

Safety Action Plan

EVENT: Weekly Winter Sport Comp	DATE OF EVENT: Term 2 Week 4-9, May 16 th - June 27 th
LOCATION OF EVENT: South Hagley Park and Nunweek Park	
LEAD TEACHER: Greg Brown	
OTHER STAFF MEMBERS ATTENDING: 8 + 8 Parents	
NUMBER OF STUDENTS: 210	RATIO: 1:15
OVERALL RISK RATING: low	RISK TYPE: B
NZ STANDARDS:	DEPARTURE TIME: 12:20pm
CONTRACTORS: Bentley Transport	RETURN TIME: 2.55pm
	TRANSPORT: BUS

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus Vehicle collision Vehicle breakdown	Low to Moderate	<ul style="list-style-type: none"> A reputable bus company is used who provides qualified drivers. Buses are warranted and registered. All teachers and coaches carry a cell phone at all times. Cell phones have the phone number of other teachers and coaches entered in their contact list. 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. Children remain on the bus unless it is 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. Teachers contact the school to advise of the incident. The school is responsible for contacting the bus company to arrange alternative transport if required. The school office informs parents of the incident. The buses drop the children off at Hagley Park along Deans Avenue. A meeting spot is designated by the teacher-in-charge. 	Cell Phone First Aid Kit Contact list
Child going missing Child being approached by strangers	Low to Moderate	<ul style="list-style-type: none"> Students stay together as a group with teacher/coach supervision. Teacher-in-charge takes the roll before boarding the bus. During the event children ask the coach for permission to go to the toilet and report back to the coach when they return from the toilet. Public toilets are checked by the teacher in charge before they are used. Children go to the toilet in peers. Coaches keep a checklist of children returning with their parents and pass this information onto the teacher-in-charge. Final roll call is completed before boarding the bus to return to school by the Coach. 	Group list for all teachers and Parents involved Group list for all teachers and Parents involved

		<ul style="list-style-type: none"> • If a child does go missing the MISSING CHILD response plan is actioned by the teacher in charge. The school is immediately notified. • The office is provided a list of students who are attending the event. 	
Vulnerable Children Act	Low	<ul style="list-style-type: none"> • Children report any 'worrying' behaviour from members for the public to the Coach. • The Coach is responsible for monitoring children's behaviour, location and safety. • All coaches carry a cell phone on them at all times. They have the school's phone number and the contact details of other coaches on their phone so they can easily communicate 	<p>Teachers-in-charge</p> <p>Cell Phone and relevant cell numbers</p>
Confidentiality and Privacy		<ul style="list-style-type: none"> • The school is responsible for informing parents or relevant parties of issues that arise at sport. • Coaches are not permitted to discuss issues relating to students with other parents. This includes the child's parents. 	
Weather	Moderate	<ul style="list-style-type: none"> • Children are reminded to be prepared for all weather conditions. • All children are provide school tracksuits • If it is cold, children bring an extra jacket. • If it rains, children wear a rain jacket. • All children are required to take a bottle of water and a snack to the event. • Children are not permitted to attend the event if they do not have clothing appropriate for the weather. • The CPPSA checks the conditions of the grounds before the event takes place. If the grounds are not safe the event is postponed or the hazard/s are managed. • The Sport Coordinator assesses the weather before the children depart and decide if participation should continue. 	<p>Jackets</p> <p>Tracksuit</p> <p>Suitable shoes</p> <p>Drink bottle</p>
Trip on Sidewalk, paths	Low	<ul style="list-style-type: none"> • Teachers and Children are alert and watch where they are walking. 	
Hit by a car.	Moderate	<ul style="list-style-type: none"> • Teachers walk at the front and end of the group and check when getting off and on the bus appropriately. • Children are kept away from the road. 	
Location	Moderate	<ul style="list-style-type: none"> • The teacher or coach checks the conditions of the grounds before the game is played. If the grounds are not safe the team will be withdrawn from the competition. 	
Equipment Student is struck by a stick or boot	High	<ul style="list-style-type: none"> • All hockey players and rugby players must wear a mouthguard. • All soccer and hockey players must wear shin pads. 	<p>Mouth guard</p> <p>Shin Pads</p>
Head Injury	Moderate - High	<ul style="list-style-type: none"> • If a child receives a head injury they are to be removed from the field and not be allowed to re enter the game. • The coach informs the school. The school informs the parents. • If the child loses consciousness, the emergency services are called 	

		<ul style="list-style-type: none"> Any level of head injury will prevent students from playing until cleared by a doctor. 	
Game Environment	Moderate	<ul style="list-style-type: none"> All teachers and coaches actively monitor matches to ensure that they are orderly and students are safe. If the behaviour of children or spectators becomes unsafe the teacher or coach stops the game and withdraws the team. The incident is reported directly to the principal. Any child from St Joseph's School who is playing in an unsafe or disruptive manner is withdrawn from the game. Their behaviour is reported to the DP. All teachers and coaches reinforce the importance of fair play and being a good sport. Coaches and teachers do not dispute the rulings made by referees or umpires. 	
Physical Fitness	Low	<ul style="list-style-type: none"> Children participating in the event are competent enough to participate. Children participating in the event have trained for the event Prior to games the teacher in charge has ensured all children have stretched and have warmed up. 	
Minor Injuries	High	<ul style="list-style-type: none"> All children are trained to participate in the sport competition to ensure they have the physical skills required to take part safely. Each team is provided a first aid kit. In the event of a minor injury Teachers or coaches apply first aid. 	First Aid Kits
Medical Asthma and allergies	High High	<ul style="list-style-type: none"> All asthmatics have their inhalers with them or in a place close to the course. This is verified by the teacher in-charge before children leave the school. The teacher-in-charge checks if any children in the teams are allergic and needing an epi-pen. Teachers in charge are responsible for all medication that is required. They will make medical lists for each team and ensure this is checked each game. The teacher-in-charge will collate a list of students attending the event with medical issues. This information is provided to the coaches. The teacher-in-charge must ensure that coaches are provided appropriate medication for the children in their team. 	Asthma Inhalers Medication Health needs list Medication list
SERIOUS INJURY	High	<ul style="list-style-type: none"> A serious injury happens while competing, the coach administers first aid while: Emergency services are called. The child is transported to hospital with an adult if possible. The coach must stay with the team. The coach calls the school office. The school office calls the parents. The principal goes to the hospital and meets the ambulance and parents there. 	First aid kit
CIVIL EMERGENCY	High	<ul style="list-style-type: none"> If a civil emergency strikes while competing, the children will stop, take appropriate action to keep themselves safe and then report to the coach who will verify the location and safety of all children. If children have been injured, they are moved to a safe place, the coach provides first aid and the emergency services are called. 	

		<ul style="list-style-type: none"> • The coaches follow the instructions of the event organiser. • If the event needs to be cancelled and it is safe to travel, the team returns to school. • If the bus has not arrived yet, the teacher-in-charge contacts the school who arranges for earlier pick-up. • If the bus company cannot provide earlier transport, the school organises alternative transport. Transport children from Hagley or Nunweek Park back to school. • If the team is unable to return to school they relocate all children at Hagley park to the Netball centre. All children at Nunwick park will relocate to relocate to Breens Intermediate School • The teacher in-charge will keep the school fully informed. 	<p>Evacuation site as stated by the event organisers</p> <p>Sector post location – stated by organisers</p>
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Teacher in Charge:

Greg Brown

Date: 15/5/2015

Leader:

Aaron Richards

Date: 19/5/2015

BOT Approval: (tick appropriate)

Yes

No

NA

Date: