

Rotokare Environmental Education Programme



Outdoor Safety Action Plan

School/class _____

Date _____

Activity _____

No. of students _____

Class Level _____

No. of adults _____

Head Teacher _____

Approved by _____

ETA, ETD _____

What significant things 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 plan
Person is lost or unaccompanied	<ul style="list-style-type: none"> Inadequate supervision Inadequate supervisor-student ratio. Person's lack of awareness of risk in such a situation. 	<ul style="list-style-type: none"> Ensure that supervisors personally conduct regular and careful head counts Plan for and enforce minimum supervisor-student ratios. Ensure all students are aware of the requirement to remain close to supervisor at all times. Use of an intentions board and radio communication. 	<ul style="list-style-type: none"> All supervisors of visiting groups. 	<ul style="list-style-type: none"> At planning stage before arrival at Rotokare. During teacher and environmental educator consult. During the introductory talk with entire group before activities begin. 	<ul style="list-style-type: none"> Notice and description of missing person is radioed to Rotokare staff that will help search. Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.
Personal accident or injury – BUSH/OPEN AREAS/ROAD <ul style="list-style-type: none"> Trip or a fall causing a sprained ankle or broken bone. Allergic reaction to a bee/wasp sting. Student hit by traffic. 	<ul style="list-style-type: none"> Challenging terrain Bee or wasp nest in an area likely to be disturbed by visitors Unclear or no instructions about road safety or inadequate supervision around the road. 	<ul style="list-style-type: none"> Ensure that students have appropriate footwear for the bush, and advise of any challenging terrain. Destroy as many introduced wasp nests as possible, make students aware of where nests are and what to do. Supervisors should ensure students walk in single file along the road verge at all times. 	<ul style="list-style-type: none"> The environmental educator or walk guides should explain any dangers at the beginning of the visit. All supervisors are then responsible for students over the duration of the trip 	<ul style="list-style-type: none"> At planning stage before arrival at Rotokare. During teacher and environmental educator consult. During the introductory talk with entire group before activities begin 	<ul style="list-style-type: none"> School supervisors and the environmental educator should hold a current first aid certificate and carry a first aid kit at all times. School supervisors should have specific medical information and medication for students with allergies Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.

<p>Personal accident or injury – WATER</p> <ul style="list-style-type: none"> • Allergic reaction to algae. • Student slipping and falling into the lake or streams. • Students cutting/ damaging feet in the lake or streams. Student drowning. 	<ul style="list-style-type: none"> • Unclear or no information given about the algae in the lake. • Students venturing to close to the water's edge. • Wet weather, causing the water's edge to be slippery. • Inadequate supervision in and around water. • Inadequate foot wear or safety equipment in and around the water. 	<ul style="list-style-type: none"> • Students will be warned of the algal contamination in the lake and told to keep away from the water's edge at all times. • Students partaking in scientific water activities will never be in water higher than their knees, the environmental educator will be in the water with students at all times. • Students will wear appropriate footwear in the water at all times and other safety equipment when necessary. 	<ul style="list-style-type: none"> • The environmental educator or guides should explain any dangers at the beginning of the visit. • All supervisors are then responsible for students over the duration of the trip. 	<ul style="list-style-type: none"> • At planning stage before arrival at Rotokare. • During teacher and environmental educator consult. • During the introductory talk with entire group before activities begin 	<ul style="list-style-type: none"> • School supervisors and the environmental educator should hold a current first aid certificate and carry a first aid kit at all times. • School supervisors should have specific medical information and medication for students with allergies • Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.
<p>Personal accident or injury – EQUIPMENT</p> <ul style="list-style-type: none"> • Appendages harmed in traps. • Ingestion of poison. • Bite from an animal • Tripping and falling whilst using equipment (hand lenses, mirrors, pencils, clipboards etc) 	<ul style="list-style-type: none"> • Unclear or no instructions given about traps, poisons and how to handle animals and equipment. • Inadequate supervision 	<ul style="list-style-type: none"> • Students will be warned not to go near or touch any traps they come across. • The educator or guide will demonstrate traps, students will never be asked or allowed to touch or set any traps. • Students will be told in the health and safety talk about any poisons in the reserve and advised to avoid areas with poison. • Equipment will not be carried by students over difficult terrain, and students will be advised to stand still or sit while using the equipment. 	<ul style="list-style-type: none"> • The environmental educator or guides should explain any dangers at the beginning of the visit. • All supervisors are then responsible for students over the duration of the trip 	<ul style="list-style-type: none"> • At planning stage before arrival at Rotokare. • During teacher and environmental educator consult. • During the introductory talk with entire group before activities begin 	<ul style="list-style-type: none"> • School supervisors and the environmental educator should hold a current first aid certificate and carry a first aid kit at all times. • School supervisors should have specific medical information and medication for students with allergies • Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.
<p>Personal accident or injury – GAMES/SIMULATIONS</p> <ul style="list-style-type: none"> • Trip, fall or collision causing a sprained ankle, bruising, cuts or a broken bone. 	<ul style="list-style-type: none"> • Unsuitable game or simulation for age or ability level of students. • Unclear or no instructions given. • Game set up in an unsuitable area. • Inadequate supervision or guidance. 	<ul style="list-style-type: none"> • Clear instructions given to students before starting. • Games set up in open, flat areas 	<ul style="list-style-type: none"> • Environmental educator 	<ul style="list-style-type: none"> • Before the game begins 	<ul style="list-style-type: none"> • School supervisors and the environmental educator should hold a current first aid certificate and carry a first aid kit at all times. • Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.

Sick student	<ul style="list-style-type: none"> • Student allowed to attend the trip, despite being sick. 	<ul style="list-style-type: none"> • Teachers should look for any signs that a student is sick before leaving for Rotokare. 	<ul style="list-style-type: none"> • Head teachers and the school. 	<ul style="list-style-type: none"> • As soon as the school or teacher are notified of a sick child. • The morning of the trip. 	<ul style="list-style-type: none"> • Student is returned to school or dependant on the illness, does not take part in activities.
Weather related Hazards <ul style="list-style-type: none"> • Hypothermia • Sunburn/sunstroke 	<ul style="list-style-type: none"> • Extreme weather events • Student not prepared with the correct clothing, sun protection, food or water. • Inadequate supervision 	<ul style="list-style-type: none"> • Information is given to teachers prior to the visit, indicating what clothing should be worn or bought with each child. • Teachers and other school supervisors should ensure all students have sunscreen, hats, water and food. • In extreme weather trips will be postponed. 	<ul style="list-style-type: none"> • Educator should send instructions prior to trip, and make a decision based on weather forecasts. • Students should be encouraged to take care of their own needs initially. • Head teachers and the school. 	<ul style="list-style-type: none"> • At planning stage before arrival at Rotokare. • Night before or morning of the trip for weather forecasts. 	<ul style="list-style-type: none"> • School supervisors and the environmental educator should hold a current first aid certificate and carry a first aid kit at all times. • Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.
Fire or Earthquake <ul style="list-style-type: none"> • Disorientation and lost students. • Burns and other injuries • Death 	<ul style="list-style-type: none"> • Untrained and ill prepared staff. • Unclear or no instructions given to visitors about emergency procedures. • Inadequate supervision 	<ul style="list-style-type: none"> • During the initial health and safety talk, all visitors will be told what to do in case of a fire or earthquake, including where the meeting place is, and that there is alternative exist gates from the reserve if needed. • No fires are to be lit in the reserve. 	<ul style="list-style-type: none"> • Environmental educator or guides must give this information at the beginning of each trip. • School supervisors will be responsible for taking regular head counts and ensuring their students are present and safe. 	<ul style="list-style-type: none"> • During the introductory talk with entire group before activities begin 	<ul style="list-style-type: none"> • Educator and Rotokare staff to evacuate all visitors in the event of a fire and to demonstrate suitable positions for cover in an open place in the event of an earthquake. • School supervisors and the environmental educator should hold a current first aid certificate and carry a first aid kit at all times. • Relevant agencies contacted (Police, ambulance, SAR etc) if the need arises.

School Information

Group members requiring special consideration:			
Health:			
Behaviour			
Other:			
Staffing and supervision (Roles and responsibilities)	Environmental educator: to instruct and guide students through programme activities, to oversee safety and wellbeing. School teachers and adult supervisors: to monitor student behaviour and overall safety and wellbeing.		
Pre-activity Checklist	Responsibility	On the day – Rotokare Environmental Educator	Comments
Booking confirmation received	<input checked="" type="checkbox"/> Rotokare	Weather report <input type="checkbox"/>	
Student medical info checked	<input type="checkbox"/> School	First aid kit <input type="checkbox"/>	
RAM and SAP forms completed	<input type="checkbox"/> School	Radio <input type="checkbox"/>	
Visit planner and info sent to school	<input checked="" type="checkbox"/> Rotokare	Intentions left at office <input type="checkbox"/>	
Access to resources given to school	<input checked="" type="checkbox"/> Rotokare	Equipment checked <input type="checkbox"/>	

School or Rotokare: On completion of the SAP, does the activity still provide the opportunity to meet intended outcomes?

Yes

No