



St Joseph's School Papanui

Risk Analysis and Safety Plan

EVENT: Road Patrol Celebration	DATE OF EVENT: Friday 28th November 2025
LOCATION OF EVENT: Jellie Park: 295 Ilam Road, Burnside, Christchurch 8053	
LEAD TEACHER: Liz Beattie (DP /SENCo)	
OTHER STAFF/PARENT ATTENDING: Teacher: Brylee Bradley Parents: Michelle Falconer, Sarah Mallia, Rachel McKinnon,	

NUMBER OF STUDENTS: 22	RATIO: 1:3 plus driver tbc
OVERALL RISK RATING: Moderate	RISK TYPE: Moderate (Jellie Park) Low (Transport)
N.Z STANDARDS: Car seats with N.Z Safety or Aust. Safety approval rating.	DEPARTURE TIME: 11am
Driver: Liz Beattie, Brylee Bradley, Michelle Falconer, Sarah Mallia, Rachel McKinnon,	RETURN TIME: leaving Jellie Park at 2pm
	TRANSPORT: CAR

Risks/Hazards	Preparation/Response	Equipment
Transport - Car Vehicle collision Vehicle breakdown	<ul style="list-style-type: none"> Teachers have reliable cars that are registered and current warrants of fitness. All teachers and teacher aides carry cell phones, and the phone numbers of other teachers are entered into their contact lists. The child must be in an approved safety restraint. All children under the age of 8 must be restrained in an approved car seat. All school personnel must wear an over-the -shoulder seatbelt when travelling in the car. In the event of an accident, if any passengers are hurt, the driver calls the emergency services and the school. A driver applies first aid until the emergency services arrive. The remaining children either wait in the car or on the side of the road. Once the injured child is in teh hands of the emergency services the driver cares for the other children. The driver calls the school and advises them of the incident. 	Cell Phone First Aid Kit

	<ul style="list-style-type: none"> • If possible, the child will remain in the car. If it is unsafe to remain in the car, the teacher will move the children to a safe place. • An accident report is filed upon returning to school by the teacher in charge. 	
Children - Child going missing Children being approached by strangers.	<ul style="list-style-type: none"> • Children are advised not to leave the complex unless they are with a teacher. • Children must go to the toilet in pairs. • Children are told to talk to a teacher if a person does something that worries or scares them • An adult stands outside the changing room when children are changing. All children change at the same time. No child changes alone. • The roll is checked before leaving school, at morning tea, at lunch time and before leaving the pool. • At least two adults are supervising each pool at all times. • The child travels to and from the school in the designated motor vehicle they were assigned to. 	Group list
Weather	<ul style="list-style-type: none"> • The children take clothing appropriate for the weather. This will be checked by the teacher before the children leave the school. (jacket and hat) • The children take a drink bottle and sunscreen. All children are asked to apply sunscreen at 9am 11am and 1pm. • Teachers monitor children's exposure to the sun. Children are encouraged to wrap up and slap on a hat when not in the water. 	Jackets Suitable shoes Drink bottle
Location Jellie Park Drowning Skipping and falling on the wet floor Head knock	<ul style="list-style-type: none"> • The Jellie Park Centre provides trained lifeguards to monitor the students in the water. • At least two school adults are supervising the pool at any one time. • Teachers are aware of students' swimming ability and ensure they enter a pool they are capable of swimming safely in. • An adult is assigned to monitor children who are not in the pool. • At least one teacher remains with students at all times. • Children are advised not to run but walk around the pool edge. • Children are advised not to climb fences • Children are not allowed to use the hydroslide 	
Minor Injuries	<ul style="list-style-type: none"> • Teachers apply first aid. The pool has a medical room where first aid can also be provided. A school parent or teacher must be present if a pool staff member is applying first aide. 	First Aid Kits
Medical issues	<ul style="list-style-type: none"> • The teacher and parents are aware of students' medical conditions. • All medication is managed by the teacher. who ensures that all appropriate medication is taken. 	Medication Health needs list

