

St Joseph's School

TE KURA O HATO HOHEPA PAPANUI

EMPOWERING STUDENTS TO BECOME CONFIDENT, MOTIVATED LEARNERS, LIVING GOSPEL VALUES.



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| EVENT: Exodus Journey | DATE OF EVENT: 3rd July 2018 |
| LOCATION OF EVENT: In school grounds and around the Block (Vagues, Nyoli, Sawyers Arms, Main Nth Rd) | |
| LEAD TEACHER: Lianneke Lodge | OTHER TEACHERS: Mrs Green, Mrs Culling, Miss Kickhefer |

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| NUMBER OF STUDENTS: 103 | RATIO: 1:20 |
| OVERALL RISK RATING: Low | RISK TYPE: B(i) |
| NZ STANDARDS: EOTC Guidelines | DEPARTURE TIME: 11.00 |
| CONTRACTORS: nil | RETURN TIME: 12.00 |

| Risks / Hazards | Risk Rate | Preparation/Response | Equipment |
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| <p>Walking around the block</p> <p>Vehicles on busy roads: hit by a car</p> <p>Trip while walking</p> | <p>Significant</p> <p>Low</p> | <p>All teachers carry a cell phone at all times. Cell phone has the phone number of the school listed as a contact. Make sure cell phone is charged. Teacher to take a first aid kit to treat minor injuries.</p> <p>Teachers wear fluoro vests.</p> <p>Inform students of rules for Safe Walking before leaving school: stay with the group, walk on the left, stay with your buddy.</p> <p>Always walk on the footpath.</p> <p>Cross Vagues road using the pedestrian crossing when leaving school and returning.</p> <p>Cross the road using the traffic lights on Sawyers Arms Road to walk to Papanui Domain - Mount Sinai.</p> <p>Return on the same route, using the traffic lights to get to the northern footpath of Sawyers Arms Road on the way to Main North Road.</p> <p>If someone gets hit by a car, the teacher in charge rings the ambulance / police and the school. One person stays with the injured while the other adult walk the rest of the children to a safe space: this can be Papanui Domain, parking space on Sawyers Arms, Papanui High School grounds or St Joseph's school.</p> <p>Remind children to be sensible while walking and keep an eye on the road, the people in front of them and the footpath.</p> | <p>Cell phone</p> <p>Class Roll</p> <p>First aid kit</p> <p>Fluoro vests</p> <p>Traffic lights</p> |
| <p>Child going missing</p> | <p>Significant</p> | <p>Students stay together as a group. Teachers take roll call before departing.</p> <p>Teachers take roll call before starting to walk back to school. Children walk with a buddy. Children report immediately if their buddy is missing.</p> | <p>Class lists</p> <p>Buddies</p> |
| <p>Vulnerable Children Act</p> | <p>Low</p> | <p>Teachers to be vigilant at all times.</p> <p>Make sure children go to the toilet before the Exodus starts.</p> | |

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| Minor Injuries | Moderate | In the event of a minor injury teacher to assess situation and apply first aid if necessary. | First Aid Kits |
| Medical Asthma and allergies | Moderate | All asthmatics take their inhaler. Children keep their inhalers with them. Students with an epi-pen to give to teacher. Teachers check that asthmatics have their inhalers with them before leaving the school ground. Teachers to carry cell phone in case of an emergency. Cell phone has the phone number of the school listed as a contact. | Asthma Inhalers Epi-pen Cell phone. |
| SERIOUS INJURY | Significant | If a serious injury happens while walking, the teacher administers first aid. Emergency services are called. The child is transported to hospital. The teacher will call the school. The principal might join the group in a short time. If so, the teacher will stay with the group and the principal will go with the child. If not, the teacher will still stay with the group and the principal will meet the ambulance at the hospital. The school is responsible for contacting the parents of the injured child. | First aid kit Cell phones |
| CIVIL EMERGENCY | Significant | If a civil emergency strikes while walking, the group will stop and wait. All children remain where they are until directed by the teacher. Once the event has passed, the group returns to school. If children have been injured they are moved to a safe place, teacher to provide first aid and the emergency services are called. Contact the school/principal when safe to do so. If it is not safe to return to school, the teacher in charge will relocate children to Papanui Domain. | Sector post location |

Teacher in Charge: Lianneke Lodge

Date:

27th July 2018

Leader:

Aaron Richards

Date:

27th July 2018

BOT Approval: No