

# Safety Action Plan



<b>EVENT:</b> Primary Sports Canterbury Winter Tournament.		<b>DATE OF EVENT:</b> Term 3 Thursday 11th September 2025	
<b>LOCATION OF EVENT:</b> Hagley Park, Nunweek Park			
<b>LEAD TEACHER:</b> Greg Brown		<b>OTHER TEACHERS:</b> <b>Hockey:</b> Nunweek Park Teacher - Greg <b>Netball:</b> Hagley Courts Teacher - Mel T <b>Football:</b> South Hagley Teacher - Brylee	

<b>NUMBER OF STUDENTS:</b> 28		<b>RATIO:</b> 1:9	
<b>OVERALL RISK RATING:</b> Low		<b>RISK TYPE:</b> B (i)	
<b>NZ STANDARDS:</b> EOTC Guidelines		Event starts at:10am (Reporting time 9.30am)	
<b>CONTRACTORS:</b> Bentley Transport for Buses Mr Brown and Mr Richards		Finish at approx. 2:30pm	
		Transport:Football,Netball - Bus - Car Hockey	

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus	Low	A reputable bus company is used to provide qualified drivers. Buses are warranted and registered.	
Vehicle collision	Low	All teachers and coaches carry a cell phone at all times. Cell phones have the phone number of the school and teachers.	Cell Phone
Vehicle breakdown	Low	In the event of a motor vehicle accident if any passengers are hurt, the emergency services are called. First aid is applied until the emergency services arrive.	First Aid Kit
	Low	Children remain on the bus unless it has been deemed unsafe by the driver. If requested, students disembark from the vehicle and wait on the curb as far from the road edge as possible.	Contact list
	Low	Teacher/Parent contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required or sending cars out to collect the children.  The school office will inform parents of the incident.  The buses will drop the children off at Hagley Park A meeting spot is designated by the Teacher in charge.	

Child going missing	Significant	<p>Students stay together as a group with Teacher/Parent supervision.</p> <p>The teacher-in-charge takes roll call before boarding the bus.</p> <p>During the event: children must ask the teacher-in-charge for permission to go to the toilet. The child needs to report back to the teacher-in-charge.</p> <p>Toilets are checked by the Teacher/Parent in charge before they are used. Children must go to the toilet in pairs.</p> <p>Teacher/Parent-in-charge keeps a checklist of children returning with their parents. Final roll call before boarding the bus to return to school.</p> <p>If a child does go missing the MISSING CHILD response plan is actioned by the Teacher/Parent in charge. The school is immediately notified.</p> <p>The office is provided a list of students who are attending the event. HERO Group created.</p>	
Vulnerable Children Act	Low	<p>Children report any 'worrying' behaviour from members from the public to the teacher-in-charge.</p> <p>The teacher/parent in charge is responsible for monitoring children's behaviour, location and safety.</p> <p>Teachers/Parents will carry a cell phone on them at all times. They will have the school's phone number and each others phone number recorded on their phone so they can easily communicate</p>	<p>Teacher or parent -in-charge</p> <p>Cell Phone and relevant cell numbers</p>
Physical Fitness	Low	Children participating in the event have qualified to compete as they have demonstrated the ability to play the game safely and to a high standard.	
Privacy	Low	<p>Parents will not share with other parents not on the trip about children or issues on the trip. This is the responsibility of the school.</p> <p>Parents will not take photos of other children.</p>	
Minor Injuries	Moderate	<p>In the event of a minor injury, the teacher or parent -in-charge will assess the situation and apply first aid if necessary.</p> <p>The Teacher/Parent in charge will update the accident register in the sickbay upon return.</p>	<p>First Aid Kits (With Lead Teacher)</p> <p>SJS Accident register</p>
Medical  Asthma and allergies	Moderate	<p>All asthmatics have their inhalers with them or in a place close to the course. This is verified by the Teacher/Parent in-charge before children leave the school.</p> <p>Teacher/Parent-in-charge checks if any children in the team are allergic and needing an epi-pen. The teacher in-charge ensures that coaches carry the epi-pen or any other medication as required. The coach knows how to administer the medication when necessary.</p>	<p>Asthma Inhalers</p> <p>Epi-pen</p> <p>Medication list and medication</p>

		<p>All coaches are provided the medical information of students. This information is kept confidential.</p>	
Concussion	Significant	<p>A light knock to the head or neck - First aid is provided by the coach or first aider.</p> <p>A concussion assessment will be completed and the child will be monitored by the coach.</p> <p>Coaches will record the incident in a First-Aid book at school. The office staff will inform parents by telephone.</p> <p>Serious knock to the head or neck - Observations have identified that a concussion may have occurred. The office will phone parents. Coach to record incidents in First-Aid Book on return.</p> <p>Severe Knock to the head or neck - There are obvious signs that the child has a concussion and immediate medical assistance is required. Teachers-in-charge will phone an Ambulance and the office will be informed. The Office will phone the parents. The Principal will meet the student at the Accident and Emergency Centre.</p> <p>The coach records the incident in the ACC Book.</p>	
SERIOUS INJURY	Significant	<p>If a serious injury happens while competing, the teacher or parent -in-charge administers first aid while:</p> <ul style="list-style-type: none"> <li>• Emergency services are called.</li> <li>• The child is transported to hospital accompanied by a staff member.</li> <li>• The office will call the parents.</li> <li>• The principal will go to the hospital and meet the ambulance and parents there.</li> <li>• The teacher-in-charge will stay with the team.</li> </ul>	<p>First aid kit</p> <p>Cell phones</p>
CIVIL EMERGENCY	Significant	<p>If a civil emergency strikes while competing, the children will stop, take appropriate action to keep themselves safe and then report to the teacher in charge who will verify the location and safety of all children.</p> <p>The school will be immediately notified and liaise with parents.</p> <p>If children have been injured, they are moved to a safe place, Teacher/Parent-in-charge to provide first aid and the emergency services are called.</p> <p>The Teacher/Parent-in-charge follows the instructions of the event organiser.</p> <p>If the event needs to be cancelled and it is safe to travel, the team will return to school.</p> <p>If the bus has not arrived yet, the Teacher/Parent - in-charge will contact the school who will arrange for earlier pick-up.</p> <p>If the bus company cannot provide earlier transport, the school will organise alternative transport. Transport children from Hagley park or Nunweek Park back to school.</p>	<p>Evacuation site as stated by the event organisers</p> <p>Sector post location – stated by organisers</p>

		If the team is unable to return to school they will relocate to Hagley Community College or Roydvale School.  The Teacher/Parent -incharge will keep the school fully informed.	
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Teacher in Charge:	Greg Brown	Date: 8th August 2025
Leader:	Aaron Richards	Date: 11t August 2025
BOT Approval: No		