

# Safety Action Plan



<b>EVENT: Learn to Swim 2025</b>	DATE OF EVENT: Term 4, 6th Oct to 17th Oct 2025
LOCATION OF EVENT: Graham Condon Swimming Pool	
LEAD TEACHER: Greg Brown	OTHER TEACHERS: All staff
NUMBER OF STUDENTS: 312	RATIO: 2:25 average for walking with some parent help.
OVERALL RISK RATING: Moderate	
NZ STANDARDS: EOTC Guidelines	DEPARTURE TIME: First group start at 10:00am
CONTRACTORS: Christchurch City Council	RETURN TIME: Last group to finish at 1:40pm

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Walking to Graham Condon	Low	All teachers carry a cell phone at all times. Cell phones are charged and have the school's phone number listed on it.	Cell phone
Vehicles on busy roads: hit by a car	Moderate	Teachers take a first aid kit to treat minor injuries. Make sure to pass it on to the next group in your team. A reminder to replace any items used.	Class Roll
Trip while walking	Low	Students are informed of rules for <b>safe walking</b> before leaving school: stay with the group, walk in line on the footpath, stay with your buddy, older child to walk the roadside, beware of driveways, follow the instructions of the teacher, tell an adult if something has happened (someone not feeling well, tripping, etc)  One adult walks in front of the children with a fluoro vest. A second adult walks behind the children with a fluoro vest. Teachers actively supervise children as they walk and watch for hazards as they progress.  <b>The route to Graham Condon and back</b> <ul style="list-style-type: none"> <li>→ Cross Vagues Road at the road patrol crossing</li> <li>→ Turn right down Vagues Road until you hit Nyoli Street.</li> <li>→ Turn left down Nyoli Street until you hit Sawyers Arms Road. Then turn Left down Sawyers Arms road.</li> </ul>	Fluoro vest  First Aid Kits - See Fleur for smaller kits to take.

		<ul style="list-style-type: none"> <li>→ Cross at the traffic light at the intersection of Sawyers Arms Road and Sisson Drive.</li> <li>→ Walk on the footpath of Sisson Drive (Graham Condon) side.</li> <li>→ Stay on the footpath until you reach the Graham Condon centre (do not turn into the GC carpark).</li> <li>→ Turn right opposite the Graham Condon entrance.</li> </ul> <p>If someone is hit by a car the serious injury procedures are followed.</p>	
Child going missing	Moderate	<p>Students stay together as a group.</p> <p>Teachers take roll calls before departing school.</p> <p>On return, teachers take roll calls before departing from the Graham Condon.</p> <p>Buddies report to teachers if someone is not with the group.</p> <p>If a child is confirmed missing, a teacher immediately contacts the school office. The school organises additional support to search for the child.</p> <p>If the child is not found within 15 minutes the police and the child's parents are notified.</p>	Class lists
Vulnerable Children Act	Moderate	<p>An adult checks the public changing rooms/toilets before they are used by children to ensure that there are no suspicious people using the facility. Teachers monitor individuals entering the changing rooms while they are being used by the children.</p> <p>Teachers are vigilant at all times. A teacher stations themselves close to the changing room/toilet doors. Children are advised of the teachers' location and to seek teacher assistance if they are worried about another person's behaviour.</p> <p>All class teachers talk to their children about changing room expectations. This discussion includes what to do when:</p> <ul style="list-style-type: none"> <li>• another person hurts them or threatens them</li> <li>• another person makes them feel uncomfortable or worried.</li> <li>• other students are making bad choices and are being disruptive</li> <li>• children need to keep the noise level down as this can upset members of the public.</li> </ul> <p>All older classes are buddied up with a younger class. It is an expectation that the older children help younger children when required and report to a teacher if they notice anything that is of concern.</p>	

		<p>If a teacher is informed of concerning behaviour, they immediately take action to remove children from harm. Teachers inform pool staff of any concerns.</p>	
Swimming at Graham Condon	Low	<p>Once at the Graham Condon Centre, staff and students follow the instructions from the tutors.</p> <p>If there is an injury, trained staff deal with the injury. If it is a minor injury the teacher records the information in the first aid book when they return to school.</p> <p>If it is a serious injury, teachers fill in an Accident Investigation Form - WorkSafe NZ.</p> <p>Children waiting to enter the pool, wait away from the edge of the water.</p> <p>The Graham Condon Centre provides trained lifeguards to monitor the learners in the water.</p> <p>At least one teacher remains with learners waiting for lessons at all times.</p>	<p>Cell phone</p> <p>First aid log</p> <p>Accident investigation form</p>
Illness		<p>Parents are informed via the Newsletter that they must inform the school if their child has vomited or diarrhoea within 48 hours of swimming. Children are not permitted to enter the pool if they have been sick within this time period.</p> <p>If a child is sick or has defecated in the pool, the children are removed from the water, pool staff are informed of the incident. The teacher monitors the children as they clean themselves and change back into their clothes.</p> <p>The school office is informed if a child is seriously ill. In the case of serious illness, the office arranges transport back to school by car. Parents are informed to pick their child up from school.</p> <p>Some children with bowel issues may wear swimming pull ups. Pool staff are discreetly advised of children wearing pull-ups.</p>	
Loss of property		<p>Children are advised by their classroom teacher not to take valuables to the pool.</p> <p>Once children have changed they bring their property to the poolside.</p> <p>Everything is labelled.</p>	
Cold or wet weather	Medium	<p>As the weather is changeable all children must have a uniform jersey or jacket with them when walking to the pool. Children who do not have a jersey or jacket with them are left at school with other members of the team.</p>	

		<p>If it is light rain all children must wear a rain jacket. Children are not permitted to walk to the pool in the rain if they do not have a rain jacket.</p> <p>If it rains heavily, the swimming lessons are cancelled.</p>	
Minor Injuries	Moderate	<p>In the event of a minor injury walking to and from the pool, the teacher assess the situation and applies first aid if necessary.</p> <p>If injury occurs at the pool the child is taken to the medical room for treatment.</p> <p>Injuries are recorded in the school's First Aid book by the classroom teacher when he or she returns to school and parents are advised.</p> <p>If a child or teacher is unable to walk to or from the pool due to injury, the office is contacted so that transportation can be organised.</p>	<p>First Aid Kits</p> <p>Accident register (in sick bay)</p>
<p>Medical</p> <p>Asthma and allergies</p>	Moderate	<p><b>All asthmatics take their inhaler.</b> The classroom teacher checks that asthmatics have their inhalers with them before walking to the pool.</p> <p><b>The teacher walking with the group ensures that they have collected the Epi pen and other medication before they leave.</b></p> <p>The class teacher carries a list identifying students with health and medical conditions.</p> <p>Teachers are responsible for signing out and returning student medication.</p>	<p>Asthma Inhalers</p> <p>Epi-pen</p> <p>Cell phone.</p>
SERIOUS INJURY	Significant	<ul style="list-style-type: none"> <li>• If a serious injury happens while walking to the pool, the teacher administers first aid. Emergency services are called.</li> <li>• The teacher calls the school. The Senior Leader will immediately go to the teacher's location.</li> <li>• The child is transported to hospital. The teacher stays with the group and the senior leader goes with the child to hospital.</li> <li>• The school office is responsible for contacting the parents of the injured child.</li> </ul>	<p>First aid kit</p> <p>Cell phones</p>

<p>CIVIL EMERGENCY</p> <p>Emergency Evacuation</p>	<p>Significant</p>	<p>If a civil emergency strikes while walking to the pool the group will stop and wait. All children remain where they are until directed by the teacher. Once the event has passed, the group returns to school.</p> <p>If children have been injured, they are moved to a safe place, the teacher administers first aid, and the emergency services and school are called.</p> <p>If a civil emergency strikes or an emergency evacuation is sounded at the pool, staff and students follow the instructions of the pool staff.</p> <p>Emergency Evacuation / Earthquake Procedure at Graham Condon:</p> <p>When a continuous alarm sounds, please proceed to the nearest exit immediately, or as directed by the staff and/or automated system.</p> <p>Please note that all classes are advised of the emergency procedures on the first day of lessons.</p> <p>If in the pool during an earthquake:</p> <ul style="list-style-type: none"> <li>• stay in the pool and move towards the centre away from hard structures or features.</li> <li>• get the group together in a huddle so everyone can support each other.</li> </ul> <p>If not in the pool during an earthquake:</p> <ul style="list-style-type: none"> <li>• move no more than a few steps, and drop, cover and hold.</li> <li>• move away from any glass window areas.</li> </ul> <p>When the shaking stops:</p> <ul style="list-style-type: none"> <li>• follow all instructions from the Fire Warden.</li> <li>• Instructors will calmly exit the class from the pool and out of the building via the nearest exit. Survival blankets will be handed out once outside.</li> </ul> <p>Class must remain with the instructor until a parent / caregiver / teacher has come to collect the students and their attendance has been recorded.</p> <p><b>Nominated Assembly area: Tennis courts next to the main car park. Assemble here and wait for instructions.</b></p> <p>Once children are evacuated and teachers have ascertained their safety the school is contacted. If it is not safe to return to school or remain at the Graham Condon centre, the teachers relocate the children to the Papanui domain. The teachers endeavour to advise the school of their location.</p>	
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Teacher in Charge:

Greg Brown

Date: 1 October 25

Leader:

Aaron Richards

Date: 1 October 25