

Safety Action Plan

EVENT: North Zone Winter Tournament 2025		DATE OF EVENT: Term 3 Tuesday 5th August 2025	
LOCATION OF EVENT: Hagley Park			
LEAD TEACHER: Greg Brown		OTHER TEACHERS: Rugby: South Hagley - Teacher: Jayden Cameron Netball: Hagley Courts - Teacher:Mel Tucker, Alice Johns Football: South Hagley - Teacher Greg Hockey: Nunwick Park - Teacher: Madeleine, Tenaya	
CONTRACTORS: Primary Sport Canterbury Bentley Transport			

NUMBER OF STUDENTS: 70	RATIO: 1:11
OVERALL RISK RATING: Low	RISK TYPE: B (i)
NZ STANDARDS: EOTC Guidelines	Event starts at: 10am
CONTRACTORS: Bus: Bentleys Coachline	Finish at approx. 1pm
	Transport: Bus to Hagley Park Car transport to Nunwick Park

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Transport - Car	Low	The car used by the parent or teacher is registered and has current warrants of fitness.	Cell Phone
Vehicle collision	Low	All teachers and parents carry a cell phone at all times. The teacher and parent share their phone numbers so they can contact each other.	First Aid Kit
Vehicle breakdown	Low	In the event of an accident if any passengers are hurt, the driver calls the emergency services immediately. First aid is applied until the emergency services arrive. The driver then calls the school who will organise another driver to pick up the children if required and contact the children's parents to inform them of the incident An accident report is filed on returning to school by adults involved in the incident. All school personnel must wear an over the shoulder seatbelt when travelling in the car.	Parent Volunteer Agreements

Weather	Low	<p>All personnel wear clothing appropriate for the weather including team sports wear and school tracksuit.</p> <p>All personnel take drink bottles.</p> <p>The Sports Coordinator will assess the weather before the children compete and decide if participation should continue.</p> <p>Coaches will ensure that students put a jacket on after they finish playing matches.</p>	<p>Suitable shoes</p> <p>Hats</p> <p>Jacket</p> <p>Drink bottle</p>
Transport Unsafe bus Vehicle collision Vehicle breakdown	Low	<p>A reputable bus company is used to provide qualified drivers. Buses are warranted and registered.</p> <p>All teachers carry a cell phone at all times. Cell phones have the phone number of other teachers entered in their contact list.</p> <p>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.</p> <p>Children remain on the bus unless it has been deemed unsafe by the bus driver. If requested students and parents disembark from the bus and wait on the curb as far from the road edge as possible.</p> <p>Teachers contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required.</p> <p>The school office will inform parents of the incident.</p> <p>The buses will drop off and pick children up at Rolleston Avenue</p>	<p>Cell Phone</p> <p>First Aid Kit</p> <p>Contact list</p>
Child going missing	Significant	<p>Students stay together as a team with their coach..</p> <p>The Leader will ensure the roll is taken before leaving school.</p> <p>Coaches remain aware of all team members at all times.</p> <p>During the event: children must ask the coach for permission to go to the toilet. The child needs to report back to the coach.</p> <p>Hagley/Nunweek toilets are checked by the coach before they are used. Children must go to the toilet in pairs</p> <p>A final roll call takes place 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 in charge. The school is immediately notified.</p> <p>The office is provided a list of students who are attending the event.</p>	
Vulnerable Children Act	Low	<p>Children report any 'worrying' behaviour from members from the public to the teacher-in-charge.</p> <p>The coaches are responsible for monitoring children's behaviour, location and safety.</p> <p>Coaches 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-in-charge</p> <p>Cell Phone and relevant cell numbers</p>

Physical Fitness		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.	
Head Injury	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>	Concussion assessment card
Physical Contact Playing Sport		<p>Coaches monitor physical contact during games and liaise with referees. If games are becoming dangerous the team will be withdrawn from the match</p> <p>All rugby players wear mouth guards</p> <p>All hockey and foot players wear shin pads and mouthguards</p>	
Minor Injuries	Moderate	<p>In the event of a minor injury, the coach will assess the situation and apply first aid if necessary.</p> <p>The Coach 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 event leader before children leave the school.</p> <p>The event leader checks if any children in the team are allergic and needing an epi-pen. The event leader ensures that coaches are aware of students medical conditions and are given appropriate medication like epi pens to carry so they can be used immediately if required.</p>	<p>Asthma Inhalers</p> <p>Epi-pen</p> <p>Medication list and medication</p>
SERIOUS INJURY	Significant	<p>If a serious injury happens while competing, the coach administers first aid while:</p> <ul style="list-style-type: none"> • Emergency services are called. • The child is transported to hospital • The coach immediately calls the school • The office will call the parents. • The principal will go to the hospital and meet the ambulance and parents there. • The coach stays with the team. 	<p>First aid kit</p> <p>Cell phones</p>

