**General Outings Assessment Analysis- Ripponlea Primary School**

To attend orientation visits with school aged children or a performance. We will be walking right outside The Avenue to Hotham St and all the way down to traffic lights on the corner of Grosvenor and Hotham St. We will continue our walk up to Talbot Av all the way to Greenmeadows Park. We will continue walking down Greenmeadows Lane on to Carrington Rd and to Ripponlea Primary on the right. 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.

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| **What can happen and How it can happen** | **Impact** | **Controls to be Implemented** |
| Loss of child | Missing Person, Injury or Death | * Ratio set to 1 adult for every 4 children so that supervision is of a maximum.
* Head counts to be done at beginning and during outing.
* Keep children in groups while at school
* Children instructed on the importance of holding hands at ALL times and to hold hands in pairs while walking to the school. Eduactor to hold children’s hands
* Monitoring which children are taken out in regard to mood and behaviour on particular day.
* Regular head count while at school
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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 man 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.
* 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 policy.
* 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
* Strictly crossing road on green light
* Regular head counts.
* Following road safety rules when crossing the road.
* Looking out for cars when on the road.
* Children to hold hands in pairs and hold educator’s hand.
* 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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