**Tarapuruhi Bushy Park Outdoor Safety Action Plan**

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| School/Organisation: | |
| Date: | Time expected on site: |
| Year Level: | Head Teacher: |
| No. of Students: | No. of Adults: |
| Focus of day/Main Locations: | |

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| **Group members requiring special consideration** | |
| **Health**  *Please consider the extra pollen, bees, and wasps that may be out at the park* |  |
| **Behaviour** |  |
| **Other** |  |

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| **Extra information regarding health and safety that you need us to know** |

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| **Staffing and supervision roles and responsibilities** | |
| *Tarapuruhi Education Coordinator* | Instruct and guide students through activities.  Oversee safety and well-being. |
| *School Teachers and Adult Supervisors* | Monitor student behaviour and overall safety and well-being  Have emergency contact sheet available |

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| **Signed by Head Teacher and Education Coordinator on Day of Trip** |
| **Head Teacher:**  **Education Coordinator:** |

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| **Tarapuruhi Bushy Park Outdoor Safety Action Plan (Page 1 of 3)** | | | | | |
| **What significant thing could go wrong?** | **What could cause this to happen?** | **How could this be prevented?** | **Whose responsibility is this?** | **When/Where will this be done?** | **Emergency Plan** |
| Person is lost or unaccompanied | -Inadequate supervision  -Inadequate student/adult ratio  -Lack of awareness | -Ensure all supervisors conduct regular headcounts  -Enforce adequate ratios  -Ensure students know they are expected to behind the yellow jacket and not behind the supervisor at the end of the line  -Carry walkie-talkies and cellphones | -All supervisors of visiting groups | -By teacher before visit  -By Education coordinator at the start of visit; including instructions to stay put if lost  -Repeated at new locations | -Alert supervisor with description of missing person. A search will be organised by staff  -Students know to stay put  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |
| Sick Student | -Student is not noticed as being sick before trip  -Student allowed to come on trip sick | -Teacher to look for any signs before leaving for park | -Teachers and school | -The morning of the trip | -Student does not take part in activities or is returned to school |
| Weather related hazards  -Sunstroke/burn  -Hypothermia  -Falling items in forest | -Extreme weather events e.g. heavy rain or wind  -Student not prepared with correct clothing, protection, food or water  -Inadequate supervision | -Equipment list given to schools  -Teachers ensure students have adequate equipment before departure  -Weather checked morning of trip and postponed if necessary | -Education Coordinator to coordinate with head teacher in case of postponement  -Supervisors to monitor students on day | -During planning  -Evening before or morning of trip | -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |
| Fire or Earthquake  -disorientation and lost students  -burns and other injuries  -death | -Unclear or no instructions given about emergency procedures  -Untrained staff  -Inadequate supervision | -Emergency procedures covered during introduction  (gather at homestead flagpole, extra gate out of park at festival gate)  -Supervisors carry map and emergency procedures card  -No smoking or fires on the reserve | -Education Coordinator to give information at introductory talk  -All supervisors will conduct regular headcounts | -By Education coordinator at the start of visit | -Gather at homestead flagpole, extra gate out of park at festival gate  -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |

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| **Tarapuruhi Bushy Park Outdoor Safety Action Plan (Page 2 of 3)** | | | | | |
| **What significant thing could go wrong?** | **What could cause this to happen?** | **How could this be prevented?** | **Whose responsibility is this?** | **When/Where will this be done?** | **Emergency Plan** |
| **Personal Accident or Injury**  BUSH/OPEN AREA/ROAD  -trip and fall causing cut, sprain or break  -wasp/bee sting  -hit by car | -Inadequate supervision  -Challenging terrain  -Bee or wasp nest near path/visitor area  -No instructions about safety | -Ensure students have appropriate footwear  -Advice about challenging terrain  -Destroy as many wasp nests as possible and make students aware of where they are and what to do  -Supervisors ensure students walk in a single file with the educator at the front and the supervisor at the back  -Ensure everyone stays on the tracks | -Education Coordinator to give information at introductory talk  -All supervisors of visiting groups | -By Education coordinator at the start of visit  -During planning and consultation | -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |
| **Personal Accident or Injury**  WATER  -person slipping and falling into wetlands  -person cutting/hurting feet in wetlands  -drowning | -Inadequate supervision  -Too many students in one area  -Wet/frosty weather making boardwalk slippery  -Students too close to edge of boardwalk  -Inappropriate footwear  -Inadequate safety equipment | -Stop and alert students of risks when entering wetlands, and again in amphitheater  -Ensure students have appropriate footwear | -Educator give information at entrance to wetlands and again in the amphitheater  -All supervisors of visiting groups | -By Education coordinator at the start of visit  -During planning and consultation  -By the educator at the wetlands | -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |
| **Personal Accident or Injury**  EQUIPMENT  -harm from traps  -ingestion of poison  -tripping and falling while using equipment  -ingestion of poisonous plants | -Unclear or no instructions about how to handle traps/poisons  -Inadequate supervision | -Students will be warned not to go near or touch any of the traps  -Educators may demonstrate traps, but students will never be asked or allowed to touch or set traps | -Education Coordinator to give information at introductory talk  -All supervisors of visiting groups | -By Education coordinator at the start of visit  -During planning and consultation | -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |

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| **Tarapuruhi Bushy Park Outdoor Safety Action Plan (Page 3 of 3)** | | | | | |
| **What significant thing could go wrong?** | **What could cause this to happen?** | **How could this be prevented?** | **Whose responsibility is this?** | **When/Where will this be done?** | **Emergency Plan** |
| **Personal Accident or Injury**  GAMES  -trip, fall or collision causing a sprain, bruise, cut, or break | -Unsuitable game for age or ability level  -Unclear or no instructions given  -Game set up in unsuitable area  -Inadequate supervision or guidance | -Clear instructions given to students before starting  -Games set up in open, flat areas | -Educator and supervisors | -Before game begins | -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary (Police, Ambulance, SAR etc.) |
| Potting/Working in the Nursery  -Potting mix and other media may contain allergens and other pathogens such as bacteria (eg, Legionella)  which could result in respiratory discomfort or serious illness if inhaled | -No safety precautions taken before working with potting mix | -Awareness: highlight this  hazard in safety briefings.  -Wear P2/N95 masks when  using potting media indoors or in areas of reduced ventilation  -Ventilate the space as much as possible, or work outdoors.  -Keep work areas clean and dust free where possible. | -Educator and supervisors | -Before work begins | -School supervisors and Bushy Park Educator hold a first aid certificate  -All group leaders carry a first aid kit  -Alert relevant agencies if necessary e.g. Ambulance, WAM, Doctor |

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| **If emergency services (ambulance, fire, police) are required, *CALL THEM FIRST!* Dial 111** | | |
| **Education Coordinator:** Michaella Luxton | | **Phone:** 027 406 6810 |
| **Sanctuary Manager:** Rosi Merz | | **Phone:** 022 698 2388 |
| **Homestead Manager:** Dale Pullen | | **Phone:** 06 342 9879 |
| **Emergency Meetup Location:** Flagpole by Homestead | | *Best reception by garage and homestead* |
| ***Local Accident and Emergency*** | **Local clinic name:** Whanganui Accident & Emergency (WAM) | |
| **Phone:** 06 3481300 | |
| **Address:** 100 Heads Road, Gonville, Whanganui | |