**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-beingHave 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 thishazard in safety briefings.-Wear P2/N95 masks whenusing 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 |