

**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.

<b>Educator/service name</b>	Raby Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	Feb 2024
<b>Venue/Destination</b>	Incursion: Fun Day Out – Minute to Win It	<b>Date of excursion</b>	24/04/24
<b>This is (please tick):</b>	<input type="checkbox"/> Regular outing (routine excursion) <input checked="" type="checkbox"/> Non-routine excursion	<input type="checkbox"/> Regular transportation <input type="checkbox"/> Non-regular transportation	
<b>Proposed duration of the excursion</b>	Between 1.30pm-3.30pm		
<b>Proposed activities</b>	Short physical and group activities	<b>Type of transport</b>	N/A
<b>Proposed pick up location</b>	N/A		
<b>Proposed route of travel</b>	N/A		
<b>Process for entering and exiting the service premises</b>	N/A		
<b>Process for entering and exiting pick up location/destination</b>	N/A		
<b>Process for embarking and disembarking the transport</b> i.e. how will each child be accounted for?	N/A		
<b>Proposed number of children</b>	45	<b>Proposed number of educators</b>	4
		<b>Proposed number of other adults</b>	1
<b>Office advised if non routine</b> (Family Day Care/Long Day Care)	<input type="checkbox"/>	<b>Date office advised</b>	<b>Staff member</b>

**DATA AND DOCUMENT CONTROL**

### Mandatory Checklist

For any potential risks please show how they are managed.

		Please tick	Comment
Routine excursion form completed (if applicable)		✓	
<b>For all excursions</b>	Parents' written permission received.	✓	
<b>Supervision</b>	I will have sight of the children at all times	✓	
	Children will not go to the toilet by themselves (Family Day Care/LDC only).	<b>N/A</b>	Risk managed by:
<b>Venue</b>	Free of danger.	✓	
	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.	✓	
<b>Hygiene</b>	Nappy change facilities provided ( <b>Family Day Care/LDC only</b> ).	<b>N/A</b>	
	Toilet facilities provided.	✓	
	Hand washing facilities provided.	✓	
<b>Accident or injury</b>	Educator has current asthma and anaphylaxis certificate.	✓	
		<b>Please tick</b>	<b>Comment</b>
	Educator has a current First Aid Certificate and CPR.	✓	

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	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.	✓	
<b>Children's well being</b>	Drinks available for children.	✓	
	Food available for children.	✓	
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
<b>Sun protection outdoors</b>	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	
	Sunscreen applied 2 hourly.	✓	
	Children and educators wear hats.	✓	
	Shade area available.	✓	
<b>Other</b>	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.	<b>N/A</b>	
	Are any adults with specialised skills required?	<b>N/A</b>	

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

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**Risk Assessment**

The incursion will run for 1.5 hours between 1.30pm-3.30pm. Children will participate in a series of short individual and group physical and cognitive challenges

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)		
General Risks and control measures					General measures to be completed by all staff.					
Activities provided by external providers used by children in the yard.	Visitors entering the service	L	I	2	Ensuring the visitor has a valid Working with Children Check prior to incursion.  Incursion staff to sign visitors records prior to entering the service.  Supervision of entry/exit points of service.	U	I	1	Supervisor	On booking incursion  Prior to incursion begins

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Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	L	O	3	<p>Communication with incursion staff about set up/pack away procedure of event.</p> <p>Communication within the team to ensure area is appropriately supervised during this time while gate is open.</p> <p>Children not to have access to the activity area while activities are being set up. Once the activity is set up then the first group of children will begin. All other children can watch or engage in play within the yard or indoor environment.</p>	U	I	1	All staff	Day of incursion
	Misuse of activity by children	L	O	3	<p>Rules to be discussed by incursion staff before activity is used.</p> <p>Staff supervising to be introduced to visitors and be present to understand and support rules being followed.</p>	U	I	1	All staff and activity provider staff	Day of incursion

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	Adequate supervision	U	I	1	<p>The group will participate in the incursion together.</p> <p>Supervision requirements will be discussed with incursion staff prior to event so that service staff can support the supervision of activities.</p>	R	I	1	All staff	Duration of incursion
	Heat/physical exhaustion	U	I	1	<p>Water available at all times.</p> <p>Encourage regular breaks by children if high physical activity or hot weather.</p>	R	I	1	All staff	Day of incursion
	Falling over – sprains, strains, brakes	U	O	2	<p>Follow safety rules and guidelines of incursion.</p> <p>Staff to supervise child engagement alongside incursion staff to minimise injuries.</p> <p>First aid kit available for staff to engage in injury management.</p>	R	I	1	All staff	Day of incursion
	Hazards/incidents using equipment	U	O	2	<p>Follow all safety rules and guidelines of incursion staff or for the activity provided by team.</p> <p>Staff supervision to ensure children are following rules set by incursion staff.</p>	U	I	1	All staff	Day of incursion

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Specific risks and control measures by Epic gaming					Supervision to ensure that children do not switch groups during the sessions to encourage teamwork.					
	Misuse of equipment	L	I	2	<p>All players are to obey the rules and listen to the directions of activity provider staff.</p> <p>Service staff to support supervision and redirect/guide children to engage in activity.</p> <p>Children will be encouraged to participate or observe activities, however if children refuse then alternate activities will be provided within the service and not interrupt incursion activity.</p> <p>If an injury occurs, a service staff member will complete first aid.</p>	U	I	1	Supervising staff	Day of incursion

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	Injury through physical activity	L	I	2	<p>All players are to obey the rules and listen to the directions of staff.</p> <p>Physical activities to be completed on flat surface.</p> <p>Staff to check children's shoelaces to minimise trips and falls.</p> <p>If an injury occurs, a service staff member will complete first aid.</p>	U	I	1	Supervising staff	Day of incursion
Plan prepared by		Melanie Barden								
Prepared in consultation with		Maarit Rideout								
Communicated to		Participating families								
Venue and safety information reviewed and attached				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Comment if required										
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>										

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