

St Joseph's School Papanui

Activity Risk Analysis and Safety Plan



EVENT: Gebbie's Pass Packhorse Hut Walk	DATE OF EVENT: 27/05/21
LOCATION OF EVENT: Gebbies Pass	
LEAD TEACHER: Alice Johns	
OTHER STAFF/PARENT ATTENDING: Aaron Richards, Emma Vertogen, Terry Donaldson, Pete Dolan, Greg Ford, Heather Gluyas, Cedreece Tamagushiku, Scott Roberts, Selena Robertson, Kate Clark, Dan O'Sullivan.	

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

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 Gebbies Pass. 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>	<p>parents and teachers on the trip.</p>
Missing Child			
Child Goes Missing	Medium	<p>Learners stay together as a group and stick to the track. Adults will be interspersed through the group. An adult will lead the group. Another adult will be the tail end charlie.</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. arriving at the destination, leaving the destination and when arrived back at school.</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>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 	<p>Year 8 List for Alice/Emma</p>
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 walkers and strangers in the area, particularly at the hut.</p>	
Weather/Environmental Factors			
Stream Crossings	Medium	<p>The teacher-in-charge will lead the group and consider the safety of crossing any streams. If it is deemed unsafe, the group will return to the cars. Children will be advised to bring a spare pair of shoes and socks that can be kept in the cars to change into after the walk. This will be communicated to parents.</p> <p>If a child falls in the stream, the action plan for hyperthermia will be followed.</p>	

Hyperthermia	High - Extreme	<p>All children will be provided advice on suitable clothing to wear 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 warm clothes, appropriate footwear and a rain jacket.</p> <p>A stock of thermal blankets will be available. The teachers will carry a couple of thermal blankets in case of an emergency.</p> <p>Children's health and well being will be monitored by teachers to ensure that they stay warm and dry if it begins to rain.</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>	Thermal Blankets
Dehydration	Medium	<p>All children are advised to bring 2 full water bottles as the water available is untreated.</p> <p>A spare 10L of water will be bought in the vehicles for refilling prior to leaving for the walk.</p> <p>One adult will carry a spare 1L of water on the track.</p> <p>Children will be monitored by adults to ensure they are drinking enough water and dressed appropriately (not wearing too many layers if it becomes hot).</p> <p>Should a child appear dehydrated, the group will stop to allow the child to rest and drink water.</p> <p>If the situation escalates, the teacher-in-charge will call the emergency services.</p>	10L and 1L water reserves
Stinging Plants	Medium	<p>There is Onga onga in the forest, usually cut back from the track.</p> <p>Should a child come into contact with a stinging plant, first aid will be administered.</p> <p>A bottle of stinggoes will be taken to apply to stings.</p>	Sting cream/spray
Windy Conditions	Medium	<p>The track can be windy and cold as it is exposed.</p> <p>Learners will have their warm clothing checked prior to leaving.</p> <p>If the conditions on the day are not suitable, the teacher in charge will decide if the event will go ahead and communicate this to parents.</p>	
Toilets			
Toilets	Low	<p>Toilets are only available at the Hut.</p> <p>The toilets are checked before they are used by the teacher in charge.</p> <p>If necessary the toilets are cleaned before use. A teacher will carry disinfectant , whips and fly spray.</p> <p>The children are encouraged to use toilet paper and hand sanitiser.</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>	Big First Aid Kits

		<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>	
Serious Injury			
Serious Injury	Medium	<p>If a child is seriously injured 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.</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>	Emergency Contact List
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 Emergency	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 convoy 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.</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.</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>	

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Teacher in Charge:

Alice Johns

Date: 20/05/21

Leader:

Aaron Richards

Date 20/05/21

BOT Approval: (tick appropriate)

Yes

No

NA

Date: 20/05/21