

# Risk Management Plan for Quarantine Island, Otago Harbour

Name of Instructor: .....

Date of Activity: ...../...../.....

**Activity/Situation:** This is a general RAMS form for simply being/working on the Island.

<p><b>Risks</b> Accidents/injuries and other forms of loss (that you don't want to happen on your activity)</p> <p>1) Falling down cliffs                  2) Being cut by glass, shells etc                  3) Falling from the tree hut/playground. Being hit by the swing.                  4) Fire in the buildings or surrounds                  5) Drowning, due to falling off jetty/boat or swimming</p> <p>6) Injury through use of farming equipment, e.g shears                  7) Hypo/Hyperthermia. Sunburn. Sun stroke                  8) Damage to property/animals/wildlife</p>		
	<p><b>Contributing factors</b></p> <p><b>Identifying the factors</b> that often cause the above accidents/ injuries.</p>	<p><b>Risk Management Strategies (Normal operation)</b></p> <p>Identify ways to manage each causal factor to reduce chances of leading to a loss</p>
<p><b>People</b></p>	<p><i>List ways that instructors, clients or other people can cause the above accidents/injuries.</i></p> <ol style="list-style-type: none"> <li><i>1. Ignoring 'out of bounds' areas. Being careless on steep ground. Going too close to the edge.</i></li> <li><i>2. Running around in bare feet. Having bare feet in the water.</i></li> <li><i>3. Too many people on the playground. Pushing each other on the playground. Losing their footing while up there. Standing in swing line. Swinging into people.</i></li> <li><i>4. People lighting fires. Careless use of the Bbq, oven, stoves. Smoking. Use of equipment that can spark in dry areas.</i></li> <li><i>5. People swimming alone. Children swimming unsupervised or in large group or above their ability. People swimming in the currents. People are standing in the boat (Te Whai) or leaning over the side. People are running, pushing on the jetty.</i></li> <li><i>6. Being careless with sharp shears, saws, grubbers etc.</i></li> </ol>	<p><i>List what you will do before and during the activity about each of these <u>people causal factors</u>.</i></p> <ol style="list-style-type: none"> <li><i>1. People are fully aware of 'out of bounds' areas. Know to take care on steep ground and stay back from cliff edges.</i></li> <li><i>2. People are made aware of the need to wear shoes on the Island and in the water.</i></li> <li><i>3. People are briefed on the dangers of the playground – height, awareness of the swing and safe use of it.</i></li> <li><i>4. Smoking is only permitted on the beach/jetty and butts must be extinguished and put in a rubbish bin. Oven, stoves, Bbq is watched at all times. Care is taken with equipment that can spark in the dry grass.</i></li> <li><i>5. People should always swim with another person and within their ability. Children must always be supervised while swimming and in small numbers. Take is taken on the jetty, esp when wet. People walk and do not push. People sit down in the boat and always wear a lifejacket.</i></li> <li><i>6. People are taught how to carry and use equipment. Children are closely supervised.</i></li> </ol>

	<p>7. People out in the sun for long periods without hats, suncream, water. People out in the wet/cold/wind without suitable clothing and food.</p> <p>8. Chooks are chased, things thrown at them, stood on. Birds are disturbed in their natural environment. Sheep are chased/scared into unsafe areas. Toilets are not operated correctly, things thrown down them. Buildings are treated roughly and damaged. Fences/gates damaged from people climbing over them. Fences/doors left open and animals and wildlife get out/in.</p>	<p>7. People are advised to wear hats, suncream and take water with them around the island. Thermal clothing and wind/rain jackets are advised in cool weather.</p> <p>8. People are briefed to stay away from the chickens, not feed them and close doors. All gates/doors closed after use – gates only if found closed. People briefed to climb fences at stiles or open gates. Wildlife is given space and not disturbed. Toilets are used correctly. Equipment is treated with care. Everyone follows the rules and behaves sensibly!</p>
<p><b>Equipment</b></p>	<p>List ways that <u>equipment and vehicles</u> can cause the above accidents/injuries.</p> <p>3. Playground will be more hazardous in wet/winding conditions</p> <p>4. Fire maybe caused by faulty electrics – house, oven, toaster stoves. Or by gas BBQ being used incorrectly. Petrol igniting in boat shed/boat, equipment shed. Candles knock over and cause fire. Ashes are emptied when still hot. Fires in Lodge and Cottage are used incorrectly.</p> <p>5. Jetty is covered in poo and wet causing it to be slippery. Lifejackets aren't worn on the boat.</p> <p>6. Equipment is malfunctioning and/or blunt and causes injury when used.</p> <p>7. Suitable clothing is not available</p> <p>8. Things are broken or rundown</p>	<p>List what you will do before and during the activity about each of these <u>equipment causal factors</u>.</p> <p>3. People are aware of slippery wood when it's wet.</p> <p>4. Faulty electrics are identified and fixed. Equipment is turned off at the wall when not in use. BBQ is used by an adult familiar with the use of gas. There is no smoking or any kind of flame used near the boat shed, boat or equipment shed. Candles are not to be used in any building besides the Chapel. Fire in Lodge and Cottage is used correctly and ashes are emptied when cold. Fire alarms are checked regularly.</p> <p>5. The Jetty is scrubbed clean regularly. It is painted with non slip paint when needed. Lifejackets are worn on the boat at all times and fit correctly.</p> <p>6. Blunt and malfunctioning equipment is identified and put aside to be fixed.</p> <p>7. The resident keeper has extra clothing and suncream to loan to unprepared groups. The resident advises group leaders on clothing needed and shares any concerns about what the group is wearing.</p> <p>8. Note is taken of what needs fixing and the community does their best to keep things well maintained. The Lodge is well cleaned regularly to keep dust at bay for people who suffer from asthma.</p>

<b>Environment</b>	<p>List ways that the <u>environment</u> (terrain/weather) can cause the above accidents/injuries.</p> <ol style="list-style-type: none"> <li>1. Wind and rain make steep ground slippery and dangerous and also cause cliffs to crumble.</li> <li>2. Glass, pottery, sharp metal etc is left on the ground causing injury.</li> <li>4. Long dry grass surrounding Lodge and Cottage ignites easily with a trigger.</li> <li>5. Jetty is slippery when wet.</li> <li>7. Conditions are not considered in relation to clothing available. Weather forecast is not known. People are unaware of the conditions and back up plans are not made.</li> </ol>	<p>List what you will do before and during the activity about each of these <u>environment causal factors</u>.</p> <ol style="list-style-type: none"> <li>1. Even more care is taken on steep ground when wet or people do not go there. Cliffs are avoided at all times.</li> <li>2. Glass and other sharp things are picked up when seen. Shoes are worn and out of bounds areas are avoided. These areas include behind the Lodge, Cottage and down the SE bank between the Lodge and Cottage.</li> <li>4. Long grass is weed eaten around the buildings. All sparks/triggers are avoided.</li> <li>5. Jetty is cleaned of poo and painted with non slip paint when required.</li> <li>7. Conditions are evaluated and required clothing is used or outing is cancelled. Latest weather report is known, conditions are watched and considered. Plans are changed according to the conditions.</li> </ol>
<p><b>Emergency procedures.</b> Write down what you plan to do to deal with an accident/crisis (for when your risk management has failed and the risks have turned to reality).</p> <ol style="list-style-type: none"> <li>1. Emergency services are called. Patient is not moved if spinal injury is likely.</li> <li>2. First aid is given. Wounds are cleaned thoroughly and covered. Medical advice is sought if needed.</li> <li>3. First aid is given. Medical advice is sought if needed.</li> <li>4. Emergency services are called. People are evacuated to the Jetty. Hose and sand is used if the fire is still small.</li> <li>5. Emergency services and lifeguard called</li> <li>6. First aid is given. Medical advice is sought if needed.</li> <li>7. First aid is given. Medical advice is sought if needed.</li> <li>8. First aid is given to animals. People causing harm are removed from the island. Equipment/buildings are repaired.</li> </ol>		
<p><b>Other Plans / Information / Comments</b></p>	<p><b>Dial 111 for all of these Police, Ambulance, Coast Guard</b></p> <p><b>There is a defibrillator at the Aquarium and also held by the Portobello Fire Brigade. The Resident Keeper is qualified in First Aid. A VHF is carried on Te Whai also flares and a cell phone.</b></p>	

	<p><b>Mobile: Meghan the QIKT Keeper 022 095 8659</b></p> <p>Landline phone number: 03 478 0874 quarantineisland@gmail.com</p> <p>Backup numbers: Portobello Police: 478 0209</p> <p>Aquarium: 479 5826</p> <p>Coastguard rescue: Ph 027 248 9789</p> <p>Email <a href="mailto:CoastguardDunedin@xtra.co.nz">CoastguardDunedin@xtra.co.nz</a></p> <p>VHF Channel 62, 64, 16, 14</p>
<p><b>Skills required by staff</b></p>	<p><b>Any activity undertaken must have an experienced or qualified leader. It is suggested that at least one member of a visiting party is First Aid trained.</b></p>
<p><b>Final decision on implementing activity</b></p>	<p><b>ACCEPT</b> <span style="float: right;"><b>REJECT</b></span></p>
<p><b>Comments</b></p> <p><b>Island First Aid Kit is kept in the Resident Keepers Cottage, along with the Incident book. The Resident Keeper is responsible for reporting any incidents.</b></p> <p><b>QIKT RAMS form,</b>  <b>First Version of this form 2016</b>  <b>22/10/2020 Update by CMB</b></p>	