

## 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
<b>N.Z STANDARDS:</b> Car seats with N.Z Safety or Aust. Safety approval rating.	DEPARTURE TIME: 11am
EOTC Guidelines	
Drivers: Liz Beattie, Jennifer Jones	RETURN TIME: 2pm
Jake Anson: Richard Lennox (TA)	TRANSPORT: CAR
Andrey To-ong: Ann-Maree (TA)	
Charlie Jones: Sonya Chapman (TA)	

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Car	Moderate	<ul> <li>Teachers have reliable cars that are registered and current warrants of fitness.</li> <li>All teachers and teacher aides carry cell phones at all times. The phone numbers of other teachers</li> </ul>	Cell Phone First Aid Kit Booster Seat
Vehicle collision	Moderate	<ul> <li>are entered into their contact lists.</li> <li>The child travels in an approved child safety restraint and booster seat.</li> <li>All school personnel wear an over-the-shoulder seatbelt when travelling in the car.</li> <li>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.</li> </ul>	
Vehicle breakdown	Moderate	<ul> <li>The teacher in charge files an accident report upon returning to school.</li> <li>A teacher or TA calls the school. The school arranges a car to pick them up.</li> <li>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.</li> </ul>	

Children - Child going missing  Weather	Significant	<ul> <li>Each ORS child has a TA supervising them</li> <li>The Lead Teacher has supervision of the group.</li> <li>Each child goes to the toilet and changes in the family changing area with the TAs together.</li> <li>The child travels to and from the school in the designated motor vehicle they were assigned to.</li> <li>The child takes clothing appropriate for the weather. The teacher will check this before the children leave the school. (jacket and hat)</li> <li>The child wears their hi-viz safety vests.</li> <li>The child takes a drink bottle if the weather is warm.</li> <li>Children apply sunscreen at 9am, !1am and 1pm.</li> <li>Children must wear hats when outside</li> </ul>	Suitable shoes Drink bottle Hat Sunscreen
Equipment  Minor Injuries		<ul><li>Booster Seats (1x School supplied)</li><li>Teachers apply first aid.</li></ul>	First Aid Kits
Medical issues		<ul> <li>The teacher and TA are aware of students' medical conditions.</li> <li>The teacher manages all medication.</li> </ul>	Medication Health needs list
SERIOUS INJURY		<ul> <li>The teacher administers first aid. Emergency services are called. The child is transported to the hospital, and the teacher will accompany the child in the ambulance.</li> <li>The school is advised on the incident. The TA will supervise the children until another teacher or leader arrives.</li> <li>The teacher in charge will file an accident report upon returning to school.</li> </ul>	First aid kit
CIVIL EMERGENCY		<ul> <li>If a civil emergency strikes in transit, the car must stop.</li> <li>The child remains with the teacher aide until otherwise directed by the lead teacher. Once the event has passed and if the roads are clear, the car returns the child to school. If the car cannot proceed, the lead teacher finds safe accommodation for the child and immediately contacts the school for further instructions.</li> <li>If the child has been injured, they are moved to a safe place. The teacher provides first aid, and the emergency services are called.</li> <li>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. If it is unsafe to return to school, the teacher will relocate the child to the nearest sector post when appropriate.</li> <li>The teacher in charge will file an accident report upon returning to school.</li> </ul>	Cell phones  Sector post location

Teacher in Charge:	Liz Beattie  Aaron Richards				Date: 5 November 2025  Date: 5 November 2025	
Leader:						
BOT Approval: (tick appropriate)	Ye	es	No	NA	Date:	