

## EXCURSION TO WILLIAM STREET PLAYGROUND- RISK ASSESSMENT METHOD STATEMENTS

WILLIAM STREET PLAYGROUND – 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
<b>Loss of child/ren</b>	Children going outside the excursion parameter.  Inadequate child to adult ratio.	Low	Pre, During, Post	Regular roll calls to be completed, including before leaving, on departure of the excursion location and when returning to the Centre.	Low	Person responsible of excursion
<b>Traffic on roads, particularly when crossing the road &amp; moving vehicles</b>	General flow of traffic, busy intersection with cars coming fast.	Moderate	During	Children are instructed to wait. Teachers to check road is clear before crossing. Children hold hands and <b>all wear high vis vests</b> to allow good visibility.  Teacher at front and back of group of children to ensure control of the group of children.  Teachers to take groups of children across the road eg: 6-8 at one time.	Low	All Teachers
<b>Car's coming out of or into driveway entrances</b>	Drivers not being able to see, reduced visibility or reversing or driving too fast	Moderate	Pre, During	Teachers to be vigilant of their surroundings and one staff member to be leading and in front of children, actively looking and supervising the path taken.  <b>Teachers constantly scanning surroundings</b> & attention always focussed on the walk.	Low	All kaiako
<b>Accident, injury and or medical event occurs on walk to, or at playground</b>	Child not looking where they are going.  Lack of awareness or accidently trip or fall due to loss of balance.  General carelessness or disorderly behaviour  Weather, slippery conditions of wet	Moderate/High	Pre, During, Post	All children will be encouraged to walk and not run.  Lead teacher to make obstacles apparent and communicate to others.  Teachers to be actively supervising and stationed near high playground equipment.  First aid kit taken with supplies and or medication if required.  Whānau/parent contact list will be accessible using the Discover app, or printed list from Discover.	Medium	Person Responsible & all kaiako to supervise.

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<b>Unfenced Playground area</b>	<p>General carelessness or disorderly behaviour</p> <p>Children not following the rules of the excursion</p> <p>Curiosity</p>	Moderate	During	<p>Mobile phone taken on excursion for the person responsible to advise either centre, call for ambulance or contact guardian if an issue arises.</p> <p>Staff position themselves appropriately to actively be supervising &amp; knowing where children are.</p> <p>Volunteers, Parent Helpers know their responsibility and be made aware of hazards.</p> <p>Children are advised prior about excursion etiquette and boundaries.</p>	Moderate/Low	All Kaiako
<b>Public space, strangers and animals at the park.</b>	<p>Children's curiosity</p> <p>Lack of supervision</p> <p>Animals off lead, or free</p>	Low / Moderate	During	<p>Adequate supervision from teachers / adults.</p> <p>Rules and expectations of stranger danger and of excursion etiquette.</p> <p>Children not to approach animals, teacher to ask for pets to be on leads if close by to group.</p>	Low	All Kaiako
<b>Weather related hazards</b>	<p>Lack of adequate protection against:</p> <ul style="list-style-type: none"> <li>- dehydration</li> <li>- heat</li> <li>- cold</li> <li>- rain</li> <li>- wind</li> <li>- UV radiation</li> </ul>	Low	Pre, During, Post	<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. Breaks under trees completed in shade. 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>Advise whānau of appropriate clothing if required eg: jacket, good supportive shoes.</p>	Low	Person responsible
<b>Natural disaster Occurs or Fire</b>	Natural process	Moderate	Pre, during and post	<p>All staff to follow "Emergency Procedures".</p> <p>Advise children to drop, cover &amp; hold, move children away from tall objects if an earthquake occurs. Gather children together for protection.</p>	Low	Person Responsible