



Living Springs Kids Camp

SAFETY MANAGEMENT SYSTEM

Version 1.8

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OVERVIEW

This Safety Management System (SMS) details our management of health and safety at Living Springs Kids Camp. This SMS is designed to be read in conjunction with the Living Springs Adventure Activities Department SMS which relates to all activities covered by the Outdoor Education team and specifically covers:

- Health and Safety Policy
- Hazard Management
- AMP's for all activities
- Emergency Evacuation Procedures
- First Aid
- Incident Reporting and recording
- Field Communications
- Staff/Supervision ratios for all activities
- Equipment and clothing
- Safety checks

The Living Springs Kids Camp SMS approach encourages continual review of our activities, understands the children as participant's needs and sets parameters that ensure safety.

Through this, the SMS is fully endorsed and authorised by senior management, specifically

..... Camp Director, Living Springs

..... Camp Administrator, Living Springs

Version	Date	Author	Reviewed by	2 nd Review by (External to the organisation)
1.0	May 2013	Emma Ward, Fundraising Manager	K.C. Director Jon Ward, Op. Manager	
1.1	Feb 2014	Wendy Duggan	Camp Administrator	
1.2	Mar 2014	Wendy Duggan	Camp Administrator	
1.3	Mar 2016	Wendy Duggan	Camo Administrator	
1.4	Feb 2017	Wendy Duggan	Camp Administrator	
1.5	Apr 2017	Wendy Duggan	Camp Administrator	
1.6	Mar 2019	Wendy Duggan/Alex Lattimore	Camp Administrator Camp Director	
1.7	Jan 2020	Wendy Duggan	Camp Administrator	
1.8	Apr 2021	Alex Lattimore	Camp Administrator	
	Apr 2023	Alex Lattimore	Camp Administrator	

1.0 ORGANISATION

1.1 Details of Organisation

1.1a Details: Living Springs Kids Camp, located at Living Springs Camp and Conference Centre

1.1b Living Springs Management:

Living Springs Board: Greg Williamson (Chairperson), Catherine Blockley, Denis Aldridge

Senior Leadership: Denis Aldridge

Camp Administrator: Alex Lattimore

Camp Director: Bex Joseph

1.1c Contact Details:

Living Springs

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1.1d After Hours Contact Details for Living Springs

Senior Management: 0212800093 (Denis Aldridge)

Camp Administrator: 0226762916 (Alex Lattimore)

Camp Director: 0278344938 (Bex Joseph)

1.1e Living Springs Mission

To create high quality environments where people have experiences that enrich them as human beings, enable them to grow stronger together and inspire them to live life to the full.

1.2 Description / Scope of Organisation

1.2a Living Springs provides a range of educational and adventure activities within its own grounds and other local venues in New Zealand to groups and individuals from all aspects of the public. Most activities are undertaken within Living Springs property or within the confines of the Lyttelton Harbour area and incorporate some form of accommodation on the Living Springs site. Living Springs provides a range of accommodation and venues for groups to host a variety of different camps and gatherings each with its own intended goals and outcomes. All activity operations are planned and organised from the base at main camp on the details above. The current organisation structure can be found in Appendix 1.

1.2b Living Springs Kids Camp provides a full five-day residential camp for one week during each school holidays, effectively four camps per year. The programme is activity based with several recreational and indoor activities based around a theme. The current organisation structure of Kids Camp management can also be found in Appendix 2 of this SMS.

1.3 Goal of the Kids Camp Safety Management System

1.3a Living Springs Kids Camp will adhere to the system laid out within this document, and to the relevant sections of the Living Springs Adventure Activities Department SMS to ensure the safety of both its staff, volunteers and the children attending Camp.

1.3b This document, and the Living Springs Adventure Activities Department SMS, will be available to all relevant staff and volunteers to ensure clarity of safety policies within the Living Springs Kids Camp staff and to help develop a "safety culture" to further develop the safety management system at times of review.

1.4 Health and Safety Policy Statements

- 1.4a** Living Springs Kids Camp will comply with the provisions of the Health and Safety at Work Act 2015 and any other relevant legislative and regulatory requirements.
- 1.4b** Living Springs Kids Camp is committed to attaining an excellent standard of health and safety for its employees, volunteers, visitors, and participants. Living Springs Kids Camp health and safety objectives are set by the Kids Camp Director and its primary aim is to achieve a zero serious harm incident rate each Camp.
- 1.4c** Living Springs Kids Camp is committed to improving health and safety performance standards, through the ongoing monitoring of progress towards the health and safety objectives.
- 1.4d** the complete Living Springs Health and Safety policy can be found in Section 1.4 of the Living Springs Adventure Activities Department SMS and Appendix 3 of this document.

1.5 Maintaining, Reviewing and Updating the SMS

- 1.5a** **The key person responsible for maintaining, reviewing and updating the SMS is:**
the Camp Administrator, in conjunction with the Kids Camp Director.
Input from other Living Springs Senior Management particularly through the Safety Management Team (SMT) is sought where necessary as well as any information from relevant industry technical advisors and governing bodies.
- 1.5b** An internal operational document review is conducted annually in conjunction with the Living Springs Adventure Activities Department review of the SMS and includes revising, filing, archiving and discarding.
 - 1.5 b (i) Revisions** are indicated by the version number and/or footer.
 - 1.5 b (ii)** Archived material is stored within the Camp Administrators office and is discarded following three years of its initial archive.
- 1.5c** An annual documented review is conducted to ensure legal and other requirements are met, and current industry best practise is being conformed to. This is also covered on an ongoing basis through the SMT meetings and at other appropriate occasions.
 - 1.5 c (i)** Note is made of any new, or amended, legislation or other requirements to be acted upon and any changes made where necessary in each new SMS version.
 - 1.5 c (ii)** The Kids Camp SMS will be signed off following the annual review by the Camp Administrator and Kids Camp Director.
- 1.5d** Specific safety management procedures (emergency procedures) are reviewed in the event of any significant incident. Emergency procedures can be found in Section 3 of the Living Springs Adventure Activities Department SMS and in Appendix 4 of this SMS.
 - 1.5 d (i)** Revisions and updates are communicated to all staff and volunteers before the activity resumes or following any major changes.

2.0 HAZARDS, RISKS AND PROCEDURES

2.1 Hazard Management

- 2.1a** A hazard is considered as anything that can cause harm or injury to any person, building, equipment, vehicle, or the surrounding natural environment that hasn't been anticipated or managed previously and deemed severe enough to warrant further inspection or action.
- 2.1b** Living Springs Kids Camp staff and volunteers will report anything they deem hazardous to the Kids Camp Director, Living Springs Camp Administrator or Programmes Administrator and action will be taken from there if it is necessary.
- 2.1c** In the event of the Kids Camp Director, Living Springs Camp Administrator or Programmes Administrator not being available immediately staff members or volunteers will cease any activity they consider seriously hazardous and/or cease an activity in an area they deem seriously hazardous or containing any major hazards and return to main camp/safe area and contact the most senior staff member available.
- 2.1c (i)** Records of hazard control measures are included in the risk assessments and any further hazards identified outside these risk assessments will be added into the risk assessments and dealt with as described within these documents immediately.
- 2.1c (ii)** Any hazard that needs serious action or alters any operations must be reported to the Kids Camp Director immediately, if this isn't possible for some reason then notify the Living Springs Camp Administrator or Programmes Administrator in writing and follow up to ensure they know to ensure risk assessments are altered to remain current to operations.
- 2.1c (iii)** Staff and volunteers will be notified daily by either the Kids Camp Director or Programmes Administrator in daily meetings on any operational changes (changes to activities or programmes) involving hazard management/risk assessments.
- 2.1d** All staff members and volunteers are involved in hazard identification, reporting, control and communication. In the operations office there is a health and safety area where staff members can find incident report forms and the near miss book.
- 2.1e** Any staff member or volunteer feeling that they are exposed to hazards they aren't willing or consent to should report this immediately to the Kids Camp Director or Living Springs' senior management and the issue will be dealt with immediately within the process of the staffing policies.
- 2.1f** Staff and volunteers should not be exposed to any prolonged hazards. During the programme it is possible that staff or volunteers may be out in the sun for a time and sun cream is encouraged to be worn and provided by Living Springs. Drinking water is always available close to all operations and if off-site provisions will be made to ensure staff and volunteers have adequate drinking water.

2.2 Risk Assessment

- 2.2a** Action Management Plans exist for all On Site Activities run at Living Springs and at the Farm Park. These can be found in Appendix 9 of the Living Springs Adventure Activities Department SMS or on the Living Springs web site (www.livingsprings.co.nz) or in Appendix 5 of this document.

- 2.2b** Action Management Plans will be created for new activity at camp. A template for AMP form can be found in Appendix 6.
- 2.2c** Action Management Plans are annually reviewed and updated by the Programmes department. If hazards or situations arise within this time the specific risk assessment will be reviewed and altered to reflect any new changes made to sessions and/or equipment.
- 2.2d** Action Management Plans are to be always adhered to unless in extreme circumstances such as natural disasters where the Kids Camp Director might deem a safer course of action applicable to those in the risk assessment forms.
- 2.2e** All Action Management Plans are available to be viewed by parents/caregivers in the appendix of the Living Springs Adventure Activities Department SMS or the Kids Camp SMS, or on the Living Springs web site (www.livingsprings.co.nz).
- 2.2f** Any activity run with one of our activity partners will be run under their Action Management Plan with the partnership company taking the lead role in instructing and hazard management for the session. Copies of these Action Management Plans can be found with the Living Action Management Plans in the places stated above.

2.3 Risk Disclosure

- 2.3a** Risk disclosure is an integral programme component.
- 2.3a (i)** Participation in Kids Camp and therefore all outdoor activities demonstrate some understanding of the risks involved on the part of the parent/caregiver and this is clarified in the declaration read and signed on check-in. Any specific risks will be verbally communicated on check-in, and to participants, and on occasion backed up by physical signage or actions by the instructional staff working with each group.
- 2.3a (ii)** All participants of the Kids Camp will receive a degree of safety briefing to ensure conformity to risk assessments.

2.4 Activity Standard Operating Procedures

- 2.4a** Activity Standard Operating Procedures (SOP's) exist for all activities carried out under the Living Springs Adventure Activities Department and are found in the AMP for each activity.
- 2.4 a (i)** The Activity Management Plans can be found in the Programme office and are available for reference at any time for the instructional staff and/or any staff members or volunteers with a group.
- 2.4b** Activity SOP's outline the required level of risk disclosure, supervision, and where necessary, the appropriate style of leadership.
- 2.4b (i)** The AMP will contain both set numbers and/or general guidelines on ratios for each activity depending on its risk level.
- 2.4b (ii)** Instructional staff in the Programmes Department are given a copy of the AMP at the start of their employment and asked to sign to acknowledge having received and read the AMP soon afterwards.
- 2.4b (iii)** Instructional staff in the Programmes Department give all Living Springs Kids Camp volunteers and leaders, training in the relevant AMPs for activities during the leaders "Springboard" training weekend.

2.4c Activity Management Plans will be reviewed annually by the Programmes Team. Any changes to the Activity Management Plans within this time will be clearly communicated to all instructional staff in the morning meetings with the opportunity of receiving a new updated hard copy of the Activity Management Plans available.

2.4d Areas out of Bounds

- Kitchen (particularly whilst in operation)
- All outdoor areas out of sight of the main building

2.5 Safety Involvement and Communication

2.5a At Living Springs the staff and volunteers are part of an open and growing safety culture where each staff member takes responsibility for their own and our participants (children's) safety and has ample opportunity to communicate any changes they think are necessary in the way Living Springs Kids Camp safety procedures operate. Staff and volunteers are encouraged to openly share and discuss issues and experiences to make an "open culture" with regards to safety and operations at the daily leaders' meetings or other relevant times throughout the day.

2.5a (i) Meetings are held every day for Kids Camp leaders and anyone can use these meetings to inform the Camp Director of any safety issues, equipment maintenance or general concerns they may have about operations.

2.5a (ii) Any action points that arise during the meetings are noted by the Camp Director. These will be acted upon and checked to ensure any issues arisen have been solved. These can relate to operational procedures or health and safety points.

2.5b The Living Springs Safety Management Team (SMT) meet four times a year to ensure all that can be done so that staff and client safety is maintained. A full description of the role of the SMT is available to all staff in the health and safety area in the main office.

2.6 Drug, Alcohol and Substance Impairment

2.6a Living Springs operates with a drug, alcohol, and substance impairment policy in place, available to view in Appendix 7 of this SMS. All Living Springs staff and volunteers must adhere to this policy.

2.6b If any Living Springs staff member or volunteer is found to be in breach of the Living Springs drug, alcohol and substance impairment policy disciplinary action will be taken.

3.0 EMERGENCIES

3.1 Emergency Procedures

- 3.1a** Emergency Procedures whilst at the main building can be found in Appendix 4 of this SMS.
- 3.1b** Emergency procedures for all activity areas within Living Springs land can be found in Section 3 of the Living Springs Adventure Activities Department SMS. Each Activity has its own emergency management plan.
- 3.1d** Emergency Evacuation drills are carried out during each camp. Details of these are recorded in Appendix 8 of the Kids Camp Policy and Procedures Manual.

3.2 Emergency Equipment

- 3.2a** Emergency equipment is listed in section 3.2 of the Living Springs Adventure Activities Department SMS. The management of emergency equipment remains with the Living Springs Safety Management team.

3.3 First aid

- 3.3a** All procedures regarding First Aid, location of first aid equipment and qualified first aiders is listed Appendix 14 of the Living Springs Adventure Activities Department SMS. Additional sections relating specifically to Kids Camp are:
 - 3.3a (i)** Living Springs first aid room will remain locked due to the nature of its contents and possibility of access to young children. The Kids Camp Director and Team Directors will keep a key for the first aid room to always enable access by staff members and authorised volunteer leaders.
 - 3.3a (ii)** In addition to the list of Living Springs staff who are qualified first aiders displayed in the Operations Office, the Kids Camp Director will be first aid trained to administer medicines and deal with incidents outside of hours. Kids Camp volunteer leaders will be trained in basic first aid where possible.
 - 3.3a (iii)** The Parent/Caregiver or emergency contact is to be advised of any action taken in the case of significant first aid being administered.
 - 3.3a (iv)** If a child is required to go to hospital, a member of staff or volunteer will go with them, if the parent/caregiver is not immediately available. The staff member/volunteer is not to leave the child until their parent/caregiver has arrived at the hospital. The child's registration information is to be taken, with all medical information, and a cell phone to maintain contact with the parent/caregiver and the Kids Camp Director.

4.0 INCIDENTS

4.1 Reporting and Recording

4.1a The procedure for reporting and recording incidents is detailed in section 4 of the Living Springs Adventure Activities Department SMS.

4.2 Investigation and Review

4.2a Living Springs Kids Camp Director, along with the Living Springs Camp Administrator, will review and investigate all incidents at or above a level 3 on the severity rating scale and change Activity Management Plans/risk assessments to correspond with any incident trends.

4.2b Investigations and reviews will be done by the Kids Camp Director, Programmes Administrator or if deemed necessary more senior management within Living Springs.

5.0 OPERATIONS

5.1 Pre-Camp Safety Check

The Pre-Camp safety checklist is designed to assist in the task of ensuring that the premises and equipment (not including Outdoor Activity Equipment) meet Occupational Health and Safety Guidelines immediately prior to Kids Camp starting.

All maintenance and repairs are carried out by the Living Springs Property and Maintenance Team, therefore any issues arising out of the Pre-Camp Safety Check are to be recorded in the Maintenance book which is in the Operations Office. The Pre-Camp Safety Check can be found in Appendix 9 of this SMS.

5.2 Premises Cleaning and Maintenance

All areas of Living Springs are cleaned and maintained by the permanent staff at Living Springs. All areas of the main camp, including Kitchen, Dining rooms, toilets and corridors are cleaned daily. Accommodation areas are fully cleaned prior to camp, and when camp is finished.

Cleaning equipment and supplies are provided for use by the staff, volunteers and kids at camp on their last day to assist with the final clean.

All maintenance issues or actions are reported in the planner online in Office 365 which is accessible by all staff. In the case of urgent repair being required due to safety issues, all issues must be reported directly to the Living Springs Camp Administrator.

5.3 Medicines

5.3a Storage of Medicines

All medicine must be clearly labelled showing the child's name and dosage, stored in the first aid room cupboard or fridge. The first aid room is kept locked always.

During an off-site visit, medication is to be kept in the Kids Camp Directors, or appropriate adult's bag which is to remain in their possession always.

If the programme is split into groups, the group leader may need to be responsible for that medication and it must be kept in their bag.

At no times are children to have any medication (except self-administered medication such as inhalers) in their personal effects during the camp.

5.3b Dispensing Medicines

Medication will not be administered to a child unless a Medical Consent Form has been filled in and signed by parents upon check in. Medicine is to be dispensed by the Camp Nurse, Kids Camp Director or other authorised staff member or adult volunteer.

Medicine will be collected from parents on check-in and administered as per the stipulated instructions on the Medical Consent Form, recorded and signed by staff.

In the case of a serious medical condition the camp may not be able to guarantee the safety of the child. Registration will be at the discretion of the Kids Camp Director. If the child is accepted onto camp, options and medical emergency plans will be created in consultation with the parent/caregiver to ensure the child's safety and well-being on an individual basis.

5.4 Unwell Children

5.4a Dealing with Unwell Children

- If a child arrives at check in unwell, they should not be accepted into camp
- If a child is considered unwell or possibly contagious whilst at Camp, the Camp Director will call the parents/caregivers or emergency contacts to collect the child.
- Whilst the child waits to be collected, they will be made comfortable in a quiet area.
- A staff member will be assigned to keep an eye on them to ensure they do not deteriorate.
- If a child has a contagious illness they will be required to stay away from the camp until they are no longer contagious.
- Contagious situations may include:
 - Flu like symptoms
 - Conjunctivitis
 - Vomiting or diarrhoea – 24hours clear of symptoms

5.5 Sun Protection Policy

Living Springs Kids Camp promotes sun safety for children, staff and volunteers. The camp team will supply sunscreen for children, staff and volunteers to use during the summer camp, however it is asked that campers bring personal sunscreen to apply at any time during the camp.

- Parents are asked to send their children to camp with sunscreen, if an allergy is identified for their child's personal use.
- Staff and volunteers will supervise application of sunscreen prior to exposure to sun using camp sunscreen.
- The sunscreen is to be applied by leaders dispensing sunscreen posted at the dining room exit after morning tea, lunch and afternoon tea. In the situation of an off-site activity or packed lunch activity this procedure will still be followed but amended to suit the location and situation.
- Children are required to bring sun hats with brims to the summer camps and leaders are to always enforce them when campers are outside.
- Staff and volunteers are to wear sun hats and apply sun block for their own protection following the same rules as the campers.
- Singlets are to be banned with campers and leaders only to wear t-shirts. If a camper is extremely easily burnt, they will be required to bring a long sleeve t-shirt.

5.6 Smoking

Living Springs is Smoke Free including vaping.

5.7 Communication

5.7a Communication procedure for when all children are participating in outdoor activities and recreation are listed in section 5.0 of the Living Springs Adventure Activities Department SMS. Additional sections relating specifically to Kids Camp are:

5.7a (i) The Kids Camp Director will compile and distribute a list of all leaders' cell phones which are to be used for camp purposes only. Guidelines for cell phone usage are in the Kids Camp Leaders Manuals.

6.0 STAFF

6.1 Training

6.1a All new employees and volunteers to Living Springs go through induction training giving an overview of the organisation, its activities, and its health and safety policies and procedures (SMS).

6.1a (i) All Kids Camp Leaders attend training prior to camp.

6.1a (ii) The Training manual are used for the leaders training. A copy of this training manual can be found at Appendix 10.

6.1b All leaders must participate in the training, even if they have been a camp leader before to take into consideration any changes which may have occurred and to act as a refresher.

6.2c Any staff member or volunteer involved in the delivery of adventure activities will undergo training under the remit of section 6.2 of the Living Springs Adventure Activities Department SMS and to the required level of competence as indicated in section 6.3 of the same document.

7.0 EQUIPMENT AND CLOTHING (adventure activities)

7.1 Equipment

7.1a Guidelines for the effective storage and management of equipment and clothing with regards to activities can be found in section 7 of the Living Springs Adventure Activities Department SMS.

7.2 Clothing

7.2a Participants are informed prior to camp about suitable clothing to bring to Living Springs Kids Camp (see www.livingsprings.co.nz) or appendix 11 of this SMS.

7.2b If a Kids Camp staff member or volunteer or Living Springs instructor deem individual children to be inadequately clothed to a level that may be hazardous to their health, they are fully entitled to halt an activity session and return to main camp to dry/warm the group as needed.

7.2c Kids Camp staff and volunteers are expected to wear suitable clothing as instructed. Any specific clothing needed to run activities will be provided by Living Springs otherwise it is assumed the Kids Camp staff and volunteers will carry/wear what is suitable for the activities they are supervising.