

Year 10 – TOPEC Adventure Course

Key Information

Kia Ora

We are looking forward to working with your school and students this year. Please find attached documents or visit our download section of our website for information on the TSB TOPEC safety management system. Our process is more specific than RAMS and is interrelated to how activities are managed, staffed, given the go ahead or not. The TSB TOPEC Activity Risk Profile (TARP) and Standard Operating Procedure (SOP) documents are working documents and are amended on the original hard copy as required, following daily, weekly and annual review – this is industry standard.

Our Safety Management System (SMS) is audited by both OutdoorsMark, and by Maritime New Zealand. The SMS document is of considerable size and is best viewed as a hard copy. If you wish to view these hard copy documents these will be made available to you.

We do not forward copies of our risk management documents as this contravenes TSB TOPEC policy and OutdoorsMark policy for document control.

The OutdoorsMark registration is evidence that TSB TOPEC has met stringent requirements for safety management and is recognised by Ministry of Education and MBIE. For further information see the **Links page** on our website www.tsbtopec.co.nz

Each school / organisation we work with has different requirements of us with regards to documentation needed. Please request these requirements prior to a course taking place. This may take the form of a MOU or Provider Contract. Please refer to our website for a [Provider Contract](#).

Process of the Day

Any activity will be confirmed each day following a staff briefing where a range of factors will be considered – the visiting group school leader / teacher is invited to these briefings. These factors include but are not limited to:

- Weather forecast
- Recent weather
- Rainfall
- Free air freezing level
- Wind
- Tides
- Swell
- Group physical ability
- Group emotional ability
- Group resilience
- Medical conditions / students at risk
- Fatigue of group
- Staffing ability, competency and availability

Refer to TSB TOPEC website **Downloads page** for an example of [Possible Week Schedule for Residential Groups](#).

Participants

- will be informed of activities and nature of them, environmental factors and hazards
- in all activities will participate by choice – Challenge By Choice
- will be involved in a risk disclosure process and given the opportunity to ask questions or clarify any areas of concern

School staff

- The information of the day's activities can be relayed to parents as required by the visiting school teacher / leader
- The School must provide a staff member that is able to supervise any non-participants
- TSB TOPEC staff have the right to refuse any participant that may put themselves or other at risk of serious harm or is deemed by that staff member to be a risk to health and safety

During the activity, TSB TOPEC staff are providing Duty of Care for all participants.

What we require from the school:

- a completed / signed Risk Disclosure for each participant
- a completed / signed Medical Form for each participant

Please note: Individuals will not participate in any activity if these forms are not provided in hard copy on arrival. Verbal permission by School staff, or over the phone will not be accepted under any circumstances.

These forms are available from our website www.tsbtopec.co.nz and must be used. Please send an e-copy of student contact numbers and medical conditions (a master sheet of all students would be sufficient) prior to arrival.

Happy to talk further on the above and explain further if need be. Please, also refer to other useful documents available on our **Downloads page**: organisers manual, student contracts, gear lists, etc.

Nga Mihi

Grover Worsfold – Director

Tel: 06 7580448

email: grover@tsbtopec.co.nz

website: www.tsbtopec.co.nz