



SAP: SAFETY ACTION PLAN

INTRODUCTION

1	Identify the learning outcomes. <ul style="list-style-type: none">• Use the lesson plan process.
2	Identify significant risks (losses) that could result from the activity, e.g.: <ul style="list-style-type: none">• physical injury• social/psychological damage• material damage to gear or equipment• programme interruption.
3	List hazards (causes) that could lead to each risk/loss: <ul style="list-style-type: none">• people• equipment• environment. <p><i>(See next page for factors to consider.)</i></p>
4	What strategies could reduce the chance of each hazard leading to a risk/loss? Pay particular attention to significant hazards. <ul style="list-style-type: none">• Eliminate if possible.• Minimise if can't eliminate.• Cancel the event if risk/loss can't be eliminated or minimised.
5	Make an emergency plan to manage each identified risk, including: <ul style="list-style-type: none">• step-by-step instructions• equipment/resources required.
6	Continual monitoring of safety during the activity. <ul style="list-style-type: none">• Assess new risks• Manage risks• Adapt plans as needed
7	Use the rest of this document and/or a Risk Management Plan (RAMS) to assist with safety management planning.
8	Pay attention to significant AND minor risks! <ul style="list-style-type: none">• Many serious harm incidents result from a combination of hazards, some seemingly minor. So it's important to pay attention to both significant and minor hazards when planning your event.

Risk Assessment Checklist

>> Hazards/causal factors to consider for physical and emotional safety <<

PEOPLE	RESOURCES & EQUIPMENT	ENVIRONMENT
<ul style="list-style-type: none"> • Who? • How many... <ul style="list-style-type: none"> - students? - activity leaders? - assistants? • Experience • Effective supervision ratios • Cultural considerations, e.g.: <ul style="list-style-type: none"> - head touching - swimming for some groups of girls - observing site significance for cultural groups • Physical size/shape • Fitness • Anxieties/feelings • Student needs: <ul style="list-style-type: none"> - educational - medical/health - language abilities - cultural - behavioural - physical disability • Social and psychological factors: <ul style="list-style-type: none"> - risk shift - dropping your guard - unsafe act/s by participants - error/s in judgement by activity leader 	<ul style="list-style-type: none"> • Information to parents and whānau • Plans and systems • Clothing • Footwear • Food and drink • Transport • Toilets • Safe drinking water • First aid kit and certified staff • Special equipment: <ul style="list-style-type: none"> - rope - canoes/kayaks - map/compass - camera • Equipment maintenance, quantity, and quality • Safety equipment • Culturally appropriate sleeping arrangements/facilities 	<ul style="list-style-type: none"> • Weather <ul style="list-style-type: none"> - forecast - sun - rain - wind - know - temperature/season • Terrain <ul style="list-style-type: none"> - where? - what? (e.g. bush, mountain, sea, river, beach) - familiar/unfamiliar? • Accessibility to help <ul style="list-style-type: none"> - telephone - doctor - ranger - roads/tracks • Emergency services • Security • Animals/insects • Road use • Traffic density • Fences • Human-created environments • Cultural significance of site • Consent and information from local owner/iwi

Safety Action Plan

Activity	Date	Location
Person in charge (PIC)	Departure time	Return time
# of staff	# of assistants	# of students
Class level	Approved by	

What could go wrong?	What would cause this?	Risking rating (high/medium/low)	How could we prevent it?	Whose responsibility is it?	Emergency plan

List any group members who require special consideration

Name	Health issue	Behaviour issue	Other

Pre-activity checklist	On the day	Comments
<input type="checkbox"/> Off-site venue visited <input type="checkbox"/> Trip application approved <input type="checkbox"/> Permission slips returned <input type="checkbox"/> Medical records checked <input type="checkbox"/> SAP form given to all teachers	<input type="checkbox"/> Medication <input type="checkbox"/> First aid kit <input type="checkbox"/> Mobile phone <input type="checkbox"/> Intentions left at office <input type="checkbox"/> Equipment checked	

On completing this SAP, do you believe that the activity still provides the opportunity to meet your intended outcomes? **Yes** **No**