

Safety Action Plan (SAP)

EVENT: North Zone Athletics	DATE OF EVENT: 4th November 2025 No Cancellation date
LOCATION OF EVENT: Nga Puna Wai (Wigram Athletics Centre)	
LEAD TEACHER: Greg Brown	
OTHER STAFF/PARENT ATTENDING: Emma Vertogen(High Jump), Brylee Bradley(High Jump), Jayden Cameron (In charge of team supervision)	
NUMBER OF STUDENTS:	RATIO: 1:18
OVERALL RISK RATING: LOW	RISK TYPE: C(i) - off site day trip
N.Z STANDARDS: EOTC guidelines	DEPARTURE TIME: 8:15 am
CONTRACTORS: Bentley's Transport Canterbury Athletics (Nga Puna Wai) (Venue)	RETURN TIME: 2:50 pm
	TRANSPORT: Bus

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport - Bus	Low	<ul style="list-style-type: none"> ▪ All buses are registered and have a current warrant of fitness. ▪ All drivers have a valid driver's licence. ▪ All school personnel must wear an over-the-shoulder seatbelt when travelling on the bus where available. 	Cell Phone
Vehicle collision	Moderate	<ul style="list-style-type: none"> ▪ In the event of an accident, if any passengers are hurt, the driver will call the emergency services immediately. The teacher will apply first aid until the emergency services arrive. ▪ The teacher-in-charge must contact the school to advise of the incident. The teachers present will follow the Serious Injury procedures. The injury is recorded by the teacher when the group returns to school. 	First Aid Kit
Vehicle breakdown	Low	<ul style="list-style-type: none"> ▪ The school will contact the parents and advise them of the incident. ▪ The driver will contact the bus company to organise a replacement bus. ▪ The teacher in charge will inform the school about the issue. ▪ Children remain on the bus until they are picked up by another bus arranged by the bus company or the school. If possible, the children should remain on the bus unless it is deemed unsafe. ▪ An accident report is filed on returning to school by the teacher-in-charge. 	

Vulnerable Children Act - Child going missing A child being approached by strangers.	Low	<ul style="list-style-type: none"> Children stay together as a team. The teachers-in-charge will supervise the children at all times. The teachers in charge will check public toilets before they are used. Before leaving school, children are advised that they are only allowed to go to the toilet if the teacher has given them permission. Students go to the toilet in pairs and must report to the teachers when they return. Children and adults (parents) should report 'worrying behaviour' to the public. The teacher in charge will explain the boundaries when the group arrive at the venue. The teacher in charge will complete attendance before leaving school, arriving at the event, at lunch time and when leaving the event. Parents will advise the teacher in charge if they take their children so that it can be recorded by the teacher. 	Group list Teachers-in-charge
	Low		
Weather	Low	<ul style="list-style-type: none"> All children take clothing appropriate for the weather: a sun hat, school tracksuit, correct athletics top (students can layer up), and to keep warm, a rug, extra jacket, etc. All children take drink bottles and food to eat. Sunscreen is to be taken, and children are reminded to regularly re-apply by the supervising teacher. 	Sun hats Jackets Suitable shoes Drink bottle Sunscreen
Location / Environment	Low	<ul style="list-style-type: none"> Organisers will check the conditions of the grounds before the event takes place. If the grounds are not safe, the event will be postponed, or the hazard/s will be managed. 	Teachers-in-charge
Shot Put and Discus The student is struck by a put or discus	Moderate	<ul style="list-style-type: none"> No student is allowed on the track and field when not competing. When students are competing, they enter the track at a designated area and follow the instructions of which route to take to the event. 	Marshal
High Jump	Moderate	<ul style="list-style-type: none"> Students are to compete one at a time and are kept to a coned area, back from the event area. (Both sides) The teacher will replace the equipment The teacher will check the area before a competitor jumps. 	Marshal
Long Jump	Moderate	<ul style="list-style-type: none"> Students are to compete one at a time and are kept to a coned area, back from the event area. Helpers or Teachers will check the area before a competitor jumps (Rakes and pit to be checked before each jump) 	Take-off mat Sandpit Cones
Minor Injuries	Low	<ul style="list-style-type: none"> Teachers apply first aid. The injury is recorded by the teacher on HERO. 	First Aid Kits
Head Injury	Significant	<ul style="list-style-type: none"> Light knock to the head or neck—First aid is provided by the teacher or first aider. The teacher will complete a concussion assessment and monitor the child. The teacher will record the incident on HERO and inform the parents by telephone. Serious knock to the head or neck — Observations have identified that a concussion may have occurred. The teacher-in-charge phones the school, and the office phones the 	Concussion assessment card

		<p>parents. The teacher will record the incident on HERO.</p> <ul style="list-style-type: none"> • Severe Knock to the head or neck - There are obvious signs that the child has a concussion, and immediate medical assistance is required: • Teachers will phone for an Ambulance. • The teacher will phone the school. • The school office will phone the parents. • The Principal will meet the student at the Accident and Emergency Centre. • Teachers to stay with the group. • The teacher will record the incident on HERO.. 	
Medical Asthma and allergies		<ul style="list-style-type: none"> • All asthmatics take their inhaler. Students keep their inhalers with them. The teacher checks that students have their inhaler with them before leaving school. • Teachers have distributed a list identifying children with medical or health issues. The teacher-in-charge confirms they have the medication necessary for all children with allergies or who require medication. • Medication (not inhalers) is carried out by the teachers-in-charge. • The teachers in charge carry an emergency contact list. 	Asthma Inhalers Medication Health needs list Medication list
SERIOUS INJURY		<ul style="list-style-type: none"> • The teachers administer first aid. • Emergency services are called. • The child is transported to the hospital. • A teacher must remain with the group. • If possible, a teacher will accompany the child to the hospital in the ambulance. • The principal will meet the ambulance at the hospital. • An accident report is to be filed upon returning to school by the teacher in charge. 	First aid kit
CIVIL EMERGENCY		<ul style="list-style-type: none"> • If a civil emergency strikes in transit, the bus must stop. • All children remain with the driver until otherwise directed by the teacher in charge of the trip. Once the event has passed and if the roads are clear, the bus returns the children back to school. If the bus is unable to proceed, the teacher-in-charge is to find safe accommodation for the children and immediately contact the school for further instructions. • If children are injured, they are moved to a safe place, teachers provide first aid, and emergency services are called. • If a civil emergency strikes at the location, all school personnel must follow the instructions of the organiser. Once the event has finished, the teachers-in-charge will contact the school for further instructions. If safe, the children are transported back to school. If it is not safe to return to school, the teacher in 	Cell phones Sector post location: Next to the Carpark (Assembly point) or as Instructed at the beginning of the day by the co-ordinator

		charge will relocate children to the nearest sector post when appropriate. <ul style="list-style-type: none">• An accident report is to be filed upon returning to school by the teacher in charge.	
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Teacher in Charge:

Greg Brown

Date: 29 Oct 2025

Leader:

Aaron Richards

Date: 29 Oct 2025

BOT Approval: (tick appropriate)

NA

Date: