



SAFETY ACTION PLAN

Activity:	South Island Basketball Tournament	Group 1:	Basketball Senior Girls 2015	¹ Names & details of their needs (medical, supervision, learning) are attached ² Qualified/experienced for the role
Date(s):	2 nd – 5 th September	No. of students:	10	
Location:	Ashburton	Staff²:	2 (teacher I/c) Mit/Ktn	
Depart:	4.00pm	Return:	8.00pm	
Transport:	Vans/Walking	Ratio:	1:5	

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?*	Whose responsibility is it?	When/where will it be done?	Emergency plans
Death/ Injury/illness/drowning Interruption to programme /itinerary Students getting separated/ lost Misconduct (smoking/drinking/ drug taking/sexual) Hypothermia	(People) <ul style="list-style-type: none"> Medical history Lack of warm up Kicks, tackles, falls, strains/sprains, fatigue, dehydration, hunger Poor leadership/ instructions/ supervision/group management Students unclear on behavior expectations Students not following instructions Reckless behavior (Equipment) <ul style="list-style-type: none"> Transport accident/ breakdown/operational delays Players poorly equipped (Environment) <ul style="list-style-type: none"> Weather events affecting transport operation Hazardous playing surface/environments Pool/Water 	<ul style="list-style-type: none"> Check medical history Carry personal medication Ensure adequate warm up Monitor food and drink intake Disclose risks to students Give clear instructions and itinerary Clearly state behavior expectations and consequences, and regularly reinforce Actively supervise Maintain adequate staff: student ratio Request behavior contract with all students Keep group together Buddy students up Contract reputable provider/request safety management plan Wear seat belts where fitted Have back-up plan Playing gear (including shin pads) appropriate and checked before games Check weather forecast, consult with operators and have backup plans Give clear boundaries and instructions Supervise swimming Correct gear is ready when swimming/ Towels etc. 	<ul style="list-style-type: none"> MIT and KTN to collaborate on prevention And students to prepare themselves in terms of medication 	<ul style="list-style-type: none"> Medical history checked pre-tournament Students to take medication Coaches to warm up players Coaches and players to ensure athletes nutrition is correct Students advised by coaches of risks Itinerary to be provided to athletes prior to tournament + expectations and boundaries Supervision and staff to student ratio will remain Buddy system in place before we leave Seat belts will be worn by all Playing gear will remain safe Weather will be checked week before tournament Constantly Pre-tournament education 	First Aid (DRAAC) Rescue Evacuation Fatality Search

*Include the ways you will eliminate, isolate and reduce/minimize through proactive best practice, in line with National Standards

Reviewed by:		Date:	
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Contacts:
 Emergency 111 Police
 Linwood College 03 982 0100
 Principal 021 908 353

Equipment/Resources
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 :
 : First aid kit (1 kit per bus)
 : Cell phone and numbers
 : Pen and paper

EMERGENCY PLANS

First Aid Plan (DRABCS-fast, ACHIEVE-slow, WRAPT)

1. Approach the victim checking for *Danger* to you/group/patient and take charge of the situation
2. Check *Responsiveness*. Call out and talk to victim as you approach
3. Perform rapid initial assessment by checking: *Alway, Breathing, Circulation, Severe bleeding*
4. If necessary treat to stabilize victim: open the airway, commence rescue breathing/CPR, control bleeding
5. Perform thorough secondary assessment: *Accident/illness details, Chief complaint/problem, History of medical details (Information gathering), Eat and drink- what and when, Vital signs, Examine- head to toe*
6. Act on what you find to make the victim comfortable: *Warmth, Reassurance, Assess again, Positioning, Treatment*

Rescue Plan - to rescue from further harm

1. Take charge and look after yourself and the group
2. Assess the victim and your options
3. Set up the site
4. Stabilize the victim if required
5. Move the victim

Evacuation Plan - to move patient to other care

1. Assess patient mobility, personnel and equipment resources, and environmental conditions
2. If conditions are favorable prepare and assist patient to a pick-up point and/or medical care. Where patient transport is required this is best left to trained personnel. Contact Police for an evacuation. Inform Principal. In absence of means of communication send out a written message (with 2 people preferably).
3. Care for the patient and group
4. In event of a helicopter rescue, prepare the landing site, attract attention of the helicopter crew

Fatality Plan

1. Stop the activity and look after group needs: shelter, fluids, food
2. Cover the body and create a no-go zone
3. Contact Police and Principal
4. Allow for grieving process
5. Principal talks to parents and media
6. Activate trauma plan

Search Plan

1. Stop activity and manage group
 2. Establish circumstances of loss (point last seen, state of mind/body)
 3. Make initial contact with Police and Principal
- Depending on resources and conditions:*
4. Check immediate area they were last seen
 5. Undertake wider search
 6. Evaluate, contact Police and Principal

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity:	South Island Basketball Tournament	Group¹:	Senior Girls' Basketball Team
Date(s):	2 nd – 5 th of September	No. of students:	10
Location:	Ashburton	Staff²:	2 (teacher i/c) Mit & KTN
Depart:	4.00pm	Return:	8.00pm
Transport:	Vans/Walking	Ratio:	1 : 5 Staff : Students

¹ Names & details of their needs (medical, supervision, learning) are attached
² Qualified/experienced for the role

Risks (potential losses)	
1. Death 2. Injury 3. Fear/Negative experience 4. Damage to or theft of property 5. Negative public image 6. Traffic accident 7. Students getting lost/disoriented	
Causal factors	Risk reduction strategies
(People) Lost/disoriented on any activities or at venues Crossing road in front of vehicles/bikes Inappropriate clothing/attire Inappropriate behaviour Not following/reading signs Not understanding expectations Inadequate supervision Inadequate instructions Inadequate knowledge of health and/or medical issues Medical or health issues Lack of communication means Disrespect felt by any other person	Students clearly briefed on kaupapa, instructions, introduced to adults before departure and at venue as appropriate. First aid kit carried. Regular head counts – leader & tail walker when walking Cross road in packs with supervision Students given gear list with permission letter Students briefed on behavior expectations – usual applies Briefing on respecting usual College expectations as well as appropriate signage requests at venues Clear instructions for roles, responsibilities, logistics & timings Active supervision/monitoring of behavior throughout Vigilant follow-up and communication with TIC's of <u>all</u> issues Appropriate teacher/adult : student ratio (4:20) Qualified & experienced staff at venue for game safety Active supervision at tournament & accomodation Document & carry medical forms. Carry or be aware of appropriate medication (or students carry) All students welcome to carry mobile phones – can be stored securely on shore with adult during games etc KTN, MIT, Vincent carry mobile phone, fully charged, college numbers loaded
(Equipment) Van crash or disfunction Inappropriate or unsafe use of any waka equipment or property at venue and/or accomodation Equipment / resources in poor condition Broken/faulty equipment Phone out of use / flat	Licensed driver. Drive to conditions. Appropriate & legal van loading. Check WOF / registration / fuel / temperature guage to ensure current / full / on medium. Clear instruction on equipment use including accomodation expectations (eg landline in rooms, girls/boys rooms, bed times, staying with group at all times) during brief. Students to report any dangerous equipment or dodgy people to KTN and Mit. Active supervision during up and down times. First aid kit carried. Visual inspection of equipment and accomodation before use. MIT, KTN, Vincent carry mobile phone, fully charged, college numbers loaded

<p>(Environment)</p> <p>Cold weather and/or rain Hit by vehicles or bikes on walk Approached by dogs on walk Cold at site Mocking or social isolation in transit or at any sites Earthquake (richter 4+)</p>	<p>Jacket/scarf/hat on gear list Walk on footpath strictly, cross in groups with supervision Brief about dogs included (not inciting any) – calm, ball, quiet, still. First aid kit carried. If student very cold, get them to dry & change, drying hair if possible. Discussion about social/emotional risks & respect for self & others included in brief. Importance of sticking with group at all times. Students have appropriate clothing to change into after basketball games (gear list). Cold students in van/shelter/accommodation with blankets & support person/people. Follow staff/adult instructions in severe earthquake. Support students to contact home immediately. Assess situation, go back to school as a group when appropriate. If anyone needs to go straight home, make contact with caregivers/parents to ok this first. Contact Principal.</p>
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Emergency strategies

<p>Plans First Aid (DRABC) Rescue Evacuation Fatality</p>	<p>Contacts Emergency 111 Police Linwood College 03 982 0100 Acting Principal Linda Tame 0272224798 Strahan McIntosh 0279606558 Rosanna Katene 0274651095 Vincent Lasei 0212614030</p>	<p>Equipment/Resources Blankets & spare towels First Aid kit Trip details Detailed contact lists Medical information Mobile phone – fully charged Mobile phone chargers Petrol cards & access codes to fill up</p>
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Reviewed by:	Date:
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EMERGENCY STRATEGIES

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Education outside the classroom

Activity Information Plan

To be completed for **all** off-site (Level 3 – 5) activities and approved **before** departure. Early consultation with the EOTC Coordinator is advised when planning risk and overnight (Level 4 & 5) activities as these must be approved by the Board of Trustees.

Activity proposal

Teacher in charge	Strahan McIntosh & Rosanna Katene		
Date(s)	2 nd September to the 5 th of September	Departure time	3.00pm
		Return time	8.00pm
Group	Senior Girls Basketball Squad	No. of students	10
Location	Ashburton		
Accommodation	Hotel Ashburton		
Transport (Transport co.)	Linwood College van, staff vehicle, private vehicle, taxi, bus, walking		
Activity	Objective(s)	Participate in a national sporting tournament	
	Plan	Wednesday the 2 nd : 3.00pm Meet after school 4.00pm Leave for Ashburton Thursday: Compete Friday: Compete Saturday Compete and return	
	Details of risk activities	Transportation to and from tournament city/venue Risk of getting lost Risk of injury or death during tournament or shoulder activities	

Staffing	Names	Responsibilities	Qualifications / relevant experience	Contact phone no. on trip
Teacher in charge	Rosanna Katene	All	Qualified Relevant past experience First Aid Certificate	0274651095 0279207895
	Strahan McIntosh			
Assisting staff	Vincent Lasei	Assistance to both Football & Basketball teams on tournament in Nelson at this time Assistance to all basketball teams particularly in regards to accommodation Coordination	Relevant past experience	021 261 4030

		Cooking etc		
Outside contracted / volunteer staff	NNBZ tournament managers & officials	Tournament management, supervision, officiating & safety	High Levels & relevant experience	
Student leaders	Team Captains All students	Tournament leadership Shared responsibilities as per duty roster & usual College expectations	Application of Physical Education to date	

Declaration

I have followed the activity approval procedure (checklist), read and understood the appropriate RAMS/SAP and considered activity/site specific risk management. I will carry copies of the RAMS/SAP, endeavour to foresee risks and manage to an acceptable level. Upon completion of the activity I will undertake to debrief the activity with staff and review the activity plan and RAMS/SAP as appropriate, report any accidents/incidents to the EOTC Coordinator, and review the budget with the Administration Manager.

Signed: _____ (Activity Leader) _____ (HOD) Date: _____

Activity approved

Signed: _____ (EOTC Coordinator/DP/AP) Date: _____

Signed: _____ (BoT Chairperson) *required for Level 4 & 5 activities* Date: _____

Activity approval procedure

Checklist	✓/×/ NA
Activity approved in principle by the DP in charge of the calendar or HOL for non-calendar activities.	
Affected class teachers informed of student absence.	
Information on the activity and disclosure of risk provided to parents.	
Parental consent gained (Level 4 & 5). This may be blanket consent for a series of activities (Level 4) in a specific course.	
Health information and emergency contact details collated, analysed and carried on the activity (Level 4 & 5).	
Students with special educational/medical needs planned for.	
Budget form completed for all activities involving relief and/or cost recovery from students, and approved by the Administration Manager. – <i>Budget forms available in S:\EOTC files\Forms</i>	
Consideration given to skills and experience of staff and the supervision ratio, and they meet current accepted practice guidelines for the planned activity (Level 4 & 5).	
Outside provider safety management checklist/agreement completed where outside organisations are used.	
Outside providers, parents and other volunteers assessed for their suitability to work with students	
RAMS/SAP completed/reviewed. – <i>RAMS/SAP forms available in S:\EOTC files\Forms</i>	
Safety assessment of the activity location/facility completed.	
Relief arranged with the Relief Coordinator if applicable.	
List of students on the activity and cost handed to the Payments Office if cost recovery is applicable.	
All money owed paid to the Payments Office if applicable. REMEMBER – “No pay, No go”	
First Aid kit and safety equipment carried. – <i>First Aid kits available from the Nurse</i>	
Means of communication carried.	
List of students on the activity and a copy of the activity information provided to parents handed to Front Office.	
List of students on the activity handed to Attendance Officer	
List of students on the activity and RAMS/SAP attached to this form and passed to the EOTC Coordinator for approval. A copy is retained by the EOTC Coordinator and another is carried by the teacher in charge.	