**Field Trip Health and Safety Management Plan**

**The Botanical Society of Otago** will, as far as is reasonably practicable, carry out its field trip activities with every effort made to enable members, other participants, members of the public and any other person in the vicinity, to return home safely each day.

In advance of an activity:

* Our group takes steps to protect the health and safety of its field trip participants.
* A trip leader will be appointed for the field trip;
* Details of the activity including dates, tasks and logistics will be recorded.
* Essential information regarding the planned activities will be identified and conveyed to the participants prior to the field trip.
* Participants will be advised of emergency response information that will be included with the health and safety plan.

The field trip leader will:

* Lead an on-site risk assessment involving all participants to identify/confirm route, and ensure that everyone understands the hazards and risks of the area, and the controls in place to reduce risk.
* Identify any participants with pre-existing allergies or medical conditions that need to be considered in undertaking the activities and ensure they are carrying any necessary medication;
* Indicate who has first aid kits.
* Ensure that all participants receive adequate information and, if necessary, assign someone as their buddy;
* Ensure that communication channels/emergency procedures are in place;
* Rearrange or reschedule activities if necessary to keep participants safe.
* Record any incidents and injuries involving participants on the Incident Reporting Form.
* Ensure prompt reporting, investigating and follow-up for incidents involving harm or damage (actual or potential).

Participants will take responsibility for health and safety for themselves and others by:

* Operating in a manner that ensures their own and others safety;
* Advising the trip leader of any personal medical condition or disability that could affect the safety of themselves or others during the activity and carrying any personal medication required for their own safety;
* Being concerned for other participants and speaking up when necessary;
* Operating a buddy system whereby they have another person in their vision or calling distance at all times;
* Raising any health and safety concerns with the trip leader;
* Assisting the group leaders in identifying any hazards and risks associated with the activities to be undertaken and devising mitigation measures at each site;
* Notifying the trip leader of any incident involving injury or damage;
* Notifying the trip leader at the start of the activity if they need to leave early and ensuring that someone on the field trip knows when they have left.
* Carrying appropriate clothing and equipment and being adequately prepared for the conditions.

**RISK MANAGEMENT**

This health and safety plan outlines potential hazards and risks that could occur in any setting related to the type of activity and particular place that our group is likely to be operating in together with **possible control measure to eliminate or minimise risk.**

Type of activities being undertaken: Botanical field work and photography

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| --- | --- | --- | --- | --- |
| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures | Residual Risk  ( Level of risk once control measure have been applied) |
| **ENVIRONMENTAL CONDITIONS** | | | |  |
| Natural hazards uneven or slippery ground. | Broken or twisted ankle or knee, sprain, graze. | M | * Not going in adverse weather conditions. * Avoiding slippery or unstable ground * Being aware of physical limitations and acting accordingly * Notifying others in team when unexpected uneven ground/holes are discovered or surface is slippery. | L |
| steep terrain,  unstable ground including slip areas, rock falls. | Falls  Injury from rock fall | H | Such terrain will be avoided | * L |
| Adverse weather - cold  Wind, rain, hail, lightning, storm | Hypothermia, lightning strike | M | * Preparing for adverse weather with appropriate clothing * Using weather forecasts to aid decisions prior to and during the field activity * Stopping activity if bad weather persists * Stop activity if conditions are such that there is potential for participants to develop symptoms of hypothermia. | * L |
| Adverse weather – hot  Exposure to sunlight/UV | Heat exhaustion, dehydration, sunburn, sunstroke, skin cancer | M | * Preparing for adverse weather with appropriate clothing e.g. hat, long-sleeved garment * Using weather forecasts to aid decisions prior to and during the field trip * Ensuring adequate water is carried by participants * Ensuring participants come prepared with sunscreen * Watching for signs of heat exhaustion/fatigue * Providing for regular breaks in shade if possible. | * L |

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| Hazard | Risk/possible outcome | Risk assessment\* (High/Medium/Low) | Control measures | Residual Risk  ( Level of risk once control measure have been applied) |

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| **Conflict and Confrontation** | | | |  |
| Animals-  wild or farmed large stock such as cattle, deer | Injury through charging | M | Avoid moving through areas with stock where possible. Stay in groups. | L  No large livestock on site |

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| **VEHICLES** |  |  |  |  |
| Car accident | Minor to severe injury, death. | H | Ensure all drivers are licenced  If driving cross country, ensure drivers experienced in driving 4WD vehicles.  Ensure all passengers wear seatbelts. | M  Recovery equipment will be taken |
| Other- |  |  |  |  |
| Fencelines, electric fences… |  | L | Use gates where available  Test fences safely | L |

\*Assessing Risk:

|  |  |  |
| --- | --- | --- |
|  | **Possible worse outcome using current knowledge** | **How to manage** |
| **High** | Extremely harmfulto people,regardless of the frequency of occurrence | The risk is unacceptable. Substantial improvement is required to reduce risk to an acceptable level. The work activity should be halted, or not commenced, until controls are implemented. If it is not possible to reduce the risk the work should not be undertaken |
| **Medium** | Moderately harmful to people**,** regardless of the frequency of occurrence | Consider lowering the risks to an acceptable level |
| **Low** | Slightly harmful or temporary discomfort for people, regardless of the frequency of occurrence | Risk considered acceptable. No further action is necessary other than to ensure that the controls are maintained |

**INCIDENT REPORTING FORM**

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| --- | --- |
| **Date of incident:**  **Time of incident:**  **Site Location:** | **Injured person:**  **Name of any witness:**  **Task being undertaken:** |
| **Details of Incident:** (*Describe what actually happened*) | **What caused the physical injury?** Slip or trip, moving object, lifting etc |
| **Part of body injured:** | |
| **Severity of injury:**  **□** Near miss/unsafe act  **□** Minor  **□** Moderate requiring reporting to DOC  **□** Serious injury requiring reporting to DOC | **Medical treatment required:**  **□**None  **□**First aid  □Medical treatment(Doctor)  □Hospitalisation |
| **Notifiable event** requiring reporting to WorkSafeNZ [www.worksafe.govt.nz](http://www.worksafe.govt.nz) (only required if group is a PCBU i.e. has at least one paid employee) Y/N | |
| **Safety Implications** | |
| **Immediate corrective action taken:** | |
| **Likelihood of reoccurrence:** | |
| **Amendments required to safety plan:** | |
| **Signed:**  **Name:** | **Date:** |