

EXCURSION TO CARPARK HATCH - RISK ASSESSMENT METHOD STATEMENTS

CAR PARK – RISK ANALYSIS & MANAGEMENT						
Risk/Hazard	What would cause this	Risk Rating	Pre, During or Post Excursion Risk	Control Measure	Risk Level Remaining Once Control Measure in Place	Person Responsible
Loss of children	Children going outside the excursion parameter	Moderate	Pre, During, Post	Roll call to be completed before and before entering the centre and departing the carpark area.	Low	Person responsible of excursion.
Accident or injury walking to the carpark	Child ignores verbal instructions, or rushing to destination	Moderate	Prior and After use	Children will be directed to enter the carpark using the southern side of the building to ensure safety. Nursery will use the fire exit in their playground.	Low	All kaiako
Children escaping or locating themselves outside of the carpark premise during excursion	Inadequate supervision Not listening to instructions Inadequate child to adult ratio. Child's lack of awareness & risk of situation	Moderate/ High	As children enter or during use of the carpark area	Cones will be placed across the vehicle entrance way and across the walk pathway. This will deter children from exiting the premise/carpark and children can visually see the boundary and make a connection about staying within. Cones will be placed prior to using. At least one teacher will be positioned near the exit area to ensure children stay within proximity. All children will wear a hi vis vest , teachers will use a whistle for attention of children Ensure easy access to first aid kit, and first aider on excursion who can administer this.	Moderate/Low	Person Responsible & all kaiako to supervise.
Injury or accident while using carpark area	Child not looking where they are going. Lack of awareness or accidently trip or fall due to loss of balance	Moderate	Pre, During & Post	Teacher to encourage children to be aware of others around them and to go in the same direction where possible. Rotation of child number use, if need be , limit numbers making children sit out then rotate. Some children sit while in use.	Low	All kaiako/Person responsible

	<p>If on bikes potential collision due to steering control</p> <p>General carelessness or disorderly behaviour</p> <p>Weather, slippery conditions of wet</p>			All children to wear helmets if on bikes, and or appropriate shoes/clothing if using space for physical activity.		
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Weather related hazards	<p>Lack of adequate protection against:</p> <ul style="list-style-type: none"> - dehydration - heat - cold - rain - wind - UV radiation 	Low	During	<p>Person responsible must check weather prior to planning and making the decision to proceed with excursion.</p> <p>Sunblock applied and hats are worn in heat and sunshine.</p> <p>Drink bottles/water are made available if need be.</p> <p>Planning taking into consideration rain, conditions that make the area slippery etc or extremely windy. If hazards are heightened, then look to reschedule.</p> <p>If slippery conditions look to reduce child numbers in use at one time.</p>	Low	<p>Person Responsible</p> <p>All Kaiako</p>
Natural disaster Occurs or Fire	Natural process	Moderate	Pre, during and post	<p>All staff to implement "Emergency Procedure" including evacuation procedures.</p> <p>If outside and earthquake occurs drop, cover & hold, move children away from tall objects. Gather children together for protections.</p>	Low	