Safety Action Plan



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	All teachers carry cell phones at all times. The phones are charged and have the school's phone number on them. Teachers take a first aid kit to treat minor injuries. 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. One adult is at the front with a fluoro vest, and one is at the back. The other teachers are interspersed throughout the group. Always walk on the footpath.	Cell phone Class Roll Fluoro vest First aid kit
Vehicles on busy roads: hit by a car Trip while walking	Moderate	Cross the road at the lights on Sawyers Arms Road 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. The teacher at the front checks the footpath, removing hazards as they go.	

Child going missing	Significant	Students stay together as a group. Teachers take roll calls before departing. Teachers take roll before walking back to school. Buddies report to teachers if someone is not with the group.	Class lists Teachers Buddies
Vulnerable Children Act	Low	Teachers are vigilant at all times. Teachers check the toilets before they are used. Teachers wait for children outside the public toilets. Talk to children about Keeping ourselves safe: "What to do when an adult makes you feel uncomfortable". Children are organised into buddies.	Teachers Children Buddy List
Papanui Domain (Morning Ta and Lunch) Albarossa Rest Home	Low	Teachers scout areas for hazardous rubbish. Teachers check the toilet and ensure a teacher or adult helper goes to the toilet area with students. Teachers are aware of pedestrians and other people in the Domain. There is a risk of sickness. Anna will call the rest home in the morning to check the sickness levels of residents. A teacher will check the walkway is open on the morning of the trip.	Cell phone
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	All asthmatics take their inhaler. This is checked by the teacher in charge. The teacher-in-charge collects children's epi-pens and medication. The teacher-in-charge collects children's medication. 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.	Asthma Inhalers Epi-pen Medical List
SERIOUS INJURY	Significant	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. A teacher calls the school. The principal goes to the hospital to meet the child, and the remaining adults stay with the group. The school is responsible for contacting the parents of the injured child. The children and parent helpers are debriefed when they return to school.	First aid kit Cell phones

		Adult helpers are asked to respect the privacy of the child concerned and not to talk to other parents about the incident	
CIVIL EMERGENCY	Significant	If a civil emergency strikes while walking to the Domain and to the Rest Home, the group will stop and wait. All children remain where they are until directed by the teacher. Once the event has passed, the teacher will call the school for further instructions. If the school can not be contacted, the group will return to school. If children have been injured, they are moved to a safe place, teachers provide first aid, and emergency services are called.	Assemble point: Papanui Domain.
		If a civil emergency strikes at Papanui Domain or the Rest Home, all children remain where they are until directed by the teacher. Once the event has passed, the group returns to school.	
		Contact the school/principal when it is safe to do so. If it is not safe to return to school, the teacher in charge will relocate the children to the nearest place of safety.	

Teacher in Charge: Anna Alfano Date: 1/12/24

Leader: Aaron Richards Date: 5/12/24

BOT Approval: No

Map from school to Albarossa (We will have morning tea at Domain and lunch after our performance at Albarossa.

