

Overview of Boarders EOTC Activity Types and Requirements at Nelson College

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

<p style="text-align: center;">2</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"> 1. the likelihood of loss or harm is at a moderate level 2. the consequences of the loss or harm is moderate 	<p>Location: Off-site or on-site</p> <p>Activities off-site where students are sometimes transported by boarding staff but do not involve students transporting other students.</p> <p>Examples of activities could include but are not limited to:</p> <p>Organised school or club sports Skate boarding Possuming on Grampians (no guns) Biking – road & mountain Hiking less than 2 hours duration Pool swimming</p> <p>Paintball Hydro sliding Skiing & snowboarding</p>	<p>Blanket Standing consent</p> <p>Sign out and Sign out/in using Boardingware & duty staff at time</p> <p>Housemaster consent</p>	<p>Parental letter and consent form – at the start of the year. Relevant medical information obtained at the start of the year Take a mobile phone Driver Declaration completed by staff at beginning of year</p>
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<p style="text-align: center;">3</p> <p style="text-align: center;">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"> 1. there is high a high likelihood of loss or harm 2. the consequences of the loss or harm is high 	<p>Outdoor pursuits activities E.g. Downhill Mountain Biking</p> <p>Any activity in or around Water E.g. Swimming: School/Pool/Tahunanui Beach/Maitai River/Nelson Wharf jumping</p> <p>Outdoor pursuits activities E.g. Abseiling/Climbing E.g. Sea Kayaking/White water Kayaking E.g. Hiking/Tramping more than 2 hours</p> <p>Any activity in or around Water 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>Blanket Standing consent</p> <p>Sign out/in using Boardingware & duty staff at time</p> <p>Housemaster Director of Boarding</p> <p>Director of International for International students in holidays</p>	<p>Parental consent form and letter – this must outline all activities that 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 letter)</p> <p>Medical disclosure and delegation of parental authority form Medical details and pre-existing medical conditions obtained from students and included in the Safety Action Plan.</p> <p>Relevant medical information of students obtained and included in the Safety Action Plan</p> <p>Activity Event Cover sheet <i>submitted to receptionists at the front office and EOTC co-ordinator</i></p> <p>A current certificate of compliance 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 a complete RAMS form or Safety Action Plan from the activity provider. Where you are in charge of and are running the activity you must complete your own RAMS form 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>Nelson College Driver Declaration completed by all staff and volunteers/parents who are transporting students other than their own boys.</p>
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