

Risk Management Plan

EVENT: PCT Challenge	LOCATION OF EVENT: Cowles Stadium
ORGANISING TEACHER: AARON RICHARDS	DATE OF EVENT: 10th March 2025
OTHER STAFF/PARENT ATTENDING: N/A	

NUMBER OF STUDENTS: 8	RATIO: 1/4
OVERALL RISK RATING: 2	RISK TYPE: b
N.Z STANDARDS: N/A	DEPARTURE TIME: 8am
CONTRACTORS: NZ Police	RETURN TIME: 1pm
	TRANSPORT: CAR

Review the children attending the trip or event and indicate if any of the following criteria are relevant. If you have ticked any of the boxes below please submit a separate document explaining the management strategies that will be put in place to keep these children safe while on the trip.

HighHealthNeeds ☐ n/a
 MinorHealthNeeds ☐ N/A
 Behaviour Needs ☐ N/A
 Special Needs ☐ N/A

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport - Car Vehicle collision Vehicle breakdown	2 3 2	<ul style="list-style-type: none"> Parents attest that their cars are registered and have a current warrant of fitness. Parent supervisors and drivers carry a cell phone at all times. In the event of an accident if any passengers are hurt, the parents will call the emergency services immediately. The parent will apply first aid until the emergency services arrive. The parent will also inform the school so that the school can contact the student's parents. An accident report is filed on returning to school by the parent. Children remain with the driver until they are picked up by another motor vehicle arranged by the school. If possible the children remain in the car. All school personnel must wear an over the shoulder seatbelt when travelling in the car. The driver must drive from school and to Cowles Stadium without deviation. 	Cell Phone First Aid Kit
Children - Child going missing Child being approached by strangers	2	<ul style="list-style-type: none"> Children stay together as a team. One parent will supervise a team at all times. Children are advised before leaving the school that they are only allowed to go to the toilet if their parent has given them permission. Students go to the toilet in pairs and must report to their parents on their return. 	Group list
Weather	2	<ul style="list-style-type: none"> All children take clothing appropriate for the weather. This will be checked by the parent before leaving school. (Sun hat, polar fleece, jacket) All children take drink bottles if the weather is warm. 	Jackets Tracksuit Suitable shoes Drink bottle

Minor Injuries	2	<ul style="list-style-type: none"> ▪ Event staff will apply first aid. 	First Aid Kits
Medical Asthma and allergies	2 2	<ul style="list-style-type: none"> ▪ All asthmatics take their inhaler. ▪ A list identifying children with medical or health issues are distributed to parents who understand that the information must be kept confidential ▪ Children with allergies or who require medication will take their medication with them. ▪ If a child has a medical event, event staff are called to provide first aid. If the event is acute, the emergency services are called. ▪ The child is transported to hospital. The remaining children will be cared for by the remaining parent and transported to school. ▪ The supervising parent calls the school and advises the school of the issue. The school will take responsibility to contact the child's parents. ▪ If an incident should occur, a report is filled out returning to school by the parent. 	Asthma Inhalers Medication Health needs list Medication list
SERIOUS INJURY	3	<ul style="list-style-type: none"> ▪ The parent or event staff apply first aid. Emergency services are called. The child is transported to hospital. The remaining children will be cared for by the remaining parent and transported to school. ▪ The supervising parent calls the school and advises the school of the issue. The school will take responsibility to contact the child's parents. ▪ An accident report is filed on returning to school by the parent. The school will also request an incident report from the event staff. 	First aid kit
CIVIL EMERGENCY	3	<ul style="list-style-type: none"> ▪ If a civil emergency strikes in transit the car must stop. ▪ All children remain with the driver. Once the event has passed, the driver will contact the school for further instructions. If the car is unable to proceed, the parent finds safe accommodation for the children and immediately updates the school on their location. ▪ If children have been injured they are moved to a safe place, parents provide first aid and emergency services are called. ▪ If a civil emergency strikes at the location all school personnel follow the instructions of the event staff. Once the event has finished the parents contact the school for further instructions. If safe, the event will continue. If it is not safe to return to school, the parent will relocate children to the nearest sector post when appropriate. ▪ If a tsunami warning is sounded, the parents will immediately evacuate the children westward 5km from the shoreline. They will contact the school when they arrive. When safe the children will be transported to school. ▪ Accident report to be filed on returning to school by teacher-in-charge. 	Cell phones Sector post location

Teacher in Charge:	Aaron Richards	Date: 13 February 2024
Leader:	Greg Brown	Date 13 February 2024
BOT Approval: (tick appropriate)	Yes No NA	Date: