

## Field Activity Plan

---

Activity Leader			
Full Name	Tim van Woerden / Ann Conroy		
Address	Otago Regional Council, 70 Stafford St, Dunedin		
Email	Tim.vanwoerden@orc.govt.nz Ann.Conroy@orc.govt.nz	Phone	027 307 1984 (T) 027 240 8662 (A)
Signature		Date	20/04/2026

Field Activities Details	
Trip name	Glenorchy field trip, LaRGE 2026
Start Time and Start Date	8am, 28 <sup>th</sup> April 2026
Finish Time and Finish Date	4pm, 28 <sup>th</sup> April 2026
Location	Queenstown and Glenorchy
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	
Refer to itinerary and map below.	

Glenorchy field trip schedule	Timing	Notes
<b>Assemble</b> at Millenium Hotel in Queenstown from 8am, leave Queenstown by 8.30am	<b>Leave 8.30am</b>	
<b>Drive to Bennett's Bluff</b> 25-30 minutes driving, arrive by 9am	<b>Arrive 9am</b>	
<b>Stop 1: Geological and geomorphic overview</b> 30 minutes discussion at Bennett's Bluff, leave by 9.30am	<b>9 to 9.30am</b>	
<b>Drive to Glenorchy</b> 20 minutes driving, arrive by 10am	<b>Arrive 10am</b>	<b>Headwaters Eco Lodge</b> — room available as wet-weather back-up 10am to 1.30pm
<b>Stop 2: Glenorchy area hazardscape</b> 40 minutes discussion at Glenorchy waterfront, until 10.40am	<b>10 to 10.40am</b>	
<b>MORNING TEA BREAK</b> (20 minutes), until 11am	<b>10.40 to 11am</b>	
<b>Stop 3: Adaptation, risk communication and engagement</b> 1 hour discussion at Glenorchy waterfront, until midday	<b>11 to 12 noon</b>	
<b>Stop 4: Emergency Management and Community Resilience</b> 30 minutes discussion at Glenorchy waterfront, until 12.30pm	<b>12 noon to 12.30pm</b>	
<b>LUNCH BREAK</b> (1 hour), until 1.30pm	<b>12.30 to 1.30pm</b>	
<b>Drive</b> to Rees River bridge (10 minutes)	<b>Arrive 1.40pm</b>	<b>Lunch provided at Headwaters Eco Lodge</b>
<b>Stop 5: River management challenges</b> 30 minutes discussion at Rees River bridge, leave by 2.20pm	<b>1.40 to 2.20pm</b>	
<b>Drive to Dart River bridge</b> 10 minutes	<b>Arrive 2.30pm</b>	
<b>Stop 6: Dart River and Hillocks rock avalanche</b> 30 minutes discussion at Dart River bridge, leave by 3pm	<b>2.30 to 3pm</b>	
<b>Drive back to Queenstown</b> 1 hour, arrive by 4pm	<b>Arrive 4pm</b>	



--

Emergency Plan									
Mobile Phone Number									
First Aid Kit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
List names of qualified First Aiders attending the Field Activity	Courtenay Jameison								
Emergency Contact (not on field trip)	<table border="1"> <tr> <td>Name</td> <td><b>Maddi Phillips</b></td> </tr> <tr> <td>Position</td> <td>Field trips coordinator</td> </tr> <tr> <td>Phone</td> <td></td> </tr> <tr> <td>Mobile</td> <td>+64 27 581 0494</td> </tr> </table>	Name	<b>Maddi Phillips</b>	Position	Field trips coordinator	Phone		Mobile	+64 27 581 0494
Name	<b>Maddi Phillips</b>								
Position	Field trips coordinator								
Phone									
Mobile	+64 27 581 0494								

**Commented [Tv1]:** This is assuming the bus will have a first aid kit

**Commented [Tv2]:** Check with Maddi - do we know who these might be?

### 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, walking tracks)
  - 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
  - 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
  - Encourage steady pace and proper footwear.
  - Encourage caution when near possible hazards (e.g. river banks, lake margin)
  - 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)
  - 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 and bus company dispatcher.
5. Severe Weather / Environmental Hazard (heavy rain, high wind,)
  - FTL monitors forecasts prior to and throughout day.
  - If dangerous conditions develop, retreat to nearest safe structure
  - Contingency – remain at Headwaters Eco Lodge for indoor session if conditions prevent further travel.
  - Ensure hydration and appropriate clothing.
6. Fire, Landslip or Other Immediate Danger
  - Move calmly upwind and upslope where safe.
  - Assemble group at nearest open carpark or building (e.g. Glenorchy lakefront carpark)
  - 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 or Arataki Centre to call 111.
- Bus company Ritchies, driver number provided 24 hrs before trip,

8. Access to Emergency Services

- Ambulance/Police/Fire: 111 (NZ emergency).
- Nearest A&E: Lakes District Hospital, 20 Douglas Street, Frankton

9. Emergency Equipment

- Fully stocked first aid kit (on bus).
- Charged mobile phone + spare battery pack.
- Emergency contact list and participant register.
- Extra water and snacks, sun protection, warm layers, and rain protection.

**Additional Information** (complete the items relevant to your Field Activity)

Alternative Route/Plans <i>(for bad weather/emergencies etc)</i>					
Have you received consent/permit/access permission for the Field Activity locations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not required – all sites are publicly accessible				
If yes, specify consent/permits obtained					
Vehicles used for transport	Rental vehicles <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Private vehicles <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Car Rental Company <i>(if applicable)</i>					
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	Check the weather day before and on the day				
Expected road conditions	Normal				
Catering arrangements, e.g. self-catered	Pre-arranged				
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					
Satellite Phone / Mobile Phone	<input type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				
Any other personal protective clothing and equipment					
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:	Tim van Woerden / Ann Conroy	Date:	20/04/2026	Time:	

3	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)
Bus travel – traffic accident, sudden stop, embark/disembark on road	Moderate to serious injury from collision or fall	2	4	8 (Medium)	Certified bus/driver, seatbelts where provided, load/unload in safe zones only, FTL supervision at doors.	4 (Low)	M
Walk – uneven ground, slippery ground, exposure to lake and river banks	Sprains, minor cuts, possible fall into shallow water	4	3	12 (High)	Pre-trip briefing, sturdy shoes, pace control, stay on marked paths, first aid kit carried, weather & tide check.	6 (Medium)	M
Exposure to cold / rain during outdoor stops	Cold exposure / hypothermia	4	2	8 (Medium)	Appropriate thermal/waterproof clothing, relocate to alternative indoor venue if unsafe.	3 (Low)	M
Weather deterioration – rain, strong wind	Hypothermia, slips, falling branches	3	3	9 (Medium)	Check forecast, cancel if severe, waterproof clothing, relocate to bus or indoor venue if unsafe.	3 (Low)	M
Lunch stop – food allergies or choking	Medical incident, allergic response	2	3	6 (Medium)	Attendees pre-advise dietary needs, carry epinephrine where required by individuals, first aid qualified leader.	3 (Low)	M
Headwaters Eco Lodge / indoor session – slips, electrical hazards, fire alarm	Minor injury, evacuation required	2	3	6 (Medium)	Safety briefing by lodge staff, know exits/assembly point, keep floor dry, follow building warden instructions.	2 (Low)	M

Person in Control of Work/Activity	Tim van Woerden .....	Name	Ann Conroy.....
Position	Field trip Leader.....	Position	Field trip Leader .....
Signature	 .....	Signature	 .....
Date	20/04/2026.....	Date	20/04/2026

**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**

<b>Result</b> <b>Likelihood</b>	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.