

Safety Action Plan

(Transportation Plan)

EVENT: Catholic Schools Day	DATE OF EVENT: Wednesday 28th May 2025
LOCATION OF EVENT: Year 0-3 St Patrick's School, Year 4-6 Christ the King School.	
LEAD TEACHER: Caitlin O'Sullivan and Aaron Richards (Year 4-6 students Christ the King), Liz Beattie (Y0-3 students - St Patrick's)	
OTHER STAFF MEMBERS ATTENDING: All teaching staff	

NUMBER OF STUDENTS: Travelling to St Patrick's School - 150 students Christ the King - 165 students	RATIO: 1:25
OVERALL RISK RATING: LOW	
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: 11.30am
CONTRACTORS: Christ the King, St Patrick;s TBC	RETURN TIME: 3pm
	TRANSPORT: BUSES

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus	LOW	<ul style="list-style-type: none"> A reputable bus company is used to provide qualified drivers. Buses are warranted and registered. All teachers carry cell phones at all times. Cell phones have the phone numbers of the school, principal and team leaders. DPs and principal have the number of the coach company on his phone. If passengers are hurt in a motor vehicle accident, teachers call the emergency services. Teachers apply first aid until the emergency services arrive. 	Cell Phone First Aid Kit
Vehicle collision	LOW	<ul style="list-style-type: none"> Children remain on the bus unless the bus driver deems it unsafe. If requested, students and teachers disembark from the bus and wait on the curb as far from the road edge as possible. 	
Vehicle breakdown	LOW	<ul style="list-style-type: none"> Teachers contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required. The school office will inform parents of the incident. 	Contact list
Child going missing A child being approached by strangers.	LOW	<ul style="list-style-type: none"> Children stay together as a team with their teachers. Teachers follow the Travel Plan and stay together in their groups. Before leaving school, children are advised to stay with their teacher and team or group. Teachers buddy children up and explain that they must tell them immediately if their buddy is not with them. The group teacher check each child's attendance. Before leaving the school, arriving at the location—classes that have children travelling in different buses—buddy checks, arriving back at school and returning to school. Before leaving the school, the children are advised that they are allowed to go to the toilet if their teacher has given them permission. Children going to the toilet must report to their teacher on their return. 	Class lists Buddies Travelling plan

		<ul style="list-style-type: none"> All children travel to and from school on the bus. 	
Weather	LOW	<ul style="list-style-type: none"> If it rains, the event will be cancelled. Children must wear a school jacket or jersey. 	
Trip on sidewalk, paths	LOW	<ul style="list-style-type: none"> Teachers and children should be alert and oversee sidewalks or paths when walking to and from the bus. The bus driver will always drop us off on the side where we should be to avoid crossing the road. If an evacuation occurs, the classes will gather on the school fields. 	
Hit by a car/bus.	Mode rate	<ul style="list-style-type: none"> Teachers walk at the front and end of the group and check appropriately when getting off and on the bus. Teachers will ensure that children stay away from the road. Teachers will ensure that children wait on the curb 2m away from an approaching bus. Teachers will ensure that the children wait until the bus is completely stationary before approaching the bus. 	
Environment		<ul style="list-style-type: none"> Each school will develop a Safety Plan for the event they are running. The safety plan is shared with the other schools taking part in the event. Roads—Stay on the footpath and line up with the teacher when getting on and off the bus. Students will walk directly into the school. Cones will be placed outside the school entrance to ensure cars do not enter and exit from the main entrance. Students buddy up when on the bus and walking into the school. 	
Vulnerable Children Act	LOW	<ul style="list-style-type: none"> Children will stay with their group at all times. Teachers will supervise the group they are travelling with. 	Travelling plan
Minor Injuries	LOW	<ul style="list-style-type: none"> One first aid kit for each team. In the event of a minor injury, Teachers apply first aid. 	First Aid Kits
Medical Asthma and allergies	LOW Mode rate	<ul style="list-style-type: none"> All asthmatics take their inhaler. The inhaler is carried by the child. The year group teachers confirm that the children have their inhalers. Teachers have a list of medical needs. The year group teachers collect and carries the children's medication (including epi pens) Teachers to consult HERO regarding specific health issues. 	Asthma Inhalers Medication Health needs list Medication list
SERIOUS INJURY	Mode rate	<ul style="list-style-type: none"> A teacher must remain with their group. If possible, the senior leader (or teacher) will accompany the child to the hospital in the ambulance. The DP will advise the school of the incident. DP and Principal will have his vehicle in case of emergency. The school is responsible for contacting the parents of the injured child. 	First aid kit
CIVIL EMERGENCY	Extre me	<ul style="list-style-type: none"> 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 the roads are clear, the bus returns the children 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 emergency services are called. 	Cell phone Contact details First aid

		<ul style="list-style-type: none"> If a civil emergency strikes while inside the school, everybody will 'drop, cover, hold'. Then the principal/DP will direct everybody to vacate the school and assemble in the carpark. Teachers will check that everybody is accounted for and will administer first aid if needed. We will return to the school building if it is safe. If it is not safe to return, the school will organise transport for the children. If it is not safe to return to school, safe accommodation will be found. 	
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Teacher in Charge:	Caitlin O'Sullivan	Date: 30/4/25
Leader:	Aaron Richards	Date: 5 May 2025
BOT Approval: (tick appropriate)	<div>Yes</div> <div>No</div> <div>NA</div>	