

Lodge User Guide



AONGATETE
OUTDOOR EDUCATION CENTRE & LODGE

What you need to know

Information for Teachers, Group Leaders, Parents & Social Users

- **On Arrival** - Please allow at least 30 minutes on arrival to make sure all Health & Safety has been covered with group leaders and key support with staff.
 - **Record your Camp details** on the Occupancy & Safety Log
 - **Keys** – acknowledgment of receipt of keys.
 - **Be mindful of security.** Lock up when no one is on lodge grounds. Keep your cars locked. Lock all doors when you leave at end of stay.
 - **Allow additional time for questions and orientations in regards to your planned activities.**
- **Lodge Gates:**
 - Make sure all your guests/adults/drivers do have the gate code. This includes bus drivers.
 - A gate code is required when entering and exiting by foot. Please do not climb over the gate or ride on the gate under any circumstances.
- **Duty Manager** - on 24/7 call for emergencies, questions, hazards, risks or breakages. Duty Managers phone number is displayed at the Kitchen Safety Station.
- **Occupancy & Safety Log** - you can find this at the Kitchen Safety Station. This is where you need to record the following:
 1. **Record your Camp details** on the Occupancy & Safety Log
 2. **The number of adults and children** staying each night or just visiting for the day.
 3. **Accidents, Incidents & Near Misses** - One liners for small accidents & incidences and a full report for any medium and high risk accidents/incidences. The AOEC Duty manager needs to be contacted about any high risk incidences/accidents at the earliest convenience - any ambulance or hospital and doctors visits will be WorkSafe notifiable.
 4. **Hazards & Breakages** - Please record any Hazards, Damages and Breakages.
 5. **Public walking through lodge grounds** - Point any public found on lodge grounds politely to the public tracks and off lodge grounds, log public presence on lodge grounds on your Safety & Occupancy Log on the Kitchen Safety Station. **This is a reportable incident as it may affect your groups safety & privacy.**
 6. **Appointment of Wardens** - Wardens need to be appointed to each dorm. Wardens duties can be found on the last page of the emergency action plan.

- **Emergency Procedure & Wardens responsibilities** - Please ensure all group leaders, wardens and key support are familiar with the emergency procedure and associated responsibility. A copy of the emergency action plan can be found at each **Safety Station** in every building.
 - Fire alarm system in all buildings - These are not linked to the fire brigade so you will need to call 111 if there is a fire. If possible take the **Emergency Call Plan** from the **Safety Station** in the Kitchen with you when making a 111 call, to read out the **Landmarks** for Emergency Services.
 - Please **contact the AOEC Duty Manager**. You can find the phone number at the Kitchen safety Station.
 - **Meet Emergency Services at gate** or at the top of Pikirangi Rd (or if not possible give them the gate code)
 - Group Leader/Head Warden needs to wear the **Hi-Vis** that is kept at the **Safety Station** in Kitchen. This ensures easy identified by emergency services.
 - **Evacuation - Assembly Area** is on the playing field by the Assembly Area Sign.
 - Make sure everyone is accounted for.
 - Every Building has got **Fire extinguishers**. **Fire Hoses** are outside the dining room, the Lions Den and at the end of the Main Building. Please **activate the water pump switch** by the firehose on the Lions Den wall.
- **Environment Care** - Please be respectful of the environment at all times. Please make yourself and your group familiar with our **Environmental Care Contract** and “leave no trace”. (this is displayed in the dinning room & kitchen and in all the dorms).
- **Bush Area surrounding the lodge and in the centre of the driveway** - **This area is strictly out of bounds. Forest resting & recovering!** If you are in the bush you can only be on a track marked with an orange triangle unless your activity off track is authorised by AOEC management.
- **Parking and Tenting on Field:** If it is very wet and rainy, cars on the playing field are not permitted. Tents are best pitched on far side of field when wet.
- **No Smoking**
 - In or near any of the buildings, on the Challenge Course and on Bush Walks
 - No Cigarette Butts on grounds please - You may loose \$50 off your deposit.

Kitchen

- **Food (also see Waste Management Instructions)**
 - Don't leave any food lying around inside or out as this will encourage pests.
 - All food scraps incl apple cores, peels etc in food scarp bucket (not in bush)
 - No Pork products in food scrap buckets (pigs should not eat pigs)
 - No food whatsoever in dorms (you don't want to find a possum in your bed)
- **Ovens:** follow instructions by oven switches on wall. Preheat the ovens and turn on top elements **well ahead of time**. Remember it takes longer to cook large quantities (ie use large pots) than what we are used to at home.
- **Fridges & Freezers:** Please leave them in a clean condition when you leave. Please **do NOT switch them off on your departure**.
- **Waste Management (pls also see kitchen notice board)**
 - Appoint someone from your group to be in charge of waste management and to ensure recycling is done correctly and is disposed off correctly at the end of your stay.
 - Ensure your group knows **how** to recycle, **what** can be recycled, how to minimise rubbish and how to deal with any food scraps.
 - **Recycling** - please look after our planet and recycle whatever possible. Keep some of your boxes, so you have something to take the recycling home or to the transfer station. Recycling Bins are in the Kitchen Washing-Up area. Please wash your recycling before placing in bins. You are required to take recycling with you at the end of your stay. Assign a designated person. All recycling must be clean. At the end of your stay, make sure you take all your recycling back and that it does get recycled. You can recycle the following:
 - plastics 1, 2, 5
 - tin cans
 - aluminium cans
 - glass
 - **Cardboard and Paper**, along with paper towels from Ablution Blocks can be burned in Marshal Burner.
 - Check if **Paper Towels & Toilet Paper** needs refilling. Spares and dispenser are in the boiler room.
 - **Fruit Stickers** - please remove these before handing out fruit and stick them on the sticker sheet in the kitchen. It also prevents stickers from being disposed of outside where birds may pick them up.
 - **Food scraps & compostables** EXCLUDING HAM, BACON OR PORK must be placed in the black buckets provided. Make sure the lids are firmly closed if bins are outside. Txt Nick on 027 270 5596 if you have 2 or more buckets full on any day and at the end of your stay.
 - **Rubbish** - take everything with you at the end of your stay. If you recycle as per instructions and dispose of food scraps as asked, your rubbish bags should be not smelly or leaking from bags on your journey home/back to school.
 - **Thank You for making environment friendly decisions!**

- **Boiler Room - Marshall Burner**

- Children are not allowed in Boiler Room.
- *Put no more than two people in charge of the Marshall Burner*
- *Instructions for the Marshall Burner are in the Boiler Room*
- *Additional firewood is in the wood shed at the back of the boiler room.*
- *Store Kindling-cracker in Boiler Room not in Wood Shed. If chopping wood, please ensure covered footwear is worn and safety glasses*
- *Make sure all paper & cardboard waste from the kitchen as well as paper towels from Ablution Blocks are **burned daily** in Marshal Burner.*
- Empty Ashes into Offal Hole at the end of the field at the end of your stay.
- Please make sure that bottoms of brooms are cleaned at the end of your stay.
- Please make sure the boiler room is left clean and tidy.

- **Lions Den & Nettleingham Block**

- Fire Exists need to be clear at all times - check daily before bed time - delegate this to a the dorm warden
- Please use Dorms for sleeping, quiet time and getting changed, not for playing!
- Keep doors shut at night - this prevents possums from coming inside
- Absolutely No Food in Dorms (no Gum, lollies or any other food) - it attracts pests!
- No balls in dorms
- Top bunks – take care, no sleep walkers, or if you often get up to toilet at night. Instruct students on bunk bed safety on arrival and every evening before “lights out”. Bunk Bed Safety is clearly displayed in each bunk cubicle.
- Don't swing off curtains
- **Please do not take mattresses out of buildings!**
- Lights off, when you leave building

- **Toilets & Showers**

- Male/Female Signs are interchangeable to suit group needs. Don't leave taps running – we may not have an unlimited water supply.
- Please instruct girls and women on correct disposal of Sanitary Products. Do not flush sanitary products down the toilet. Sanitary pods are supplied in female toilets. If changing toilet blocks (male/female side), please ensure sanitary pods are changed over to the female toilet side.
- **Please do not use wipes of any kind and never flush them down the toilet!**
- Keep doors closed to avoid possums, other pests or birds coming inside.
- It is unnecessary to line bins with liners (plastic). Only discard paper towels, empty toilet rolls in Toilet Block Bins - it can be burned in the Marshall Burner.
- To clean floors, sweep floors first, then mop floors with Microfibre mops (mop pads with red border), and green bio-zyme in the bottles provided in boiler room.

- **Activities & Resources**

- **Who is ultimately Responsible for participants:** The responsibility of Health and Safety of Students and Adults of the Group lies ultimately with the Group Leader at camp (i.e. Teacher) and the organisation (i.e. School)/Organisation) who made the booking. During Instructor Led activities, AOEC holds the responsibility of Health & Safety for the participating students and adult helpers.
- **All Activities** done at AOEC need to be approved by AOEC management prior to your arrival. Please appoint activity leaders and support well ahead of your camp, as they need to make themselves familiar with the activity instructions, the risks of the activity and effect on the environment. This enables your group leaders and support staff to know where resources are kept and to ask any further questions on arrival so camp programs can start on time and everyone will get the most out of the activities while keeping safe and protecting the environment. **Please allow at least 30min to cover any questions in regards to your planned activities and to point everyone in the right direction.**
- **Shelter Building & Burma Trail:** Children must be supervised by a responsible adult at all times when using these activities and or areas. Please take care of the environment, native plants take a long time to grow.
- **Challenge Course:** Children under 16yrs must be supervised by a responsible adult at all times when using the challenge course. Group Leaders as well as supervising adults MUST be inducted before use! **One-on-one spotting is necessary at all times. Covered shoes must be worn on the challenge course.**
- **The Challenge Course is fenced and has a locked gate, please let all your participants know that it is not okay to jump the fence/gate if the gate is locked as it will set off an alarm and in such case \$100 will be deducted from your deposit.**
- **Activity Centre:**
 - Children must be supervised in Activity centre at all times.
 - The climbing wall is out of bounds unless a qualify AOEC instructor is present.
 - Benches must stay in front of the climbing wall when the activity centre is used for anything other than climbing.
 - No Food and Drink is allowed in activity centre.
 - Lights off when you leave building.
 - The door must be locked when no-one is using the activity centre.
- **Bush Walks & Swimming Hole:** When going for walks in the bush or to the swimming hole, **be well prepared.** Everyone must wear appropriate footwear (no jandals, crocks or scuffs), take something warm, water, snacks and a first aid kit. Make sure someone knows where you are going and how long you intend to be. Make yourself familiar with **the outdoor safety code** (this is displayed in the dinning room and in all the dorms). For your own safety and for that of the environment, please stay on the track at all times.

- **Departure**

- **Expected Departure Time:** Please contact Duty Manager at least 1 hour before expected departure time.
- **Departure Check List:** You can find a departure check list at the kitchen safety station in the Occupancy Log Folder.
- Group Leader please inspect & sign off Departure Check List to ensure that everything has been done. **(your deposit refund depends on this)**
- Make sure that the bottoms of brooms and brushes are cleaned at the end of your camp
- We have Micro Fibre Mops. You can find instructions displayed in the Kitchen and in the Boiler Room.
- Leave dirty mop pads and used kitchen and bathroom cloths in the tub in the Boiler Room.

Please do not hesitate to give us any feedback so we can constantly improve.

Welcome Talk to Students

Have Fun – Learn Something New – Be Safe

4 Guiding Principles - The 4 BIG C's

1. **Common Sense:** in everything you think, say or do, is it common sense?
 2. **Courtesy:** Be at all time respectful to your peers, teachers, parents, instructors and members of the public
 3. **Consideration:** With everything you do be considerate of the Environment
 4. **Communication:** Talking and listening to each other is essential for relationships to develop, to help understand one another and over come problems together.
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Stay within the boundaries

- Where you are allowed to go: driveway, concrete and grass areas
- If you can't see the main building, you are out-of-bounds
- Please don't wander off into the bush as it's very easy to get lost and it leaves unwanted tracks - please help us protect our precious bush
- Out of Bound Areas: Bush in Centre of Driveway, anywhere in the bush and off a DOC track (orange triangle), water tanks
- Activity Centre, Challenge Course and Shelter Building can only be used with adult supervision

Emergency Procedure

- Fire Alarm - what to do when you hear this
- Leave building quickly and calmly – assemble at tree in field – Roll call

Respect the local wildlife, trees and plants at all times

- Environmental Care Contract - you are the future guardians of this land
- If you want to do any nature art work or do shelter building with the natural materials, please only use the dead leaves and branches etc from the ground.
- Please don't squash any bugs, spiders or weta!

No graffiti

- Please don't write on the tables, walls, posts or on trees!

Water

We have the best water you can drink here. The best place to fill up your drink bottles is at the drinking fountain outside the boiler room.

Food Scraps & Rubbish

- Food Scraps (except ham, bacon or pork) in black bucket with lids. This includes fruit peels, pips, peels and the food that accidentally drops on the floor.
- If you drop food outside, please pick it up and put it in the food scrap buckets
- Recycling wherever possible. Recycle bins are in the kitchen dish wash area
- Rubbish: glad wrap, empty packets
- No food whatsoever in dorms - you don't want to find a possum in your bed
- Empty lunch boxes before going into dorms, empty lunchboxes to be washed at a suitable time - separate food scraps, wrappers and packets, recyclables, food you may want to still eat today, unopened bought food and whole pieces of fruit, that can be eaten later at camp or can go to food bank
- Fruit Stickers, please do not drop them on the ground. Stick them on the Sticker Sheets in the dinning room or kitchen.
- Don't leave any food lying around inside or out as this will encourage pests

Bunk Rooms

- Bunk rooms are for sleeping, quiet time and getting changed, not playing!
- Bottom bunk if you are a sleep walker or need to go to toilet often at night.
- Please be careful on the top bunks - there is a concrete floor underneath.
- Use the ladder - face the ladder - climb out of your sleeping bag first - don't skip the bottom rungs of the ladder and jump - reminders are in each dorms
- Keep the doors closed to all the buildings after dark - POSSUMS
- Lights off when you leave the building/ sleeping cubicle
- No Food in Bunk Rooms whatsoever
- Keep you Dorms clean, because you will be cleaning them at the end of the camp

Toilets & Showers

- Keep the toilet doors closed at all times - it keeps wildlife like birds & possums out
- Do not waste water - make sure taps are turned off. What happens if we ran out of water? No Drink, No Shower, No water to extinguish fire in an emergency.
- Keep you Toilet/Shower area clean, you will be cleaning them at the end of the camp
- **Please do not use any wipes and never flush them down the toilet.**
- Brief the girls separately on the correct disposal of sanitary items: Please do not flush sanitary items down the toilet.

Activities

- **Challenge Course:** Adult Supervision on Challenge course required. If locked, stay off, no jumping the fence. Covered shoes must be worn. 1: 1 Spotting is necessary at all times.
- **Climbing Wall & Activity Centre:** The indoor climbing wall can only be used with an AOEC instructor. Adult supervision required when in Activity Centre. Dress code on Climbing Wall: shorts must at least reach mid thigh. Long hair must be tied up. Bare feet are best. Wash your hands after your climbing session
- **Archery:** No bare feet. covered shoes. On the way to archery, please do not climb over the gate or ride on the gate under any circumstances.
- **All other activities:** Covered shoes must be worn for all activities, be prepared for all conditions and adhere to the outdoor safety code at all times