

St Joseph's School

TE KURA O HATO HOHEPA PAPANUI

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



EVENT: Winter Sport Tournament Championship	DATE OF EVENT: Term 3 - 23rd of August 10-2pm PP 28th of August/ 30th August
LOCATION OF EVENT: South Hagley Park and North Hagley (Carlton Corner)	
LEAD TEACHER: Matt McGuire	
OTHER STAFF MEMBERS ATTENDING: 2 + 2 Parents +8 High School Helpers	

NUMBER OF STUDENTS: 48	RATIO: 1:10
OVERALL RISK RATING: LOW	RISK TYPE: B (i)
NZ STANDARDS: EOTC STANDARDS	DEPARTURE TIME: 9:45 am
CONTRACTORS: Go Bus	RETURN TIME: 3-3:30pm
	TRANSPORT: BUS

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport Unsafe bus Vehicle collision Vehicle breakdown	Moderate to High	<ul style="list-style-type: none"> A reputable bus company is used that provides qualified drivers. Buses are warranted and registered. All teachers and coaches carry a cell phone at all times. Cell phones have the phone numbers of other teachers and coaches entered in their contact list. In the event of an motor vehicle accident if any passengers are hurt, teacher calls the emergency services. Teacher apply first aid until the emergency services arrive. Children remain on the bus unless it has been deemed unsafe by the bus driver. If requested, students and parents 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. The bus will first drop the children of at Carlton Corner, North Hagley Park. A meeting spot is designated by the teacher-in-charge. 	Cell Phone Contact list First Aid Kit

		<ul style="list-style-type: none"> The bus will drop the children off at Hagley Park along Deans Avenue. A meeting spot is designated by the teacher-in-charge. 	
<p>Child going missing</p> <p>Child being approached by strangers</p>	Moderate to High	<ul style="list-style-type: none"> Students stay together as a group with teacher/coach supervision. Teacher-in-charge takes roll call before boarding the bus. During the event: children must ask the coach for permission to go to the toilet. The child needs to report back to the coach. Public toilets are checked by the teacher-in-charge before they are used. Children must go to the toilet in pairs. Children to report back to the adult who granted them permission. The coach keeps a checklist of children returning with their parents and passes this information onto the teacher-in-charge. Final roll call before boarding the bus to return to school by the teacher-in-charge. If a child does go missing the MISSING CHILD response plan is actioned by the teacher-in-charge. The school is immediately notified. The office is provided a list of students who are attending the event. before the group depart 	<p>Group list for all teachers and Parents involved</p> <p>Group list for all teachers and Parents involved</p>
Vulnerable Children Act	Low	<ul style="list-style-type: none"> Children report any 'worrying' behaviour from members for the public to the Coach. The Coach is responsible for monitoring children's behaviour, location and safety. A coach will be assigned to each sports team. All coaches will carry a cell phone on them at all times. They will have the school's phone number and the contact details of other coaches and teacher-in-charge on their phone so they can easily communicate. 	<p>Teachers-in-charge</p> <p>Cell Phone and relevant cell numbers</p>
Weather	Low	<ul style="list-style-type: none"> Children will be reminded to be prepared for all weather conditions: <ul style="list-style-type: none"> All children are provide school tracksuits If it is cold, children will bring an extra jacket. If it rains, children will wear a rain jacket. All children will be required to take a bottle of water and a snack to the event. Children will not be permitted to attend the event if they do not have clothing appropriate for the weather. 	<p>Jackets</p> <p>Tracksuit</p> <p>Suitable shoes</p> <p>Drink bottle</p>
Location	Low		

		<p>The Sport Coordinator will assess the weather before the children depart and decide if participation should continue.</p> <p>The CPPSA will check the conditions of the grounds before the event takes place. If the grounds are not safe the event will be postponed or the hazard/s will be managed.</p>	
Trip on Sidewalk, paths	Low	<ul style="list-style-type: none"> Teachers and Children are alert and watch where they are walking 	
Hit by a car.	Moderate	<ul style="list-style-type: none"> Teachers walking at the front and end of group and checking when getting off and on the bus appropriately. Children are kept away from the road. 	
Equipment Student is struck by a stick or boot	High	<ul style="list-style-type: none"> All hockey players and rugby players must wear a mouthguard. All soccer and hockey players must wear shin pads. 	<p>Mouth guard</p> <p>Shin Pads</p>
Head Injury	Low-High	<ul style="list-style-type: none"> Light knock to the head or neck - First aid is provided by the teacher or first aider. A concussion assessment will be completed and the child will be monitored by the teacher. If the coach believes the child is OK they may resume playing the game after a 10 minute rest. The teacher-in-charge will then record incident in First-Aid book at school and inform parents by telephone on return. Serious knock to the head or neck - Observations has identified that a concussion may have occurred. The Teacher will phone the school and the Principal will pick up the student and take to a medical centre. The Office will phone parents. Teacher to record incident in First-Aid Book on return. Severe Knock to the head or neck - There is obvious signs that the child has a concussion and immediate medical assistance is required. teacher-in-charge will phone an Ambulance. teacher-in-charge will then phone the school, the Principal will meet the student at the Accident and Emergency Centre. School will phone parents. Teacher to record incident in First-Aid Book on return. 	Concussion assessment card
Game Environment	Moderate	<ul style="list-style-type: none"> All teachers and coaches will actively monitor matches to ensure that they are orderly and students are safe. If the behaviour of children or spectators becomes unsafe the teacher or coach will stop the game and withdraw the team. The incident is reported directly to the principal. Any child from St Joseph's School who is playing in an unsafe or disruptive manner is withdrawn from the game. Their behaviour is reported to the DP. All teachers and coaches will reinforce the importance of fair play and being a good sport. Coaches and teachers will not dispute the rulings made by referees or umpires. 	
Physical Fitness	Low	<ul style="list-style-type: none"> Children participating in the event are competent enough to participate. 	

		<p>assemble at the Netball centre. All children at Carlton Corner North, Hagley Park will relocate to North Hagley Bowling Club.</p> <ul style="list-style-type: none"> ▪ The teacher-in-charge will keep the school fully informed. 	
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Teacher in Charge:

Mathew McGuire

Date: 17/7/18

Leader:

Aaron Richards

Date:

BOT Approval: (tick appropriate)

Yes

No

NA

Date: