

Safety Action Plan



ST JOSEPH'S
SCHOOL
Te Whakapono ki ngā Mahi / Faith in Action

EVENT: Albarossa Rest Home	DATE OF EVENT: Term 4, Monday 16th December 2024
LOCATION OF EVENT: Albarossa Rest Home, 80 Harewood Road 0.8 kilometres to Domain, 1km from Domain to Resthome	
LEAD TEACHER: Anna Alfano	OTHER TEACHERS: Keiana Cross, Anne Woods

NUMBER OF STUDENTS: Ashby - 64 students	RATIO: 1:8 (when walking) 8 x Parent Helpers from Ashby
OVERALL RISK RATING: Low	RISK TYPE: B(ii)
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 10:15 am
CONTRACTORS: N/A	RETURN TIME: 12:45 pm

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Walking to Papanui Domain and then from Papanui Domain to Harewood 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 take 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 child to walk 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 are interspersed throughout the group.</p> <p>Always walk on the footpath.</p> <p>Cross the road at the lights on Sawyers Arms Road</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>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>	
Trip while walking	Low	<p>The teacher at the front checks the footpath, removing hazards as they go.</p>	

Child going missing	Significant	<p>Students stay together as a group.</p> <p>Teachers take roll calls before departing.</p> <p>Teachers take roll before walking back to school.</p> <p>Buddies report to teachers if someone is not with the group.</p>	<p>Class lists</p> <p>Teachers</p> <p>Buddies</p>
Vulnerable Children Act	Low	<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>Talk to children about Keeping ourselves 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>
<p>Papanui Domain (Morning Ta and Lunch)</p> <p>Albarossa Rest Home</p>	Low	<p>Teachers scout areas for hazardous rubbish.</p> <p>Teachers check the toilet and ensure a teacher or adult helper goes to the toilet area with students.</p> <p>Teachers are aware of pedestrians and other people in the Domain.</p> <p>There is a risk of sickness. Anna will call the rest home in the morning to check the sickness levels of residents.</p> <p>A teacher will check the walkway is open on the morning of the trip.</p>	<p>Cell phone</p>
Minor Injuries	Moderate	<p>In case of a minor injury, the teacher assesses the situation and applies first aid if necessary.</p>	<p>First Aid Kits</p> <p>Accident register (in sick bay)</p>
<p>Medical</p> <p>Asthma and allergies</p>	Moderate	<p>All asthmatics take their inhaler. This is checked by the teacher in charge.</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 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 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>First aid kit</p> <p>Cell phones</p>

