

# **SAFETY MANAGEMENT PLAN**

## **Remarkables Ice and Mixed Festival**

**Expedition Climbers Club Inc.**

Issued 8<sup>th</sup> August 2014

## **Definitions**

### **Activity**

Any process or procedure that is undertaken.

### **Reasonable Steps**

The meaning of “reasonable steps” as defined in the Crimes Act.

### **Contractors**

Any person or company contracted to provide a service for the ECC relating to one of its courses.

### **Course**

Any instructional event organised by the ECC for the purpose of conveying skills or knowledge.

### **Course Leader**

The lead instructor as appointed by the events committee, with overall responsibility for risk management on a specific course.

### **Event Assistant**

The lead activity coordinator as appointed by the RIMF Event Manager, with overall responsibility for risk management of a specific activity.

### **Hazard**

Anything that causes or could cause harm or damage, including a situation where a person’s behaviour may be an actual or potential cause of harm to themselves or another person.

### **Incident (or Accident)**

Any event that causes harm or damage.

### **Instructor**

Experienced volunteers or professionals who are engaged to deliver an ECC course.

### **Participant**

Anyone in attendance on an ECC course or activity.

### **Risk**

The effect of uncertainty on safety objectives.

### **Serious Harm**

Any event that has a major impact on an individual causing injury, illness or psychological damage classified as 6 or higher on the Incident Severity Scale. Reference ECC Incident Plan (Appendix B).

### **Acronyms used in this document:**

<b>ECC</b>	The Expedition Climbers Club Incorporated
<b>SMP</b>	Safety Management Plan
<b>HARM</b>	Hazard and Risk Management
<b>RIMF</b>	Remarkables Ice and Mixed Festival

## **Introduction**

The Expedition Climbers Club Incorporated was founded in 2014. The club holds an annual event based in Queenstown, the Remarkables Ice and Mixed Festival, the aim of which is to foster the development of Winter climbing and raise funds for the Expedition Capital Fund.

The purpose of this document is to establish safety management procedures which are to be followed to help ensure clinics, instruction courses, and non-instructional events at the Festival are conducted in such a manner that activities, hazards, and incidents are managed consistently and effectively.

## **Safety Statement**

The RIMF management is committed to:

The delivery of high-quality instruction courses and activities.

Taking all reasonable steps to ensure the safety of the participants, instructors and general public.

A safety goal of zero serious harm incidents.

ECC Executive Committee Chair  
/ / 2014

Events Committee Chair  
/ / 2014

## **Safety Plan Documentation**

The RIMF SMP consists of the following:

- RIMF Safety Management Plan document
- Course/Event Hazard and Risk Management forms
- Emergency Management Procedures
- Incident Management Plan
- Other resources as appropriate

Documents issued by the ECC will be reviewed on an annual basis, no later than 2 months after the RIMF taking place

### **Document availability**

The RIMF SMP will be made available to all interested parties, including ECC committee members, volunteers, instructors, and participants.

The current version of the SMP will be supplied to all ECC & Event Committee members, course instructors, and event manager/assistants

All copies will be distributed in non-editable format to protect from unauthorised modification. Previous copies of the SMP will be marked as obsolete and archived by the executive committee secretary.

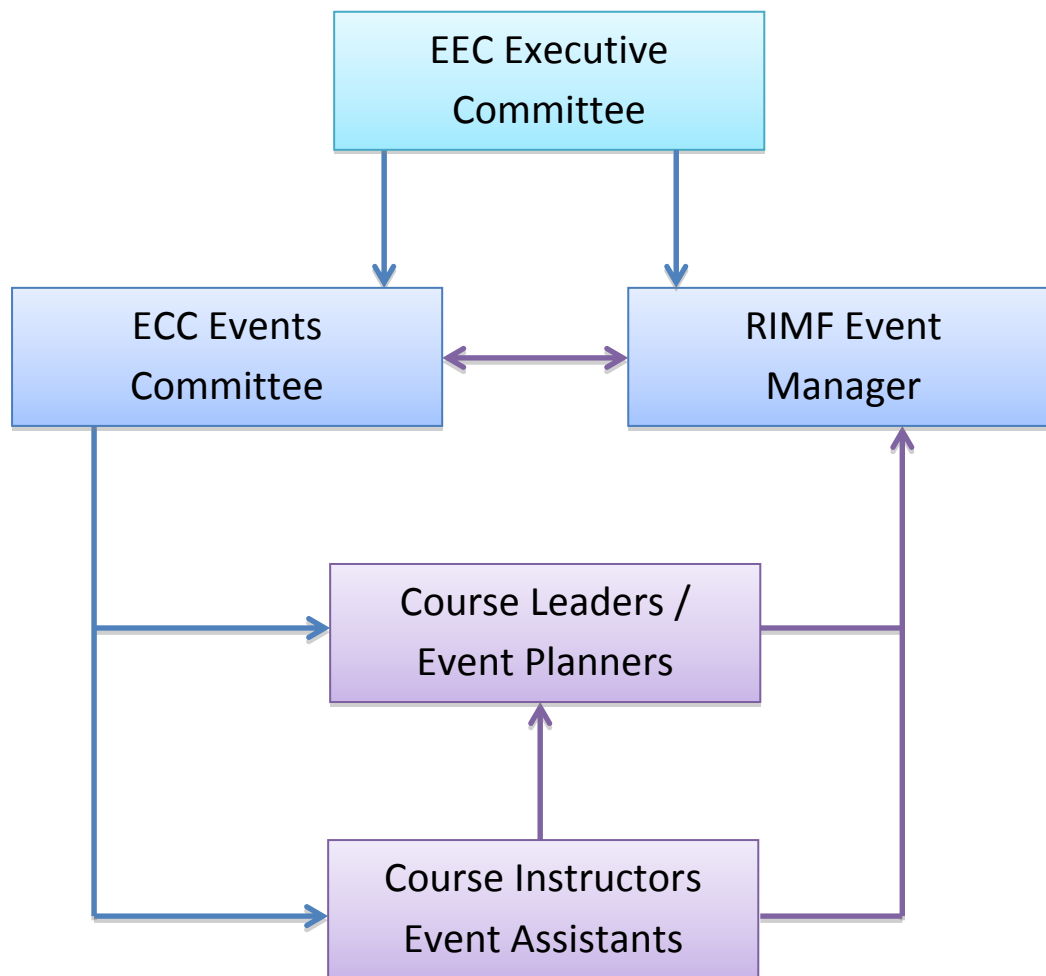
### **Document review**

The Events Committee will conduct an internal review of the SMP on an annual basis which will take into account:

- Participant, event assistant and instructor feedback as collated by the RIMF Event Manager
- Any incidents or accidents
- Standards of best practice as defined by relevant organisations

When necessary, the Event Committee will update the SMP to ensure it is as relevant and up-to-date as possible.

## Safety Management Structure



## Responsibilities and Function

### ECC Executive Committee

The ECC executive committee is ultimately responsible for the implementation, review and development of this document.

### **ECC Events Committee**

For the purposes of this document, the ECC Events committee is responsible for:

- The safe delivery of instruction courses offered at the Festival
- Allocation of the role of RIMF Event Manager
- Approving instructors and any ancillary personnel
- Allocation of course instructor roles
- Defining requirements of safety equipment for courses and activities
- Development and implementation of instructor training requirements
- Ensuring the SMP complies with the requirements of applicable regulations and legislation
- Engaging with relevant organisations and providers to ensure alignment with industry best practice
- Reviewing and evaluating the performance of the SMP
- Co-ordination of internal & external field reviews where necessary

The Events Committee will consist of at least three experienced alpine climbers or skiers, judged to be familiar with local conditions. It will participate in the daily safety briefing held at the Festival.

### **RIMF Event Manager**

For the purposes of this document, the RIMF event manager is in charge of logistical and communication needs of the event, including but not limited to:

- Ensuring implementation of the SMP
- Recommending competent course instructors and ancillary personnel to the Events Committee
- Monitoring the performance of instructors and event assistants
- Ensuring emergency and incident procedures are followed
- Compiling feedback from participants, instructors and other volunteers
- Reporting to the Events Committee

The RIMF Event Manager will participate in the daily safety briefing held at the Festival

### **Course Leader / Instructor**

On all courses there will be a Course Leader appointed by the Events Committee. Where there is only one Instructor this person will be the Course Leader.

If the course to be run by a contractor or company, then safety management for that course will be defined by the policies and procedures of that company or individual, a copy of which must be provided to the Events Committee.

If the course is to be run by a volunteer appointed by the Events Committee, then the Course Leader has overall responsibility for risk management on that course. All instructors must be familiar with the SMP.

Course Leaders and Instructors will participate in a daily safety briefing at the Festival.

During their courses, Course Leaders and Instructors are responsible for:

- Effective and safe delivery of the course content
- Ongoing communication with participants covering such aspects as, but not limited to, course content, terrain, conditions, hazards, manner in which activity will be conducted.
- Taking all reasonable steps to ensure the health and safety of the participants, instructors and general public
- Identification, assessment, management and documentation of hazards
- Ensuring appropriate equipment and clothing is carried and used by all participants

Course Leaders and Instructors have the authority to

- Cease or modify an activity if they feel that the safety of the participants is at risk
- Refuse a participant if they are not correctly prepared for the course (e.g. missing clothing or equipment, physically or mentally unprepared)

### **Event Assistant**

On all non-instructional activities involving potential risk of harm (for instance the ski tour race) there will be an Event Assistant appointed by the RIMF Event Manager.

The Event Assistant has overall responsibility for risk management on that activity. All Event Assistants must be familiar with the SMP.

During their activities, Event Assistants are responsible for:

- Effective and safe delivery of the event
- Taking reasonable steps to ensure the health and safety of the participants, volunteers and general public
- Identification, assessment, management and documentation of hazards
- Determining appropriate levels of equipment for the activity, and ensuring participants carry and/or utilise it as appropriate

Event Assistants have the authority to

- Cease or modify an activity if they feel that the safety of the participants is at risk
- Refuse a participant if they are not correctly prepared for the event (e.g. missing clothing or equipment, physically or mentally unprepared)

### **Instructor Training**

The Events Committee is to determine the training requirements for Instructors and Event Assistants on forthcoming courses and activities on an annual basis, and instigate training as is required on behalf of the ECC.

The Events Committee is to take steps to ensure that the course instructors are aware of and practice ECC incident plans and emergency procedures.

## **Operations**

### **Hazard and Risk Management**

Each evening there will be a group safety briefing where all participants can review and discuss activities. A Hazard and Risk Management (HARM) form will be completed during this meeting. This will include a location-specific hazard section. The completed HARM will be made available to all parties, on a notice board in the Festival venue, and on request.

Every individual involved in the organisation and operation of the Festival is to fully familiarise themselves with the completed HARM form for the upcoming day.

Historical copies of each HARM form completed will be held by the Events Committee.

If a new hazard is identified during a course or activity it will be the responsibility of the course leader or event assistant to take reasonable steps to assess and mitigate the risks presented. Following the completion of the course, details of the hazard are to be submitted to the Event Manager. The Event Manager will be responsible for making this hazard known to the daily safety briefing.

### **Staffing Ratio**

Mountaineering and climbing courses should have a maximum of 12 participants. There will be a minimum 1:4 instructor to participant ratio.

All Backcountry Ski/Snowboard courses should have a maximum of 8 participants. There will be a minimum 1:4 instructor to participant ratio.

### **Equipment**

A list of personal equipment required for each activity or course will be supplied to all participants at least 2 weeks prior to commencement. Participants are to be advised that failure to comply with the equipment list may result in their being excluded from the course or activity.

Appropriate safety equipment for the activity is to be carried by instructors at all times. As a guideline this includes;

- Appropriate group first aid equipment
- Suitable communication equipment
- Spare equipment and clothing
- Emergency equipment
- Emergency Management Procedures

All equipment used on instruction programmes should be in good condition and inspected regularly for its fitness for purpose.

Participants and instructors on activities or courses must carry and use safety equipment deemed appropriate for the activity by the Course Leader, based on an assessment of conditions, participant experience, and the nature of the environment in which the activity is being conducted.



**Course Environment**

It is the responsibility of the Course Leader to ensure that a consistent and current practice is adopted by all other Instructors in the selection of terrain to be used for instruction purposes.

Site specific safety guidelines should be followed at all times.

Terrain that requires the participants to use skills being taught to ensure their safety should not be used for instruction activities.

Terrain should be assessed for suitability using current Mountain Safety Council avalanche hazard guidelines, and physical factors such as slope runout, potential for debris falling from above, terrain traps, and the likelihood of an unrelated activity taking place in the vicinity.

**Group Communications**

For the duration of the activity, Instructors will maintain ongoing two-way communication with the group, pointing out potential hazards, monitoring the progress and welfare of attendees, ensuring participants are receiving what they expect from the course, responding to queries and concerns, and any other relevant matter.

**Field communications**

The ECC aims to have immediate contact with rescue services available at all times on all RIMF instruction courses and activities.

Where the course is to be run in a location where cellphone reception is not available, the event manager will provide a primary field communications device with no known blind spots in the course location (e.g. satellite phone or mountain radio).

If the course has more than one instructor, a secondary field communications solution will be made available allowing the instructors to communicate while in line-of-sight (e.g. UHF radio).

The course leader may choose to supply their own field communications equipment and may use it instead of those provided by the ECC as long as permission is gained from the event manager

**Independent Activities on the RIMF**

Not all attendees at the RIMF will be participating in a course or organised activity. Some will be climbing or skiing independently. These people are required to attend the daily safety briefings, but, are responsible for making their own decisions regarding weather, conditions and terrain, and managing the risks accordingly, using best practice. They should leave note of their intentions with the RIMF Event Manager.

## **Incident and Emergency Procedure**

### **Emergency Procedure**

An emergency may be defined as

- Serious injury to a person, physical or mental

- Fatalities

- Any requirement for evacuation from course or activity location

In the event of an emergency the course leader is to co-ordinate the response using the Emergency Management Procedures, a laminated copy of which is held by each instructor. Where applicable, the ECC will assume responsibility for co-ordination of the response until relieved by police, search and rescue services, ambulance medics or locally responsible personnel (e.g. ski patrollers or alpine rescue team).

The ECC response will be co-ordinated by, in order of availability:

- The Event Manager

- Course Leaders / Event Assistants

- Course Instructors

The precise nature of the emergency will dictate the most effective course of action to be followed.

### **Incident Procedure**

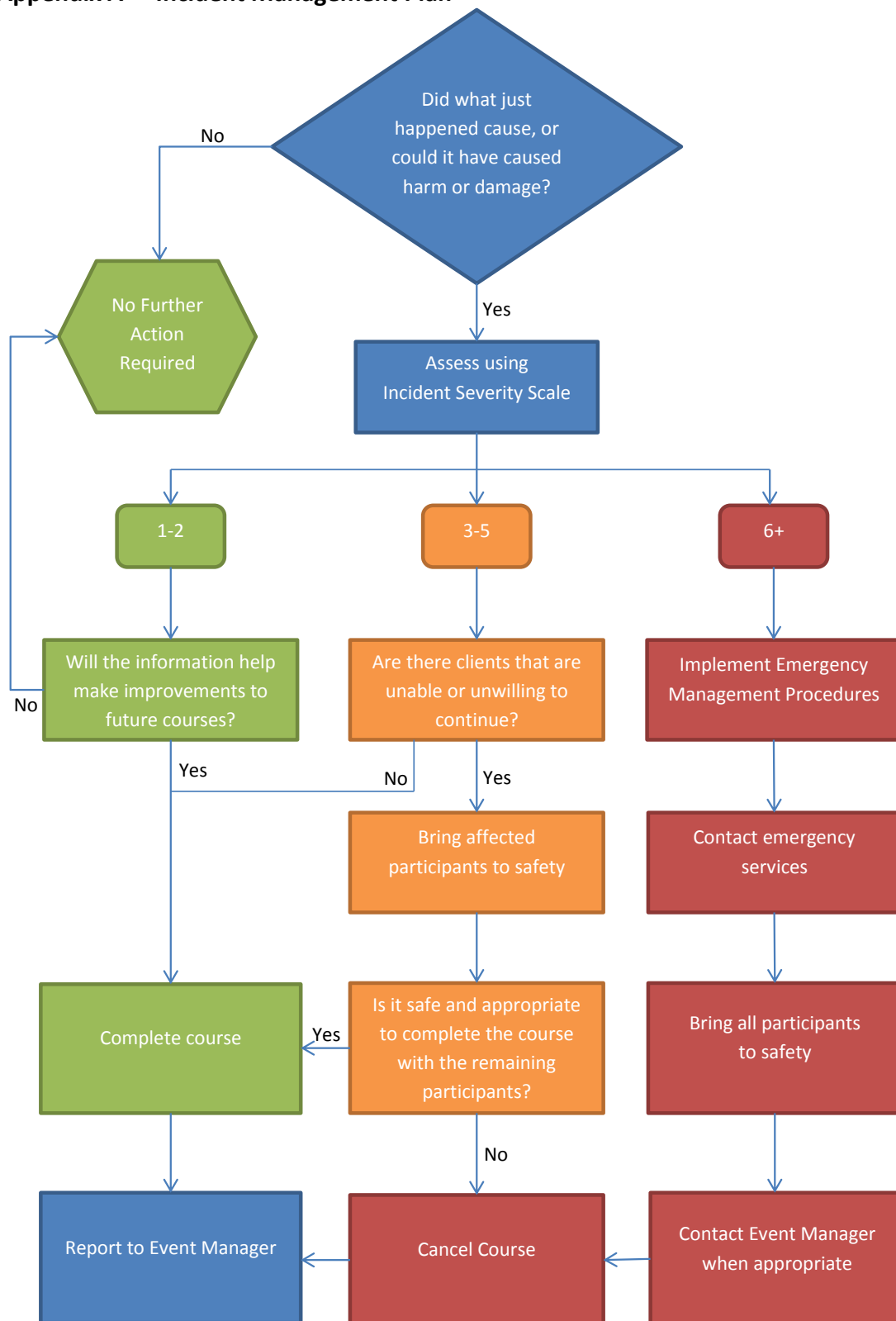
An incident is anything that causes minor harm or damage.

Any incident must be assessed by the course leader using the Incident Severity Scale Assessment (Appendix B), and action taken as set out in the NZAT Incident Management Plan (Appendix A). A laminated copy of these documents will be carried by every instructor.

### **Investigation and Reporting**

Any emergency, or incident rated as 6 or higher on the ISS, will trigger a review of the SMP to be completed by the ECC Executive Committee within 2 months of the incident date.

## Appendix A - Incident Management Plan



## Appendix B - Incident Severity Scale

Incident Severity Scale

SEVERITY RANKING	IMPACT ON PARTICIPATION	INJURY	ILLNESS	SOCIAL/ PSYCHOLOGICAL DAMAGE	SEVERITY RANKING	EQUIPMENT DAMAGE	ENVIRONMENTAL DAMAGE
1	<b>MINOR/SHORT TERM IMPACT</b> on individual/s that doesn't have large effect on	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment	1	Minor cost	Littering
2		Sunburn, scrapes, bruises, minor cuts	Minor cold, infection, mild allergy	Temporary stress or embarrassment with peers	2	>\$50	Minor damage to environment that will quickly recover
Severity scale 3 & above to be recorded on National Incident Database							
3	participation in activity /programme.	Blisters, minor sprain, minor dislocation Cold/heat stress	Minor asthma, cold, upset stomach, etc	Stressed. Beyond comfort level. Shown up in front of group.	3	>\$100	Scorched campsite, plant damage
4	<b>MEDIUM IMPACT</b> on individual/s that may prevent participation in the activity / programme for a day or two.	Lacerations, frostnip, minor burns, mild concussion mild hypo/ hyperthermia	Mild flu, migraine	Stressed, wants to leave activity, a lot of work to bring back in.	4	>\$500	Burnt shrubs, cut live branches, washed group dishes in stream, etc
5		Sprains & hyper-extensions, minor fracture	Flu, food/hygiene related diarrhoea/ vomiting	Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again.	5	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
Any workplace incidents at grade 6 and above need to be reported to Dept of Labour.							
6	<b>MAJOR IMPACT</b> on individual/s that means they cannot continue with large parts of the activity/ trip/ programme.	Hospital stay < 12 hours fractures, dislocations, frostbite, major burn, concussion, surgery, breathing difficulties moderate hypo/ hyperthermia	Medical treatment required, hospital stay < 12 hours eg., serious asthma attack, serious infection, anaphylactic reaction	Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again.	6	>\$8,000	Destroyed/ killed some example of flora/fauna
7		Hospital stay > 12 hours eg. arterial bleeding, severe hypo/ hyperthermia, loss of consciousness	Hospital stay > 12 hours eg. infection or illness causing loss of consciousness, serious medical emergency	Therapy/ counselling required by professional	7	>\$20,000	Killed, destroyed or polluted small area of environment
8	<b>LIFE CHANGING</b> effect on individual/s or death.	Major injury requiring hospitalisation e.g., Spinal damage, head injury	Major illness requiring hospitalisation e.g., heart attack	Long term counselling/ therapy required after incident	8	>\$50,000	Killed example of protected species
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident.	9	>\$250,000	Fire or pollution etc resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident	10	>\$1,000,000	Major fire or pollution causing serious loss of environment or life

Davidson, 2005. Incident Severity Scale. Adapted and expanded from the Accident Frequency Severity Chart (Priest, 1996).