



St Joseph's School

TE KURA O HATO HOHEPA PAPANUI

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



EVENT: 2019 SJS Ski Trips	DATE OF EVENTS: Yr 6 - Thursday, 29 August 2019 Yr 7 - Tuesday, 10 September 2019 Yr 8 - Tuesday, 17 September 2019
LOCATION OF EVENT: Mt Hutt Ski Field	
LEAD TEACHER: Erin Kreft (Yr 6) Marietjie Verweij (Yr 7&8) Yr 6: David Harris Yr 7: Kim Collins, Phil Gray Yr 8: Matt McGuire, Alice Johns	
NUMBER OF STUDENTS: Year 6 - 54 Year 7 - 51 Year 8 - 50	RATIO: 1:5 (the ratio can be small but will not exceed 1:5)
OVERALL RISK RATING: Significant	RISK TYPE: D (ii)
NZ STANDARDS: EOTC Guidelines, NZSki	DEPARTURE TIME: Year 6 - 6:15am Year 7 - 7:00am Year 8 - 6:15am
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
Transport Unsafe bus	Significant	<p>A reputable bus company is used that provides qualified and experienced 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>	Cell Phone Chains
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>	Cell phone First Aid Kit
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>	Cell phone Contact school
Arrival and return trip		<p>The bus will drop the children off 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 and walk across the carpark.</p> <p>Children will leave devices on the bus for safety. The teacher-in-charge will discuss this with the bus driver. The safety of devices cannot be guaranteed.</p> <p>Roll will be taken on departure and return - when taking the roll, children with inhalers will hold their inhaler up for teachers to see. The teachers will check</p>	Lists

Hit by a car	Significant	<p>their names off against the medical list.</p> <p>Some children will travel with their parents. Children not travelling on the bus remain the responsibility of their parents until they report to the lead teacher at Mt Hutt. This will be arranged prior to the ski trip. The rule is that there will be no changes to these arrangements on the day.</p> <p>Teachers and parents will accompany their allocated groups and walk with them across the carpark to and from the bus.</p> <p>The bus parks in designated parking area for school groups travelling by bus.</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>	
Access road		<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 either at the bottom of the mountain or halfway up the mountain.</p>	Chains

<p>Child going missing</p>	<p>Significant</p>	<p>Teachers take the roll before boarding the bus. Arriving at Mt Hutt, at lunch time, boarding the bus and returning to school.</p> <p>Teachers will relay information regarding attendance to the office.</p> <p>All children will travel on the bus, bar those travelling with their parents. Children staying with their parents are handed over to the parents so that they understand that they are taking responsibility for their children.</p> <p>On arrival, children stay with their group: they are shown where the toilets are, where the bags will be placed, where they will gather for their ski lesson.</p> <p>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.) Shoes are placed in the St Joseph's shoe box. All other equipment is taken out of the changing area and placed at the school's homebase.</p> <p>Children are taken to the home base where they leave their property. The teacher in charge explains the order of events for the day. Advise the children that this is their home base and that they are required to report to the home base at 12pm and 3pm when a roll will be called.</p>	<p>Group list</p>
<p>Risk of being separated from the group.</p>	<p>Significant</p>	<p>Once all gear 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. Children take part in lesson.</p> <p>Some groups will have their lesson later and will enjoy morning tea after they have gone through rentals.</p>	<p>Stopped pass</p>
	<p>Significant</p>	<p>At lunchtime (the lead teacher will instruct when) adults need to make sure that all children in their</p>	<p>Teacher / parent supervision</p>

<p>Child being approached by a stranger</p> <p>Supervision</p>		<p>group are sitting down and eating their lunch. Inform the teacher-in-charge immediately if someone has not turned up for lunch. The teacher in-charge will confirm that all children are present for lunch</p> <p>Non-skiing parents will assist in returning gear if children are tired and want to stop skiing. They will inform the parent leader of that group when a child has stopped skiing and returned their gear.</p> <p>Roll taken at 3pm to check all children are present.</p> <p>Ensure all students are supervised at all times. Ensure teachers know where Guest Services is should they need to stop a student's pass.</p> <p>Children to go the toilet with a buddy and notify their parents helpers before and after.</p> <p>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.</p> <p>The teacher in charge will allocate a maximum of 5 children to a volunteer.</p> <p>Volunteers will get information about their role and their group prior to the trip.</p> <p>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.</p> <p>Adults supervisors must ski the same run as their students. The group must meet up with their parents at the bottom of the run before they go on the chair</p>	<p>Sunblock</p> <p>Water</p> <p>Sunglasses</p> <p>Goggles</p> <p>Enough warm clothing</p> <p>ID Cards (school made)</p>
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Weather	Moderate / Significant	<p>All children take clothing appropriate for the weather.</p> <p>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.</p> <p>All children take drink bottles, snacks and a filling lunch.</p> <p>If the 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 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 ready for an 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>	<p>Clothing suitable for alpine weather extremes.</p> <p>Cell phone Contact details</p>
Sun exposure	Moderate or significant 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>High factor sunscreen Sunglasses Goggles</p>

<p>Risk of dehydration</p> <p>Hyperthermia</p>	<p>Significant</p>	<p>Ensure all children have goggles and or sunglasses and that they wear them all day.</p> <p>Ensure all children have water bottles.</p> <p>Ensure that all children drink regularly to stay hydrated at altitude.</p> <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>Water bottles</p> <p>Correct clothing</p> <p>Gear list</p>
<p>Location</p> <p>Slopes open</p> <p>Trail and boundary signage</p> <p>Avalanche</p> <p>Slip on ice</p>	<p>Moderate</p> <p>Moderate</p> <p>Significant</p> <p>Low</p>	<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 and Facebook.</p> <p>If the decision is made to return early the teacher-in-charge will inform the school and the message will be sent out to parents.</p> <p>Teacher-in-charge will ensure that children understand the international signage symbols for trail markings.</p> <p>Teacher-in-charge will ensure that skiers understand the Snow Responsibility Code.</p> <p>Students are not permitted in ‘closed’ areas.</p> <p>Ensure children understand the Ski Area Boundary signs.</p> <p>The teacher in-charge will show children where the emergency assembly point is located. In the event of an emergency all personnel will report to the assembly point. Teachers will take a roll and report</p>	<p>School links</p> <p>Facebook</p> <p>Signage</p> <p>Snow responsibility code</p> <p>Signage</p> <p>Ski boots or shoes with ‘grippy’ soles</p>

		<p>any personnel who are missing to Mt Hutt or Emergency staff</p> <p>When appropriate the teacher in charge will relocate children to a safe warm area.</p> <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>	
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<p>People</p> <p>Falling while skiing or snowboarding</p> <p>Collison</p> <p>Falling while carrying skis / boards</p> <p>Falling off chair lifts or magic carpet</p>	<p>Moderate</p> <p>Significant</p> <p>Significant</p> <p>Significant</p>	<p>Student ski and snowboarding ability is confirmed before the trip.</p> <p>Students are advised on the run they are allowed to ski. Students are not allowed to ski a higher grade run unless they have express permission from a teacher. For example students allocated to the learner slops must not use the chairlifts unless they have permission and have been grouped with a suitably experienced parent.</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</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 (snowboarding)</p> <p>The Teacher in Charge will give Mt Hutt his/her cell phone number so that they can be contacted in an emergency.</p> <p>Follow the Snow Responsibility Code. Use caution and care while on the stairs.</p> <p>Teachers talk to children and demonstrate while preparing for the trip how to carry skis and boards.</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 tie up long hair.</p> <p>Listen to and follow all instructions when lining up to ride on the magic carpet.</p>	<p>Lessons</p> <p>Contact procedure</p> <p>Snow responsibility code</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 at Mt Hutt who will decide appropriate consequences</p> <p>Teachers will enforce that we are on a school trip and representing the school as well as participating in an activity in a high risk environment.</p>	
Minor Injuries	Moderate	<p>All teachers will carry cell phones that have the number of teachers and parent helpers entered on it.</p> <p>If injury happens, child(ren) will be assisted by Mt Hutt staff to go 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

<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 an 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. The child will be accompanied by a teacher or their parent.</p> <p>If injury is not too serious, alternative transport can be organised for their return to Christchurch (if they need to be more comfortable). This will be done</p>	<p>First aid kit Cell phone</p> <p>Permission to travel with a</p>

		<p>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 emergency services are called.</p> <p>If a civil emergency strikes at the location, all children assemble in 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>If it is not safe to return to school, the teacher in charge will relocate children to the nearest sector post when appropriate.</p>	<p>First aid Emergency services</p> <p>Mt Hutt Staff Methven search and rescue.</p>

		Contact Methven Search and Rescue - call 111	
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Teacher in Charge:

Marietjie Verweij and Erin Kreft

Date: 7/8/19

Leader:

Aaron Richards

Date: 7/8/19

BOT approval needed.