



St Joseph's School Papanui

Risk Analysis and Safety Plan

EVENT: The Southern Centre: Multi Sensory Experience	DATE OF EVENT: Friday 28th November 2025
LOCATION OF EVENT: Pioneer Center. The Southern Centre, 75 Lyttelton Street, Somerfield, Christchurch 8024 Cashmere Playground, 73 Cashmere Road, Cashmere, Christchurch 8022	
LEAD TEACHER: Liz Beattie (DP/SENCo)	
OTHER STAFF/PARENT ATTENDING: Teacher Aide: Sonya Chapman, Richard Lennox, Ann-Maree Melhopt, Jennifer Jones (parent)	

NUMBER OF STUDENTS: 3	RATIO: 1:1 plus drivers
OVERALL RISK RATING: Low	RISK TYPE: Low
N.Z STANDARDS: Car seats with N.Z Safety or Aust. Safety approval rating. EOTC Guidelines	DEPARTURE TIME: 11am
Drivers: Liz Beattie, Jennifer Jones Jake Anson: Richard Lennox (TA) Andrey To-ong: Ann-Maree (TA) Charlie Jones: Sonya Chapman (TA)	RETURN TIME: 2pm
	TRANSPORT: CAR

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Car	Moderate	<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 at all times. The phone numbers of other teachers are entered into their contact lists. The child travels in an approved child safety restraint and booster seat. All school personnel wear an over-the-shoulder seatbelt when travelling in the car. In the event of an accident, if any passengers are hurt, the teacher calls the emergency services and the school. A teacher or TA applies first aid until the emergency services arrive. The teacher in charge files an accident report upon returning to school. A teacher or TA calls the school. The school arranges a car to pick them up. The child will remain in the car if possible. If it is unsafe to remain in the car, the teacher will move the child to a safe place. 	Cell Phone First Aid Kit Booster Seat
Vehicle collision	Moderate		
Vehicle breakdown	Moderate		

