

# Safety Action Plan



<b>EVENT: Christchurch Music Festival Choir Rehearsal</b>		DATE OF EVENT: Term 3 Monday, 8th September - 12.45-2.45pm
LOCATION OF EVENT: Avonhead School, 55 Avonhead Rd, Avonhead, Christchurch		
LEAD TEACHER: Liz Beattie	OTHER TEACHERS: Melissa Clease, Sarah Philpott	

NUMBER OF STUDENTS: 80	RATIO: 1:26
OVERALL RISK RATING: Low	RISK TYPE: B (i)
NZ STANDARDS: EOTC Guidelines	Event starts at: 12.15pm (Leave School)
CONTRACTORS: Bentley Bus Company Woolston 03 595 2168 <a href="mailto:bus@bentleytransport.co.nz">bus@bentleytransport.co.nz</a>	Finish at approx. 3.15pm (Back at school)
	Transport: Bus - Supplied

Risk Management from CCC

Risks / Hazards	Risk Rate	Preparation/Response	Equipment
Unsafe Transport	Low	A reputable bus company is used to provide a qualified driver. The bus is warranted and registered.	
Vehicle Collision	High	<p>In the event of a motor vehicle accident, if any passengers are hurt, teachers call the emergency services. Teachers apply first aid until the emergency services arrive.</p> <p>All teachers carry a cell phone at all times. Cell phones have the phone numbers of the other teachers, volunteers and the principal entered into their contact list.</p> <p>Children remain on the bus unless it has been deemed unsafe by the bus driver. If requested students and parents disembark from the bus and wait on the curb as far from the road edge as possible.</p> <p>Teachers contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required.</p> <p>The school office informs parents of the incident.</p> <p>The buses will drop off and pick the children up from The Aurora Center, Burnside High School.</p>	<p>Cellphone</p> <p>First Aid Kit</p> <p>Contact list of Learners.</p>

Vehicle Breakdown	Medium	<p>Children remain in the vehicle unless it has been deemed unsafe by the driver.</p> <p>Students and parents disembark from the vehicle and wait on the curb as far from the road edge as possible if requested.</p> <p>The teacher present contacts the school to advise of the incident and arrange alternative transport if required.</p> <p>The school office informs parents of the incident and will arrange alternative transport.</p> <p>Parent helpers are prohibited from communicating directly with other parents regarding incidents on school trips.</p>	Cell Phones and Cell phone list with the contact details of all parents and teachers on the trip.
Child going missing	Significant	<p>Students stay together as a group with their supervising adult.</p> <p>Teachers take roll call before leaving school. The attendance of children is rechecked when arriving at the location, and before returning to school.</p> <p>During the event, children must ask their teacher for permission to go to the toilet. Children will go to the toilets in pairs.</p> <p>The teachers check public toilets before they are used.</p> <p>If a child does go missing the MISSING CHILD response plan is actioned by the teacher in charge. The school is immediately notified.</p>	Group checklist
Vulnerable Children Act	Low	<p>Children report any 'worrying' behaviour from members of the public to teachers.</p> <p>The teachers and adult volunteers are responsible for monitoring children's behaviour, location and safety.</p> <p>All teachers carry a cell phone at all times. Cell phones have the phone number of other volunteers entered in their contact lists so they can call for help if required.</p>	<p>Teacher</p> <p>Cell Phone and relevant cell numbers</p>
Road/Car Park	Low	<p>Learners, teachers and volunteers are briefed on the risky areas and how best to approach them.</p> <p>Children are loaded/unloaded from the bus in a carpark or safe loading zone.</p> <p>Adults look around the area for broken glass or other hazards and remove them.</p>	Gloves/Rubbish bag.
Weather (Hot, cold, wind)	Low	<p>Children are reminded to be prepared for all weather conditions. If it rains, children should wear a rain jacket. Children will not be permitted to attend the event if they do not have clothing appropriate for the weather.</p>	<p>Jackets</p> <p>Drink bottle</p>
Privacy	Low	<p>Parent helpers are prohibited from communicating directly with other parents regarding incidents on school trips.</p>	

Local Hazards		Avonhead Primary School staff Will brief students and teachers on hazards and evacuation procedures	
Minor Injuries	Moderate	In the event of a minor injury, teachers will assess the situation and apply first aid if necessary.  The Teachers will update the accident register in the sickbay on HERO.	First Aid Kits (With Teacher)  HERO App installed.
Medical  Asthma and allergies	Moderate	The teacher in charge ensures that all students with Asthma have their inhalers.  Teachers check if any children in the team are allergic and need an epi-pen. <b>The teacher in charge ensures they have the epi-pen before they depart the school.</b>  The teacher in charge will collate a list of students attending the event with medical issues. Any student requiring medication must give the medication to their teacher along with the Medical consent form.	Asthma Inhalers  Epi-pen  Medication list and medication
SERIOUS INJURY	Significant	If a serious injury happens during the visit, a teacher administers first aid while the other teacher moves the children away from the situation and calls the Emergency services.  <ul style="list-style-type: none"> <li>• The child is transported to the hospital accompanied by a staff member.</li> <li>• The school is notified. The office calls the parents.</li> <li>• The principal will go to the hospital and meet the ambulance and parents there.</li> <li>• The teachers reallocate child supervision to cover the teacher who accompanied the child to the hospital. Additional support may be sent by the school if necessary.</li> </ul>	First aid kit  Cell phones
CIVIL EMERGENCY	Significant	If a civil emergency strikes while at the event, children and teachers follow the instructions of Avonhead School staff.  If children have been injured, they are moved to a safe place, teachers provide first aid and emergency services are called.  If the event needs to be canceled and it is safe to travel, the team will return to school.  If the bus company cannot provide earlier transport, the school will organise alternative transport.  If the team is unable to return to school they will remain at Avonhead School.  The teacher will keep the school fully informed.	Evacuation site as stated by the event organizers.

Teacher in Charge:

Liz Beattie

Date:

Leader:

Aaron Richards

Date:

1/9/2025

BOT Approval: No