

# YHA Te Anau - Groups Safety Information



As of July 2017

<b>Venue Name:</b>	YHA Te Anau	<b>Phone Number:</b>	03 249 7847
<b>Physical Address:</b>	29 Mokonui Street Te Anau	<b>Reception Hours:</b>	8am – 7:30pm
<b>Email:</b>	<a href="mailto:teanau.groups@yha.co.nz">teanau.groups@yha.co.nz</a>		
<b>Contact:</b>	Joel Ali, Group Coordinator and Assistant Manager		
<b>After Hours:</b>	On call manager can be contacted on 0279229342		

## **Closest Hospital:**

Southland Hospital  
Kew Road  
Invercargill  
03 218 1949

## **After Hours Medical Centre:**

Fiordland Medical Practice  
25 Luxmore Drive  
Te Anau  
03 249 7077

## **Assembly point for evacuation:**

Main car park at the front of the building or by the tennis courts at the rear of the building.

## **General Security:**

The main entrance is locked at 7:30pm and re-opens at 8am. Between these times a daily PIN number will give you access to the building. All rooms are accessible only by corresponding room keys.

## **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 Te Anau 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.
- Emergency exit information is located in all rooms and exits are marked with emergency signs and lighting.

## Fire Evacuation Procedures

Raise the alarm immediately by operating the nearest fire alarm. Call the fire service by dialling 111 from inside the building – only if it is safe to do so, otherwise leave by the nearest safe exit route and then call. Keep calm and do not run.

Fire doors are located along the lower corridor, entrance to TV room and at the top of the stairs. These will shut automatically when the alarm sounds, please do not prop them open for an easier exit route. They are designed to slow the spread of a fire and will only do so if allowed to remain closed once the building has been evacuated.

Report to the main car park at the front of the building or by the tennis courts at the rear of the 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.

Civil Defence bags are available at reception and with on call manager containing 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.
- Take cover under a table or brace yourself in a doorway
- Stay undercover until shaking stops and stay away from windows.
- 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:  
**Fiordland College, Howden Street or Event Centre, Luxmore Drive**

# 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.

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 Te Anau Hostel Hazard Register  
– Customer Facing Risks**

Location	Hazard	Risk	Risk Rating	Eliminate	Isolate/ Minimise	Control	By who?	Monitoring Frequency
All areas	Vacuum cables	Slips, trips, falls	L		Y	Staff to minimise the time that leads are left across the hallways	All staff	Daily
All glass doors and windows at bottom of stairwell	Glass doors - Guests could not realise the door is closed and walk into it	Forceful contact with objects	M		Y	Signs on the door to identify that it is closed and window to identify it is glass and not an exit.	Daily	Daily
All hostel corridors & public areas	Bags etc. left in hallways	Slips, trips, falls	L		Y	Keep walkways clear of objects	All staff	Daily
All rooms	Trapping fingers in the doors	Forceful contact with objects	L		Y	Ensure hinges are well maintained and door closers don't close too quickly	All Staff	Daily
All rooms	Windows opening too wide allowing guests to lean out	Slips, trips, falls	H		Y	All windows fitted with restrictive stays	All staff	Annually
Bathroom	Stepping into a shower, possible to slip	Slips, trips, falls	M		Y	Bath mats to be used in all baths	All staff	Yearly and as replacement required.
Bathrooms	Contamination / infectious diseases	Biohazard	L		Y	Wear rubber gloves when cleaning. Frequently disinfect.	All staff	Daily
Carpeted floors	Tripping on worn carpet	Slips, trips, falls	L		Y	Report any work areas or rips immediately via shift reports and have carpet repaired	All staff	Daily
Decking	All uncovered outdoor decking areas extremely slippery and icy in winter months	Slips, trips, falls	M		Y	Utilise appropriate signage and cover area with rock salt in the evenings to help prevent icing up overnight.	All staff	Daily / Evening
Garden Furniture	Wobbly chairs or broken furniture	Slips, trips, falls	L		Y	Regular checks and maintenance required to ensure these are kept in good order	All staff	Monthly
General	Bed bugs	Bug bites and potential to be transferred	L		Y	Training on signs to look out for, preventive training and what to do in the event of a bedbug outbreak.	Manager	Induction

<b>Kitchen</b>	Sharp knives	Cut	M	Y	Ensure sharp utensils are stored separate from general cutlery	All staff	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>	Burns from hot water e.g. zips	Burns	M	Y	Warning signs	All staff	Monthly
<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	All staff	Weekly
<b>Laundry</b>	Consumption of cleaning products	Poisoning	L	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>Laundry</b>	Iron left on after use	Potential fire risk, Burns	L	Y	Install timer switch and a stand on the wall to allow the iron to cool down	All staff	Daily
<b>Outside pathways and decks</b>	Garden rubbish on pathways, ice, snow	Slips, trips, falls	L	Y	Ensure these are kept clear of rubbish. Check daily during winter to ensure that it is not slippery. Put down grit if necessary	All staff	Daily
<b>Private rooms with TVs</b>	TV and DVD player falling from wall brackets	Forceful contact with objects	L	Y	Ensure brackets are secure	All staff	Daily
<b>Reception back door</b>	Low eaves	Forceful contact with objects	L	Y	Display illuminated signage on both sides.	Manager	Monthly to ensure signage is readable and glowing.
<b>Staircases</b>	Tripping down stairs	Slips, trips, falls	L	Y	Keeps area clear	All staff	Daily
<b>Storage</b>	Lifting heavy objects	Strain / Sprain	L	Y	Staff not to carry customers luggage	Manager	Induction
<b>Tiled floors / Lino floors</b>	Slipping on floors when wet/or raining outside	Slips, trips, falls	L	Y	Keep floors dry – particular attention required when wet outside – utilise wet floor/slippy floor signage.	All staff	Daily and hourly when it's raining