

Safety Action Plan

EVENT: Nutcracker Ballet and Margaret Mahy Playground	DATE OF EVENT: Friday 12th December 2025
LOCATION OF EVENT: Isaac Theatre Royal 145 Gloucester Street	
LEAD TEACHERS: Caitlin O'Sullivan, Jacqui Porter, Melissa Segar and Amy Jeffrey	
NUMBER OF STUDENTS: 101 in total	RATIO: 1: 10
OVERALL RISK RATING: Low	RISK TYPE: Low
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 10.15 am
CONTRACTORS: TBC	RETURN TIME: 3.00 pm
	TRANSPORT: BUS

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus	Moderate	<ul style="list-style-type: none"> A reputable bus company that provides qualified drivers is used. Buses are warranted and registered. All teachers carry their cell phones with them at all times. The phone numbers of other teachers are entered into the cell phone's contact list. 	Cell Phone First Aid Kit Contact list List of children travelling on the bus
Vehicle collision	Moderate	<ul style="list-style-type: none"> If any passengers are hurt in a motor vehicle accident, teachers call the emergency services. Teachers apply first aid until the emergency services arrive. Children remain on the bus unless the bus driver deems it unsafe. If requested, students and parents disembark from the bus and wait on the curb as far from the road edge as possible. 	
Vehicle breakdown	Moderate	<ul style="list-style-type: none"> Teachers contact the school to advise of the incident. 	
Arrival and return trip	Low	<ul style="list-style-type: none"> The school is responsible for contacting the bus company to arrange alternative transport if required. The school office informs parents of the incident. The buses will drop off and pick up the children outside the Isaac Theatre Royal on Gloucester Street. A roll call of the children will be taken before leaving school, arriving at the theatre, arrive 	Class roll to be taken

		at Margaret Mahy and before leaving on the bus back to school.	
Student Privacy	Low	<ul style="list-style-type: none"> Parents are not permitted to contact other parents not on the trip to discuss issues or events that occur on the trip. This is the responsibility of the lead teacher (Caitlin). Parents should only take photos of their own children. Photos that include other children must be sent to the lead teacher for review and approval. Photos that are approved by the lead teacher can be kept. Any photos not approved by the team lead must be deleted from the parents' camera or cell phone. All parents are informed of this prior to leaving school. Parents are provided with information about students' health or well-being to ensure their safety. Parent helpers must keep this information confidential. 	
Child going missing	Significant	<ul style="list-style-type: none"> Children stay together as a group. Before leaving school, children are advised to stay with their group and teacher. The teacher checks each child's attendance before embarking on the bus, as well as at lunchtime and before returning to school. Adults are delegated to supervise groups of children as they sit at the Isaac Theatre and then walking to Margaret Mahy Playground. Children are in buddies walking to and from the playground. Students will gather in one area to eat lunch and wait for instructions before going to the playground area. Students will be given a meeting point and boundaries. All parent help and teachers rove around the boundary to ensure safety. If a child goes missing, the teacher in charge will immediately call the principal and take action according to the Missing Child Response Plan. 	Class list
Vulnerable Children Act: A child being approached by strangers	Significant	<ul style="list-style-type: none"> Before leaving school, children are advised that they are only allowed to go to a public toilet if their teacher has given them permission. Students are taken by an adult in pairs and groups to the toilet. Adults are vigilant and check toilets before allowing any students to enter. Children are advised to report any 'worrying' behaviour to their teachers. 	SAP forms printed, roll, and information given to parent helpers and any other teachers attending the trip

Location	Low	The lead teacher checks with staff prior to visiting Isaac theatre for emergency evacuation and safety measures. All teachers and parents volunteering meet and go over safety precautions before leaving school.	All teachers should read and be familiar with its contents.
Minor Injuries	Moderate	<ul style="list-style-type: none"> Each teacher is required to hold a first aid kit. In the event of a minor injury, Teachers or Instructors apply first aid. 	First Aid Kits
Medical Asthma and allergies	Significant Significant	<ul style="list-style-type: none"> All asthmatics take their inhalers with them. This is checked by the teachers before they leave school. Teachers ensure they have epi-pens for students who require them. The group parent carries the epi-pen for any children they are supervising. The lead teacher shows them the parent how to use the epi-pen if they are carrying one A list identifying children with medical or health issues is distributed to teachers. The teacher-in-charge confirms the medical care of children with medical conditions or allergies is collected and carried by the teachers. The teacher-in-charge carries an emergency contact list or is able to access HERO on their phones. 	Asthma Inhalers Medication Health needs list Medication list
SERIOUS INJURY	Significant	<p>If a serious injury happens while practising, the teacher administers first aid while:</p> <ul style="list-style-type: none"> Emergency services are called. The child is transported to the hospital. Call the school with all the details. The office will call the parents. The principal will go to the hospital, meet the ambulance and parents there. One teacher will accompany the injured, and one teacher will remain with the group. 	First aid kit Contact details
CIVIL EMERGENCY	Significant	<ul style="list-style-type: none"> If a civil emergency occurs while the bus is in transit, it will immediately stop. All children remain on the bus until otherwise directed by the teacher-in-charge. Once the event has passed and if the roads are clear, the bus returns the children to school. If children have been injured, they are moved to a safe place, teachers provide first aid, and emergency services are called. In the event of a civil emergency at the location, all children will follow the instructions of the lead teacher and Isaac Theatre Royal Staff. 	Cell phone First aid kit 145 Gloucester Street

		<ul style="list-style-type: none"> • The teacher-in-charge will contact the school for further instructions. • If it is safe, the children are transported back to school. • If it is unsafe to return to school the teacher in charge relocates the children to Victoria Park and then consider other options such as the Town hall or St Mary's School 	
--	--	---	--

Teacher in Charge:
Caitlin O'Sullivan
Date: 14/8/25

Leader:
Aaron Richards
Date: 15/8/25

BOT Approval:
No

Walking Route from Isaac Theatre to Margaret Mahy Playground.

Lunch Area Identified and will be checked prior to visit

