

Safety Action Plan

EVENT: Cardinal Visit at St Francis of Assisi Catholic Primary School	DATE OF EVENT: Thursday 31st July , 11am
LOCATION OF EVENT: St Francis of Assisi School	
LEAD TEACHER: Caitlin O'Sullivan	
OTHER STAFF MEMBERS ATTENDING: Melissa Tucker, Brylee Riddle, Tenaya Sheenan, reliever teacher (for Emma - on course)	

NUMBER OF STUDENTS: 112	RATIO: 1:28
OVERALL RISK RATING: LOW	
NZ STANDARDS: EOTC Guidelines, Car seats with NZ Safety or Aust. Safety approval rating	DEPARTURE TIME: 10.15am
CONTRACTORS: St Francis of Assisi School	RETURN TIME: 1pm
Bus company TBC	TRANSPORT: TBC

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus	LOW	<ul style="list-style-type: none"> A reputable bus company is used to provide qualified drivers. Buses are warranted and registered. All teachers carry cell phones at all times. Cell phones have the phone numbers of the school, principal and team leaders. If passengers are hurt in a motor vehicle accident, teachers call the emergency services. Teachers apply first aid until the emergency services arrive. Children remain on the bus unless the bus driver deems it unsafe. If requested, students and teachers 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 will inform parents of the incident. 	Cell Phone
Vehicle collision	LOW		First Aid Kit
Vehicle breakdown	LOW		Contact list

Children - Child going missing		<ul style="list-style-type: none"> Children stay together with the teacher. Before leaving school, the children are advised to stay with their teacher. Children go to the toilet with the teacher or parent. Teachers carry a list of all children attending the trip. 	Group list
Weather		<ul style="list-style-type: none"> Children take clothing appropriate for the weather. This will be checked by the teacher in charge before the children leave the school. (uniform jersey or jacket) 	Jackets Suitable shoes
Location / Environment		<ul style="list-style-type: none"> Students remain at St Francis of Assisi school until the end of lunch. St Francis of Assisi will brief the group when they arrive: hazards and emergency procedures Teachers will communicate with the bus company around pick up time and will collect the group, complete a roll and ensure all students are on the bus to return to school. If a student needs to leave the main area, they will go with a buddy, e.g., to get water or have morning tea. 	
Equipment		N/A	
Minor Injuries	Moderate	<ul style="list-style-type: none"> Teachers applies first aid. The report is to be filed on returning to school by the teacher in charge. Parents will be contacted. 	First Aid Kits
Privacy and confidentiality	Low	<ul style="list-style-type: none"> Parent helpers are prohibited from communicating directly with other parents regarding incidents on school trips. The school office will inform parents of the incident. 	Medication Health needs list
Vulnerable Children Act		<p>Children report any 'worrying' behaviour from members of the public to teachers. 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>	
Medical	Moderate	<ul style="list-style-type: none"> The teacher ensures that asthmatics have their inhalers with them. 	Asthma Inhalers Epi-pen

Asthma and allergies		<ul style="list-style-type: none"> The teacher in charge collates a list of students attending the event with medical issues. Teachers ensure that appropriate medication is taken with them. 	Medication list and medication
SERIOUS INJURY		<ul style="list-style-type: none"> Teacher administers first aid. Emergency services are called. The child is transported to the hospital. The child is accompanied by a teacher. The remaining teachers transport the other child back to school. The teacher calls the school. The principal will meet the ambulance at the hospital. The school is responsible for contacting the parents and advising them of the situation. An accident report is to be filed upon returning to school by the teacher in charge. The students are debriefed by the remaining teachers, 	First aid kit
CIVIL EMERGENCY		<ul style="list-style-type: none"> If a civil emergency strikes in transit, the car must stop. The children remain on the bus until otherwise directed by the bus driver. Once the event has passed and if the roads are clear, the bus returns the child to school. If a child has been injured, they are moved to a safe place, the teacher provides first aid and the emergency services are called. 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. An accident report is to be filed upon returning to school by the teacher in charge. 	Cell phones

Teacher in Charge:

Caitlin O'Sullivan

Date: 25 June 2025

Leader:

Aaron Richards

Date: 25 June 2025

BOT Approval: (tick appropriate)

Yes

No

NA

Date: