

# Safety Action Plan



<b>EVENT: Music Festival Rehearsal</b>  Hero notice - leaving early. The bus leaves at 8.45am.	<b>DATE OF EVENT:</b> Thursday 6th November 2025 8.45am: Pick up from School 9:30 am - 12:00 pm: Rehearsal 12:15pm: Pick up from Town Hall Bus returning to school
<b>LOCATION OF EVENT:</b> Christchurch Town Hall, 86 Kilmore Street, Christchurch Central City, Christchurch 8013	
<b>LEAD TEACHER:</b> Liz Beattie	
<b>OTHER STAFF MEMBERS ATTENDING:</b> Melissa Clease, Sarah Philpott	

<b>NUMBER OF STUDENTS:</b> 78	<b>RATIO:</b> 1:26
<b>OVERALL RISK RATING:</b> LOW	
<b>NZ STANDARDS:</b> EOTC Guidelines	<b>DEPARTURE TIME:</b> 8.45 am
<b>CONTRACTORS:</b> TBC	<b>RETURN TIME:</b> 12:45 pm
	<b>TRANSPORT: BUSES</b>

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
<b>Transport</b> <b>Unsafe bus</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>A reputable bus company is used to provide qualified drivers. Buses are warranted and registered.</li> <li>All teachers carry a cell phone at all times. Cell phones have the phone numbers of the school, principal and team leaders.</li> <li>DP has the number of the coach company.</li> <li>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.</li> </ul>	Cell Phone  First Aid Kit
<b>Vehicle collision</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Children remain on the bus unless it has been deemed unsafe by the bus driver. If requested, students and teachers disembark from the bus and wait on the curb as far from the road edge as possible.</li> </ul>	
<b>Vehicle breakdown</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Teachers contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required.</li> <li>The school office will inform parents of the incident.</li> </ul>	Contact list
<b>Child going missing</b>  <b>Child being approached by strangers</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Children stay together as a group.</li> <li>Teachers follow the travelling plan and stay together in their groups.</li> <li>Before leaving school, children are advised to stay with their teacher as well as their group.</li> <li>Teachers will buddy children up and explain to them that they need to tell them immediately if their buddy is not with them.</li> </ul>	Class lists Buddies Travelling plan

	<b>LOW</b>	<ul style="list-style-type: none"> <li>The attendance of each child is checked by the classroom teacher; before leaving the school, arriving at the location - classes that have children travelling in different buses, leaving the location - buddy check and arriving back at school - classes that have children travelling in different buses.</li> <li>Children are advised before leaving the school that they are only allowed to go to the toilet if their teacher has given them permission.</li> <li>Children going to the toilet must report to their teacher on their return.</li> <li>Children go to the toilet in pairs.</li> <li>All children travel to and from school on the bus.</li> <li>The Town Hall toilets are checked by a teacher at the start of rehearsal. All exit doors are also checked to ensure that strangers can not enter the Town Hall complex from a back door.</li> <li>A teacher will be posted to monitor who enters the front door.</li> </ul>	
<b>Weather</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>If it rains, the bus will pull into the loading bay in front of the school, one bus at a time so the children can enter the Town Hall without delay.</li> <li>Children will take their school jackets.</li> </ul>	
<b>Trip on sidewalk, paths</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Teachers and children are alert and watch sidewalks or paths carefully when walking to the bus and from the bus.</li> <li>The bus driver will drop the rounp off on the side where they should be in order to avoid crossing the road.</li> </ul>	
<b>Hit by a car / bus.</b>	<b>Mode rate</b>	<ul style="list-style-type: none"> <li>Teachers walk at the front and end of the group and check when getting off and on the bus appropriately.</li> <li>Teachers will ensure that children stay away from the road.</li> <li>Teachers will ensure that children wait on the curb 1m away from an approaching bus.</li> <li>Teachers will ensure that the children wait until the bus is completely stationary before approaching the bus.</li> </ul>	
<b>Environment</b>		<ul style="list-style-type: none"> <li>Teachers monitor children in the auditorium at all times.</li> <li>Children are prohibited from leaning over the bannaster. Teachers will call children back from the bannaster if they are too close.</li> </ul>	
<b>Vulnerable Children Act</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Children will stay with the class at all times. Teachers will supervise their class and the group they are travelling with. Two adults will travel on each bus.</li> </ul>	Travelling plan
<b>Minor Injuries</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>One first aid kit for each team (Matai &amp; Totoro)</li> <li>In the event of a minor injury Teachers apply first aid.</li> </ul>	First Aid Kits
<b>Medical</b>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Teachers ensure that all asthmatics take their inhaler. Inhaler is carried by the child.</li> </ul>	Asthma Inhalers
<b>Asthma and allergies</b>	<b>Mode rate</b>	<ul style="list-style-type: none"> <li>Teachers have a list of children's medical needs.</li> <li>The class teacher confirms they have the medication for all children with allergies or serious medical issues.</li> <li>Medication is carried by the teacher.</li> </ul>	Medication Health needs list Medication list
<b>SERIOUS INJURY</b>	<b>Mode rate</b>	<ul style="list-style-type: none"> <li>A teacher must remain with their class. If possible a teacher will accompany the child to hospital in the ambulance.</li> <li>The school is called. The school is responsible for contacting the parents of the injured child.</li> </ul>	First aid kit

<b>CIVIL EMERGENCY</b>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>• If a civil emergency strikes in transit, the bus immediately stops. All children remain on the bus until otherwise directed by the teachers responsible for the bus. Once the event has passed and if the roads are clear, the bus returns the children back to school. If the bus is unable to proceed, the teacher-in-charge finds safe accommodation for the children and immediately contacts the school for further instructions. If children have been injured they are moved to a safe place, teachers provide first aid and the emergency services are called.</li> <li>• If a civil emergency strikes while inside the Town Hall, everybody will 'drop, cover, hold'. Then the teacher will direct everybody to vacate the hall and assemble in the carpark when appropriate. Teachers will check that everybody is accounted for and will administer first aid if needed. We will return to the Town Hall if it is safe. If it is not safe to return, the school will organise alternative accommodation for the children and communicate next steps to parents.</li> </ul>	Cell phone Contact details First aid
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Teacher in Charge:

Liz Beattie

Date: 12/09/25

Leader:

Aaron Richards

Date: 15/9/25

BOT Approval: (tick appropriate)

Yes

**No**

NA