

St Joseph's School Papanui

Activity Risk Analysis and Safety Plan



EVENT: Cave Stream Walk	DATE OF EVENT: 27/05/21
LOCATION OF EVENT: Cave Stream Reserve	
LEAD TEACHER: Alice Johns	
OTHER STAFF/PARENT ATTENDING: Aaron Richards, Marietjie Verweij, Emma Vertogen, Stuart Priddy Terry Donaldson, Pete Dolan, Greg Ford, Heather Gluyas, Cedreece Tamagushiku, Scott Roberts, Selena Robertson, Kate Clark.	

NUMBER OF STUDENTS: 53	RATIO: 1:4
OVERALL RISK RATING: Medium	

Risks/Hazards	Risk Rate	Preparation/Response	Equipment
Transport			
Unsafe Transport	Low	Volunteer drivers will complete the Volunteer Driver Agreement forms, they will attach copies of their driver's licence and indicate that their vehicle is road-worthy (registered and warranted). All drivers will be provided with a predetermined route to and from Cave Stream. All drivers are required to follow this route without deviation or stop.	Volunteer Agreement Forms.
Vehicle Collision	High	In the event of an accident, the convoy will stop. The teachers present will ensure that the rest of the convoy is contacted and advised to return to a safe location and wait for instructions Children at the scene will remain in the cars as the adults render assistance. The adults will apply first aid. If any learners are seriously hurt an adult will call emergency services. The teacher-in-charge rings the school. The principal will inform the parents and accompany the child to the hospital if the parent is not present. The teacher-in-charge will organise for the children to immediately return to school. If necessary a DP will be asked to drive out and pick up children who do not have transport back to school. The board chair is advised.	Cellphone First Aid Kit Contact list of Learners.
Vehicle Breakdown	Medium	In the event of a breakdown, the convoy will stop. The teachers present will ensure that the rest of the convoy is contacted and advised to return to a safe location and wait for instructions.	Cell Phones and Cell phone list with the contact details of all

		<p>Children remain in the vehicle unless it has been deemed unsafe by the driver.</p> <p>If requested, students and parents disembark from the vehicle and wait on the curb as far from the road edge as possible.</p> <p>The teacher-in-charge contacts the school to advise of the incident and arrange alternative transport if required.</p> <p>The school office will inform parents of the incident and will arrange alternative transport.</p>	parents and teachers on the trip.
Missing Child			
Child Goes Missing	Medium	<p>Learners stay together as a group.</p> <p>Before leaving school, learners are advised to stay with their group and teacher/parent.</p> <p>The attendance of each child is checked by the teacher before leaving the school.</p> <p>Roll will be taken again on arrival at Cave Stream.</p> <p>If a child has gone missing the teacher-in-charge will call the school immediately.</p> <p>A search party will be organised for the adults. Two teachers will supervise the remaining children. The principal will coordinate the search.</p> <p>On arrival, the students will be advised of the boundaries. Teachers will actively supervise the children.</p> <p>Learners are made aware of the busy car park and where they can sit to eat and get changed.</p> <p>If after 30 minutes of searching the child has not been found, the police will be notified. The principal will consider the next steps which will include:</p> <ul style="list-style-type: none"> ● Terminating the event and returning the children back to school ● Coordinating a response with the emergency services ● Contacting the parents concerned ● Advising the Board chair 	Year 8 List for Alice/Emma
Vulnerable Children Act			
Vulnerable Children Act	Medium	<p>No adult will be permitted to transport a child alone unless it is their child.</p> <p>At least two adults will supervise groups.</p> <p>The teachers will be conscious of other covers and strangers in the area.</p>	
Weather			
Hyperthermia	High - Extreme	<p>All children will be provided advice on suitable clothing to wear when caving that will keep them warm. This will be shared with parents.</p> <p>The teachers will check that all students are suitably clothed before leaving the school.</p> <p>The teachers will check that all children have a change of clothes, a change of footwear and a warm jacket.</p>	Thermal Blankets

		<p>A stock of thermal blankets will be available. The teachers will carry a couple of thermal blankets in the cave in case of an emergency.</p> <p>Children's health and well being will be monitored after they exit the cave by teachers to ensure that they get dry and warm as soon as possible.</p> <p>Children who become hypothermic will be wrapped in a thermal blanket and placed in a warm car as soon as possible and closely monitored by a delegated adult.</p>	
Drowning	Extreme	<p>River levels will be checked by the principals. Caving will only commence if both principals believe that the rivers are at an acceptable level.</p> <p>All children will wear a helmet to lessen the likelihood that they could strike their head and lose consciousness</p> <p>Children will walk through the cave in groups of approximately 15 so that they can be closely supervised and assistance can easily be provided by the supervising adults.</p>	
Inside the Cave			
Darkness	Medium	<p>All cavers will have a torch</p> <p>All cavers will be instructed to walk in a single line and help the person in front of them</p>	
Waterfalls	Medium	<p>Cavers will walk upstream</p> <p>An adult will stand at the top and the bottom of the waterfalls that are over 1m in height to assist learners to ascend.</p> <p>Cavers will wear a helmet to protect their head if they fall</p>	
Distance	Medium	<p>594m between entrances.</p> <p>An adult will stay at the back of the group.</p>	
Toilets			
Toilets	Low	<p>The toilets are checked before they are used by the teacher in charge</p> <p>The teachers will fly spray the toilets before they are used.</p> <p>If necessary the toilets are cleaned before use.</p> <p>The children are encouraged to use toilet paper and hand sanitiser.</p>	<p>Fly Spray</p> <p>wet wipes</p> <p>paper towels</p> <p>Plastic bags</p> <p>Hand sanitiser</p> <p>Toilet paper</p>
Minor Injuries			
Minor Injuries	Low	<p>Two large green first aid kits will be taken in different cars.</p> <p>The emergency kits will have emergency blankets</p> <p>The teachers will provide first aid. The injury is recorded when the group returns to school by the teacher who provided the first aid</p> <p>If a child has a knock to the head the parents are informed</p>	Big First Aid Kits
Serious Injury			
Serious Injury	Medium	If a child is seriously injured the emergency services will be called. The teachers will provide first aid until the emergency services arrive.	Emergency Contact List

		<p>The teacher in charge will advise the school.</p> <p>The principal will call the child's parents and travel with the child to the hospital.</p> <p>The teachers will terminate the event and return the rest of the children to school.</p> <p>The board chairperson will be advised</p> <p>Teacher and student debriefings will be organised.</p> <p>MOE Support Services will be called</p>	
Medical			
Allergies	Medium	<p>The teachers will create a medical list identifying children's medical, health or allergy issues.</p> <p>The teachers will identify children who require medication. They will ensure that the medication is available at all points on the trip so that it can be administered immediately if required.</p> <p>If a child has a serious medical event, the emergency services will be called. The teachers will provide first aid until the emergency services arrive.</p> <p>The teacher in charge will advise the school. The principal will call the child's parents and travel with the child to the hospital.</p> <p>The teachers will terminate the event and return the rest of the children to school.</p> <p>The board chairperson will be advised</p> <p>Teacher and student debriefings will be organised.</p> <p>MOE Support Services will be called</p>	<p>Medication list</p> <p>Medication</p> <p>Emergency Contact List</p>
Civil Emergency			
Civil Emergence	Extreme	<p>If a civil emergency strikes when travelling to the event the convoy will stop.</p> <p>The principal will ascertain the severity of the event.</p> <p>If the event is minor and is not located in Canterbury the trip may continue.</p> <p>If the event is serious the event will terminate and the convey will return to school.</p> <p>If it is not possible or safe to return to school the principal will locate a safe place for the group to shelter (Castle Hill, Springfield Community Centre, Darfield Community Centre).</p> <p>If a civil emergency strikes at the event the adults will react appropriately to ensure that the children are located to a safe location (exit the cave asap)</p> <p>The principal will ascertain the severity of the event.</p> <p>If the event is minor and is not located in Canterbury the trip may continue.</p> <p>If the event is serious the event will terminate and the convey will return to school.</p> <p>Teacher and student debriefings will be organised.</p> <p>MOE Support Services will be called</p>	

Teacher in Charge:

Alice Johns

Date: 11/05/21

Leader:

Aaron Richards

Date 11/05/21

BOT Approval: (tick appropriate)

Yes

No

NA

Date: 11/05/21