception hours the hostel is staffed by the Hostel Manager from Sunday to Thursday. Every Friday to Sunday, the property is staffed by our Night Attendant.

**Closest Hospital:**

2 Riccarton Avenue,  
Christchurch Central,  
Christchurch, 8011  
03-364-0640

**After Hours Medical Centre:**

401 Madras Street,  
Christchurch Central,  
Christchurch, 8013  
03-365-7777

**Assembly point for evacuation:**

In front of the Rolleston House YHA car park entrance, located on Rolleston Avenue.

**General Security:**

The main entrance is locked at 10.00pm and re-opens at 8am. Between these times your room key gives you access to the building. All rooms are accessible only by secure key and doors lock automatically when closed. When the alarm system has been activated, staff on duty are required to call emergency services.

## 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 Christchurch Rolleston House 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 as they are activated.
- Egress is available from all floors and areas in the building via the marked emergency exits.
- Guests are required to evacuate themselves from the building upon hearing the alarm. The fire warden will be in the foyer of the hostel and liaise with the fire service upon arrival.

## 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.

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 should NOT be propped open when the alarms are sounding.

Assemble to the right of the entrance to the Rolleston House YHA car park near the corner of Worcester Boulevard, located on Rolleston Avenue.

## Building Safety Equipment

The building is fitted with an automatic sprinkler system, manual fire alarm call points, fire hose reels and extinguishers. These are located on each floor, smoke detectors do not trigger an automatic fire service call out. If you discover smoke or fire hit one of the call point alarms and this will trigger immediate fire service response.

Civil Defence bags are available at reception and staff laundry with general Civil Defence and 1<sup>st</sup> 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 Rolleston House 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.

## **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 to the Civil Defence Sector Post:  
**41 Chester Street W, Christchurch Central, Christchurch 8013**

# 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 and staff laundry.

## YHA Rolleston House 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
<b>All hostel corridors &amp; public areas</b>	Bags etc. left in hallways	Fall	H		Y	Keep walkways clear of objects	Reception Staff	Daily
<b>All areas</b>	Vacuum cables	Trip	H		Y	Staff to minimise the time that leads are left across the hallways	HK Team	Daily
<b>Tiled floors / Lino floors</b>	Slipping on floors when wet/or raining outside	Fall	H		Y	Do best to keep floors dry and have warning signage at when floors are wet.	All Staff	Daily and hourly when it's raining
<b>Carpeted floors</b>	Tripping on worn carpet	Fall	H		Y	Report any work areas or rips immediately via shift reports and have carpet repaired	Manager	Daily
<b>Staircases</b>	Tripping down stairs	Strain / sprain	M		Y	Keeps area clear, and advise guests to take care when using with luggage.	All Staff	Daily
<b>Storage</b>	Lifting heavy objects	Electric shocks	H		Y	Staff not to carry customers luggage	All Staff	Induction
<b>General</b>	Electric shock from PC's and other electrical devices such as toasters	Flea bites	L		Y	Surge protectors, RCD testing	H & S Rep	Annual RCD testing and monthly monitoring
<b>General</b>	Flea bites from handling unwanted clothing and lost property items	Strain	L		Y	Make staff aware of potential hazards associated with bites	All Staff	Induction
<b>Laundry</b>	Iron left on after use	Burns	L		Y	Install timer switch and a stand on the wall to allow the iron to cool down	HK Supervisor	Quarterly
<b>Laundry</b>	Consumption of cleaning products	Poisoning	H		Y	Keep laundry door closed when not occupied. Have relevant MSD's contained with products and appropriate wall chart for action	All Staff	Daily
<b>All rooms</b>	Trapping fingers in the doors	Impact	L		Y	Ensure hinges are well maintained and door closers don't close too quickly	HK Supervisor	Daily
<b>All rooms</b>	Windows opening too wide allowing guests to lean out	Fall	H		Y	All windows fitted with restrictive stays	Manager	Annually

<b>Garden Furniture</b>	Wobbly chairs or broken furniture	Falls	L	Y	Regular checks and maintenance required to ensure these are kept in good order	All Staff	Monthly
<b>Outside pathways &amp; decks</b>	Garden rubbish on pathways, ice, snow, moss	Falls	M	Y	Ensure these are kept clear of rubbish. Check daily during winter to ensure that it is not slippery. Put down grit if necessary or spray with herbicide	HK Team	Daily in winter and ongoing
<b>Kitchen</b>	Sharp knives	Cut	M	Y	Ensure sharp utensils are stored separate from general cutlery	H&S Rep	Daily
<b>Kitchen</b>	Cooking equipment left on and unattended	Burns	M	Y	Regular checks of the kitchen areas	All Staff	Daily
<b>Kitchen</b>	Loose handles on pots and pans	Burns	L	Y	Ensure that all equipment is regularly checked and either repaired or removed from the kitchen	Kitchen cleaner HK Supervisor	weekly Monthly
<b>Guest rooms</b>	Loose railing on bunk beds may become detached,	Falls	H	Y	Report and repair loose rails	HK Supervisor	monthly
<b>Rubbish Area</b>	Cluttered area	Tripping hazard	M	Y	Ensure bins are kept tidy and not overflowing.	HK Supervisor	Monthly
<b>Office/Reception</b>	Packages being left on floor and overflow from storage	Tripping Hazard	M	Y	Ensure all items are kept out of the way, against walls and tidy.	All Staff	Daily
<b>Door Closers</b>	Can cause doors to close aggressively if not adjusted correctly.	Impact Hazard	L	Y	Door closer adjustment added to scheduled tasks to be adjusted.	HK Supervisor	Monthly