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| EVENT: 2018 Ski Trip | DATE OF EVENTS: 23 August 2018 |
| LOCATION OF EVENT: Mt Hutt Ski Field | |
| LEAD TEACHERS: Erin Kreft and David Harrison | |

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| NUMBER OF STUDENTS: 49 students | RATIO: 1:3 |
| OVERALL RISK RATING: Significant | RISK TYPE: D (ii) |
| NZ STANDARDS: EOTC Guidelines, NZSki | DEPARTURE TIME: 6. 30am |
| CONTRACTORS: <ul style="list-style-type: none"> • Mt Hutt Ski Instructors • City Line Bus Company | RETURN TIME: 5.30pm - 6pm |
| | TRANSPORT: BUS |

| Risks/Hazards | Risk Rate | Preparation/Response | Equipment |
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| Transport | | | |
| Unsafe bus | Significant | <p>A reputable bus company is used that provides qualified drivers. Buses are warranted and registered.</p> <p>Drivers of bus carry chains to put on if need be.</p> <p>All teachers carry a cell phone at all times.</p> | <p>Cell Phone</p> <p>Chains</p> |
| Vehicle collision | Significant | <p>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.</p> | <p>First Aid Kit</p> |
| Vehicle breakdown | Moderate | <p>Children remain on the bus unless it has been deemed unsafe by the bus driver. If requested children and teachers disembark from the bus and wait on the roadside as far from the road edge as possible.</p> <p>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.</p> | <p>Contact school</p> |
| Arrival and return trip | | | |
| | | <p>The bus will drop the children of at Mt Hutt Ski Field in the designated parking for buses.</p> <p>This will be where the children will board the bus at 3.00pm - 3.30pm. All items are taken off the bus so children do not need to return to the bus during the day.</p> | <p>Lists</p> |

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| <p>Hit by a car</p> <p>Access road</p> | <p>Significant</p> | <p>A roll of the children will take place before entering the bus - on departure and return.</p> <p>Some children will travel with their parents. This will be arranged prior to the ski trip. The rule is that there will be no changes to these arrangements on the day. <i>The only change is when a child is injured and will travel more comfortable in a car.</i> The principal will ring the parents seeking their approval for such an arrangement.</p> <p>Teachers and parents will walk with allocated groups (1:3) when walking across the carpark to and from the bus.</p> <p>Bus parks in designated parking area for school groups travelling by buses.</p> <p>Bus stopping for children to go to the toilet (Rakaia) - teachers will get out first and check the road and the public toilets.</p> <p>NZSki employs road crews who monitor the road surface and weather conditions and will adjust the corresponding chain call.</p> <p>The road crew may assist the bus driver to put the chains on.</p> | <p>Chains</p> |
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| <p>Child going missing</p> | <p>Significant</p> | <p>Teachers take the roll before boarding the bus. Teachers will relay information regarding attendance to the office.</p> <p>Children stay together as they board the bus from school.</p> <p>On arrival children stay with the group: they are shown where the toilets are, where the bags will be placed, where they will gather for their ski lesson. Parents not skiing will stay where the bags are.</p> <p>Children go together to get their gear hire; parents and teachers will assist children with this process. (Rentals can be very busy with other schools there.) Once all gear hire has been issued, children line up for their lessons; children are advised to stay in their lesson line until instructors arrive. Teacher will help with any issues that may arise.</p> <p>Children take part in lesson.</p> <p>After lesson, parents in charge of groups meet children for a lunch break and drink. They are to discuss a meeting point and where they are going to be skiing.</p> <p>Non-skiing parents at designated point if children complete skiing for day. They are to assist in returning gear early if need be.</p> <p>Role taken at 3pm to check all children are present.</p> | <p>Group list</p> |
| <p>Risk of being separated from the group.</p> | <p>Significant</p> | <p>Ensure all students are supervised at all times.</p> <p>Ensure teachers know where Guest Services is should they need to stop a student's pass.</p> | <p>Stopped pass</p> |

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| <p>Child being approached by a stranger</p> <p>Supervision</p> | <p>Significant</p> | <p>Children to go the toilet with a buddy and notify their parents helpers before and after. Teacher in charge make spot checks of the toilets. Male and female non-skiers can also help with this task.</p> <p>Teachers wear a hat / vest / bright colour to make it easy for children to spot them if they are approached by a stranger. The teacher in charge will allocate a maximum of 5 children to a volunteer. Volunteers will get information about their role and their group prior the the trip. Volunteers need to look out for signs of dehydration, hypothermia, sun blindness, fatigue, sunburn, etc. Check regularly that children drink water, wear their sunglasses, apply sunblock, wear the correct gear, rest and eat. If a child lose their sunglasses or goggles, they need to go inside. Teachers will provide every child with a colourful card with relevant information on. This card also help volunteers and teachers to identify SJS students.</p> | <p>Teacher / parent supervision</p> <p>Sunblock Water Sunglasses Goggles Enough warm clothing</p> <p>ID Cards (school made)</p> |
| <p>Weather</p> | <p>Moderate</p> | <p>All children take clothing appropriate for the weather. All children will be given a list of appropriate gear so it is the parent's and child's responsibility to be prepared for the day. All children take drink bottles, snacks and a filling lunch.</p> <p>If weather closes in, children will be transported off the mountain asap. This decision is made by the teacher-in-charge who has the phone numbers of teachers skiing. Liaise with parents who are</p> | <p>Clothing suitable for alpine weather extremes.</p> <p>Cell phone Contact details</p> |

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| | | <p>experienced skiers, Mt Hutt staff and ring the principal to help with the decision to return earlier. Teacher-in-charge also consults with the bus driver. Parents will help to return ski gear and get children to prepare for early departure.</p> <p>In case of weather closing in very quickly we will follow the directions of Mt Hutt staff as to what we need to do.</p> <p>Prior to the trip the teacher-in-charge will make contact with Mt Hutt and discuss booking options if the weather is looking ominous.</p> | |
| Sun exposure | Moderate or significant | <p>Ensure that all children apply a high SPF sunscreen before starting the day's activities.</p> <p>Reapply during the day.</p> <p>Ensure all children have goggles and or sunglasses and that they use them all day.</p> | <p>High factor sunscreen</p> <p>Sunglasses</p> <p>Goggles</p> |
| Risk of dehydration | Significant | <p>Ensure all children have water bottles.</p> <p>Ensure that all children drink regularly to stay hydrated at altitude.</p> | <p>Water bottles</p> |
| Hyperthermia | Significant | <p>Teacher in charge will check the weather report before departure.</p> <p>Teachers will model the correct clothing when preparing children for their ski trip.</p> <p>Teachers will provide families with a gear list.</p> <p>Teachers will check children's clothing before boarding the bus.</p> | <p>Correct clothing</p> <p>Gear list</p> |

| Location | | | |
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| Slopes open | Moderate | <p>Mt Hutt decides if the ski field is open on the day and this decision is made more or less at 6am.</p> <p>If the trip is cancelled, teachers will communicate with parents via School links.</p> <p>If the decision is made to return early the teacher-in-charge will inform the school and the message will be send out to parents.</p> | School links |
| Trail and boundary signage | Moderate | <p>Teacher-in-charge will ensure that children understand the international signage symbols for trail markings.</p> <p>Teacher-in-charge making sure that skiers understand the Snow Responsibility Code.</p> | Signage Snow responsibility code |
| Avalanche | Significant | <p>Students are not permitted in ‘closed’ areas.</p> <p>Ensure children understand the Ski Area Boundary signs.</p> | Signage |
| Slip on ice | Low | <p>Teachers and children being alert and watching where they walk and taking note of icy patches especially walking to and from the bus.</p> | Ski boots or shoes with ‘grippy’ soles |

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| <p>People</p> <p>Falling while skiing or snowboarding</p> | <p>Moderate</p> | <p>All students participate in lessons in order to develop skills and an understanding of where suitable terrain is located.</p> <p>Familiarise students with the location of the non-skiing parents.</p> <p>Familiarise students with the location of the first aid room - the teacher-in-charge will make the decision whether a child should go to the first aid room.</p> <p>Familiarise students with the Snow Responsibility Code.</p> <p>Ensure students know how to contact their volunteer parent, teacher or ski patrol.</p> <p>Ensure children wear helmets and wrist guards.</p> | <p>Lessons</p> <p>Contact procedure</p> |
| <p>Collison</p> | <p>Significant</p> | <p>Follow the Snow Responsibility Code.</p> | <p>Snow responsibility code</p> |
| <p>Falling while carrying skis / boards</p> | <p>Significant</p> | <p>Use caution and care while on the stairs.</p> <p>Teachers talk to children and demonstrate while preparing for the trip of how to carry skis and boards.</p> | |
| <p>Falling off chair lifts or magic carpet</p> | <p>Significant</p> | <p>Use caution and care whilst sitting on the chairlifts.</p> <p>Advise students to always lower the safety bar whilst riding chair lifts.</p> <p>Do not wear long scarves and also tie up long hair.</p> <p>Listen to instructions when lining up to ride on the magic carpet.</p> | |

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| Event Environment | Moderate | <p>All teachers will actively monitor children prior, during and after the event. Checking that they are safe.</p> <p>Any child from St Joseph's School who is misbehaving will be reported to the DP on return to school.</p> <p>Teachers will enforce that we are on a school trip and representing the school.</p> | |
| Minor Injuries | Moderate | <p>If injury happens child(ren) will be assisted by Mt Hutt staff to the first aid room where the teachers are contacted. This is done by either cell phone or stopping their pass before they go up on the chair lift.</p> <p>In the event of a minor injury teachers or parent helpers can apply first aid.</p> <p>The response is:</p> <ul style="list-style-type: none"> ● Make the child comfortable - assist with removing skis, snowboard, boots, goggles, helmet, wrists guards, etc. ● Provide them with a drink of water. ● Ask questions about the injury. ● Gain more information from friends, parent in charge, etc. ● Seek a second opinion on the next step. ● Contact the teacher in charge. | First Aid Kits |

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| <p>Medical: Asthma and allergies</p> | <p>Significant</p> | <p>All asthmatics take their inhaler - check before boarding the bus.</p> <p>A list identifying children with medical or health issues on file for teachers.</p> <p>The teacher-in-charge confirms that all children with allergies or who require medication have their medication with them.</p> <p>Check before boarding the bus.</p> <p>Medication is carried by the child.</p> <p>The teacher in charge carries an emergency contact list.</p> <p>Teacher gives a list of names and medical conditions to the first aid room at Mt Hutt.</p> <p>Teacher-in-charge put together an information pack for all other teachers.</p> | <p>Asthma Inhalers Medication Health needs list Medication list</p> <p>Information pack</p> |
| <p>SERIOUS INJURY</p> | <p>Significant</p> | <p>If injury happens, child(ren) will be assisted by Mt Hutt Patrol teams to the first aid room where the teachers are contacted. This is done by either cell phone or stopping their pass before they go up on the chair lift.</p> <p>Medical staff at Mt Hutt will provide pre-hospital emergency care.</p> <p>If injury deemed serious the patrol staff will organise an evacuation.</p> <p>Transportation of injured skiers at Mt Hutt can be carried out by the Mt Hutt Ambulance or by St John's Ambulance from the beginning of the sealed road.</p> <p>Serious injuries will be evacuated by air ambulance helicopter to Christchurch hospital.</p> <p>If injury is not too serious, alternative transport can be organised for their return to Christchurch (if they</p> | <p>First aid kit Cell phone</p> <p>Permission to travel with a</p> |

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| | | <p>need to be more comfortable). This will be done after parents have been contacted by the school. Make sure there is more than one passenger in the vehicle.</p> <p>The response is:</p> <ul style="list-style-type: none"> • If the child is transported to hospital, one teacher must remain with the group and one teacher will accompany the child to hospital in the ambulance / helicopter. • The school is called as soon as a diagnosis is made. • The principal will meet the ambulance at the hospital. • The school is responsible for contacting the parents of the injured child. | volunteer in case of an injury. |
| CIVIL Emergency | Extreme | <p>If a civil emergency strikes in transit, the bus immediately stops. All children remain on the bus until otherwise directed by the teacher responsible for the bus.</p> <p>Once the event has passed and if the roads are clear, the bus returns the children back to school.</p> <p>If the bus is unable to proceed, the teacher-in-charge finds safe accommodation for the children and immediately contacts the school for further instructions.</p> <p>If children have been injured, they are moved to a safe place. Teachers provide first aid and the emergency services are called.</p> <p>If a civil emergency strikes at the location, all children assemble at the café at Mt Hutt.</p> <p>Once the event has finished, the teacher in charge contacts the school for further instructions.</p> <p>If safe, the children are transported back to school from agreed pick up point.</p> | <p>First aid Emergency services</p> <p>Mt Hutt Staff Methven search and rescue.</p> |

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| | | <p>If it is not safe to return to school, the teacher in charge will relocate children to the nearest sector post when appropriate. Contact Methven Search and Rescue - call 111</p> <p>Sector Posts (CCC website)</p> <p>Not every Sector Post will be open in an emergency. A Sector Post is a centre for the coordination of community emergency response. It is opened and managed by local Civil Defence Emergency Management Volunteers. Our volunteers(external link) may open a Sector Post at any state-owned primary school across Christchurch and Banks Peninsula if needed during an emergency. In outer areas such as Kainga, Brooklands, and Little River, Akaroa and remote parts of Banks Peninsula, the Sector Post may be located at a local community centre/hall. Volunteers at a Sector Post collect information about the impact of an emergency in a particular area and report this information to the Emergency Operations Centre.</p> | |
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Teacher in Charge:

Year 6: Erin Kreft and David Harrison

Date: 16.08.18

Leader:

Aaron Richards

Date:

No BOT approval needed.