

EXCURSION TO PREBBLETON SCHOOL - RISK ASSESSMENT METHOD STATEMENTS

PREBBLETON SCHOOL – 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. Inadequate child to adult ratio.	Low	Pre, During, Post	Roll call to be completed before leaving, on departure of Prebbleton School and when returning to the Centre.	Low	Person responsible for excursion
Traffic on roads, particularly between crossing William Street and Blakes Road.	General flow of traffic, busy intersection with cars coming from Norris & William Street	Moderate	During	Children are instructed to wait. Teachers to check road is clear before crossing. Children hold hands and all wear high vis vests to allow good visibility. Teacher at front and back of group of children to ensure control of the group of children.	Low	All Teachers
Car's coming out of or into driveway entrances	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. Teachers constantly scanning surroundings & attention always focussed on the walk	Low	All Teachers
Accident, injury and or medical event occurs on walk to or on school grounds	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	As children enter or during use of the carpark area	All children will be encouraged to walk and not run. Lead teacher to make obstacles apparent and communicate to others. First aid kit taken with supplies and or medication if required. Mobile phone taken on excursion for the person responsible to advise either centre, call for ambulance or contact guardian if an issue arises. Contact list to be taken for parents.	Moderate	Person Responsible & all Teacher to supervise.

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Weather related hazards	Lack of adequate protection against: - dehydration - heat - cold - rain - wind - UV radiation	Low	Pre, 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. 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.</p> <p>Kaiako to take umbrella's if required.</p>	Low	Person responsible
Natural disaster Occurs or Fire	Natural process	Moderate	Pre, during and post	<p>All staff to follow direction of Prebbleton School staff in relation to their "Emergency Procedure" including evacuation procedures.</p> <p>Advise children to drop, cover & hold, move children away from tall objects if an earthquake occurs. Gather children together for protection.</p>	Low	Person Responsible

Licensing Criteria HS113 – Excursions, HS108 – Hazard and risk management, HS119 – First aid qualifications

Date Reviewed: 20/04/2026