

Safety Action Plan



EVENT: Trip to the Domain and Launchpad	DATE OF EVENT: Term 4, Wednesday 10th December 2025
LOCATION OF EVENT: Launchpad, 43 Langdons Road, Papanui, Christchurch 8053 0.8 kilometres to Domain, approx 1km from Domain to Launchpad	
LEAD TEACHER: Anna Alfano	OTHER TEACHERS: Keiana Cross, Gerardine Baxter, Chris Mullins, Paige Hubber, Grace Delis

NUMBER OF STUDENTS: Ashby - 60 students, Timoney 55. TOTAL = 115 students	RATIO: 2:20 average for walking along with parent helpers.
OVERALL RISK RATING: Moderate	RISK TYPE: B(ii)
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 11:00am
CONTRACTORS: Launchpad	RETURN TIME: 2:30 pm

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Walking to Papanui Domain and then from Papanui Domain to Langdons Road	Low	<p>All teachers carry cell phones at all times. The phones are charged and have the school's phone number on them.</p> <p>Teachers carry a first-aid kit to treat minor injuries.</p> <p>Students are informed of the rules for safe walking before leaving school: stay with the group, walk on the footpath, stay with your buddy, and older children walk on the roadside, and beware of driveways.</p> <p>One adult is at the front with a fluoro vest, and one is at the back. The other teachers/parent helpers are interspersed throughout the group.</p> <p>Always walk on the footpath.</p>	<p>Cell phone</p> <p>Class Roll</p> <p>Fluoro vest</p> <p>First aid kit</p>
Vehicles on busy roads: hit by a car	Moderate	<p>The route to Launchpad and back</p> <ul style="list-style-type: none"> → Cross Vagues Road at the road patrol crossing → Turn right down Vagues Road until you hit Nyoli Street. Cross over Nyoli Street → Continue down Vagues Road and turn left when you hit the pedestrian/cycle track by the train tracks 	
Trip while walking	Low	<ul style="list-style-type: none"> → Cross at the traffic lights on Sawyers Arms Road and enter the Domain. → After leaving the Domain, continue walking on the track until you reach Langdons Road. → Cross at the lights and turn left. 	

		<p>→ Turn right into the carpark for Launchpad via the Library. There is a pathway that leads around to the front door. Careful attention is required when crossing between the library and Launchpad as this is a vehicle access area.</p> <p>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.</p> <p>The teacher at the front checks the footpath, removing hazards as they go.</p>	
Child going missing	Significant	<p>Students are told to stay together as a group.</p> <p>Teachers take roll calls before departing school and again before departing the Domain.</p> <p>On return, teachers take roll calls before departing from Launchpad and arriving back at school.</p> <p>Buddies report to teachers if someone is not with the group.</p> <p>If a child is confirmed missing, a teacher immediately contacts the school office. The school organises additional support to search for the child.</p> <p>If the child is not found within 15 minutes, the police and the child's parents are notified.</p>	<p>Class lists</p> <p>Teachers</p> <p>Buddies</p>
Vulnerable Children Act	Moderate	<p>Teachers are vigilant at all times.</p> <p>Teachers check the toilets before they are used. Teachers wait for children outside the public toilets.</p> <p>Teachers talk to children about keeping themselves safe: "What to do when an adult makes you feel uncomfortable".</p> <p>Children are organised into buddies.</p>	<p>Teachers</p> <p>Children</p> <p>Buddy List</p>
Papanui Domain (LUNCH)	Moderate	<p>Teachers scout the domain for hazardous rubbish. The teacher removes hazardous rubbish and objects.</p>	Cell phone
Launchpad	Moderate	<p>Teachers check the toilet to ensure they are safe. A teacher or adult helper goes to the toilet area with students at both the domain and Launchpad,</p> <p>Teachers are aware of pedestrians and other people in the domain and at Launchpad.</p> <p>At Launchpad, we will follow the safety rules and evacuation procedures provided by Launchpad staff. These rules will be explained to the children before they leave school and reinforced again by the Launchpad staff.</p> <p>If there is an injury, trained staff deal with the injury. If it is a minor injury, the teacher records the information on HERO.</p> <p>Serious injuries are recorded on the Accident Investigation Form - WorkSafe NZ by the teacher in charge and give to the principal.</p>	
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 teacher-in-charge collects children's EPI-Pens, asthma inhalers and medication.</p> <p>The teacher-in-charge collates a list of children with medical issues. Teachers 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, the teacher administers first aid, emergency services are called, and the child is transported to the hospital with the 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 domain / Launchpad, the group will stop and wait. All children remain where they are until directed by the teacher. Once the event has passed, the teacher calls 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 Papanui Domain or at Launchpad, all children remain where they are until directed by the teacher. 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.</p> <p>Contact the school/principal when it is safe to do so.</p>	<p>Assemble point: Papanui Domain.</p>

Teacher in Charge:

Anna Alfano

Date: 20/10/2025

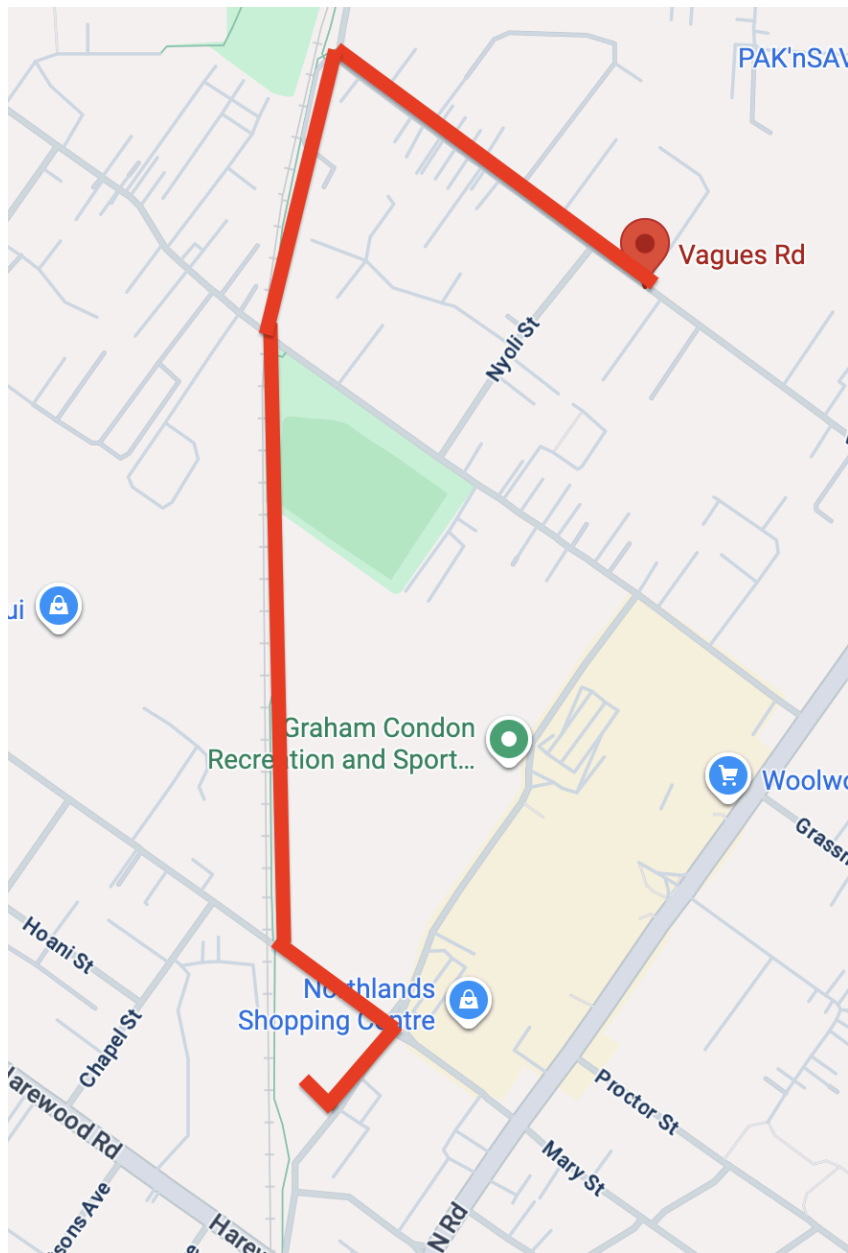
Leader:

Aaron Richards

Date: 1/11/2025

BOT Approval: No

Map from school to Albarossa (We will have some time for play at The Domain prior to sitting down and eating lunch. We will then move on to Launchpad.



Launch Pad Trampoline Park

Risk Assessment and Management Form

School / Group		Date/Time	
Park Location		Manager/Supervisor	
Activity Trampolines/Scooters/Balance Bikes		Number of teachers	
Analysis		Description	
Risks Accident, injury, damage		Physical injury - Minor (cuts, twisted ankles, bleeding noses, knocks) - Moderate (broken bones, sprains, cuts) - Major (broken bones, back or neck injuries)	
		People	Equipment
Casual Factors Hazards, perils, dangers		1: Children jumping beyond their ability 2: Double bouncing others on the Trampolines 3: Kids riding beyond their ability.	1: Equipment failure – Springs breaking or mats/pads tearing. Scooters or Bikes malfunctioning.
Risk Management		Normal Operations	1 & 2: Safety Briefing video shown and rules explained prior to all customers jumping <u>every</u> visit. Tramp/Track Monitors patrolling all areas of the park to ensure safety for all and rules are being adhered to.
		Emergency	1: Comprehensive Maintenance checks. Open & close park checklist completed every day at Launch Pad Trampoline Park.
		1: Area is cordoned off and tear is repaired when possible or Mat is replaced immediately 2: Broken springs are removed and replaced immediately or if not possible at the time recorded on the maintenance register 3: All spillages cleaned up as quickly & efficiently as possible and/or coned off if this can't be done immediately.	
Relevant Industry Standards Applicable		Suggestions for School/ Programme - ie ratios First aid requirements Vehicles policy & procedures	
Skills required by staff		Suggestions for School/ Programme – Trip/Excursion experience Current first aid Fitness level or health level	
Final Decision on Implementing activity		Form Completed by	
		Choose one: <div style="display: flex; justify-content: space-around; align-items: center;"> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> </div>	
		Approved by	
		Position	Date

