

Field Activity Plan - Clyde Landslides Field Trip 28 April 2026

Activity Leaders

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Field Activities Details

Trip name	Clyde Landslides
Start Time and Start Date	0800 28 April 2026
Finish Time and Finish Date	1900 28 April 2026
Location	Queenstown to Clyde/return
Accommodation (if any)	N/A
Intended Programme of Activities – Include an itinerary and map, or map coordinates of locations visited, and activities to be undertaken at each	
See separate document – Field Trip Guide	
Has/will a trial run been completed? If not, are all locations known to the leader or leaders? YES	

Emergency Plan

Mobile Phone Number	As per below	
First Aid Kit	x <input type="checkbox"/> Yes <input type="checkbox"/> No (on bus)	
List names of qualified First Aiders attending the Field Activity	Romy Ridl (expired)	
	Bus drivers	
Emergency Contact (not on field trip)	Name	Amy Abel
	Position	Head of Events
	Phone	
	Mobile	027 526 0337

Emergency Procedures

What could go wrong despite efforts to control risks? How will you manage the emergency? Consider:

- prevention of further harm or injury
- communication
- access to emergency services
- emergency equipment

General Approach:

- The Field Trip Leader (FTL) coordinates all emergency responses and maintains communication with transport operators and emergency services.
- Immediate priorities: ensure group safety, treat injuries, contact 111, and notify the off-site contact once everyone is secure.

1. Medical Emergency or Injury (bus travel, tracks, tunnel, viewing points)

- Stop activity immediately; prevent crowding around injured person.
- First Aid Officer administers treatment using carried kit, and FTL records the incident.
- Call 111 if serious injury, stating clear location and easiest road access point (e.g., Fruitgrowers Road).
- Assign senior attendee to supervise the remainder of group away from hazard.
- Once stable, notify off-site supervisor of situation and updates.

2. Slips, Trips or Falls at Viewing Points, along Tracks, at Clyde Dam or in Tunnel

- Encourage steady pace and proper footwear.
- If injury prevents walking, keep group safe and send two people to nearest road access with FTL's phone coordinates for ambulance pickup.
- Prevent further injury by keeping casualty still, warm, and hydrated.

3. Lost or Missing Person

- Conduct immediate headcount and retrace to last known location.
- Attempt phone/radio contact if available.
- If not located within 30min → notify 111 (Police Search and Rescue) and site staff (Contact Energy – 027 433 5622).
- Keep remainder of group together in safe, visible area.

4. Vehicle or Roadside Incident (bus or road crossing)

- Follow driver's instruction; move group off roadway to safe verge.
- First Aid Officer attends any injured; contact 111 for collisions or serious events.
- FTL notifies off-site supervisor; off-site supervisor advises bus company dispatcher.

5. Severe Weather / Environmental Hazard (heavy rain, high wind, heat exposure, sunburn)

- FTL monitors forecasts prior to and throughout day.
- If dangerous conditions develop, retreat to nearest safe structure (e.g., café, bus, visitor centre).
- Contingency –
- Ensure hydration and appropriate clothing.

6. Fire, Landslip or Other Immediate Danger

- Move calmly upwind and upslope to where safe.
- Assemble group at nearest open carpark or building or bus pickup area.
- If appropriate, FTL calls 111, giving nature of emergency, location (GPS or landmark), and number of people involved.

7. Communication Plan

- FTL mobile – primary contact for emergency services.
- Off-site contact: as provided in this form
- If mobile coverage poor, proceed to nearest populated road to call 111.
- Bus company driver number provided 24 hrs before trip, Contact Energy for on site support

8. Access to Emergency Services

- Ambulance/Police/Fire: 111 (NZ emergency).
- Nearest A&E: Queenstown Hospital or Dunstan Hospital, Clyde
- Staff at Clyde Dam can assist with local response coordination.

9. Emergency Equipment

- Fully stocked first aid kit (in bus).
- Charged mobile phone + spare battery pack.
- Emergency contact list and participant register.
- High-visibility vests for roadside stops for FTL.
- Extra water and snacks, sun protection, warm layers, and rain protection.
- Sunscreen (carried by FTL).

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Additional Information <i>(complete the items relevant to your Field Activity)</i>					
Alternative Route/Plans <i>(for bad weather/emergencies etc)</i>	If Kawarau Gorge is closed (rockfall at Nevis Bluff), alternative route back to Queenstown is over the Crown Range via the Cardrona Valley Road.				
Have you received consent/permit/access permission for the Field Activity locations?	<input checked="" type="checkbox"/> Yes				
If yes, specify consent/permits obtained	Verbal and email comms with ContactEnergy				
Vehicles used for transport	Rental vehicles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Private vehicles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Car Rental Company <i>(if applicable)</i>	Ritchies				
Vehicle Details <i>(of private vehicles only)</i>	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4	Vehicle 5
Make					
Model					
Registration					
Current Warrant of Fitness?					
Contingency plan for adverse conditions, e.g. weather, rockfall	Confirm weather on day before trip; rockfall risk at Nevis Bluff managed.				
Expected road conditions	Normal				
Catering arrangements, e.g. self-catered	Pre-arranged lunch stop				
Do your participants have any special requirements with regards to food or medical requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <i>If medical/allergy related, list in participant health list above.</i>				
Are you carrying drinking water, purifier or have access to it during the trip? Please specify	Carrying water				
Satellite Phone / Mobile Phone	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number			
Personal Locator Beacon	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Serial Number			
Mountain Radio	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A				
Emergency Shelter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <i>If yes, describe.</i>				
Wet weather gear and thermal clothing requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Recommended for participants				
Any other personal protective clothing and equipment	Closed footwear required at Clyde Dam (Hard hats and hi viz supplied by Contact Energy)				
Mandatory certificates, licences and training are current, e.g. First Aid Certificate, Driver Licence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A				

Hazard Risk Assessment and Management

Insert additional rows as needed

Work/Activity Details /Risk Assessment					
Risk assessment conducted by:	Don Macfarlane & Romy Ridl	Date:	13 April 2026	Time:	5 pm

Hazard (An actual or potential source of harm, including behaviour)	Consequence If Hazard Not Controlled (i.e. Injury, Illness, Incident, Property Damage, etc)	Likelihood (L value)	Consequence (C value)	Risk Rating (L x C)	Controls (i.e. Eliminate, Substitute, Guarding, Training, Administrative, PPE)	Residual Risk Rating (The remaining level of risk after controls have been implemented)	Hazard Eliminated or Minimised (E or M)
Walking to/from bus (assembly at Hotel) – traffic, slips	Minor injury from fall, vehicle contact, lost person	3	3	9 (Medium)	Pre-trip briefing, use crossings, FTL headcount before leaving	3 (low)	M
Bus travel – traffic accident, sudden stop, embark/disembark on road	Moderate to serious injury from collision or fall	2	4	8 (medium)	Certified bus and driver, seatbelts where provided, load/unload in safe zones only, FTL supervision at doors.	4 (Low)	M
Site inspection stops – uneven ground, slopes, tunnel, dam galleries	Sprains, minor cuts, possible falls, head collision in tunnel.	3	3	(Medium)	Stay with group, avoid steep slopes, follow instructions, wear hard hat in tunnel/dam gallery, wear closed shoes	4 (Low)	M
Weather – rain, strong wind, sun exposure	Hypothermia, slips, falling branches, dust, sunburn	2	3	6 (Medium)	Cancel if severe forecast, waterproof clothing, relocate to bus if unsafe, sunscreen.	3 (Low)	M

Person in Control of Work/Activity	Name
Position	Position
Signature Date	Signature Date

Hazards not eliminated on completion of work must be recorded on Hazard Register

How to use this form:

1. List all the known or potential hazards associated with the proposed activity.
2. Identify the potential consequences if the hazard(s) are not controlled.
3. Consider the likelihood of it occurring and the consequence rating if it did occur.
4. Use the Risk Rating Matrix below to rate the hazard risk.
5. Identify suitable control options for the hazard that will reduce the risk levels.
6. Use the Risk Rating Matrix to calculate the residual risk.
7. Record the residual risk rating score against the hazard.
8. Determine if the controls eliminate or minimise the hazard.

Hazard Control Key:

E = Eliminate the Hazard

M= Minimise the likelihood the hazard will cause harm

Risk Rating Matrix

Risk Matrix

Result Likelihood	Minor (1)	Moderate (2) (first aid only)	Severe (3) (Notifiable Event)	Major (4) (permanent disabling injury)	Catastrophic(5) (Loss of life, > \$1m costs)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Moderate (3)	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Likely (4)	Low (4)	Medium (8)	High (12)	High (16)	Critical (20)
Almost certain (5)	Medium (5)	High (10)	High (15)	Critical (20)	Critical (25)

Risk Categories

Critical & High	Risk treatment strategies to be approved by Supervisor/Manager.
Medium	Risk treatment strategies to be implemented by Person in Control of Work/Activity and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience.
Low	Risk acceptable – to be managed under normal control procedures (e.g. planning, training, information, supervisor and review).

Risk: the chance of something happening that will impact on your work.

Residual Risk: The levels of risk remaining after all control measures have been implemented.