

# EOTC Safety Action Plan for Low and Medium Risk Activities

| What 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   |   |
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| <p><i>Some general risks and management strategies are included here. Edit as necessary.<br/>Please add activity-specific hazards and risks and how you will manage them</i></p> |                                  |   |   |   |  |   |
| 1  | Attendee/s wandering off         | Attendee/s lost, inappropriate actions by attendee, Injury to attendee/s. | <p>Clear boundaries set out;- all attendees to keep together.</p> <p>All Attendees informed that SKC rules apply.</p> <p>Adequate adult supervision of student attendees.</p> <p>Sign in / Sign out protocols used.</p> <p>A list of contact numbers for all participants, onsite adults, and emergency contacts accessible to team members at all times.</p> <p><b>ER Co-ordinators always check at gathering times that all of their students are there.</b></p> <p>Keep respective groups together during activities.</p> <p>ERJANZT staff check at gathering times all other attendees are there. Keep group together during activities..</p> | <p><b>James D, ER Coordinators ERJANZT leads - Anna/Cathy First Aid</b></p> | <p>At briefing beginning of the Conference and as required</p> | <p>Ask the group to see if anyone knows where the person could be.</p> <p>If a person is missing for more than an acceptable time and if conditions allow, do an initial venue or site search using ER Coordinators &amp; ERJANZT staff.</p> <p>Ensure student attendees are adequately supervised and cared for.</p> <p>If conditions are unsafe or the person has not been located contact emergency services &amp; school.</p> <p>When person is located camp ER Coordinator /1st Aiders to offer appropriate care and response</p> <p>Contact ERJANZT lead who will inform emergency contact.</p> <p>Fill out an Incident Report.</p> <p>Debrief the incident response with those involved/team</p> |

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| 2 | Physical injury while on the activity  | Slip, trip, cut or graze   | <p>Potential injury causing hazards to be identified, reported and risk managed. Slow down when the area is tricky.</p> <p>Nominated First Aiders to be identified and easy to access at all times.</p> <p>Contingency made for landline phone access if mobile reception is not guaranteed.</p> <p>Emergency services 111 or 24-hour clinic ??</p> <p>Medication and Conditions to be noted on registration.</p> | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy<br>First Aid    | At briefing beginning of the Conference..And as required  | <p><u>Brief Attendees:</u><br/>Also where to access first Aid, how to identify the first aiders and to please let the team know of any hazards asap.</p> <p>Provide first aid, Inform emergency services and school informed. Ring School HQ Contact SMC</p> |
| 3 | Injury crossing roads                  | Not following directions   | Clear directions about Conference arrangements. Lists checked off regularly.  | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy<br>First Aiders | At briefing beginning of Conference and as required   | Provide first aid, contact Emergency Services if required. Ring School HQ Contact.SMC  |
| 4 | Cold or sunburned dehydrated attendees | Cold or hot weather extremes   | <p>Attendees told to bring appropriate clothing and protection from the elements including sunscreen &amp; hats.</p> <p>Do not stay outside too long in extreme weather conditions. Alternative activities planned for poor weather.</p>  | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy<br>First Aiders | <p>Sunscreen &amp; water bottles &amp; warm clothing included in pre-conference information sent to all attendees</p> <p><b>Brief Attendees:</b><br/>Where the water will be situated</p> <p><b>Brief Leads:</b><br/>monitoring for heat / Fatigue – offer drinks</p> | <p>Keep students under shelter in weather extremes.</p> <p>Seek medical attention for students getting hypothermic sunstroke etc.</p>  |
| 5 | Drugs & Alcohol Use                    | Attendees drink, smoke or vape, take drugs or undertake another serious breach of conduct. | <p>Attendees are reminded to conduct themselves in the best possible manner and in accordance with SKC school rules &amp; values at all times.</p> <p>Event and environment</p>   | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy<br>First Aiders | <p>As appropriate in communications sent prior to conference</p> <p>At briefing beginning of Conference and as required.</p>  | <p>Advise Conference Leads.</p> <p>Persons suspected to be affected by substances removed to safe area &amp; monitored.</p> <p>ER Co-ordinators /Schools advised</p>   |

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|   |  |   | monitored for signs of drugs, alcohol, smoking/vaping and their use.  |  |  |   |
| 6 | Interpersonal conflict amongst attendees   | Behaviour / Disputes including Harassment, Bullying, Cyberbullying, Discrimination<br><br>Disagreements between attendees<br><br>Tiredness, general falling out between attendees<br><br>Disagreements over decision making<br><br>Not listening to each other. | Attendees are reminded to conduct themselves in the best possible manner and in accordance with SKC school rules & values at all times.<br><br>Stamp on any form of bullying to mitigate escalation.<br><br>Awareness, separating groups. | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy<br>First Aiders | Briefing at the beginning of Conference and as required  | Changing small groups or hostel rooms if necessary.<br><br>Monitoring for further conflict.   |
| 7 | Mental Health (Distraught persons)(e.g. Suicide comments, admission of suicidal thoughts depression, anxiety)<br><br>-Homesickness<br><br>-Bullying/abuse on camp<br><br>-Previous mental health illnesses | Trip away or any issues raised over the course of the conference becoming too overwhelming  | Work with ER Co-ordinators to Identify vulnerable, distraught person(s) or possible at-risk persons.<br><br>Monitor with ER Co-ordinators<br><br>Pastoral response sooner rather than later to mitigate issues.                           | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy                 | Briefing at the beginning of Conference and as required. | Promote a safe, secure environment throughout the trip and discuss feelings of homesickness etc.<br><br>Conference Leads and & ER Co-ordinators to keep an eye on vulnerable / distraught person(s).<br><br>Step in early to try to calm a situation.<br><br>Upset/Distraught people removed to a less public area as possible by people of the same sex.<br><br>If issues are persistent and unmanageable, the person must be removed from the |

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|   |                                  |  |   |  |   | <p>event, emergency contact called or seek professional mental health assistance.</p> <p>Unstable/<br/>Vulnerable persons must not be left without support or allowed to wander off on their own.</p> <p>Incident report form filled out and responded to.</p> <p>Debrief the incident response with those involved.</p>  |
| 8 | Sexual Activity / Misconduct     | Attendees/<br>Team left alone in isolated areas away from group. | <p>Attendees are reminded to conduct themselves in the best possible manner and in accordance with SKC school rules &amp; values at all times.</p> <p>Hostels are gendered for student attendees.</p> <p>Encourage meeting in a group in main/public area.</p> <p>Staff, Leaders &amp; security team to keep an eye out for attempts to isolate / any form of misconduct.</p> | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy | At briefing beginning of Conference and as required | <p>Complaints of Sexual misconduct by a team member or attendee must be treated seriously and Police contacted at the discretion of the complainant.</p> <p>Incident report form must be filled out and responded to regardless of the outcome.</p> <p>Any such incident must be reported to the Lead Conference Team.</p> <p>Remember to protect peoples' privacy / dignity.</p> <p>Debrief the incident response with those involved.</p> |
| 9 | Flu / Other communicable disease | Attendee shows signs of illness                                  | <p>If attendee has serious symptoms they must be isolated from the rest of the group and monitored.</p> <p>Remember to protect peoples' privacy / dignity.</p>  | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy | At briefing beginning of Conference and as required | <p>If symptoms worsen or persist the attendee should be sent home if this is logistically possible. Notify first aiders and administer first aid as appropriate.</p> <p>Call emergency contact if symptoms are serious.</p>   |

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|    |  |   |  |   |   | <p>If symptoms worsen or persist the person should be sent home if this is logistically possible.</p> <p>Ensure that they seek medical advice if they are very ill and follow them up</p> <p>Fill Out incident/first aid report.</p>  |
| 10 | COVID-19                               | Attendee shows COVID symptoms                               | <p>If attendee shows COVID symptoms they must be isolated from the rest of the group and monitored.</p> <p>Remember to protect peoples' privacy / dignity.</p> | James D, ER Coordinators ERJANZT leads - Anna/Cath  | At the briefing at the beginning of the Conference and as required. | <p>If symptoms worsen or persist the attendee should be sent home if this is logistically possible. Notify first aiders and administer first aid as appropriate.</p> <p>Call emergency contact if symptoms are serious.</p> <p>If symptoms worsen or persist the person should be sent home if this is logistically possible.</p> <p>Ensure that they seek medical advice if they are very ill and follow them up.</p> <p>Fill Out incident/first aid report.</p> |
| 11 | Injury during downtime from activities | Silly action or fall etc.                                   | <p>Attendees supervised appropriately.</p> <p>Attendees made aware of potential hazards in activities where appropriate.</p>                                   | James D, ER Coordinators ERJANZT leads - Anna/Cathy | As appropriate prior to activities                                  | <p>Inform Conference Leads &amp; ER Coordinators.</p> <p>Fill Out incident/first aid report.</p> <p>Seek medical attention.</p>   |
| 12 | Event causing loss of process          | Road closure, natural event such as an earthquake, tsunami. | <p>Be aware of earthquake and tsunami procedures.</p> <p>Be aware of Health and Safety procedures of the event (SKC).</p>                                      | James D, ER Coordinators ERJANZT leads - Anna/Cathy | Before leaving for the event.                                       | <p>Contact/Inform Conference Leads.</p> <p>Follow Health and Safety protocol for event.</p> <p>Inform <b>School</b>.</p>  |

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|    |                     |   |  |  |  | Seek medical attention.   |
| 13 | Injury during games | Body contact, landing awkwardly, slipping, fatigue.   | Warm up and down appropriately, ensure students are rotated so they aren't fatigued, teaching injury prevention strategies at training.  | ER Coordinators  | As appropriate prior and during activities.                      | Contact/Inform Conference Leads.<br>Call emergency contact if symptoms are serious.<br>Seek medical attention. Inform school.<br>Fill Out incident/first aid report   |
| 14 | Medical event       | Pre-existing medical condition<br>Medical incident<br>Allergic Reaction<br>Undisclosed health condition               | Medical information to be gathered prior to event, conditions identified and relevant medication to be available.<br>First Aid kit available   | James D,<br>ERJANZT leads -<br>Anna/Cathy                    | Prior to leaving.  | Inform Conference Leads<br>Seek medical attention.<br>Call emergency contact if symptoms are serious<br>Fill Out incident/first aid report  |
| 15 | Car Park            | People loitering in the car park.<br><br>Arrival or departure of large numbers of attendees effect carpark movements. | Any persons standing in the car park will be asked to move to other pedestrian friendly gathering spaces.<br><br>Caution taken as Vehicles loaded or unloaded and Conference Leads & ER Coordinators to watch for vehicle movements while vehicles are being accessed.<br><br>All boundaries to be clearly identified.<br><br>Staff/Volunteers using high vis vests when managing carpark and using torches at night | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy | Clear boundaries set out and explained to attendees in briefings | If any accident occurs Conference Leads should be informed.<br><br>In the case of serious accidents contact 111 immediately and administer first aid.<br><br>Debrief the incident response with those involved.<br><br>Incident Form to be completed. |
| 16 | Traffic accident    | Driver error or fatigue, vehicle malfunction,   | Ensure all drivers have appropriate licence, appropriate arrangements made   | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy | As appropriate during conference.                                | Check attendees are safe.   |

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|    |   | weather and conditions.  | to avoid fatigue, vehicle has current WOF and rego, check the weather forecast before leaving and adjust driving to road conditions.  |  |  | Inform Conference Leads.<br>Seek medical attention if necessary.<br>Incident Form to be completed.<br>Debrief the incident response with those involved.   |
| 17 | Abduction/deliberate injury of attendee | A stranger in attendance | Safety brief with attendees<br>Monitor people entering the venue.<br><br>Encourage attendees to bring any concerns to Conference Leads.<br><br>Work with SKC in lock down procedures. | James D,<br>ER Coordinators<br>ERJANZT leads -<br>Anna/Cathy | Safety Briefing upon arrival for all attendees | Conference Leads to be briefed on lock down procedure<br><br>Inform Conference Leads<br><br>Follow SKC Health and Safety protocols.<br><br>Seek medical attention<br>Contact the police.<br><br>Incident Form to be completed.<br><br>Debrief the incident response with those involved. |

| This form addresses the Board requirement to have specific management plans for all activities involving overnight events |  |  |  |
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| The issue to be mitigated or requirement  |  | Management Plan  | Person responsible                       |
| 1   | All supervisors of students and presenters of workshops need to be police vetted.            | All supervisors of students and presenters of workshops are police vetted as they are registered teachers. | Edmund Rice Justice Trust                |
| 2   | All supervisors of students need to be people of good character who will act with integrity. | As above   | Edmund Rice Justice Trust & each entity. |
| 3   | Sleeping arrangements need to be gender separated and appropriate for the location.          | As above   | James Devereaux                          |
| 4   | There needs to be supervision appropriate to age, gender and location.                       | As above   | James Devereaux                          |

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|   | <i>Clear procedures around situations when Gendered staffing is not possible must be defined.</i>  |          |                 |
| 5 | There needs to be a plan to ensure sleeping arrangements facilitate a good night's sleep to avoid disruption of "process" the following day. | As above | James Devereaux |
| 6 | There needs to be a plan to ensure timing of "lights out" is appropriate to age, stage and activity.   | As Above | James Devereaux |
| 7 | There needs to be a plan to address student privacy that is age, gender and activity appropriate.  | As Above | James Devereaux |