

Safety Action Plan

EVENT: 3x3 Basketball Competition	DATE OF EVENT: Friday, 7th November
LOCATION OF EVENT: Selwyn Events Centre	
LEAD TEACHER: Greg Brown	
OTHER STAFF MEMBERS ATTENDING: N/A - Parent help for driving vehicles Parent Helpers: Tui Talie, Denise Howse	

NUMBER OF STUDENTS: 16 (4 x groups of 4)	RATIO: 1:8
OVERALL RISK RATING: LOW	
NZ STANDARDS: EOTC Guidelines, Car seats with NZ Safety or Aust. Safety approval rating	DEPARTURE TIME: 8:20 am
CONTRACTORS: Basketball New Zealand	RETURN TIME: 12:00 pm
Parent Transport	TRANSPORT: Parent private cars

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport - Car	2	<ul style="list-style-type: none"> The teacher and parents need a reliable car that is registered and has a current warrant of fitness (the teacher in charge checks that the parents' cars have updated WOFs and Full licenses). The teacher and all drivers always carries a cell phone. Cell phones have the phone numbers of schools and parents within the HERO app. Parents have the teacher in-charge's cell phone number to contact. In the event of an accident, if any passengers are hurt, the driver calls the emergency services immediately. The driver applies first aid until the emergency services arrive. The driver contacts the school and advises them of the situation. The children remain with the driver until the school has organised alternative transport. If possible, the children will stay in the car. If it is deemed unsafe to remain in the vehicle, the children are relocated to an area far from the curb. 	Cell Phone
Vehicle collision	2		First Aid Kit
Vehicle breakdown	1		

		<ul style="list-style-type: none"> ▪ An accident report is filed out by the teacher in charge upon returning to school. ▪ All passengers must wear an over-the-shoulder seatbelt while travelling in the car. 	
Children - Child going missing A child being approached by strangers		<ul style="list-style-type: none"> ▪ The children stay together with the teacher. ▪ Before leaving school, the children are advised to stay with their teacher. ▪ The children go to the toilet with a buddy. Children ask permission from the teacher in-charge before going to the toilet. Toilets are checked by the teacher in charge before they are used. ▪ Children stay in the venue at all times and are supervised by an adult. ▪ The child travels to and from school in the designated motor vehicle assigned to them. ▪ Children are told to report any worrying behaviour to the teacher in charge immediately. ▪ The teacher in charge will confirm student attendance on HERO in the morning. 	Group list
Weather		<ul style="list-style-type: none"> ▪ Children take clothing appropriate for the weather. This will be checked by the teacher in charge before the children leave the school. (jacket) ▪ Children take a drink bottle for hydration at the event. ▪ This is an indoor event. 	Jackets Suitable shoes Drink bottle
Location / Environment		<ul style="list-style-type: none"> • Students remain at Selwyn Events Centre until the end of the tournament. Parents park in the car park located at the stadium. <p>If the student needs to leave the main area, they must seek permission from the teacher in charge. They will go with a buddy, e.g., to get water or have morning tea.</p>	
Equipment		N/A	
Minor Injuries		<ul style="list-style-type: none"> ▪ In the event of a minor injury, the teacher assesses the situation and applies first aid if necessary. ▪ Injuries are recorded on HERO by the teacher 	First Aid Kits

Medical		<ul style="list-style-type: none"> • All asthmatics take their inhaler. The teacher in-charge checks that asthmatics have their inhalers with them before walking to the pool. • The teacher in charge ensures they have collected the EpiPen and other medication before they leave. The teacher carries a list identifying students with health and medical conditions. • Teachers are responsible for signing out and returning student medication. 	Medication Health needs list
SERIOUS INJURY		<ul style="list-style-type: none"> ▪ The teacher administers first aid. Emergency services are called. The child is transported to the hospital, and the teacher transports the other child back to school. ▪ The teacher calls the school. The principal will meet the ambulance at the hospital. ▪ The school is responsible for contacting the parents and advising them of the situation. ▪ An accident report is to be filed upon returning to school by the teacher in charge. ▪ The teacher in charge debriefs the other children at the event 	First aid kit
CIVIL EMERGENCY		<ul style="list-style-type: none"> ▪ If a civil emergency strikes in transit, the car must stop. ▪ The child remains with the driver until otherwise directed by the trip teacher. Once the event has passed and if the roads are clear, the car returns the child to school. ▪ If the child has been injured, they are moved to a safe place, the driver provides first aid and the emergency services are called. ▪ If a civil emergency strikes at the location, all school personnel will follow the instructions of the event staff. Once the event has finished, the teacher-in-charge contacts the school for further instructions. If safe, the child is transported back to school. ▪ An accident report is to be filed upon returning to school by the teacher in charge. 	Cell phones Sector post location

Teacher in Charge:

Date:

Leader: Aaron Richards

Date: / / 25

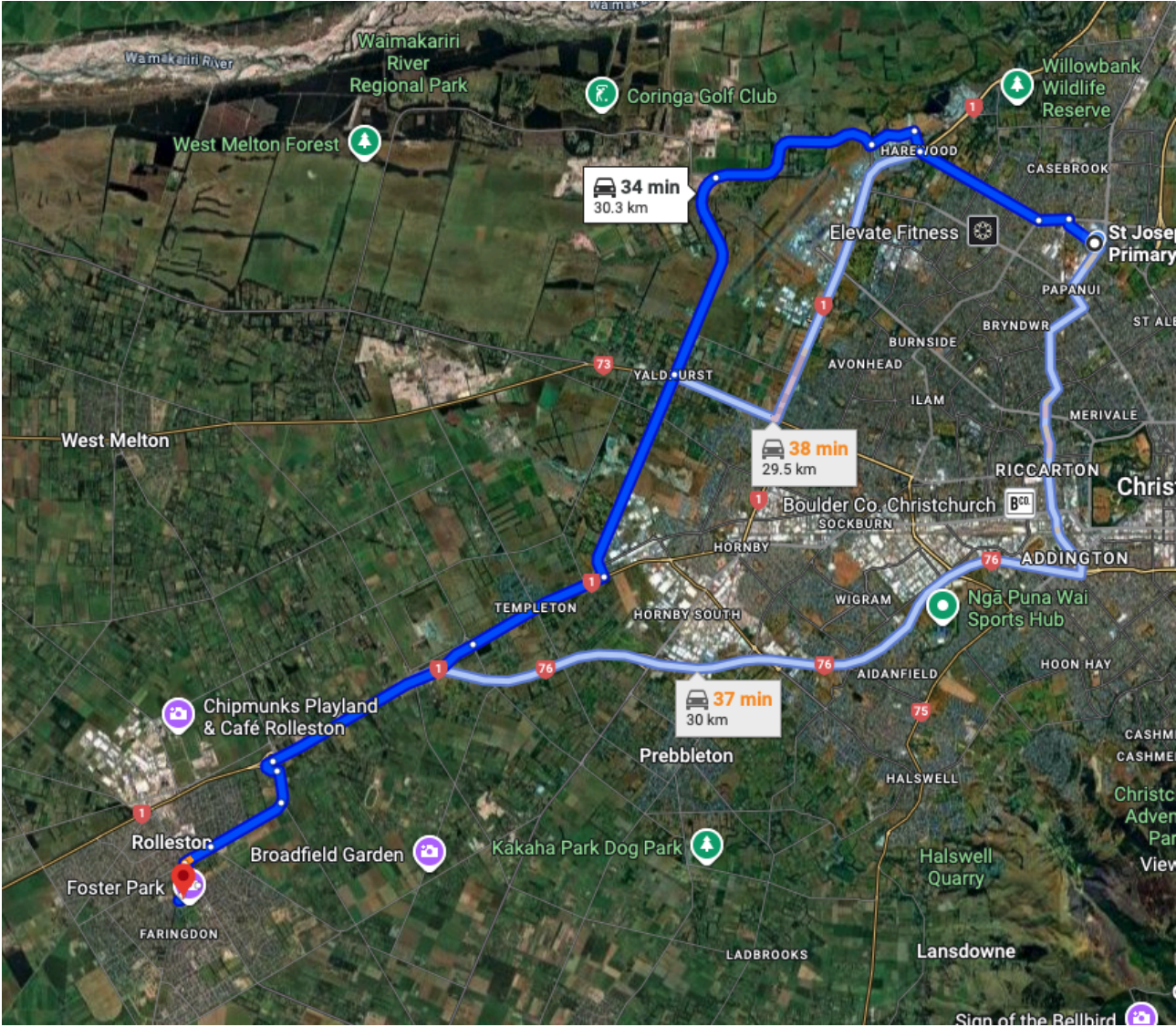
BOT Approval: (tick appropriate)

Yes

No

NA

Date:



43° 32' 15.8852" S 172° 25' 3.9414" E