

YHA Bay of Islands Paihia- Groups Safety Information



As of February 2019

Venue Name: YHA Bay of Islands
Paihia

Phone Number: 09 402 7487
Reception Hours: 7am – 9.00pm

Physical Address: 11 MacMurray Road
Paihia

Email: yha.boi@yha.co.nz

Contact: Andy Larsen (Owner), Phone/ text 021560306

After Hours: Andy lives on site and will be available to address any after-hours concerns

Closest Hospital:
Bay of Islands Hospital
Hospital Rd
Kawakawa
09-404 0280

After Hours Medical Centre:
Paihia Medical Centre
22 Selwyn Rd,
Paihia
09-402 8407

Assembly point for evacuation:
Car park in front of the hostel

General Security:
The office is locked at 9 p.m. and the Kitchen and lounge at 11 p.m. Security patrols are conducted and Andy is on site after hours and can be contacted directly on 021 560306

YHA BOI Paihia 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 we recommend one adult leader of each sex if it is a mixed party in a ratio of 1:10, and are happy to work with school policies
- YHA BOI Paihia accepts teaching assistants, parents or guardians as sub-leaders, where there is a qualified leader assigned to each gender
- YHA BOI Paihia 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 Bay of Islands Paihia 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 is they are activated.
- Egress is available from all floors and areas in the building via the marked emergency exits.

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.

Assemble outside on the hostel car park.

Building Safety Equipment

The building is fitted with an automatic sprinkler system, manual fire alarms, fire hose reels and extinguishers.

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 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 moving 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

- Paihia is equipped with Tsunami sirens for everyone's safety. Hostel staff will advise on a decision to evacuate the building in conjunction with Civil Defence
- If a decision is made to evacuate, guests are required to move to the Civil Defence Sector Post:

Top of Seaview Road a 3 minute walk from the hostel

Risk Assessment Management System

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

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 BOI Paihia Hostel Hazard Register – Customer Facing Risks

Location	Hazard	Potential	Significant	Action	Controls	By Who	Monitoring
All Glass Doors	Guests may not realise the doors are closed and walk into them	Bump	Y	Isolate	Place signs on doors to indicate closure	Staff	Daily
Corridors and outdoor areas	Bags etc left in the way	Fall	Y	Isolate	Keep all walkways clear	Staff	Daily
All Areas	Vacuum Leads	Fall	Y	Minimise	Minimise time cords are in hazardous places	H/K staff	Daily
Lino Floors	Slipping on floors when wet	Fall	Y	Minimise	Dry floor and use wet floor signs if needed	Staff	Daily
Carpeted Floors	Tripping on worn carpet	Fall	Y	Minimise	Report rips and repair as needed	Staff	Daily
Stairs	Falling on Stairs	Fall	Y	Isolate	Keep areas clear and dry	Staff	Daily
General	Electric shock from appliances	Shocks	Y	Minimise	Surge protectors/ RCD testing	Manager	Monthly
General	Tripping hazard if lights are off in the kitchen and lounge	Fall	Y	Isolate	Lights should be on	Staff	Daily
Kitchen	Loose handles on Pots and pans	Burns	Y	Minimise	Check equipment and remove or repair	Staff	Weekly
Ash Trays	Ash trays can get hot and catch alight if not stubbed out	Burns	Y	Minimise	monitor and take action	Staff	Daily
Floor Mats	Tripping hazard	Fall	Y	isolate	Ensure mats are flat and in the correct place	Staff	Daily
Kitchen	Burns from removing oven trays and dishes	Burn	Y	Minimise	Supply oven mitts	Manager	Daily
Garden Furniture	Wobbly or broken chairs	Falls	Y	Minimise	Check and maintain all outdoor furniture	Staff	Weekly
Outside pathways	Rubbish	Falls	Y	Minimise	Ensure all pathways are clear of rubbish etc	Staff	Daily
Laundry	Consumption of cleaning products	Poisoning	Y	Minimise	Keep laundry door closed. Have relevant information available	H/K Staff	Daily

Last Updated: February 2019

Laundry	Iron Left on after use	Fire Risk	Y	Minimise	Have a timer on iron and cool in a safe place	Staff	Daily
Laundry	Storage of chemicals such as turps and meths	Poisoning	Y	Minimise	Keep away from public consumption	Staff	Daily
All Rooms	Trapping fingers in doors	Bang	N	Minimise	Ensure sliding doors are properly maintained	staff	Monthly
Kitchen	Sharp Knives	Cut	y	Eliminate	Ensure sharp knives are kept separate from all other utensils	Staff	Daily
Kitchen	Cooking equipment left on and unattended	Burns	Y	Minimise	Regular checks of kitchen	Staff	Daily
Kitchen	Hobs and stoves may still be hot when staff clean them	Burns	Y	Minimise	Test with back of hand prior to cleaning	Staff	Daily
All Rooms	Heaters left on and unattended	Burn /	Y	Minimise	Check all heaters daily during winter	Staff	Daily