

# Safety Action Plan (SAP)

<b>EVENT: PSC Athletics</b>		<b>DATE OF EVENT:</b> <b>26th November 2025</b> <b>PP 27th Nov</b>	
<b>LOCATION OF EVENT: Nga Puna Wai (Wigram Athletics Centre)</b>			
<b>LEAD TEACHER: Greg Brown</b>			
<b>OTHER STAFF/PARENT ATTENDING:</b> <b>Jayden Cameron (Team Manager), Emma Vertogen (High Jump),</b>			
<b>NUMBER OF STUDENTS: 30</b>		<b>RATIO: 1:30</b>	
<b>OVERALL RISK RATING: LOW</b>		<b>RISK TYPE: C(i) - off site day trip</b>	
<b>N.Z STANDARDS: EOTC guidelines</b>		<b>DEPARTURE TIME: 7:50am</b>	
<b>CONTRACTORS: City Line</b>		<b>RETURN TIME: 2:50pm</b>	
		<b>TRANSPORT: Bus</b>	

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
<b>Transport - Bus</b>	Low	<ul style="list-style-type: none"> <li>All buses are registered and have a current warrant of fitness.</li> <li>All drivers have a valid driver's licence.</li> <li>All school personnel must wear an over the shoulder seatbelt when travelling in the bus where available.</li> </ul>	Cell Phone
<b>Vehicle collision</b>	Moderate	<ul style="list-style-type: none"> <li>In the event of an accident, if any passengers are hurt, the teacher will call the emergency services immediately. The teacher will apply first aid until the emergency services arrive.</li> <li>The teacher-in-charge must contact the school to advise of the incident. <b>The school will contact the parents.</b> An incident report is filed on returning to school by the teacher-in-charge.</li> </ul>	First Aid Kit
<b>Vehicle breakdown</b>	Low	<ul style="list-style-type: none"> <li>The bus driver will contact the bus company and organise alternative transport. The teacher will advise the school of the situation. The children will remain on the bus unless the driver deems it unsafe. If the children leave the bus the teacher will locate them to a safe place.</li> <li>An incident report is filed on returning to school by the teacher-in-charge.</li> </ul>	
<b>Children - Child going missing</b>	Moderate	<ul style="list-style-type: none"> <li>Children stay together as a team.</li> <li>The teachers-in-charge will supervise the children at all times.</li> <li>The teachers-in-charge will check public toilets before they are used.</li> <li>Children are advised before leaving the school that they are only allowed to go to the</li> </ul>	Group list

<b>A child being approached by strangers</b>	Moderate	<p>toilet if their teacher/parent has given them permission. Students go to the toilet in pairs and must report to the teachers-in-charge on their return.</p> <ul style="list-style-type: none"> <li>Children and adults (parents) report 'worrying behaviour' from the public to the teacher in-charge.</li> </ul>	Teachers-in-charge
<b>Weather</b>	Low	<ul style="list-style-type: none"> <li>All children take clothing appropriate for the weather: sun hat, school tracksuit, correct athletics top (students can layer up), to keep warm: rug, extra jacket, etc. This is checked by the teacher in charge before leaving school.</li> <li>All children take drink bottles and food to eat.</li> <li>Sunscreen is to be taken and children reminded to regularly re-apply.</li> </ul>	Sun hats Jackets Suitable shoes Drink bottle Sunscreen
<b>Location / Environment</b>	Low	<ul style="list-style-type: none"> <li>Organisers will check the conditions of the grounds before the event takes place.</li> <li>If the grounds are not safe, the event will be postponed or the hazard/s will be managed.</li> <li>Students will be told not to jump fences or sidings. Children must use the stairs provided.</li> </ul>	Teachers-in-charge
<b>Shot Put and Discus Student is struck by a put or discus</b>	Significant	<ul style="list-style-type: none"> <li>No student is allowed on the track and field when not competing. When students are competing, they enter the track at a designated area and follow the instructions of which route to take to the event.</li> </ul>	Marshal
<b>High Jump</b>	Moderate	<ul style="list-style-type: none"> <li>Students are to compete one at a time and are kept to a coned area, back from the event area. (Both sides)</li> <li>Helpers or Teacher will replace equipment</li> <li>Helpers or Teachers will check the area before a competitor jumps.</li> </ul>	Marshal
<b>Long Jump</b>	Moderate	<ul style="list-style-type: none"> <li>Students are to compete one at a time and are kept to a coned area, back from the event area.</li> <li>Helpers or Teacher will check area before a competitor jumps (Rakes and pit to be checked before each jump)</li> </ul>	Take off mat Sandpit Cones
<b>Vulnerable Children Act</b>	Moderate	<ul style="list-style-type: none"> <li>Children need to ask permission to go to the toilet. Send a buddy with them and they need to report back to the person who gave them permission.</li> <li>Report any 'worrying' behaviour from the public to the teachers-in-charge.</li> </ul>	Buddy System Teachers-in-charge
<b>Minor Injuries</b>	Low	<ul style="list-style-type: none"> <li>Teachers apply first aid. The injury is recorded on HERO by the teacher who applied first aid.</li> </ul>	First Aid Kits
<b>Head Injury</b>	Significant	<ul style="list-style-type: none"> <li>Light knock to the head or neck - First aid is provided by the teacher or first aider. A concussion assessment is completed and</li> </ul>	Concussion assessment card

		<p>the child will be monitored by the teacher. The teacher will record incidents in the First-Aid book at school and inform parents by telephone.</p> <ul style="list-style-type: none"> <li>• Serious knock to the head or neck - Observations have identified that a <b>concussion may have occurred</b>. The school is notified. The office will phone parents. Teacher to record incident on HERO.</li> <li>• Severe Knock to the head or neck - There is obvious signs that the <b>child has a concussion</b> and immediate medical assistance is required: <ul style="list-style-type: none"> <li>• Teachers will phone an ambulance.</li> <li>• Teachers-in-charge will phone the school.</li> <li>• The school office will phone the parents.</li> <li>• Teachers to stay with the group.</li> <li>• Teacher to record incident in First-Aid Book on return.</li> </ul> </li> </ul>	
<b>Medical</b>  <b>Asthma and allergies</b>		<ul style="list-style-type: none"> <li>• All asthmatics take their inhaler. this is checked by the teacher before leaving school.</li> <li>• A list identifying children with medical or health issues are distributed to teachers (and parents if appropriate) by the teacher in charge.</li> <li>• The teacher-in-charge confirms that all children with allergies or who require medication have handed in their medication.</li> <li>• Medication (not inhalers) is carried by the teachers-in-charge.</li> <li>• The teachers-in-charge carries an emergency contact list.</li> </ul>	Asthma Inhalers Medication Health needs list Medication list
<b>SERIOUS INJURY</b>		<ul style="list-style-type: none"> <li>• The teachers administer first aid.</li> <li>• Emergency services are called.</li> <li>• The child is transported to hospital.</li> <li>• A teacher must remain with the group.</li> <li>• If possible a teacher will accompany the child to hospital in the ambulance.</li> <li>• The teacher informs the school. The school will inform the parent about the situation.</li> <li>• Accident report to be filed on returning to school by teacher-in-charge.</li> <li>• The remaining children are cared for by the remaining teachers who will debrief the children.</li> </ul>	First aid kit
<b>CIVIL EMERGENCY</b>		<ul style="list-style-type: none"> <li>• If a civil emergency strikes in transit the bus must stop.</li> <li>• All children remain with the driver until otherwise directed by the teacher-in-charge of the trip. Once the</li> </ul>	Cell phones

		<p>event has passed and if the roads are clear, the bus returns the children back to school. If the bus is unable to proceed, the teacher-in-charge is to find safe accommodation for the children and immediately contacts the school for further instructions.</p> <ul style="list-style-type: none"> <li>• If children have been injured they are moved to a safe place, teachers provide first aid and the emergency services are called.</li> <li>• If a civil emergency strikes at the location all school personnel follow the instructions of the organiser. Once the event has finished the teachers-in-charge contact the school for further instructions. If safe, the children are transported back to school. If it is not safe to return to school, the teacher in charge will relocate children to the nearest sector post when appropriate.</li> <li>• Accident report to be filed on returning to school by teacher-in-charge.</li> </ul>	Sector post location
--	--	--	----------------------

Teacher in Charge:

Greg Brown

Date:

5 / 11/ 2025

Leader:

Aaron Richards

Date

12/11/2025