



Education and Care Services

Excursion and/or Transport Risk Assessment Form

Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown. Please note that information provided may be shared with Department of Education (DEC), the Police, other relevant agencies and educators in accordance with applicable legislation.


| | | | | | |
|---|---|--|-------------------|--|------------------|
| Educator/service name | Raby Outside School Hours Care | Date form completed (Minimum 12 month review for routine excursions) | Feb 2024 | | |
| Venue/Destination | Venue: Burns Outdoor Obstacle Training Address: 25 Dwyer Street, Bringelly | Date of excursion | 29/04/2024 | | |
| This is (please tick): | <input type="checkbox"/> Regular outing (routine excursion) <input type="checkbox"/> Regular transportation <input checked="" type="checkbox"/> Non-routine excursion <input type="checkbox"/> Non-regular transportation | | | | |
| Proposed duration of the excursion | Time leaving service: 9.30am -2.00pm | | | | |
| Proposed activities | Engage in physical movement activities | Type of transport | Service Buses x 2 | | |
| Proposed pick up location | pick up and drop off locations as identified below per maps | | | | |
| Proposed route of travel | Refer to maps at the end of risk assessment information to location | | | | |
| Process for entering and exiting the service premises | Via front door and path to front door | | | | |
| Process for entering and exiting pick up location/destination | See map-entry and exit via main access to the schools | | | | |
| Process for embarking and disembarking the transport i.e. how will each child be accounted for? | Children gather in the room/venue for head count to be completed prior to leaving service/venue. 2 staff members will walk each group of children to the bus and supervise them embarking onto the bus. The Responsible Person will complete the transportation of children Attendance Record before departing and after arriving at destination. | | | | |
| Proposed number of children | Up to 38 | Proposed number of educators | 6 | Proposed number of other adults | 1 |
| Office advised if non routine (Family Day Care/Long Day Care) | <input type="checkbox"/> | Date office advised | | Staff member | |
| Mandatory Checklist | | | | | |
| For any potential risks please show how they are managed. | | | | | |
| | | | | Please tick | Comment |
| Routine excursion form completed (if applicable). | | | | ✓ | |
| For all excursions | Parents' written permission received. | | | ✓ | |
| Supervision | I will have sight of the children at all times. | | | ✓ | |
| | Children will not go to the toilet by themselves (Family Day Care/LDC only). | | | N/A | Risk managed by: |
| Venue | Free of danger. | | | ✓ | |

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|--------------------------------|--|--------------------|--|
| | Any equipment to be used is safe for children. | ✓ | |
| | No water hazards (any water related risks must be clearly addressed in the table on page 4). | ✓ | |
| | Visual check to be done on arrival. | ✓ | |
| | No smoking venue. | ✓ | |
| Hygiene | Nappy change facilities provided (Family Day Care/LDC only). | N/A | |
| | Toilet facilities provided. | ✓ | Bathrooms available in supervised area. 1 staff to stay within visual of single stall bathrooms. |
| | Hand washing facilities provided. | ✓ | |
| | | Please tick | Comment |
| Accident or injury | Educator has current asthma and anaphylaxis certificate. | ✓ | |
| | Educator has a current First Aid Certificate and CPR. | ✓ | |
| | First aid kit available (contains paracetamol and auto injector if applicable). | ✓ | |
| | Emergency contact information available. | ✓ | |
| | Children's Medical Management Plans and any relevant health information are available | ✓ | |
| | Mobile phone available. | ✓ | |
| Children's well being | Drinks available for children. | ✓ | Additional water to be taken. |
| | Food available for children. | ✓ | Children to take their own bags. |
| | Children's essential medication available e.g. asthma puffer, auto injector. | ✓ | |
| | Children dressed in appropriate clothing and footwear. | ✓ | |
| | Activity is child focused. | ✓ | |
| | Children will not be confined to stroller or car for long periods of time. (Family Day Care/Long Day Care only). | N/A | |
| | Sleep needs can be met. (Family Day Care/Long Day Care only). | N/A | |
| Walking excursion | Children are aware of road safety. | ✓ | |
| | Educator/s are comfortable managing the children. | ✓ | |
| Travelling by bus | Educator/s are able to manage the number of children on and off the bus. | ✓ | |
| | Approved seat belts available (if required) | ✓ | |
| | Approved car seats available (if required) | N/A | |
| Sun protection outdoors | Sunscreen is available. | ✓ | |

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|-------|--|-----|---------------|
| | Sunscreen applied 20 minutes before going into the sun. | ✓ | |
| | Sunscreen applied 2 hourly. | ✓ | |
| | Children and educators wear hats. | ✓ | |
| | Shade area available. | ✓ | |
| Other | Does this excursion involve any water-based activities (eg swimming)? If yes, all risks and control measures must be addressed in the table on page 3. | N/A | |
| | Are any adults with specialised skills required? | ✓ | On site staff |

| What is the likely outcome if the Risk occurred (consequence)? | How likely is there a Risk of something happening (likelihood)? | | |  <div> <div>STOP - Do not proceed with the Activity</div> <div>CAUTION - Do not proceed with the Activity until the Risks are reduced</div> <div>GO - The Risks with the Activity are acceptable</div> </div> |
|--|---|---------------------------------|------------------------------------|---|
| | Rare (R) It may happen | Unlikely (U) It might happen | Likely (L) Will probably happen | |
| Minimal (I) Minor First Aid or reassurance needed | 1 | 1 | 2 | |
| Moderate (O) Medical attention required | 1 | 2 | 3 | |
| Major (A) Requires an emergency response | 2 | 3 | 3 | |

| Risk Assessment | | | | | | | | | | |
|---|--|---|---|--|--|---|---|--|-----------|------------------|
| <p>Information to be added to identify the specifics of excursion/incursion eg:</p> <p>Children pending numbers will be broken into 2 groups for travelling by 2 x service buses for the session time 10-12.00 for up to 38 children only</p> <p>As children participate in the obstacle course, staff will position themselves around the edge of the area to support supervision of children.</p> | | | | | | | | | | |
| Activity | Hazard Identified | Risk Assessment (use matrix) | | | Elimination/control measures | Risk Assessment (use matrix) after elimination/control measures applied | | | Who | When |
| | | Likelihood Rare (R), Unlikely (U) Likely (L) | Consequence Minimal (I) Moderate (O) Major (A) | Severity Red (3) Yellow (2) Green (1) | | Likelihood Rare (R), Unlikely (U) Likely (L) | Consequence Minimal (I) Moderate (O) Major (A) | Severity Red (3) Yellow (2) Green (1) | | |
| Travelling by 2 service buses. | Collision while driving. | U | I | 2 | <p>Bus mobile phone to be taken while transporting passengers.</p> <p>Bus first aid kit to be available on the bus to manage any injuries.</p> <p>Staff member with first aid to assess passengers for injury.</p> <p>Responsible person to communicate with emergency services or coordinator based on the severity of incident.</p> <p>Responsible person to collect other driver information including licence and registration.</p> <p>If the collision is not critical then once back at the service, the responsible person is to communicate with Risk Management all relevant information and complete identified forms.</p> | L | I | 1 | All staff | Day of excursion |
| Travelling by service buses | Movement of children using service buses. | U | I | 2 | <p>The Transportation Record is to be completed on each bus run Departure and Arrival of destination by conducting a head count of children signed into the Electronic Sign In System against physical number of children or child records for bus run.</p> <p>A responsible person to be present on each bus run.</p> <p>Responsible persons to be allocated a phone to ensure communication is available.</p> <p>If at any time the safety of the passengers is compromised (for example a child not following directions from an educator) then the bus driver will pull over and support the educator to manage the risk until it is safe to drive again.</p> | U | I | 2 | All staff | Day of excursion |
| | Allocation of groups being transported by bus. | U | I | 2 | <p>An Excursion Checklist will be completed prior to leaving on excursion by responsible person.</p> <p>Utilisation list will be provided to educators by responsible person to identify what group of children are placed in with all groups identified.</p> <p>2 Educators will be allocated to 16 children when moving to service bus or based on ratios of 1:8.</p> <p>When using charter bus, the children will move in groups of 16 with their allocated teachers to the bus.</p> <p>Children will be provided with wrist bands to support grouping.</p> <p>All groups will complete a head count before departing from locations and reported to Responsible persons.</p> | U | I | 1 | All staff | Day of excursion |

| | | | | | | | | | | |
|---|---|---|---|---|--|---|---|---|---|------------------|
| | Embarking/ disembarking bus | U | I | 2 | <p>The Transportation Attendance Record is to be completed on Departure and Arrival of destination by conducting a head count of children signed into the Electronic Sign In System against physical number of children.</p> <p>Educator to exit the bus first and remain in the front of the line. Immediately after all passengers have disembarked from the vehicle, a staff member will physically walk to the back of the bus and check there are no children left on the bus (including under the seats) before locking the vehicle.</p> <p>(Additional headcounts can be conducted when the Responsible Educator feels is necessary to ensure the safety of the children in our care).</p> | L | I | 1 | All staff | Day of excursion |
| | Children moving away from staff and children | L | M | 2 | <p>Staff to communicate with each other to make each other aware that a child has left the service/group.</p> <p>Educator to assess the direction of the child heading, observe what the child is wearing and make a judgement call if to follow.</p> <p>Educator to call emergency services if child is moving away from the service/group and does not seem to be returning. A second educator to contact supervisor or coordinator to arrange additional support if needed. Second educator to then call parent/carer to notify of child leaving the service and the current direction they are headed.</p> | U | I | 1 | All staff | Day of excursion |
| | Medical Management during transportation of children | U | M | 2 | <p>At least one educator with first aid qualifications is in attendance on transport routes.</p> <p>Up to date first aid kits is packed.</p> <p>A mobile phone is to be taken.</p> | R | I | 1 | All staff | During bus run |
| | Managing injuries/ trips / falls | U | M | 2 | <p>First aid kit to be available on the bus to manage any injuries.</p> <p>Staff member with first aid to assess passengers for injury.</p> <p>Child's Accident/Incident Report to be completed once arrived at destination</p> | R | I | 1 | All staff | During bus run |
| Parent engagement with Excursion group. | Parents attending to drop off or while excursion is in progress. | U | I | 2 | <p>An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time, and contact number.</p> <p>All efforts will be made by staff to contact any families absent prior to leaving.</p> <p>If parents cannot make the identified time on the program, children may be able to be dropped off to excursion location or attend once excursion has returned.</p> | U | I | 1 | All staff | Day of excursion |
| Venue Specific Information | | | | | | | | | | |
| | | | | | | | | | | |
| Burns Obstacle training | Risks at the venue – Trees, rabbit holes, insect swarm, inclement weather | L | O | 2 | <p>On site staff to communicate Evacuation point, or alternative if muster point compromised. Cancel exercise if required. First aid kit and trained first aid.</p> <p>BURNS will isolate certain activities pending the weather or cancel participation of the course.</p> <p>SPF 50+ sunscreen provided to all participants. In extreme heat, some metal bar activities are cancelled.</p> <p>Water is available at BURNS. Drink bottles are encouraged to be brought by participants and additional water is available from service staff or Burns on site staff.</p> <p>On site staff to communicate areas not available to children on the day and supervision is required to support no access to these areas.</p> | U | I | 1 | <p>On site staff</p> <p>Excursion staff</p> | Day of excursion |

| | | | | | | | | | | |
|--|--|---|---|---|---|---|---|---|---|------------------|
| | <p>Varied physical ability and/ or maturity of participants.</p> <p>Participants attempt obstacle training outside of demonstrated method resulting in injury.</p> | L | O | 2 | <p>BURNS staff to demonstrate correct method of overcoming an obstacle.</p> <p>Increased supervision for school kids based on teachers' advice. Excursion staff to spread out throughout area and support children requiring assistance.</p> <p>Increased supervision for disabled participants</p> <p>Some obstacles are isolated for school students – Apex bars, Ninja area (excluding rings and pegs). Warped wall has a barrier in front of it until demonstration is conducted. Staff to supervise so that children do not access areas not recommended for children.</p> <p>BURNS provide a waiver that must be signed (by guardian for <16 year olds) outlining the hazards of participating in BURNS Outdoor Obstacle Training.</p> <p>BURNS consult with participants/ teachers about any flagged medical concerns a participant may have coming to the obstacle course training.</p> <p>Being aware of the physical hazards of the training, participants are not to participate in BURNS Obstacle Course Training if it conflicts with medical advice given by a medical professional.</p> | U | I | 1 | <p>On site staff</p> <p>Excursion staff</p> | Day of excursion |
| | <p>Climbing nets, Fall off obstacle, Limb gets caught while falling, Ropes weaken with age/ snap while conducting obstacle.</p> | L | O | 2 | <p>Pre-training stretching and warm up.</p> <p>A demonstration on how to conduct the obstacle completed by on site staff.</p> <p>Service staff to support the correct techniques being used identified in demonstration.</p> <p>1 and 2) Specific rules to follow: Do not climb within 2 runs of edge of net. Do not climb within 1m of another participant.</p> | U | I | 1 | On site staff | Day of excursion |
| | <p>Running the Warped wall or the slip wall</p> <p>Slip and graze skin or serious strain</p> <p>Fall off wall</p> | L | O | 2 | <p>Pre-training stretching and warm up.</p> <p>A demonstration on how to conduct the obstacle completed by on site staff.</p> <p>Service staff to support the correct techniques being used identified in the demonstration.</p> <p>Warped wall is not in operation during wet weather due to significant increase of slipping hazard.</p> | U | I | 1 | On site staff | Day of excursion |
| | <p>Climbing ropes vertical and traversing, and pulling ropes</p> <p>Rope burn on legs and hands, Fall off rope, Sand gets flicked in eye</p> | L | O | 2 | <p>Pre-training stretching and warm up.</p> <p>A demonstration on how to conduct the obstacle completed by on site staff.</p> <p>Service staff to support the correct techniques being used identified in the demonstration.</p> <p>Warped wall is not in operation during wet weather due to significant increase of slipping hazard.</p> <p>First aid available on-site including saline to rinse eyes.</p> | U | I | 1 | On site staff | Day of excursion |

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|---|---|--------------------|---|---|--|---|---|---|-----------------|------------------|--|--|--|--|--|--|--|
| | Climbing over walls and beams (under and overs, 4/6/8 ft walls), Splinters in skin, Fall off wall awkwardly, Impact/ body slam into wall bruising your body | L | O | 2 | Pre-training stretching and warm up. Pre-training stretching and warm up. A demonstration on how to conduct the obstacle completed by on site staff. Service staff to support the correct techniques being used identified in the demonstration. There are 2 demonstrated options to climb the wall and 2 modes (1 stepped, one flat) for less physically able participants. | U | I | 1 | On site staff | Day of excursion | | | | | | | |
| | Climbing throughout the 'weaver' bars or monkey bars Impact hazard, fall onto a bar while climbing (concussion, bruising/ bleeding) | L | O | 2 | Pre-training stretching and warm up. A demonstration on how to conduct the obstacle completed by on site staff. Service staff to support the correct techniques being used identified in the demonstration. | U | I | 1 | | Day of excursion | | | | | | | |
| | Running through tyres and over balance beams | L | O | 2 | Pre-training stretching and warm up. A demonstration on how to conduct the obstacle completed by on site staff. Service staff to support the correct techniques being used identified in the demonstration. | U | I | 1 | | Day of excursion | | | | | | | |
| | Eating on site location, choking, allergies | L | O | 2 | Excursion staff to supervise children. Excursion staff to support medical management needs and have any medications during the excursion. | U | I | 1 | Excursion staff | Day of excursion | | | | | | | |
| Plan prepared by | | M Barden | | | | | | | | | | | | | | | |
| Prepared in consultation with | | B Gauci | | | | | | | | | | | | | | | |
| Communicated to | | Families attending | | | | | | | | | | | | | | | |
| Venue and safety information reviewed and attached | | | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | |
| Comment if required | | | | | | | | | | | | | | | | | |
| Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs. | | | | | | | | | | | | | | | | | |



Travel route from Raby OSHC to Burns Obstacle Course.

←

from 39 Sunderland Dr, Raby NSW 2566

to Burns Outdoor Obstacle Training, 25 Dwyer Rd, ...

25 min (23.0 km)

via Raby Rd

23 min without traffic

39 Sunderland Dr

Raby NSW 2566

> Take Sunderland Dr to Spitfire Dr

24 sec (120 m)

> Follow Thunderbolt Dr, Raby Rd and Camden Valley Wy to George Rd in Leppington

8 min (7.0 km)

> Continue on George Rd. Take Alma Rd to Barry Ave

5 min (4.7 km)

> Take Bringelly Rd and Greendale Rd to Dwyer Rd in Bringelly

9 min (9.0 km)

> Follow Dwyer Rd to your destination

3 min (2.1 km)

Burns Outdoor Obstacle Training

25 Dwyer Rd, Bringelly NSW 2556

Petrol

EV charging

Hotels

More

24 min

22.7 km

25 min

23 km

Layers

Live traffic

Fast

Slow

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1 km

A satellite map view from Google Maps showing a driving route. The route starts at a red pin labeled '39 Sunderland Drive' in Raby, NSW. It follows a path through Leppington and Bringelly, ending at a red pin labeled 'Burns Outdoor Obstacle Training' on Dwyer Rd. The route is marked with a blue line. Along the way, there are several callouts: '24 min 22.7 km' for a segment and '25 min 23 km' for the total route. The map shows various local landmarks such as 'The University of Sydney, Camden-John B Pye', 'Sugarloaf Equestrian Centre', 'Oran Park', 'Gledswood Hills', and 'Macarthur Grange Country Club'. There are also labels for roads like 'Sunderland Dr', 'George Rd', 'Alma Rd', 'Barry Ave', 'Bringelly Rd', 'Greendale Rd', and 'Dwyer Rd'. The map includes a scale bar at the bottom right indicating 1 km, and a compass rose. At the bottom, there is a copyright notice: 'Imagery ©2024 Airbus, Imagery ©2024 Airbus, CNES / Airbus, Landsat / Copernicus, Maxar Technologies, Map data ©2024 Google' and links for 'Australia', 'Terms', 'Privacy', and 'Send product feedback'.

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Review Date: 30/06/2022

Version: 13
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Route from Burns Obstacle Course to Raby OSHC

← from Burns Outdoor Obstacle Training, 25 Dwyer ...
to 39 Sunderland Dr, Raby NSW 2566

27 min (23.3 km)

via Bringelly Rd

Fastest route now due to traffic conditions



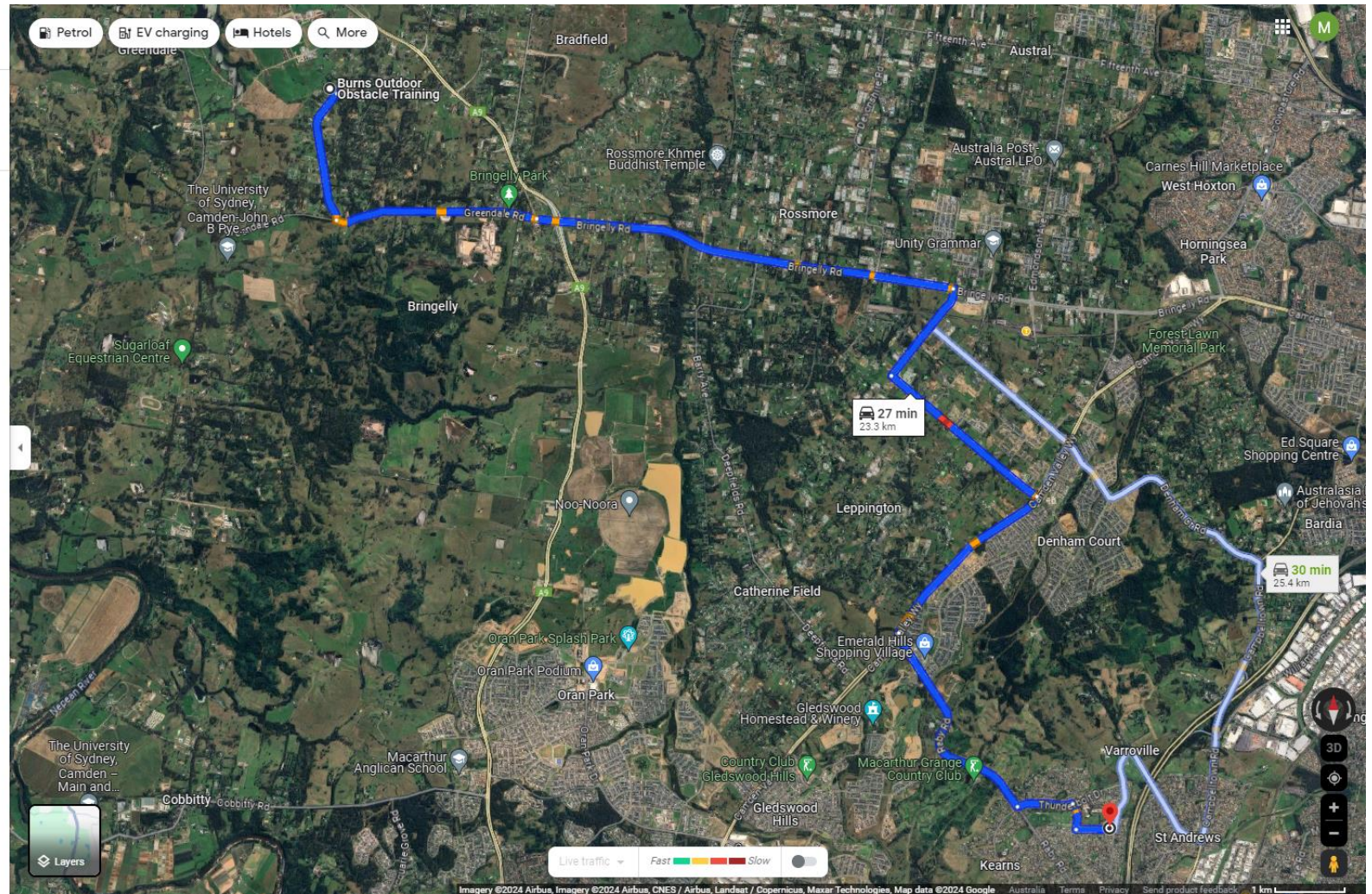
Burns Outdoor Obstacle Training

25 Dwyer Rd, Bringelly NSW 2556

- Follow Dwyer Rd to Greendale Rd
3 min (2.1 km)
- Take Bringelly Rd to Eastwood Rd in Austral
9 min (9.0 km)
- Take Heath Rd to Camden Valley Wy in Leppington
5 min (4.3 km)
- Continue on Camden Valley Wy. Take Raby Rd to Hurricane Dr in Raby
8 min (7.0 km)
- Follow Hurricane Dr and Sunderland Dr to your destination
1 min (900 m)

39 Sunderland Dr

Raby NSW 2566



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TO: WAYNE BURNS and LORELAI BURNS trading as
Burns Outdoor Obstacle Training
ABN: 76 833 404 409
25 Dwyer Road , Bringelly NSW 2556

KIDS FORM

In consideration of you allowing my son/daughter/child in my care, (Listed below) to take part in your "Obstacle Course" fitness and training sessions activities, conducted by you, your employees and/or contractors at 25 Dwyer Road, Bringelly ("The Venue") I, the adult person whose full name, address and signature appear below, hereby agree, confirm and acknowledge that:

1. The participant/s listed below will use all equipment and facilities at the Venue entirely at their own risk they accept that these activities are dangerous and can result in Injury;
2. I on behalf (of the participant/s listed below) accept the risks involved and that I am responsible for their involvement;
3. The participant/s are under no obligation to participate or complete the activities if they have concerns about their ability to do so;
4. If anything is unclear to the participant/s in the briefing then they will raise their concerns with a member of the Insureds team who is conducting the briefing;
5. The participant/s listed below will comply with your directions and instructions given before or while they undertake any activity at the venue. Before undertaking any such activities to the best of the Parent/Guardian/carer knowledge, the participant/s are physically able to participate in the advertised activities and know of no reason as to why they should not and to the best of my knowledge, that my child does not have any physical or medical condition or illness that may affect their ability to do so with safety;
6. If the participant/s listed below fails to comply with any such directions or instructions they may be required to leave the Venue immediately;
7. I, on behalf of the participant/s listed below release you from all liability for any death, accident, injury, incapacity, loss or damage that they may suffer during or arising directly or indirectly from any activity described above;
8. I, on behalf of the participant/s listed below release you from all liability for any loss or damage to any property that they may incur while taking part in any activity described above;
9. I, on behalf of the participant/s listed below will indemnify and keep you indemnified against all actions or claims for compensation or damages arising from any accident, injury, incapacity, loss or damage described in paragraphs 7 and 8 above;
10. The benefit of the releases and indemnity in this document will extend to your employees, agents and contractors;
11. I am over the age of 18 years and I fully understand the legal effect of this document that I am signing on behalf of the participant/s listed below.

I am the parent, legal guardian or carer of _____ (name), who is under the age of 18 years; I consent to _____ (name) taking part in the activities referred to in paragraphs 1 and 2 on this page; and On behalf of _____ (name) I provide you with the releases and indemnity described in paragraphs 6-10 on this page.

FULL NAME OF PARENT, LEGAL GUARDIAN OR CARER

*

RESIDENTIAL ADDRESS

*

SIGNATURE:

Dated _____ (day)

of _____ (month)

20 _____

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