

WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID) EOTC Risk Assessment Form (WBC SOP Manual October 2023) PART 1

WBC Site Specific Risk Assessment Form (RAF) and Emergency Procedures (Risk Register and Hazard ID)		
Activity Leader:		Site Map Here
Time and Date:		
Site name:		
Site location and name of road:		
Closest ambulance access point:		
Site description (include local conditions e.g. tide times, rainfall, waterbody type):		
Description of facilities (toilets etc):		
Supervision structures (ratios):		
Location of nearest landline:		
Strength of cellphone reception:		
Nearest A&E or hospital:		
Nearest defibrillator:		
Phone no. for nearest police station:		
Phone no. for nearest Department of Conservation office:		
Additional equipment or services for the site:		
Evacuation meeting point: (AND, if applicable: nearest tsunami evacuation point)		
Previous incidents at this site:		
Coastguard (if by boat only e.g. inanga spawning sites):		
24 hr Poison Control: 0800 764 766 24 hr Healthline: 0800 611116		
Refer to WBC SOP for policies, emergency procedures and field intention form		

Site specific emergency consideration	Site specific procedures

EMERGENCY PROCEDURE

1. Adult streamside observer based on streamside with first aid and cell phone.
2. In the event of unforeseen dangers in the outdoors, for example environmental conditions changing, calmly organise evacuation to the nearest safe landing point.
3. Three whistle blasts for everyone to come back in with buddies and assemble at designated area. Apply first aid where appropriate.
4. Medical records and medication known and on hand.
5. Safety person on shore to call **111** if urgent. Ask for first response. Advise emergency service of whereabouts, using name of the road and area – *insert name of road here*
6. Get someone to wait by road and direct emergency services to problem.
7. On-site cell phone – *insert number and name of coordinator here*

DELEGATION FOR EMERGENCY PROCEDURE

