

STUDENT LEADER VISITING PROGRAMME

RISK ASSESSMENT FORM

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| Visit to Hillary House Leadership Centre, 2 Franklyne Road, Otara, Auckland |

Activity

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Date of Visit

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Teachers in Charge

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Name of School or Organisation

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| RISKS (POTENTIAL LOSSES) |

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| 1 | 2 | 3 |
| Death or injury from collision with car or bus | Children going missing | Asthma attacks, epileptic seizures, heart attacks. |

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| CAUSAL FACTORS | RISK REDUCTION STRATEGIES |
| ***People:**** Students not following guidelines set by teachers and Hillary House personnel
* Inadequate supervision of students during the visit
* Careless drivers
* Failure to carry medication for those children with medical conditions,

i.e. asthma, epilepsy | * Ensure visitors/personnel are informed of the possible risks, e.g. Fire exits in Hillary House
* Make sure students are attentive to all safety instructions given by teachers and Hillary House personnel
* Ensure students are fully supervised at all times during their visit
* Warn students to take care when exiting the transport outside the House
* Ensure students or teachers are carrying any necessary medication for any students’ specific needs
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| ***Environment:*** * Outside entry stairs
* Set of internal stairs may restrict mobility
* Students may leave Hillary House unaccompanied during the visit
 | * Hillary House personnel to warn students before entering the House to take care if the stairs are wet and possibly slippery
* Wheelchair access is limited to downstairs area
* Hillary House is fully fenced with a gate lock
* Hillary House personnel ensure gate is closed during visit
* Discuss all of the above during safety briefing
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SCHOOL/ORGANISATION to Complete:

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| CAUSAL FACTORS | RISK REDUCTION STRATEGIES |
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This form **must** be completed in full and brought with you on the day of your visit.

Thank you