

RISK ANALYSIS AND MANAGEMENT SYSTEM

ACTIVITY/SITUATION: Otorohanga Kiwiana Modules

Analysis	Description	
<p style="text-align: center;">UNDESIRE D EVENT(S) Accident, injury, other forms of damage</p>	<ul style="list-style-type: none"> ▪ Injury caused by falling on an uneven surface ▪ Injury caused by vehicle hitting a student while crossing the road ▪ Injury caused by a skateboarder or scooter hitting a student while walking on the footpath ▪ Injury caused by students being hit by falling glass or debris during a fire or earthquake or construction ▪ Emotional harm caused by a student becoming lost ▪ Verbal or physical abuse from members of the public 	
	People	Environment
<p style="text-align: center;">CAUSAL FACTORS</p>	<ul style="list-style-type: none"> ▪ Poor adult supervision of students and their environment during the activity ▪ Expectations of students and boundaries for the activity not clearly communicated before starting the activity. ▪ Emergency procedures not clearly outlined before the activity. 	<ul style="list-style-type: none"> ▪ Uneven surfaces ▪ Drivers failing to stop at pedestrian crossings ▪ Poor visibility for drivers at intersections and pedestrian crossings
<p style="text-align: center;">RISK MANAGEMENT STRATEGIES</p>	Normal Operations	
	<ul style="list-style-type: none"> ▪ Staff clearly outlines the expectations and boundaries for students before commencing the activity. ▪ Students are organised into small groups prior to the activity with a supervising adult – 1:4 ratio with Y1-4 students, 1:7 ratio with Y5+ students ▪ Parking of buses and cars is based in Wahanui Crescent opposite the Railway station to ensure students can exit vehicles safely. 	<ul style="list-style-type: none"> ▪ Students use pedestrian crossings on Maniapoto St outside Paper Plus and The Otorohanga Fruit & Vege Shop ▪ Students cross Tuhoro and Balance St away from the intersections with Maniapoto St to allow clear visibility of turning traffic. ▪ Student groups are organised so they each start at one of the corners of the Kiwiana course to ensure displays aren't crowded.
	Emergency	
	<ul style="list-style-type: none"> ▪ All students will assemble on the street outside the i-SITE Visitor Information Centre in the event of an emergency. ▪ Staff members responsible will provide emergency first aid (school must carry a kit with them) and dial 111 to access emergency services or contact the Otorohanga Medical Centre on 07 8738399 for assistance. 	
<p style="text-align: center;">SKILLS REQUIRED BY STAFF</p>	<ul style="list-style-type: none"> ▪ Current First Aid Certificate ▪ Registered Teacher 	
<p style="text-align: center;">FINAL DECISION ON IMPLEMENTING ACTIVITY</p>	Accept	Reject