

Safety Action Plan



EVENT: Rest Home Visit Wesley Care		DATE OF EVENT: Friday 12th December 2025
LOCATION OF EVENT: 91 Harewood Road, Harewood, Christchurch 8053		
LEAD TEACHER: Gerardine Baxter		OTHER TEACHERS: Keiana Cross + Parent Helpers

NUMBER OF STUDENTS: Ashby - 40 students	RATIO: 1:10
OVERALL RISK RATING: Low	RISK TYPE: B(ii)
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 11am (approx 25 minute walk) Arriving at rest home at 11.30am Leaving rest home at 12pm Lunch at Papanui Domain 12 - 1pm
CONTRACTORS: N/A	Leave Park between 1-1.30pm RETURN TIME: by 2pm

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Walking to Papanui Domain and then from Papanui Domain to Harewood Road	Low	All teachers carry their cell phones with them at all times. The phones are charged and have the school's phone number on them. Teachers take a first aid kit to treat minor injuries. Students are informed of the rules for safe walking before leaving school: stay with the group, walk on the footpath, stay with your buddy when walking along the roadside, and be aware of driveways. One adult is at the front with a fluoro vest, and one is at the back. The other adults are interspersed throughout the group.	Cell phone Class Roll Fluoro vest First aid kit
Vehicles on busy roads: hit by a car	Moderate	Cross the road at the lights on Sawyers Arms Road. If someone gets hit by a car, the teacher in charge contacts the emergency services and the school. Two adults stay with the injured while the other adults walk the rest of the children to a safe space: this can be Papanui Domain, a parking space on Sawyers Arms, Papanui High School grounds, or St Joseph's school.	
Trip while walking	Low		

		The teacher at the front checks the footpath, removing hazards as they go.	
Child going missing	Significant	Students stay together as a group. Teachers take roll calls before departing. Teachers take roll before walking back to school. The adults and teachers are dispersed among the group	Class lists Teachers Buddies
Vulnerable Children Act	Low	Teachers are vigilant at all times. Teachers check the toilets before they are used. Teachers wait for children outside the public toilets. Talk to children about keeping ourselves safe: "What to do when an adult makes you feel uncomfortable". Children are organised into buddies. Rest Home staff ensure that residence working with the children are suitable. Children do not work with Dementia residence. Children interaction with residence is monitored by the teachers and supervising adults. Children interact with residence in common spaces.	Teachers Children Buddy List
Wesley Care Resthome	Low	Teachers scout areas for hazardous rubbish. Teachers check the toilet and ensure a teacher or adult helper goes to the toilet area with students. Teachers are aware of pedestrians and other people on the roads and in the rest home. There is a risk of sickness. Caitlin will call the rest home in the morning to check the sickness levels of residents. A teacher will check the walkway is open on the morning of the trip.	Cell phone
Privacy	Low	Supervising parents are advised that they must treat all information about children confidentially and can not discuss issues relating to a child with anyone except for the supervising teachers. Supervising parents are advised that they must not discuss an issues arising on the trip with any person except for the supervising teachers. If parents have concerns, they must manage their concerns by following the school's Complaint procedures.	
Minor Injuries	Moderate	In case of a minor injury, the teacher assesses the situation and applies first aid if necessary.	First Aid Kits Accident register (in sick bay)

Medical Asthma and allergies	Moderate	<p>The teachers check that Asthmatics are carrying thier inhalers</p> <p>The teacher-in-charge collects children's epi-pens and medication.</p> <p>The teacher-in-charge collects children's medication.</p> <p>The teacher-in-charge collates a list of children with medical issues. Teachers and supervising parents are made aware of children's medical issues so that they can respond effectively to medical incidents.</p>	<p>Asthma Inhalers</p> <p>Epi-pen</p> <p>Medical List</p>
SERIOUS INJURY	Significant	<p>If a serious injury occurs while walking, a teacher administers first aid, while another adult calls the emergency services. The remaining adults move the remining children away from the scene and supervise them until support is provided. The child is then transported to hospital with a teacher.</p> <p>A teacher calls the school. The principal goes to the hospital to meet the child, and the remaining adults stay with the group.</p> <p>The school is responsible for contacting the parents of the injured child.</p> <p>The children and parent helpers are debriefed when they return to school.</p> <p>Adult helpers are asked to respect the privacy of the child concerned and not to talk to other parents about the incident</p>	<p>First aid kit</p> <p>Cell phones</p>
CIVIL EMERGENCY	Significant	<p>If a civil emergency strikes while walking to the rest home and to the Rest Home, the group will stop and wait. All children remain where they are until directed by the teacher. Once the event has passed, the teacher will call the school for further instructions. If the school can not be contacted, the group will return to school.</p> <p>If children have been injured, they are moved to a safe place, teachers provide first aid, and emergency services are called.</p> <p>If a civil emergency strikes at the Rest Home, all children remain where they are until directed by the teacher who will take instructions from resthome staff. Once the event has passed, the group returns to school.</p> <p>If it is not safe to return to school, the teacher in charge will relocate the children to the nearest place of safety. This could include staying at the rest home or moving to</p>	<p>Assemble point: Listen to the instructions from the staff at Wesley Care</p>

Teacher in Charge:

Gerardine Baxter

Date: 25/11/2025

Leader:

Aaron Richards

Date: 25/11/2025

BOT Approval: No

Map from school to Rest home:



