



# Tauriko School

## Health and Management Safety System

### HAZARDS IDENTIFICATION AND ASSESSMENT ASSOCIATED WITH AUTHORISED SCHOOL OUTINGS

Outing / Event: Forensic Science GATE Day

Date: Thursday 2 June

Postponement Date: n/a

Co-ordinator / Teacher/ Parent in charge: tbc

Classes / Groups involved: Lists attached

Principal approval:

Date:

<u>Type of Hazard</u>	<u>Risk Management</u>	<u>Action Taken</u>
<i>Foreseen    Actual Potential List Hazards</i>	<i>Eliminate    Isolate    Minimise Risk List strategies that reduce chances of risk</i>	<i>Date / Signature</i>
<p style="text-align: center;"><i>Foreseen    Actual Potential</i></p> <p><b>TRANSPORT:</b> Children and/or adults being injured while travelling to and from The House of Science (8/55 Cross Rd, Sulphur Point)</p> <p>Cars becoming lost on route</p> <p>Car break down</p>	<p style="text-align: center;"><i>Eliminate    Isolate    <b>Minimise Risk</b></i></p> <ul style="list-style-type: none"> <li>• All children and adults to have their own seat and full diagonal seatbelt.</li> <li>• Daybags to be stored safely away in the car boot.</li> <li>• The driver is licensed and the vehicle has a current WoF and Registration. (Signed by adult on consent form)</li> <li>• Adults to have clear directions to all venues.</li> <li>• Safe drop off and pick up areas established.</li> <li>• Children are aware of behaviour expectation in car- seatbelt, respectful of driver, noise levels.</li> <li>• No children to be seated in a front seat where an airbag is fitted.</li> <li>• All drivers will have clear instructions as to where the venue</li> <li>• Co-ordinator and parents will have each other's cell phone numbers</li> <li>• If we are delayed in any way parents will ring the school off to notify of delay in arrival at destination</li> <li>• All adults to carry cell phones and have school phone number</li> </ul>	
<p style="text-align: center;"><i>Foreseen    Actual Potential</i></p> <p><b>PEOPLE:</b></p>	<p style="text-align: center;"><i>Eliminate    Isolate    <b>Minimise Risk</b></i></p>	

<p>Students wandering away from the venue or group</p> <p>Students or adults not following the rules</p> <p>Students needing to use the toilet</p>	<ul style="list-style-type: none"> <li>• An EOTC recommended ratio for the event 1:5 is being used</li> <li>• Roll taken before leaving school. Names of students and adults involved and room numbers left in office and with group</li> <li>• Students do not leave the site during the event</li> <li>• Children in school uniform so they are easily identified. (in public places)</li> <li>• Supervision roles are known by parents and all to be aware of allocated meeting and seating areas.</li> <li>• Students are to be briefed on arrival at the site as to what to do if they become separated from the group.</li> <li>• All adults and students are aware of expectations and consequences whilst representing Tauriko School. (See expectations below).</li> <li>• Students will all go to the toilet before leaving school</li> <li>• The Science Hub is just like a school site and students ask to go to the toilet and tell the parent upon their return.</li> </ul>	
<p style="text-align: center;"><b>Foreseen Actual Potential</b></p> <p><b>RESOURCES / EQUIPMENT:</b> First Aid needing to be administered to injured students or adults</p> <p>Appropriate resources used safely</p>	<p style="text-align: center;"><b>Eliminate Isolate Minimise Risk</b></p> <ul style="list-style-type: none"> <li>• Any individual first aid items and instructions for use to be collected by teacher at the beginning of trip</li> <li>• Allocated parent to be in charge of first aid kit and any necessary administration during event. This person needs to be made aware of any at risk children.</li> <li>• House of Science teacher is first aid trained and The House of Science has a first aid kit also.</li> <li>• Students made aware of what to do if first aid is required.</li> <li>• The parent on the day of a trip is aware of any medical needs of students</li> <li>• School uniform and covered in footwear to be worn</li> <li>• Day bag with morning tea, lunch and a water bottle to be taken (named and refillable)</li> <li>• Safety procedures are gone over by House of Science staff at the venue</li> <li>• Any hazards are identified and</li> </ul>	

	<p>discussed prior to activity</p> <ul style="list-style-type: none"> <li>Any hazardous materials are safely locked away from students when not being used.</li> </ul>	
<p><b>Foreseen Actual Potential</b> <b>ENVIRONMENT:</b> House of Science classroom</p>	<p><b>Eliminate Isolate Minimise Risk</b></p> <ul style="list-style-type: none"> <li>House of Science teacher goes over classroom expectations and any safety requirements prior to the learning taking place</li> </ul>	
<p><b>Foreseen Actual Potential</b> <b>EMERGENCY:</b> Emergency</p>	<p><b>Eliminate Isolate Minimise Risk</b></p> <ul style="list-style-type: none"> <li>Upon arrival House of Science staff will brief all students and staff about any emergency evacuation procedures</li> <li>Students will be told where the emergency meeting point is</li> <li>Any incident where a parent, caregiver or student needs contacting, this needs to be done through the school office</li> <li>School office has a list of students, parents supervising on each trip and cell numbers for parents and teachers</li> </ul>	

**Student/Parent Checklist:**

*Please ensure you discuss the following trip rules and risks with the students and make sure the students are aware of these before you leave school on your EOTC trip.*

- All students need to have on their Tauriko School uniform and appropriate covered in footwear before they leave school.*
- All students need to be aware of what car they are going in and which parent is responsible for them during the trip.*
- Make sure students are aware they must stay in the House of Science classroom unless they are going to the toilet. They follow the guidelines above for this.*
- Please ensure all students and supervisors are aware who and where the designated first-aid person is.*
- If students get lost they are to make their way to the designated assembly area or find an adult who can assist them.*
- Any incident where the parent/caregiver of a student needs contacting please get the school office to do it.*

**Things to remember:**

- *Please ensure you take any medication that students may require while you are out of the school grounds (antihistamine, inhalers.....)*
- *Please ensure you carry your mobile phone on you in case of emergency.*
- *Make sure you and the office have a list of:*
  - *who is out of the school with you*
  - *who has remained at school and their location*
  - *who is absent on the day of your trip.*
  - *which parents are supervising.*

<b>Student</b>	<b>Medical/behaviour issue</b>	<b>Management</b>



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