

# Safety Action Plan



<b>EVENT: EPro8 Competition at Russley Primary School</b>	<b>DATE OF EVENT:</b> Wednesday 6th August 5pm - 8pm
<b>LOCATION OF EVENT:</b> Russley Primary School	
<b>LEAD TEACHER:</b> Emma Vertogen	
<b>OTHER STAFF MEMBERS ATTENDING:</b>	

<b>NUMBER OF STUDENTS:</b> 8 students	<b>RATIO:</b> 1:4  Some parents might stay for the duration of the competition.  Two teachers for 1.5 hours then a swap over.
<b>OVERALL RISK RATING:</b> Low	
<b>NZ STANDARDS:</b> EOTC Guidelines	<b>DEPARTURE TIME:</b> n/a parents will arrange
<b>CONTRACTORS:</b> <ul style="list-style-type: none"><li>EPro8 organisers</li><li>Russley Primary School</li></ul>	<b>RETURN TIME:</b> n/a as parents will arrange this
	<b>TRANSPORT:</b> Private cars

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
<b>Transport</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Parents arrange their own transport for their children to the venue.</li> <li>Parents contact the teacher-in-charge if anything happens while travelling to and from the venue.</li> <li>The teacher-in-charge will inform the principal if any child has been injured while travelling to the event</li> </ul>	Contact details
<b>Child going missing</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Parents will hand their child over to the teacher in charge when they arrive at the venue.</li> <li>The teacher in charge will check the children off on the list as they arrive.</li> <li>Children stay together as a team.</li> <li>Children will stay in the hall at all times.</li> <li>If children want to go to the toilet, either their parents or the teacher in charge will accompany them to the toilet door.</li> <li>The teacher in charge will check that children depart with their parents at the end of the competition.</li> <li>The teacher in charge will stay until the last child is picked up.</li> </ul>	Group list held by the teacher-in-charge Contact details
<b>Child being approached by strangers</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>If parents are late, the teacher in charge will ask the child to ring his/her parents.</li> <li>If the child does not have a phone, the teacher in charge will ring the parents.</li> <li>The teacher in charge will be visible at all times. If children feel uncomfortable or anxious because</li> </ul>	

		of worrying public behaviour, they will report it to the teacher in charge.	
<b>Environment</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Russley Primary staff will ensure that the environment is safe and will provide a briefing at the start of the event.</li> <li>The EPro8 staff will ensure that the equipment is safe.</li> <li>The EPro8 organiser will brief the children on safety before the competition starts.</li> </ul>	Safety briefing
<b>Vulnerable Children Act</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Teacher-in-charge will be vigilant at all times.</li> <li>Teacher-in-charge will take the roll on arrival and departure.</li> <li>Children will report any 'worrying' behaviour from members of the public.</li> </ul>	
<b>Minor Injuries</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>A first aid kit is held by the teacher-in-charge.</li> <li>In the event of a minor injury the teacher-in-charge applies first aid.</li> </ul>	First Aid Kit
Medical  Asthma and allergies	<b>Low</b>  <b>Moderate</b>	<ul style="list-style-type: none"> <li>All asthmatics take their inhaler.</li> <li>A list identifying children with medical or health issues is generated by the teacher-in-charge.</li> <li>The teacher-in-charge confirms that all children with allergies or who require medication have their medication with them.</li> <li>Medication is carried by the teacher-in-charge.</li> <li>The teacher-in-charge carries an emergency contact list or accesses records using a cellphone.</li> </ul>	Asthma Inhalers Medication Health needs list. Medication list. Cellphone.
<b>SERIOUS INJURY</b>	<b>Significant</b>	<ul style="list-style-type: none"> <li>The teacher-in-charge administers first aid.</li> <li>Emergency services are called. The child is transported to hospital.</li> <li>The teacher-in-charge must remain with the group.</li> <li>The teacher-in-charge is responsible for contacting the parents of the injured child and principal</li> <li>The Principal and parents will meet the ambulance at the hospital.</li> </ul>	First aid kit Emergency contact Cell phone
<b>CIVIL EMERGENCY</b>	<b>Significant</b>	<ul style="list-style-type: none"> <li>If a civil emergency strikes at the location, all children and parents assemble at the emergency evacuation site for Russley Primary.</li> <li>Once the event has finished the teacher-in-charge contacts the Principal for further instructions.</li> <li>If safe, the children will travel home with their parents.</li> <li>An alternative emergency meeting point is at Crosbie Park.</li> </ul>	Evacuation point for Russley will be shared at the safety briefing before the start of the event.

Staff in Charge:

Emma Vertogen

Date: 21st July

Leader:

Aaron Richards

Date: 22 July 2025

BOT Approval: (tick appropriate)

Yes

**No**

Date: n/a