



Tauhei Combined School

Learning Together, Minds Alive — Ako ngia tatou, hei kotahi te whakaaro



SAFETY ACTION PLAN

PUKEMOKEMOKE RESERVE

Bush School Overview

The purpose of a bush school is so that children can learn to manage risks, have more independence in guiding their own learning, to be active, experience nature and the outdoors in their own local setting, and to play and learn through direct experience within nature and one another.

Safety Action Plan

The purpose of the safety action plan is to identify potential hazards and actions Tauhei Combined School (TCS) can take to minimise/remove these.

It is the expectation of the Tauhei Combined School Board and school leadership that all participating adults will be aware of, and understand the demands of their role to ensure student safety and the successful running of Bush School.

Universal Safety Actions

These actions are in place in preparation for any accidents/incidents that may occur and are in line with good practice as identified within the [New Zealand Recreation Association \(NZRA\) Good Guidance Guide](#).



- Emergency Contact Details
 - A member of the TCS staff will carry class emergency contacts with them.
 - All attending staff will have the Principals contact details on them
- Attendance
 - A head count will be carried out before departures to ensure all students are accounted for.
- First Aid/Medical
 - A first aid kit will be carried at all times.
 - Emergency medication (epi pens etc) will be carried by the designated 'medical officer'.
- Safety Checks
 - If required, safety checks will be carried out on site prior to Bush School days to ensure conditions are suitable.
- Designated Safety Spot
 - In case of an emergency, and when appropriate students/adults will move to the designated safety spot.
- Safety Ratios
 - A ratio or a maximum of 10 students per adult will be maintained.

Hazard Identification + Specific Responses:

Uneven Terrain

Potential Hazard: Trips, slips, and falls.

Response:

- Conduct inspections as required of the grounds, identifying and addressing any uneven or hazardous areas, adjusting plans as required to ensure safety.
- Educate students about the importance of being cautious while walking and running on uneven terrain.

Allergic Reactions:

Potential Hazard: Students with allergies are stung/bitten causing a moderate/severe reaction.

Response:

- Educate students about the local wildlife, including potential dangers and how to react.
- Establish a protocol for encounters, such as maintaining a safe distance, making noise, and seeking assistance from staff.

Extreme Weather:

Potential Hazard: Heatwaves, storms, or extreme cold.

Response:

- Monitor weather forecasts and ensure students are adequately dressed for the conditions.
- Establish designated safe areas during storms or extreme weather events.
- Modify activities or schedules accordingly to avoid heat-related illnesses or exposure to extreme cold.

Water-related Hazards:

Potential Hazard: Drowning or accidents near bodies of water.

Response:

- Establish clear guidelines for water activities, including designated off limit areas and appropriate supervision ratios.
- Ensure at least 1 teacher has up to date First Aid/CPR training.

Unknown Individual Hazards:

Potential Hazard: Students meeting unknown individuals in the bush/on the tracks.

Response:

- Establish clear guidelines for interactions with unforeseen interactions with strangers.
- Ensure students do not complete any activities individually, but always part of a pair or group.

Incident Reporting

Any moderate/major accidents that occur during Bush School, outside of anticipated minor injuries and abrasions must be recorded on the schools management system. Contact with parents will also be made to update them on the event and the actions taken.

After any such event, teachers/support staff will need to meet to reflect on actions both prior and after the incident to identify potential improvements moving forward.