

Safety Action Plan



EVENT: North West Choir Festival Rehearsal One		DATE OF EVENT: Term 2 Tuesday, 27th May - 8.30-1pm
LOCATION OF EVENT: The Aurora Center, Burnside High School		
LEAD TEACHER: Liz Beattie	OTHER TEACHERS: Melissa Clease, Sarah Philpott	

NUMBER OF STUDENTS: 50		RATIO: 1:20	
OVERALL RISK RATING: Low		RISK TYPE: B (i)	
NZ STANDARDS: EOTC Guidelines		Event starts at: 8.45am (Leave School)	
CONTRACTORS: Bentley Bus Company, Woolston 03 595 2168, bus@bentleytransport.co.nz		Finish at approx. 12.30 pm (Back at school)	
		Transport: Bus - Supplied	

Risk Management from CCC

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Unsafe Transport	Low	A reputable bus company is used to provide a qualified driver. The bus is warranted and registered.	
Vehicle Collision	High	In the event of a motor vehicle accident, if any passengers are hurt, teachers call the emergency services. Teachers apply first aid until the emergency services arrive. All teachers carry a cell phone at all times. Cell phones have the phone numbers of the other teachers, volunteers and the principal entered into their contact list. Children remain on the bus unless it has been deemed unsafe by the bus driver. If requested students and parents disembark from the bus and wait on the curb as far from the road edge as possible. Teachers contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required. The buses will drop off and pick the children up from The Aurora Center, Burnside High School so that children do not need to cross roads.	Cellphone First Aid Kit Contact list of Learners.

Vehicle Breakdown	Medium	Children remain in the bus unless it has been deemed unsafe by the driver. Students and parents disembark from the bus and wait on the curb as far from the road edge as possible if requested. The teacher present contacts the school to advise of the incident and arrange alternative transport if required. The school office will inform parents of the incident and will arrange alternative transport.	Cell Phones and Cell phone list with the contact details of all parents and teachers on the trip.
Privacy and confidentiality	Low	Parent helpers are prohibited from communicating directly with other parents regarding incidents on school trips. The school office will inform parents of the incident.	
Child going missing	Significant	Students stay together as a group with their supervising adult. Teachers take roll call before leaving school. The attendance of children is rechecked before returning to school. During the event, children must ask their supervising parent/teacher for permission to go to the toilet. Children will go to the toilets in pairs. The teachers check public toilets before they are used. If a child goes missing, the MISSING CHILD response plan is actioned by the teacher in charge. The school is immediately notified.	Group checklist
Vulnerable Children Act	Low	Children report any 'worrying' behaviour from members of the public to teachers. The teachers and adult volunteers are responsible for monitoring children's behaviour, location and safety. All teachers carry a cell phone at all times. Cell phones have the phone number of other volunteers entered in their contact lists so they can call for help if required.	Teacher Cell Phone and relevant cell numbers
Weather (Hot, cold, wind)	Low	Children are reminded to be prepared for all weather conditions. If it rains, children should wear a rain jacket. Children will not be permitted to attend the event if they do not have clothing appropriate for the weather.	Jackets Drink bottle
Minor Injuries	Moderate	In the event of a minor injury, teachers assess the situation and apply first aid if necessary. The Teachers update the accident register in the sickbay on HERO when they return to school.	First Aid Kits (With Teacher) HERO App installed.

Medical Asthma and allergies	Moderate	All asthmatics have their inhalers with them. This is verified by their teacher before children leave the school. It has been confirmed that none of the children attending this event need an epi-pen or have a severe allergy. The teacher in charge collates a list of students attending the event with medical issues. Teachers ensure that appropriate medication is taken with them. Parent helpers are advised of student medical issues if necessary.	Asthma Inhalers Epi-pen Medication list and medication
SERIOUS INJURY	Significant	If a serious injury happens during the visit, a teacher or supervising adult administers first aid while the other teacher/supervising adult moves the children away from the situation and calls the Emergency services. • The child is transported to the hospital accompanied by a staff member. • The other teacher stays with the group. • The school is notified. The office calls the parents. • The principal goes to the hospital and meets the ambulance and parents there. • Additional support may be sent by the school if necessary.	First aid kit Cell phones
CIVIL EMERGENCY	Significant	If a civil emergency strikes while at the event, the children will stop, take appropriate action to keep themselves safe and then report to their teacher who will verify the location and safety of all children. If children have been injured, they are moved to a safe place, teachers/supervising adults provide first aid and emergency services are called. The teachers follow the instructions of the event organizer. If the event is canceled and it is safe to travel, the team returns to school. If the bus company cannot provide earlier transport, the school organises alternative transport. If the team is unable to return to school they remain at Burnside High School. The teacher keeps the school fully informed.	Evacuation site as stated by the event organizers.

Teacher in Charge:

Liz Beattie

Date: 07/05/25

Leader:

Aaron Richards

Date: 26/5/25

BOT Approval: No