

# Boarders Recreational Activities Safety Matrix

## Unsupervised & Supervised

**Low Risk Activities**

**Location: On-site**

**In the school grounds including Broads playing fields**

**Supervisor Approval**

Playing sports on the front field  
Using the weights room  
Using the school gymnasium  
Skating  
Cycling  
Mad Rugby \*  
Construction Building  
Tennis

**EOTC REQUIREMENTS – NIL**

\*Mud Rugby should be supervised to reduce the likelihood of injuries

**(High) Moderate Risk Activities**

**Location: Off-site or on-site**

**Activities off-site where students are sometimes transported by boarding staff.**

**Examples of activities could include but are not limited to:**

**Supervisor Approval**

Organised school or club sports  
Walking into town  
Skate boarding  
Possuming on Grampians (no guns)  
Paintballing (Supervised)  
Hydro sliding  
Pool swimming\* **MIS plan**  
Pyramids

**Housemaster Approval**

Skiing & snowboarding  
Hiking less than 2 hours duration  
Mountain & downhill jumping biking **MIS plan**

**EOTC REQUIREMENTS – NIL**

**\*Pool swimming must be supervised and the supervisor to read the pool MIS plan**

**High Risk Activities**

**Location: Off-site**

**Any water-based Activities or fishing or tramping or overnight activities.**

**Housemaster Approval**

Fishing (Rocks Road, Wharf & boat) **MIS plan**  
Wharf Jumping **MIS plan**  
Surfing **MIS plan**  
Lake & river swimming **MIS plan**  
Tahunanui Beach Lifeguarded swimming **MIS plan**

**Director of Boarding/SLT Approval**

Tramping more than 2 hours duration  
Abseiling  
Wharf Jumping - Mapua  
Kaiteriteri/Rabbit Island Beach swimming **MIS plan**  
Overnight trips

**EOTC Requirements - Staff to enforce EOTC requirements for each activity and students to follow these \* See Boarding EOTC MIS forms**

**NO STUDENT WILL BE GIVEN PERMISSION TO TRANSPORT OR BE TRANSPORTED BY ANOTHER STUDENT IN A VEHICLE.**

Standing Parental Consent = Beginning of year EOTC consent form to all parents.

Express consent from parents = Housemasters on case by case & International Director prior to holiday periods.

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

## Consent Guidelines

### Unsupervised & Supervised

Standing Parental Consent – Start of Year	Housemaster Approval	Director of Boarding /SLT Approval
Fishing (Rocks Road / wharf) Wharf jumping in Nelson Biking (road / mountain / downhill) Swimming (in pool / sea / river) Paintball Hydro slide Ten pin bowling Watching sports games Movies Skating Clubs Sports Youth groups Town Visiting local parks /friends	Any activities deemed high moderate risk must have Housemaster approval in addition to standing parental consent.	Any activities listed as high risk or swimming in location(s) not listed in the Safety Action Plan must have Director of Boarding/SLT approval in addition to standing parental consent.

### Safety Management System – Boarding students and recreational activities

#### Make it Safe (MIS) forms, specific recreational activities for boarders

##### River/Lake Swimming - Make it Safe (MIS) form

Risks	What could heighten the risk?	What could reduce the risks?	Who is responsible
Drowning	Non-swimmers & weak swimmers Peer pressure & bravado Stupid or thoughtless behavior No direct supervision Many boys in the water Strong currents Strainers & rapids	<ol style="list-style-type: none"> <li>1. Identification of weak and non-swimmers</li> <li>2. Direct supervision of students by staff (suitable ratios)</li> <li>3. Staff assessment of students' ability and maturity (*if no staff supervision is deemed appropriate)</li> </ol>	Boarding supervisor Students  <b>*standing parental consent is required if supervised by staff</b>

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

Injury	No reliable communication Stupid or thoughtless behavior Jumping or diving into shallow water Slippery surfaces & sharp objects Peer pressure Submerged hazard/object Rocks & logs	4. Staff to assess river conditions and suitability 5. Mobile phone to be carried by students 6. Direct supervision of students by staff (suitable ratios) 7. Staff with first aid training 8. Check depth before jumping or diving into river 9. Drivers to be vetted by boarding staff	<b>*express parental consent is required if unsupervised by staff</b>  (Where you are only using a commercial operator for transport you do not require express consent, but it must be disclosed on the parental letter)
Motor vehicle accident	Careless driving & inexperience Speeding		

## Sea Swimming

### 1. Patrolled Beach TAHUNANUI

All Junior Students to be supervised by a staff member

**Senior students (year 11, year 12 and year 13) can go on their own unaccompanied by staff:**

\*Maturity and swimming ability of the students to be assessed by boarding staff and boarding staff to give approval

\* Students must swim between the flags.

\*Minimum of pairs or more

### 2. Unpatrolled beach - Make it Safe (MIS) form KAITERITERI

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Drowning	Non-swimmers & weak swimmers Beach conditions (Rips, Large waves, Strong undertow)	1. Identification of weak and non-swimmers 2. Assess beach conditions and safety	<b>SAFETY ACTION PLAN required</b> House master Boarding supervisor

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

<p>Motor vehicle accident</p>	<p>Over estimating swimming abilities and underestimating the risks  No direct supervision  Many boys in the water  Bridge (jumping hazard)  Tidal current(s)</p> <p>Careless driving &amp; inexperience  Speeding</p>	<ol style="list-style-type: none"> <li>3. Limiting the depth</li> <li>4. Supervision</li> <li>5. <b>Direct supervision of students by staff only (suitable ratios)</b></li> <li>6. Mobile phone to be carried by students</li> <li>7. Having a buoyancy aid</li> <li>8. No jumping off the bridge</li> <li>9. Checking tide action prior to and upon arrival</li> <li>10. Drivers to be vetted by boarding staff</li> </ol>	<p>Students</p> <p><b>*standing parental consent is required if supervised by staff</b></p> <p><b>*express parental consent is required if unsupervised by staff</b></p> <p><b>Activity Event Cover sheet</b> submitted to receptionists at the front office and EOTC coordinator</p> <p><b>Medical disclosure and delegation of parental authority form</b> Medical details and pre-existing medical conditions obtained from students and included in the <b>Safety Action Plan.</b></p> <p><b>Nelson College Driver Declaration</b> completed by all staff and volunteers/parents who are transporting students other than their own boys. (Where you are only using a commercial operator for transport you do not require express consent, but it must be disclosed on the parental letter)</p> <p><b>Take a mobile phone (or other suitable communications for an emergency situation) &amp; first aid kit</b></p>
-------------------------------	--	---	--

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

			<p><i>**The school can provide mobile phones and first aid kits for the trip if you do not have one of your own</i></p> <p><b>Take a copy of Nelson College Emergency numbers</b></p> <p><b>An updated list of all students attending at time of departure submitted to the attendance office</b></p>
--	--	--	---

#### Pool swimming - Make it Safe (MIS) form

- Either Nelson College pool supervised by boarding staff or Riverside/Nayland/Aquatic Centre supervised by lifeguards

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Drowning	Non-swimmers & weak swimmers Stupid or thoughtless behaviour No direct supervision A large number of boys in the water	<ol style="list-style-type: none"> <li>1. Identification of weak and non-swimmers</li> <li>2. <b>Direct supervision of students by staff (suitable ratios)</b></li> <li>3. Direct supervision of students by staff (suitable ratios)</li> <li>4. Staff with first aid training</li> <li>5. Following pool rules</li> </ol>	Boarding supervisor Students  <b>*standing parental consent is required</b>
Injury	Running Pushing Stupid or thoughtless behavior Jumping Slippery surfaces Peer pressure		(Where you are only using a commercial operator for transport you do not require express consent, but it must be disclosed on the parental letter)

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

## Wharf Jumping

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Drowning       Injury	Non-swimmers & weak swimmers Stupid or thoughtless behaviour No direct supervision Many boys in the water Running Pushing Stupid or thoughtless behaviour Jumping without looking Slippery surfaces Peer pressure	<ol style="list-style-type: none"> <li>1. Identification of weak and non-swimmers</li> <li>2. <b>Direct supervision of students by staff (suitable ratios)</b></li> <li>3. Direct supervision of students by staff (suitable ratios)</li> <li>4. Staff with first aid training</li> </ol>	Boarding supervisor Students  <b>*standing parental consent is required</b>  (Where you are only using a commercial operator for transport you do not require express consent, but it must be disclosed on the parental letter)

## Mountain & downhill biking - Make it Safe (MIS) form

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Injury       Lost	No first aid kit carried Peer pressure Significant differences in ability between riders Taking unnecessary risks Riding tracks above riding ability No reliable communication  No reliable communication Unfamiliar with location/area No map Going off main tracks No communication	<ol style="list-style-type: none"> <li>1. Outline safety expectations and emergency procedures</li> <li>2. Taking a basic first aid kit</li> <li>3. Check correct clothing, gloves, helmets, ensure bikes in good working order, tyre pressure good before starting</li> <li>4. Matching ability of riders</li> <li>5. Encouraging riders to make sensible choices of track and riding technique so suitable to ability of the riders (House master to assess)</li> <li>6. Ride in a minimum of pairs, buddy system</li> </ol>	House master Boarding supervisor Students  <b>*standing parental consent is required</b>

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

		<ul style="list-style-type: none"> <li>7. Discuss overall route, boundaries, times and meeting points with House Master prior to departure. House Master to approve</li> <li>8. Take a map if unfamiliar with location</li> <li>9. Take a reliable form of communication with HMs number</li> </ul>	
--	--	---	--

**Tramping (no river crossing) - Make it Safe (MIS) form**

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Injury	No first aid kit carried Steep terrain	1. Taking a basic first aid kit	House master Boarding supervisor Students  <b>*express parental consent is required</b>
Lost	No reliable communication Unfamiliar with location/area No map Going off main tracks No communication	2. Unsafe route chosen. Discuss route with House Master prior to departure. House Master to approve. 3. Tramp in a minimum of pairs 4. Take a map if unfamiliar with location	
Hypothermia	In adequate footwear & clothing	5. Take a reliable form of communication EPIRB or mobile phone	
Motor vehicle accident	Careless driving & inexperience Speeding	6. Take appropriate footwear & clothing (House master to assess) 7. Drivers to be vetted by boarding staff	

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

### Fishing - Make it Safe (MIS) form

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Drowning	Non-swimmers & weak swimmers In experienced Fishing alone Dangerous sea conditions	1. Identification of weak and non-swimmers 2. Fishing in pairs minimum 3. Check sea conditions 4. Fishing from somewhere safe from being washed into sea	House master Boarding supervisor Students  <b>*express parental consent is required</b>
Injury	Sharp rocks Slippery rocks No reliable and effective communication	5. Correct footwear worn 6. Ensure reliable and effective communication is carried 7. Drivers to be vetted by boarding staff	
Motor vehicle accident	Careless driving & inexperience Speeding		

### Surfing - Make it Safe (MIS) form

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Drowning	Non-swimmers & weak swimmers Inexperienced Surfing alone Dangerous sea conditions	1. Weak and non-swimmers not allowed to participate 2. Surf in pairs (minimum) 3. Check sea conditions 4. Ensure ability levels of students are well matched	House master Boarding supervisor Students  <b>*express parental consent is required</b>
Injury	Sharp rocks Slippery rocks No reliable and effective communication	5. Inform house master of surfing location 6. Ensure reliable and effective communication is carried 7. Drivers to be vetted by boarding staff	
Motor vehicle accident	Careless driving & inexperience Speeding		

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval



**Skiing & Snow Boarding - Make it Safe (MIS) form**

Risks	What could heighten the risk?	What to do to reduce the risks?	Who is responsible
Injury	Inexperience Skiing or Snow Boarding alone Dangerous conditions Peer pressure Skiing slopes that are above the level of skier or snow boarder	<ol style="list-style-type: none"> <li>1. Ski &amp; Snow Board in pairs (minimum)</li> <li>2. Check ski conditions</li> <li>3. Ensure ability levels of students are well matched</li> <li>4. Inform house master of skiing location</li> </ol>	House master Boarding supervisor Students  <b>*express parental consent required</b>
Hypothermia	Cold weather Inadequate clothing	<ol style="list-style-type: none"> <li>5. Ensure reliable and effective communication is carried</li> </ol>	(Where you are only using a commercial operator for transport you do not require express consent, but it must be disclosed on the parental letter)
Sunburn	Sunny weather & no sun protection	<ol style="list-style-type: none"> <li>6. Correct equipment and clothing used</li> </ol>	
Sun blindness	Sunny weather & no sunglasses	<ol style="list-style-type: none"> <li>7. Drivers to be vetted by boarding staff</li> </ol>	
Motor vehicle accident	Careless driving & inexperience Speeding		

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC Committee and Head of Boarding before they are given approval.

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

## Overview of Boarders EOTC Activity Types and Requirements at Nelson College

Level	Risk Level	Activity Type	Approval Needed	Staff and student Requirements
<b>0</b> Very Low Few steps need to be taken manage the risk	Any activity where: <ol style="list-style-type: none"> <li>1. the likelihood of loss or harm is low</li> <li>2. the consequences of the loss or harm is low</li> </ol>	On site in the school grounds including Broads playing fields  Activities where students leave.  Playing sports at the school	<b>Sign out/in using Boardingware &amp; duty staff at time</b>	<b>None</b>
<b>1</b> Minimal level of and number of steps need to be taken to manage the risks	Any activity where: <ol style="list-style-type: none"> <li>1. the likelihood of loss or harm is minimal level</li> <li>2. the consequences of the loss or harm is moderate</li> </ol>	<b>Off site and participating in the following activities</b> Going down town Transporting students to sports games with a designated boarding staff driver	<b>Standing consent Sign out and Sign out/in using Boardingware &amp; duty staff at time</b>	<b>Parental letter and consent form</b> – at the start of the year. <b>Relevant medical information</b> obtained at the start of the year <b>Take a mobile phone</b> <b>Driver Declaration</b> completed by staff at beginning of year

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;">Moderate level of and number of steps need to be taken to manage the risks</p>	<p>Any activity where:</p> <ol style="list-style-type: none"> <li>1. the likelihood of loss or harm is at a moderate level</li> <li>2. the consequences of the loss or harm is moderate</li> </ol>	<p><b>Location: Off-site or on-site</b></p> <p><b>Activities off-site where students are sometimes transported by boarding staff but do not involve students transporting other students.</b></p> <p><b>Examples of activities could include but are not limited to:</b></p> <p>Organised school or club sports  Skate boarding  Possuming on Grampians (no guns)  Biking – road &amp; mountain  Hiking less than 2 hours duration  Pool swimming</p> <p>Paintball  Hydro sliding  Skiing &amp; snowboarding</p>	<p><b>Blanket Standing consent</b></p> <p><b>Sign out and Sign out/in using Boardingware &amp; duty staff at time</b></p> <p><b>Housemaster consent</b></p>	<p><b>Parental letter and consent form</b> – at the start of the year.  <b>Relevant medical information</b> obtained at the start of the year  <b>Take a mobile phone</b>  <b>Driver Declaration</b> completed by staff at beginning of year</p>
---	--	--	---	--

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

<p><b>3</b> High level of and a significant number steps need to be taken to manage the risks</p>	<p>Any activity where:</p> <ol style="list-style-type: none"> <li>there is high a high likelihood of loss or harm</li> <li>the consequences of the loss or harm is high</li> </ol>	<p><b>Outdoor pursuits activities</b> E.g. Downhill Mountain Biking</p> <p><b>Any activity in or around Water</b> E.g. Swimming: School/Pool/Tahunanui Beach/Maitai River/Nelson Wharf jumping</p> <p><b>Outdoor pursuits activities</b> E.g. Abseiling/Climbing E.g. Sea Kayaking/White water Kayaking E.g. Hiking/Tramping more than 2 hours</p> <p><b>Any activity in or around Water</b> E.g. Swimming: Kaiteriteri Beach/Rabbit Island/Nelson Lakes/Mapua Wharf jumping E.g. Sailing trip E.g. Fishing E.g. Wind surfing/Paddle boarding E.g. Power boating</p>	<p><b>Blanket Standing consent</b></p> <p><b>Sign out/in using Boardingware &amp; duty staff at time</b></p> <p><b>Housemaster Director of Boarding</b></p> <p><b>Director of International for International students in holidays</b></p>	<p><b>Parental consent form and letter</b> – this must outline all activities students will be partaking in whilst on the trip And ask for explicit consent for them to be involved in the planned activities and the trip. Transport arrangements must be included (where you are only using a commercial operator for transport you do not require explicit consent but it must be disclosed on the parental consent letter)</p> <p><b>Medical disclosure and delegation of parental authority form</b> Medical details and pre-existing medical conditions obtained from students and included in the Safety Action Plan.</p> <p><b>Relevant medical information</b> of students obtained and included in the Safety Action Plan</p> <p><b>Activity Event Cover sheet</b> submitted to receptionists at the front office and EOTC co-ordinator</p> <p><b>A current certificate of compliance</b> from the contractor providing services or in charge of activities. The certificate of compliance must be from an industry recognised auditing body or safety authority e.g. Maritime Safety Authority compliance certificate. (This does not resolve all responsibility from staff – you must determine in what conditions would the provider postpone or cancel the activity) Where this cannot be provided then <b>a complete RAMS form or Safety Action Plan</b> from the activity provider. Where you are in charge of the activity and are running the activity you must complete <b>your own RAMS form</b> identifying all relevant risks and outlining all steps that will be taken to eliminate or minimise or reduce the risks. All procedures should meet industry best practice e.g. If you are taking a group boating industry best practice is ensuring that all persons are wearing suitable life jackets. <i>These must be submitted to EOTC co-ordinator for approval</i></p> <p><b>Nelson College Driver Declaration</b> completed by all staff and volunteers/parents who are transporting students other than their own boys.</p>
---	--	--	--	--

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval

				<p>*Exempt from requiring a current certificate of compliance are: commercial airlines, commercial maritime transport providers and commercial bus, minivan or taxi companies</p> <p><b>Take a mobile phone (or other suitable communications for an emergency situation) &amp; first aid kit</b></p> <p><i>**The school can provide mobile phones and first aid kits for the you do not have one of your own</i></p> <p><b>Take a copy of Nelson College Emergency numbers</b></p> <p><b>An updated list of all students attending at time of departure submitted to the attendance office</b></p>
--	--	--	--	---

NB – Any activities that are not listed in this document or fall outside any of the listed criteria will need to be assessed by the EOTC committee and Head of Boarding before they are given approval