

St Joseph's School Papanui

Activity Risk Analysis and Safety Plan

EVENT: Cantamath	DATE OF EVENT: Wednesday 20th August 3:45-6:30pm
LOCATION OF EVENT: Wolfbrook Arena, 55 Jack Hinton Drive, Addington, Christchurch	
LEAD TEACHER: Emma Vertogen	
OTHER STAFF/PARENT ATTENDING: Parents: TBC	

NUMBER OF STUDENTS: 8	RATIO: 1:8 (teacher) Parents staying and watching the event.
OVERALL RISK RATING: Low	Transport: Private Cars

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport			
Unsafe Transport	Low	<ul style="list-style-type: none"> Volunteer drivers will complete the Volunteer Driver Agreement forms, they will attach copies of their driver's licence and indicate that their vehicle is road-worthy (registered and warranted). All drivers will be provided with a predetermined route to Wolfbrook Arena. All drivers are required to follow this route without deviation or stop. 	Volunteer Agreement Forms.
Vehicle Collision	High	<ul style="list-style-type: none"> Parents contact the teacher in charge if anything happens while traveling to and from the venue. The teacher in charge will inform the principal if any child has been injured while traveling to the event. Children at the scene will remain in the cars as the adults render assistance. If it is deemed unsafe to stay in the car, the children will be moved to a safe position away from the road and traffic. The adults will apply first aid. If any learners are seriously hurt an adult will call emergency services. An adult will stay with the child. If necessary a teacher will travel with the child to the hospital. The teacher in charge rings the school and advises them of the incident. Parent helpers and teachers are not permitted to communicate news of the event to the public or other parents. The principal will inform the parents. If it is a serious incident, the teacher in charge will organise for the children to immediately return to school where they are debriefed. 	Cellphone First Aid Kit Contact list of Learners.

		<ul style="list-style-type: none"> • If necessary a DP will be asked to pick up children who do not have transport back to school. 	
Vehicle Breakdown	Medium	<ul style="list-style-type: none"> • In the event of a breakdown, children remain in the vehicle unless it has been deemed unsafe by the driver. • If requested, students and parents disembark from the vehicle and wait on the curb as far from the road edge as possible. • The teacher in charge contacts the school to advise of the incident and arrange alternative transport if required. • The school office will inform parents of the incident and will arrange alternative transport. 	Cell Phones and Cell phone list with the contact details of all parents and teachers on the trip.

Missing Child

Child Goes Missing	Medium	<ul style="list-style-type: none"> • Learners stay together as a group. • Upon arrival, learners will be shown a meeting place for them to return to as a group after their competition. This will be gate 2 of the arena, the same as our original meeting place. • If a child has gone missing the teacher in charge will call the school immediately. Principal if out of hours. • The principal will coordinate the search. • If after 30 minutes of searching the child has not been found, the police will be notified. The principal will consider the next steps which will include: <ul style="list-style-type: none"> - Terminating the event and returning the children back to school - Coordinating a response with the emergency services - Contacting the parents concerned - Advising the Board chair 	<p>Group list</p> <p>Meeting spot identified. Gate 2 same as original meeting location.</p>
--------------------	--------	---	---

Environment

Environment	Low	<ul style="list-style-type: none"> • Event staff ensure that the environment is safe. The event staff will ensure that the equipment is safe. • The event organiser will brief the children on safety before the competition starts. 	
Vulnerable Children Act	Medium	<ul style="list-style-type: none"> • No adult will be permitted to transport a child alone in their car unless it is their child. Groups of 2 - 3 children will be arranged. • The teacher in charge will be visible at all times. If children feel uncomfortable or anxious because of worrying public behaviour, they will report it to the teacher in charge. • Teachers will discuss 'stranger danger' with learners and what to do if they feel uncomfortable or are approached by a stranger; <ul style="list-style-type: none"> - Tell an adult immediately - Do not share personal information - Stay with the group 	

Minor Injuries

Minor Injuries	Low	<ul style="list-style-type: none"> • A first aid kit is held by the teacher-in-charge. • In the event of a minor injury the teacher-in-charge applies first aid. 	First Aid Kit
Serious Injury			
Serious Injury	Medium	<ul style="list-style-type: none"> • If a child is seriously injured the emergency services will be called. The teachers will provide first aid until the emergency services arrive. • The teacher in charge will advise the school. • The principal will call the child's parents • A teacher will travel with the child to the hospital. • Parent helpers and teachers must not share news of the incident. All information shared with parents and the community is coordinated by the school. • Teacher and student debriefings will be organised. MOE Support Services will be called if deemed appropriate. 	Emergency Contact List
Medical			
Allergies	Medium	<ul style="list-style-type: none"> • The teacher in charge will create a medical list identifying children's medical, health or allergy issues. • The teacher will identify children who require medication. They will ensure that the medication is available at all points on the trip to be administered immediately if required. Children will not carry their medication unless it is an asthma inhaler. The teacher in charge will carry other medication. • If a child has a serious medical event, emergency services will be called. The teachers will provide first aid until the emergency services arrive. • The teacher in charge will advise the school. The principal will call the child's parents. • A teacher will travel with the child to the hospital. • Teacher and student debriefings will be organised. MOE Support Services will be called if deemed appropriate 	Medication list Medication Emergency Contact List
Civil Emergency			
Civil Emergency	Extreme	<ul style="list-style-type: none"> • If a civil emergency strikes at the location, all children will stay together and follow the directions of event staff. • If the arena needs to be evacuated the children and parents assemble at the emergency evacuation site for the Wolfbrook Arena. Children must not leave the area or evacuation point until they have advised the teacher in charge that a parent arrived to collect them. • Parents must advise the teacher in charge before they take the children away from the arena of evacuation point. • Once the event has finished the Cantamath coordinators will decide whether to continue with the competition or cancel it. 	Cell phone

		<ul style="list-style-type: none">• If cancelled and safe, the children will travel home with their parents.• The principal will be advised of the incident• Evacuation point for the Wolfbrook Arena will be shared at the safety briefing before the start of the event. <p>EVACUATION PLAN: Follow the guidance of the Wolfbrook Arena Wardens.</p>	
--	--	--	--

Teacher in Charge:	Emma Vertogen	Date: 21st July 2025
Leader:	Aaron Richards	Date: 22 July 2025
BOT Approval: (tick appropriate)	Yes No <u>NA</u>	