



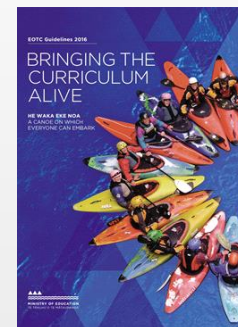
Education Outdoors  
New Zealand

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# The Great Guidelines Team Challenge

Answered questions from the session held on Day 2  
of the PENZ EONZ NZHEA Conference  
Palmerston North 2016.





1

What was the name of the document that preceded the current guidelines?

EOTC Guidelines, Bringing the Curriculum Alive

*Same name except for inclusion of year of update (2016)*




## 2

What was the name of the EOTC guidelines document before that?

Safety and EOTC - a good practice guide for New Zealand schools

An important change going into the 2009 document was the strong emphasis embedding EOTC practice in curriculum. This continues with the 2016 update.



### 3 Where can you source hard copy of the current updated guidelines?

Downloadable PDFs found only online. TKI is the source site.





# 4

Name the 7 chapters of the updated Guidelines.

2016

1. Bringing the Curriculum Alive
2. Learning Safely
3. Planning
4. Staffing and Supervision
5. Legal Responsibilities
6. Codes of Practice and Accepted Best Practice
7. Emergency Preparedness

2009

(the previous version)

1. Bringing the Curriculum Alive
2. Learning Safely
3. Planning
4. Staffing and Supervision
5. Making Good Decisions
6. Legal Responsibilities
7. Codes of Practice and Accepted Best Practice
8. Emergency Preparedness



# 5

What is the major difference between the chapters in this update as compared to the 2009 Guidelines?

The updated guidelines have 7 chapters, not 8.

Chapter 5 in the previous version was called Making Good Decisions.

Content covered:

- determining staffing and supervision
  - checking provider quality,
- and was absorbed into new chapter 4:

Operation Zones information was also removed. Currently linked on [TKI](#) homepage.



# 6

What new legislation is identified in the Guidelines?

1. Health and Safety at Work Act 2015 (HSWA)
2. Vulnerable Children Act 2014 (VCA)
3. Health and Safety at Work (Adventure Activities) Regulations 2016  
*(Previously Health and Safety in Employment (Adventure Activities) Regulations 2011)*
  - *Not referred to specifically in chapter 5 Legal Responsibilities. These regs sit within the HSWA*



7

What does PCBU stand for?

Person Conducting a Business or Undertaking

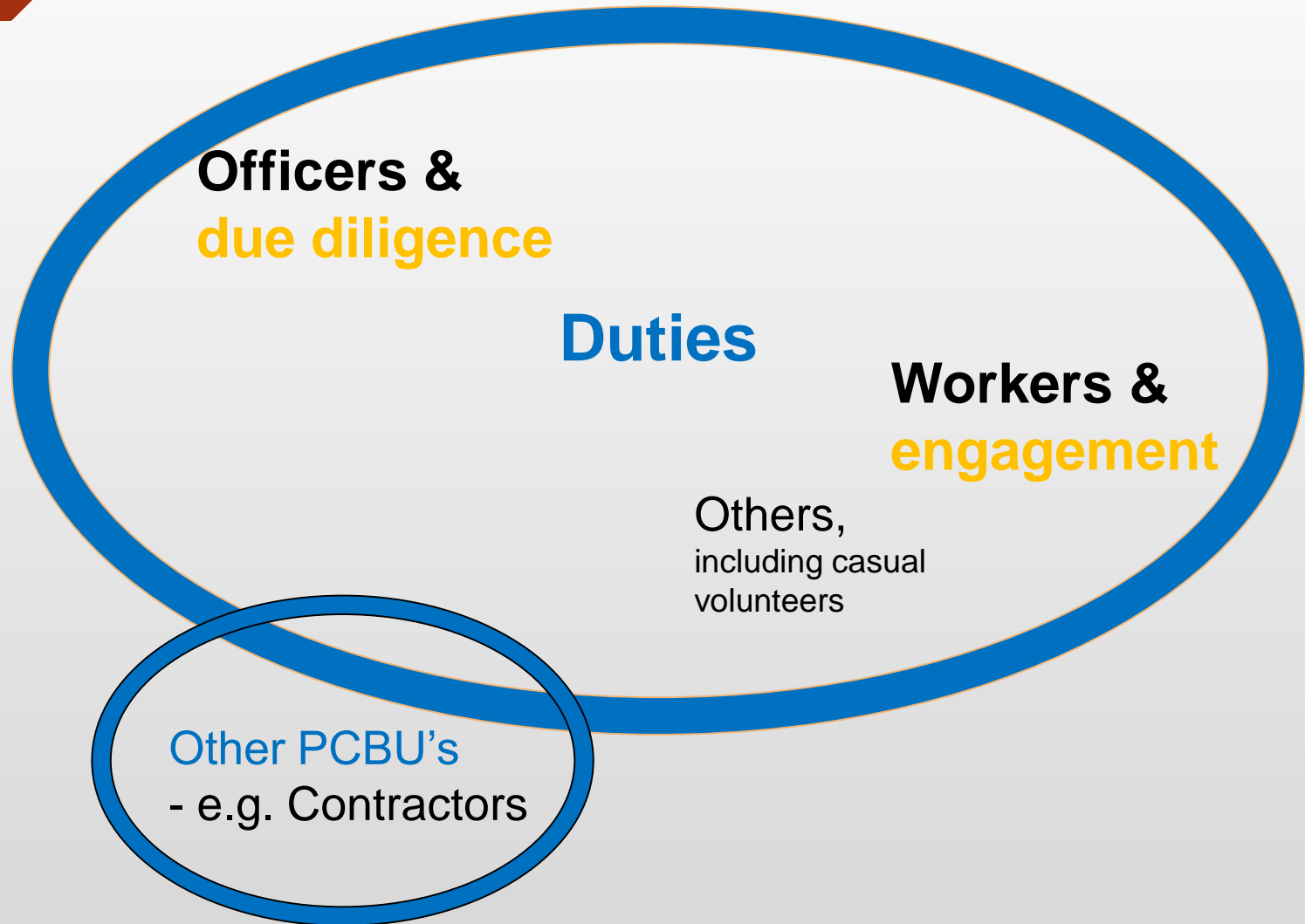
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Who is the PCBU in a school?


The board of trustees



# The PCBU



**PCBU – Primary Duty of Care** – PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other persons are not put at risk by its work

- 
- **Officers must** do due diligence to ensure the PCBU meets its health and safety duties- included knowing the business, making sure there are appropriate resources for H & S and systems are being implemented. Volunteer Officers (BOT) - have the due diligence duty but cannot be prosecuted if they fail to meet their due diligence duty
  
  - **Workers must:**
    - take reasonable care for their own health and safety
    - take reasonable care that what they do or do not do does not adversely affect the health and safety of other persons
    - co-operate with any reasonable workplace health and safety policy or procedure that has been notified to workers
    - comply, so far as reasonably able, with any reasonable instruction given by the PCBU, so the PCBU can comply with HSWA and regulations.
  
  - **Other persons** (includes volunteers at EOTC activities and sport) at workplaces need to:
    - take reasonable care for their own health and safety
    - take reasonable care that others are not harmed by something they do, or do not do
    - comply, as far as they are reasonably able, with the PCBU's reasonable health and safety instructions that are given so that the PCBU can comply with HSWA or regulations.
    - Other persons need to take reasonable care that anything they do (or do not do) will not cause others harm. They can be held legally responsible if they cause someone harm and did not take reasonable care.



# 9

What do the following abbreviations stand for?

- a) PIC **Person in Charge**
- b) RAMS **Risk Analysis Management System** A tool that has historically been used in safety management plan. It is not the only one.
- c) SAP **Safety Action Plan** Another tool for safety management planning that identifies risks and maps processes for managing activities safely. Identified as a better fit for much EOTC safety planning.
- d) SMP **Safety Management Plan** The overarching plan that includes processes for matching staff capability to activities, incident recording analysis and reporting, emergency management etc.
- e) TIRP **Traumatic Incident Response Plan** All schools must have a TIRP, that covers the school-wide process for traumatic incidents
- f) PPE **Personal Protective Equipment**



# 10

A PIC is the person who is overall in charge of a particular EOTC event.

Who has overall responsibility when the services of an outdoor education centre is used?

The PIC can be someone in school or a provider. There should always be a PIC from the school as well as the provider, who will be in charge of identified aspects of their space/activity. There is shared responsibility, characteristic of a situation where there are **multiple PCBUs**. Both the PIC from the school and the PIC from the centre must clarify their **respective responsibilities**.



## The Responsibilities of each PCBU: *...to Communicate/Cooperate/Collaborate*

Examples:

- Under whose safety management system the parties are working and when.
- Supervision responsibilities, night times in particular
- Emergency response
- Equipment (including who is providing/checking PPE to school staff -raincoats, helmets, PFDs etc)
- Roles and responsibilities of all staff.
- Induction of school staff into the provider's systems when school staff arrive onsite (or before).



1 1 What is an example of a formal source of best practice identified in the guidelines?

Activity Safety Guidelines (ASGs)  
([www.supportadventure.co.nz](http://www.supportadventure.co.nz))  
or

Outdoor Activities Guidelines for Leaders (Sport NZ)

There are also Agency / Industry Codes of Practice (set formally by expert bodies)

**A key understanding for all PCBUs (schools)** is that accepted best practice **EVOLVES**. Schools have a responsibility to stay current in knowing what has come on stream.



# The National EOTC Coordinator Database



School registration and currency on this database is identified as one way to keep current with evolving best practice (Guidelines p 59).

The database is designed to support the EOTC coordinator in their role.

EOTC Coordinators can [join here](https://www.eonnz.org.nz)

*Has your school registered yet?*



# 12

Where can a school find out if an activity in their programme is an adventure activity as covered by legislation?


In the legislation document itself

In the Worksafe definition

Schools **should** know if **any** of their activities might fall into the legal definition of an adventure activity.

THERE ARE IMPLICATIONS

See Key Messages for Schools



# 13

## Why is it important that a school knows whether an activity in their programme is classified as an adventure activity?

If a commercial provider is being used, that provider **must** have been audited by a recognised body and be current on the national Register of adventure activity operators

*If the school is running the activity under it's own SMP it should be following industry practice. E.g. ASGs*

*Considerations for contracting arrangements*



# 14

Name two of the conditions of a notifiable injury or illness.

See Glossary p 73. Includes:

- Serious injury to body part/ head/ eye/ burns
- Requires hospitalisation (immediate or within 48hrs)
- Serious infection





# 15

Schools are required to REPORT notifiable injuries/illnesses and RECORD and ANALYSE incidents that might have harmed someone.

Where in the guidelines does it state this (page)?

Page 67, para 314 & 320

This area is identified as being weak in school systems. Support with this will become available to EOTC coordinators through the National EOTC Coordinator database.