



# Risk Analysis and Management

Venue: Seacliff – Truby King Reserve/Art Studios	Date/time:
Personnel:	Class:

<b>Analysis Undesired events:</b> Accident, injury, other forms of damage		Fatal injury in vehicle accident or from railway crossing Student injured in vehicle accident or from environmental factors Losing a student Stranger danger Medical Emergency involving an adult or student Pedestrian accident while walking to and from venues		
		<b>People</b>	<b>Equipment</b>	<b>Environment</b>
<b>Causal factors</b>		Poor group control. Transport by private vehicle Students with special needs / medical problems. Inadequate supervision	Vehicle accident Inadequate / lack of First Aid	Traffic congestion around railway lines Getting lost Railway crossings Climatic extremes
<b>Risk Management Strategies</b>	<b>Normal Operation</b>	Ratio of 1 :8 Meeting place established for vehicles before departing Clear instructions for students re boundaries – entering private property and respect Setting up of roles for helpers Knowledge of medical / special needs conditions Reinforce road and rail safety rules At least one person with a First Aid Certificate Adult supervisors are given names of students in their group Children to be given opportunity of using toilets before departing	Medication for specific students – asthma and ADHD meds First Aid kit available	Use safe walking routes from car park along footpaths and using pedestrian crossing if available Wait for stragglers Have places to meet if lost whilst on reserve – tennis court or church Parent at rear of group Sun block and adequate clothing
<b>Risk Management Strategies</b>	<b>Emergency Situation</b>	Mobile phone to be available whilst at the Truby King reserve Emergency vehicle Emergency procedures – if a child is injured teacher to attend whilst adults supervise students unless a more experienced medically trained person is available		