

YHA Wanaka - Groups Safety Information



As of June 2020

Venue Name:	YHA Wanaka	Phone Number:	03 443 1880
Physical Address:	94 Brownston Street Wanaka	Reception Hours:	7.30am – 9.30pm
Email:	wanaka.groups@yha.co.nz		
Contact:	Ben Marshall (Hostel Manager); Ben Schepp (Assistant Manager / Groups Coordinator)		
After Hours:	Staff is available 24 hours per day and staff can be contacted via the after-hours number displayed at reception		

Closest Hospital:

Lakes District Hospital
20 Douglas Street
Frankton
Queenstown
03 411 0015

After Hours Medical Centre:

Wanaka Medical Centre
23 Cardrona Valley Rd
03 443 0710

Assembly point for evacuation:

Flag poles at the front main building (picnic area), Brownston Street

General Security:

The main entrance is locked at 10pm and re-opens at 7.30am. Between these times your room key will give you access to the main building.

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 Wanaka Emergency Procedures Advice

As of June 2020

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 through the nearest exit. The continuous sound of alarms will be audible throughout the main building if they are activated.
- Emergency exit information is located in all rooms and exits are marked with emergency signs and lighting.

Fire Evacuation Procedure

- Leave immediately by the **nearest** safe exit route.
- Leave lights on.
- Move quickly and quietly - do not run.
- Do not go to another part of the premises to collect personal belongings.
- Report to designated assembly point, which is located at:

***Flag poles at the front of the main building (picnic area),
Brownston St***

Building Safety Equipment

The main building is fitted with automatic heat and smoke sensors as well as manual fire alarms, fire hose reels and extinguishers. The common kitchen is also equipped with a fire blanket.

Civil Defence bags are available at reception as well as First 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.
- 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.

Flood 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:

Lake Wanaka Centre, 89 Ardmore St, Wanaka

Risk Assessment Management System

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

Wanaka Hostel Risk Register – April 2020										
										Legend HM = Hostel Manager AM = Assistant Manager CS = Cleaning Supervisor
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								
Submission	Location	Hazard	Risk	Risk Rating	Eliminate	Isolate/Minimise	Control	By who?	Monitoring Frequency	Customer Facilitated
	All glass doors	Glass doors - Guests could not realise the door is closed and walk into it	Bump	L	Y		Signs on the door to identify that it is closed, push or pull.	HM	Daily	Y
	All hostel corridors & public areas	Bags, vacuums etc left in hallways	Trip/Fall	L	Y		Keep walkways clear of objects	All Staff	Daily	Y
	All areas	Vacuum cables	Fall	L		Y	Staff to minimise the time that leads are left across the hallways	All Staff	Daily	Y
	Tiled floors / Lino floors	Slipping on floors when wet/or raining outside	Fall	L		Y	Keep floors dry – particular attention required when wet outside	AM & HM	Daily and hourly when it's raining	Y
	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	Y
	Staircases	Tripping down stairs	Fall	L	Y		Keeps area clear and dry	All Staff	Daily	Y
	Storage	Lifting heavy objects	Strain / sprain	L		Y	Staff not to carry guest luggage. To provide easy pull trolleys for guests to tow luggage to outside rooms.	HM	Induction	Y
	General	Electric shock from PC's and other electrical devices such as toasters	Electric shocks	L		Y	Surge protectors, RCD testing	HM	Quarterly RCD testing and monthly monitoring	Y
	General	Tripping hazard in TV room if lights are turned off	Fall	L	Y		Ensure lamp is turned on if main lights are off.	HM	Daily	Y
	Laundry	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	CS	Daily	Y
	Laundry	Iron	Potential fire risk, Burns	L		Y	Iron is on a 10-minute timer. Ensure Iron is left in upright position.	HM	Daily	Y
	All rooms	Trapping fingers in the doors	Bang	L		Y	Ensure hinges are well maintained and door closers don't close too quickly	HM	Daily	Y

	All rooms	Windows opening too wide allowing guests to lean out	Fall	M		Y	All windows to be fitted with restrictive stays July 2017	HM	Annually	Y
	Garden Furniture	Wobbly chairs or broken furniture	Falls	L		Y	Regular checks and maintenance required to ensure these are kept in good order	HM	Monthly	Y
	Outside pathways and Decks	Garden Rubbish on pathways	Falls	L		Y	Ensure these are kept clear of rubbish	HM and AM, All staff	Daily	Y
	Outside pathways and Decks	Ice, snow	Falls	M		Y	Check daily during winter to ensure that this is not slippery. Put down grit if necessary	HM and AM, All staff	Daily	Y
	Fire	Guests tending to fire, leaving door open	Burns	L		Y	Ensure warning signs are visible to all guests, advising them to ask staff to attend to fire and to NOT place any clothing items near or on the fire. Staff to advise guests with children to be aware and always watchful of their children around the fireplace.	HM	Daily	Y
	Kitchen	Sharp knives	Cut	L		Y	Ensure sharp utensils are stored separate from general cutlery	HM & AM	Daily	Y
	Kitchen	Cooking equipment left on and unattended	Burns	L		Y	Regular checks of the kitchen areas	HM & AM	Daily	Y
	Kitchen	Burns from hot water e.g. zips	Burns	L		Y	Warning signs	HM	Monthly	Y
	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	All staff	Daily	Y
	Kitchen	Wasps in rubbish bins and general around the kitchen area, mainly in summer	Stings	L		Y	Keep back door closed to avoid any wasps from entering kitchen. Check inside rubbish bins first for signs of wasps before handling	All staff	Daily	Y

	Bathrooms	Contamination / infectious diseases	Infections	L		Y	Wear rubber gloves when cleaning. Frequently disinfect.	All Staff	Daily	Y
	Private rooms with TVs	TV & DVD player falling from wall brackets	Bump	L		Y	Ensure brackets are secure	HM	Daily	Y
	Reception	Danger of Robbery	Physical or emotional harm	L		Y	Staff trained also in CMP. All cash to be counted out of sight with blinds down and doors locked at night	HM	Induction & yearly CMP	Y
	Fire	Burns when lighting fire	Burns	L		Y	Ensure all staff are trained in how to operate a fire safely during the winter season – including where to dispose of ashes	HM	Induction	Y
	External concrete floors	Slippery when wet, ice, or frost	Slips	M		Y	Application of rock salt and signs advising guests and staff.	HM	Daily in winter	Y
	BBQ	Burns from hot surface	Burns	L		Y	Caution sign	All Staff	Daylight savings start & finish	Y
	Exits	Tripping on door frames/steps	Slips trips	L		Y	Hazard strips have been placed on the edges of steps where appropriate	HM	Daylight savings start & finish	Y
	Dining area steps	Tripping on door frames/steps	Slips trips	L		Y	Hazard strips have been placed on the edges of steps where appropriate	HM	Daylight savings start & finish	Y
	Driveway	Accident	Collision	L		Y	Ensure guest park appropriately allowing passing room at car park entry ways.	All staff	Daily	Y
	Bunk beds	Mattress falling through slats	Fall	L		Y	Ensure slats are stapled to strap to hold in place	All staff	Daily	Y
	Pool Table	Children climbing onto pool table	Fall	L		Y	Staff to advise guests with young children not to climb onto or play near the pool table.	All staff	Daily	Y

	Staff Laundry Entrance	Slippery when wet, ice, or frost	Fall	M		Y	Placed a mat in the area to provide grip	All Staff	Daily	Y
	Guest Laundry	clothes falling behind dryers	fire	M		y	Regular checks for clothes behind dryer. Some shelving in the future to stop items falling behind dryer	All Staff	Daily	y
	Cleaning cupboard door	being left open and unlocked too often	injury	M	N	Y	Have called Beggs security to install a self closer and self locking mechanism to solve the issue. In the meantime have advised staff to keep door closed and locked at all times.	All Staff	Daily	Y
	Outside Laundry/office	Water accumulating after heavy rain	Fall/slip	M		Y	Signage when necessary	All staff	Daily	Y
	All areas of the hostel	Return to work under COVID19 regulatios	Infection	H		Y	COVID19 Hostel Control Measures (refer document)	All Staff	Daily	Y