

Safety Action Plan

Hosting Catholic School Day

EVENT: Hosting Catholic School's Day	DATE OF EVENT: Wednesday 28th May
LOCATION OF EVENT: SJS School Fields and playground	
LEAD TEACHER: Caitlin O'Sullivan, Greg Brown (DP) and Emma Vertogen	
OTHER STAFF MEMBERS ATTENDING: All teachers	

NUMBER OF STUDENTS: St Joseph's School: 112 Total students from SJS & visiting Catholic Schools: 238	RATIO: 1:27
OVERALL RISK RATING: Low	
NZ STANDARDS: EOTC Guidelines	Start: 12pm
CONTRACTORS: N/A	Finish: 2.30pm
	TRANSPORT: On school grounds

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Child going missing	Low	<ul style="list-style-type: none"> Children stay together in designated groups. Teachers from each school have lists of the groups. At least 1 teacher per station. All teachers stay alert and ensure all children are staying in their groups. 	Students will be put into groups of 30. Teachers will monitor as they rotate from one activity to the next.
Weather	Low	<ul style="list-style-type: none"> All students wear clothing appropriate for the weather. All students take a drink bottle. All students wear shoes (see the ruling on shoes). The St Joseph's School DP assesses the weather before the session and decides if participation should continue. If it rains, the event will be cancelled. 	Suitable shoes Jacket Drink bottle
Location	Low	<ul style="list-style-type: none"> The St Joseph's School DP to check the condition of the grounds before the event takes place. If the grounds are not safe the event will be cancelled or the hazard/s will be managed before the event starts. 	
Activities	Moderate	<ul style="list-style-type: none"> Each school will reinforce behaviour expectations before leaving school. Low risk activities are organised. Students compete in an organised fashion being monitored by Student Leaders and teachers. Children follow the rules. Any student not following the correct process will be identified, warned and referred to a teacher 	Teachers Student Leaders and teacher rotating with groups

		<p>from their school. If necessary, the student will be excluded from the game.</p> <ul style="list-style-type: none"> • All activities are clearly explained by the activity leader. Students listen to instructions clearly and follow these which will mitigate any risks. • When transitioning to the next station children will listen to instructions • All students to be closely monitored by Student Leaders and teachers. 	
Head Injury Knocks to body/ head	Moderate	<ul style="list-style-type: none"> • A light knock to the head or neck - First aid is provided by the teacher-in-charge. A concussion assessment is completed and the child is monitored by the teacher. Knocks to the head and neck are recorded in the First-Aid register at school. The office staff will inform St Joseph's parents by telephone on the incident. • Serious knock to the head or neck - Observations identified that a concussion may have occurred. The St Joseph's office will phone parents of St Joseph's students. Teachers from other schools are responsible for informing parents of their respective schools of the injury. The DP (Greg Brown) records incidents in the First-Aid register. A copy of the record is sent to the school concerned. • Severe Knock to the head or neck - There are obvious signs that the child has a concussion and immediate medical assistance is required. The office will phone an Ambulance. The child will be transported to hospital with an appropriate teacher. • The St Joseph's office will phone parents of St Joseph's students. Teachers from other schools are responsible for informing parents of their respective schools of the injury. The DP (Greg Brown) records incidents in the First-Aid register. A copy of the record is sent to the school concerned. 	
Vulnerable Children Act	Low	<ul style="list-style-type: none"> • All children are supervised by registered teachers. • Visitors are monitored by the teachers. 	Teacher
Minor Injuries	Moderate	<ul style="list-style-type: none"> • Teachers watching activities are responsible for first aid and a first aid kit will be available. 	First Aid Kits
Medical	Moderate	<ul style="list-style-type: none"> • All asthmatics take their inhalers. Teachers check that children have their individual inhalers 	Asthma Inhalers
Asthma and allergies	Moderate	<ul style="list-style-type: none"> • Teachers from each school have a list of identifying children with medical or health 	Medication Health needs list

		issues and ensure that medication is available if required (including epi-pens)	Medication list
SERIOUS INJURY	Moderate	<ul style="list-style-type: none"> Teachers administer first aid. Emergency services are called. The child is transported to the hospital. One teacher from the school accompanies the child to the hospital in the ambulance. The remaining teachers continue to supervise their children. The St Joseph's school office is responsible for contacting the school concerned if the injury relates to a child from CTK or St Patrick's. If it is a St Joseph's child the office contacts the St Joseph's parents of the injured child. Children present are debriefed with their teachers. 	First aid kit
CIVIL or CRISES EMERGENCY	Significant	<ul style="list-style-type: none"> If an earthquake stickers, all personnel drop cover and hold until the event finishes. Personnel gather on the field and attendance is checked. Teachers from each school contact their school for instructions. Children are located in a place that is safe. If a lockdown should occur, children are immediately moved to a classroom space: St Joseph's move to Hanrahan and Mercy, Christ the King are moved to Timoney and Ashby, St Patricks are moved to McAuley. Personnel lock themselves in the building until the all clear is given by Greg Brown (St Joseph's Deputy Principal). If a reverse lock down is signed, all personnel are evacuated to the Marian College netball courts. If a civil emergency should strike, St Joseph's School will take charge of all communication. Teachers from other schools must not communicate with their school, parents or the public. This is coordinated by St Joseph's school to ensure that students are kept safe. If children have been injured they are moved to a safe place. Any teacher provides first aid and the emergency services are called. 	Emergency assembly area (basketball court) Principal

Teacher in Charge:

Caitlin O'Sullivan

Date: 30 April 2025

Leader:

Aaron Richards

Date: 5 May 2025

BOT Approval: (tick appropriate)

Yes

No

NA

Date: