

# YHA Auckland City

## Groups Safety Information



As of February 2019

<b>Venue Name:</b>	YHA Auckland City	<b>Phone Number:</b>	09 309 2802
<b>Physical Address:</b>	18 Liverpool Street Auckland	<b>Reception Hours:</b>	24hrs
<b>Email:</b>	<a href="mailto:auckland.groups@yha.co.nz">auckland.groups@yha.co.nz</a>		
<b>Contact:</b>	Paula Slack, Assistant Manager/ Groups Manager		
<b>After Hours:</b>	The property is staffed 24hours a day.		

### Closest Hospital:

Auckland City Hospital  
2 park road  
Grafton  
Auckland  
093670000

### After Hours Medical Centre:

Ascot Hospital  
Remuera  
095209555

### Assembly point for evacuation:

Cordis hotel car park ( turn left out of front door and cross road)

### General Security:

The main entrance is locked at 11.15pm and re-opens at 6.45am. Between these times your room key will give you access to the building. All rooms are accessible only by secure key cards and doors lock automatically when closed.

## 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 Auckland City Emergency Procedures Advice

As of February 2019

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 a 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 at the Cordis hotel car park ( turn left out of front door and cross road)**

## 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 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 Auckland 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:  
**Eden Park, Reimers Ave, Mt Eden**

# Risk Assessment Management System

The following Risk Assessment and Management information is provided to help groups planning trips involving YHA Auckland. 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 Auckland City Hostel Hazard Register – Customer Facing Risks

### Risk Analysis Rating

<b>High Risk</b>	<b>H</b>	Remains a significant consequence for YHA with a high likelihood of causing significant harm
<b>Medium Risk</b>	<b>M</b>	Remains a moderate consequence for YHA with a medium likelihood of causing significant harm
<b>Low Risk</b>	<b>L</b>	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 areas</b>	Vacuum cables	Fall	L		Y	Staff to minimise the time that leads are left across the hallways	Staff on duty	Daily
<b>All glass doors</b>	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	Staff on duty	Daily
<b>All hostel corridors &amp; public areas</b>	Bags etc left in hallways	Fall	L	Y		Keep walkways clear of objects	Staff on duty	Daily
<b>All rooms</b>	Trapping fingers in the doors	Bang	M		Y	Ensure hinges are well maintained and door closers don't close too quickly	Staff on duty	Daily
<b>All rooms</b>	Windows opening too wide allowing guests to lean out	Fall	L		Y	All windows fitted with restrictive stays	Mgr /Ops Manager	Annually
<b>All Rooms</b>	Blades / needles	Cuts / infections	M		Y	Remove blades needles immediately	Staff on duty	Daily
<b>General</b>	Tripping hazard in TV room if lights are turned off	Fall	L	Y		Lights should not be turned off	Staff on duty	Daily
<b>Carpeted floors</b>	Tripping on worn carpet	Fall	L		Y	Report any worn areas or rips immediately via shift reports and have carpet repaired	Staff on duty	Daily
<b>Bathrooms</b>	Contamination / infectious diseases	Infections	M		Y	Wear rubber gloves when cleaning. Frequently disinfect	Staff on duty	Daily

<b>Driveway</b>	Slippery when wet	Fall	M		Y	Night staff to put bins back at 7am, signage to be erected at the entrance of the driveway from kitchen, all staff to be notified to take extra care when out on driveway. Regular scrub down of driveway added to scheduled tasks	Staff on duty. Mgr /Ops Manager	Daily
<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	Maint Person	Monthly
<b>Kitchen</b>	Sharp knives	Cut	M	Y		Ensure sharp utensils are stored separate from general cutlery and sharpened regularly	Staff on duty	Daily
<b>Kitchen</b>	Cooking equipment left on and unattended	Burns	Y		Y	Regular checks of the kitchen areas	Staff on duty	Daily
<b>Kitchen</b>	Stoves and hobs may still be hot when staff come to clean them	Burns	Y		Y	Test with back of hand prior to cleaning. Turn off electricity and put tape over the switch to prevent it being turned on. Turn off the gas for the hobs	HK Staff	Daily
<b>Kitchen</b>	Handling recycling – cans / glass bottles etc	Cuts	M		Y	Wear leather gloves while handling recycling	HK Staff	Induction
<b>Kitchen</b>	Burns from hot water e.g. zips	Burns	L		Y	Warning signs	Staff on duty	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	Maint Person. Ops Manager	Weekly
<b>Laundry</b>	Iron left on after use	Potential fire risk /Burns	L			Install timer switch and a stand on the wall to allow the iron to cool down	Staff on duty	Daily
<b>Lifts</b>	Guest tripping if lift does not open flush with the floor level	Fall	L		Y	Ensure regular maintenance	Staff on duty	Annual & as required
<b>Staircases</b>	Tripping down stairs	Fall	L	Y		Keeps area clear and dry	Staff on duty	Daily

<b>Tiled floors / Lino floors</b>	Slipping on floors when wet/or raining outside	Fall	L		Y	Keep floors dry – particular attention required when wet outside	HK Staff / Staff on duty	Daily and hourly when it's raining
<b>Lv 3 outdoor area</b>	Outdoor flooring lifting when guests move outside tables	Fall	L		Y	Keep an eye on it and flatten it out. When we have enough staff on	Staff on duty	Daily
<b>Kitchen</b>	Burns from removing oven trays	Burn	L		Y	Supply oven gloves in guest kitchens	Staff on duty	Daily