**General Outings Assessment Analysis- Greenmeadow Park**

Proposed activity is to visit the local park. We will be walking right outside The Avenue to Hotham St, turning right onto Hotham St. and all the way down to traffic lights on the corner of Grosvenor and Hotham St. We will turn left and continue our walk-up Talbot Avenue all the way to Greenmeadows Park. There are no water hazards identified on the way. No transport will be used, and everyone involved in outing will be walking. The items that should be taken to the outings are: first aid kit, medicine for each child with medical condition, list of the children attending the outings, contact information for each child, list of adults participating in outing, contact information for each adult, backpack with water, cups, sunscreen, wipes and mobile phones. The educator to child ratio will be 1:4 and when possible, parents will be helping, but will not be included in the ratio. Parents have to be supervised all the times and not left alone with child/children. If a child with additional needs is involved in the outings, the ratio will be one educator to the child with additional needs. The length of the outing should not exceed 2h. For morning outings, approximate time of departure will be around 10 am and the time of arrival at the centre will be the latest 12pm.

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| **What can happen and How it can happen** | **Impact** | **Controls to be Implemented** |
| The park is not fenced- Loss of child, child running away.  | Missing Person, Injury or Death | * Ratio set to 1 adult for every 4 children so that supervision is of a maximum.
* Keep children in groups while using the playground and equipment
* Monitoring which children are taken out in regard to mood and behaviour on particular day.
* Regular head count while in the park.
* Communication between staff and volunteers about children’s activities.
* If a child is taken to the toilet, it has to be communicated with all staff and volunteers involved

 * Fully functional and charged mobile phone to be carried at ALL times.

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| Child getting stuck in the toilet. The doors of the toilet are closed automatically when someone walks in  | Injury, distress  | * The toilet to be supervised at all times
* If a child needs to use the toilet, ensure to accompany the child and take other 3 children with you to maintain ratios
* Strict ratio 1:4 at all the times
* Fully functional and charged mobile phone
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| Injury or harm from outside community influence e.g. member of the public, transport etc | Injury or Death | * Strict ratio of 1:4 observed at all times to ensure maximum supervision.
* Safety rules such as holding hands, only crossing at green light discussed with children before leaving the centre and followed at all time
* Fully functional and charged mobile phone and First Aid kit to be carried at ALL times.
* At least one staff member must be fully qualified in First Aid
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| Trips or Falls | Injury or Death | * Ensure children wear correct footwear
* Avoid hazard on walking paths going around where possible.
* Fully functional and charged mobile phone and First Aid kit to be carried at ALL times.
* Head counts to be done at beginning and during outing.
* At least one staff member must be fully qualified in First Aid.
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| Injury or harm from use of materials or equipment | Injury or Death | * Strict supervision while children are using play equipment such as climbing rope, swings and train.
* Fully functional and charged mobile phone and First Aid kit to be carried at ALL times.
* At least one staff member must be fully qualified in First Aid
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| Dehydration/sunburn/windburn due to exposure to sun and wind and lack of water. | Injury or Death | * Children to wear hat and sunscreen as per the SunSmart instructions.
* Before organising an outing, weather forecast for the day to be checked
* Ensure the backpack contains sunscreen.
* Water to be provided so children can stop and have drinks when needed.
* Fully functional and charged mobile phone and First Aid kit to be carried at ALL times.
* At least one staff member must be fully qualified in First Aid.
* Ensure children are in shady areas whenever it is practical
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| Illness or injury due to pre-existing medical condition. | Injury, Illness or death | * Any medications that a child may require at any time (ventolin, EpiPen, Allergy medicine ect) will be carried at all times on the outing.
* Fully functional and charged mobile phone and First Aid kit to be carried at All times.
* At least one staff member must be fully qualified in First Aid
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| Method of transport: Walk and crossing roads  | Injury, death, missing child | * Strict supervision while walking and crossing a road
* Regular head counts.
* Safety rules such as holding hands, only crossing at green light discussed with children before leaving the centre and followed at all time
* Following road safety rules when crossing the road.
* Looking out for cars when on the road.
* Children to hold hands in pairs and educators to be holding children’s hand.
* Children instructed on the importance of holding hands at ALL times and to hold hands in pairs and educators’ hand while walking to the park.
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| Child bitten by an animal (snake, dog, bird) | Injury or death | * Strict ratio of 1:4 observed at all times to ensure maximum supervision.
* Head counts to be done at beginning and during the outing
* Barriers set for the children to be away from any dense garden beds
* Children to be aware of the strict rules on staying away from any dense areas
* Fully functional and charged mobile phone and First Aid kit to be carried at All times.
* At least one staff member must be fully qualified in First Aid
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