



## 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.

<b>Educator/service name</b>	City Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	May 25
<b>Venue/Destination</b>	Venue: Campbelltown City Bowling Centre Address: 11 Hollylea Rd, Leumeah NSW 2560	<b>Date of excursion</b>	15.7.25
<b>This is (please tick):</b>	<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		
<b>Proposed duration of the excursion</b>	Time leaving service: 10.00-2:00pm		
<b>Proposed activities</b>	Tenpin bowling	<b>Type of transport</b>	Service Buses
<b>Proposed pick up location</b>	pick up and drop off locations as identified below per maps		
<b>Proposed route of travel</b>	Refer to maps at the end of risk assessment information to location		
<b>Process for entering and exiting the service premises</b>	Via front door and path to front door		
<b>Process for entering and exiting pick up location/destination</b>	See map-entry and exit via main access to the schools		
<b>Process for embarking and disembarking the transport</b> 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.		
<b>Proposed number of children</b>	Up to 45	<b>Proposed number of educators</b>	6
		<b>Proposed number of other adults</b>	1/2

#### DATA AND DOCUMENT CONTROL

<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>	
<b>Mandatory Checklist</b>					
For any potential risks please show how they are managed.					
			<b>Please tick</b>	<b>Comment</b>	
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.		✓	2 educators to accompany children to bathrooms.	
	Hand washing facilities provided.		✓		
			<b>Please tick</b>	<b>Comment</b>	

**DATA AND DOCUMENT CONTROL**


<b>Accident or injury</b>	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.	✓	
<b>Children's well being</b>	Drinks available for children.	✓	Water taken on excursion. Children will also bring water bottle.
	Food available for children.	✓	Children will bring bags on excursion containing their lunch.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	Responsible person will discuss medication required with educators prior to excursion.
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
<b>Walking excursion</b>	Children are aware of road safety.	✓	
	Educator/s are comfortable managing the children.	✓	
<b>Travelling by bus</b>	Educator/s are able to manage the number of children on and off the bus.	✓	
	Approved seat belts available (if required)	✓	

**DATA AND DOCUMENT CONTROL**

	Approved car seats available (if required)	<b>N/A</b>	
<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>	On site bowling staff.

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**DATA AND DOCUMENT CONTROL**

What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?			
	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	

#### DATA AND DOCUMENT CONTROL

Risk Assessment						
Information to be added to identify the specifics of excursion/incursion eg:						
Risk Level		Likelihood - Rare (R), Unlikely (U) Likely (L) Consequence Minimal (I) Moderate (O) Major (A) Severity Red (3) Yellow (2) Green (1)				
Activity	Hazard Identified	Risk Assessment (use matrix)	Elimination/control measures	Risk Assessment (use matrix) after elimination/control measures applied	Who	When
Travelling by 2/3 service buses.	Collision while driving	UI2	<p>Bus mobile phone to be taken while transporting passengers. 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. 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>	LI1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

Travelling by service buses	Movement of children using service buses.	<b>UI2</b>	<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>	<b>UI2</b>	All staff	Day of excursion
	Allocation of groups being transported by bus.	<b>UI2</b>	<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 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>	<b>UI1</b>	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

	Embarking/ disembarking bus	<b>UI2</b>	<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>	<b>LI1</b>	All staff	Day of excursion
	Children moving away from staff and children	<b>LM2</b>	<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>	<b>UI1</b>	All staff	Day of excursion
	Medical Management during transportation of children	<b>UM2</b>	<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>	<b>RI1</b>	All staff	Day of excursion
	Managing injuries/ trips / falls	<b>UM2</b>	<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>	<b>RI1</b>	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL



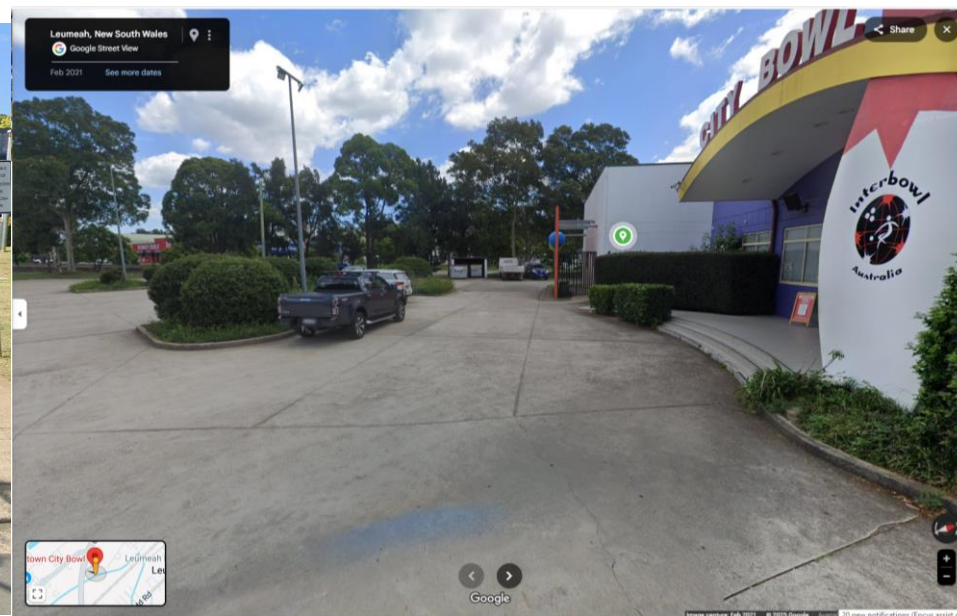
Parent engagement with Excursion group.	Parents attending to drop off or while excursion is in progress.	UI2	<p>An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time, and contact number.</p> <p>All efforts will be made by staff to contact 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> <p>Main service phone to be held by Responsible person and information shared via phone to identified group for collection at front of venue.</p>	UI1	All staff	Day of excursion
<p style="text-align: center;"><b>Venue Specific Information</b></p> <p style="text-align: center;">Group booking for up to 60 children booked for 10.30-12.30 approx. Children will travel via service buses in 3-4 buses pending utilisation. Staff will organise groups of 5 and have names prepared to minimise wait time at venue waiting for turn. White sole shoes are encouraged for all children to wear.</p>						
Booked with: Samantha Venue Contact: 4625 5222 counter@campbelltowncitybowl.com.au			Approx Arrival time: 10.30 Approx Departure time: 12.30			
Campbelltown City Bowling Centre	Waiting for bus	UO2	<p>Children will travel 3/4 groups of max 16 children.</p> <p>Children will participate in their turn then remain with staff while waiting for the return trip on the bus inside of City Bowl foyer/seating area.</p>	UI2	All staff	Day of excursion
	Front entry access point to venue. Children exiting unsupervised	UO2	<p>Supervision of group to prevent children from moving into the front area and exiting venue.</p> <p>Staff member to always remain in supervision of the front area.</p>	UI2	All staff	Day of excursion
Using venue equipment	Heat/physical Exhaustion	LI2	Water available, encourage regular breaks. Water esky to be taken by staff for children to access. Children will take own water bottles.	UI1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

	Falling over, trips – strains, sprains, breaks	LO2	<p>Follow safety rules and guidelines of venue.</p> <p>Staff to adequately supervise by spreading out where children are located for bowling.</p> <p>Responsible person to oversee first aid equipment. Staff holding a first aid certificate to administer first aid where needed.</p>	UI1	All staff	Day of excursion
	Physical activity using bowling balls	LO2	<p>Follow safety rules and guidelines of venue. Staff supervision as identified above.</p> <p>Children to use lighter balls recommended by venue. Only one child on the lane at a time.</p> <p>Children to remain seated while the person bowling is having their turn.</p>	UI1	All staff	Day of excursion
	Eating and risk of allergies during excursion	UO2	<p>Children are to bring their bags if requiring food and drink during the excursion time and kept in bag until food is required. Eating lunch at bowling is not permitted however snacks can be at the tables provided.</p> <p>One staff member is required to be at the location where bags/food is kept.</p> <p>First aid bag to be in this area as well as any medications required for children.</p> <p>Children to sanitise hands prior to and after eating.</p> <p>Supervision to ensure minimal cross contamination from children by encouraging rubbish and scraps to be placed in the bin.</p>	UI1	All staff	Day of excursion
Exposure to members of public at venue	Contact with members of public	LI1	<p>Supervision as identified above, as well as when children are near members of public.</p> <p>Redirect children away if required and inform venue staff.</p>	LI1	All staff	Day of excursion

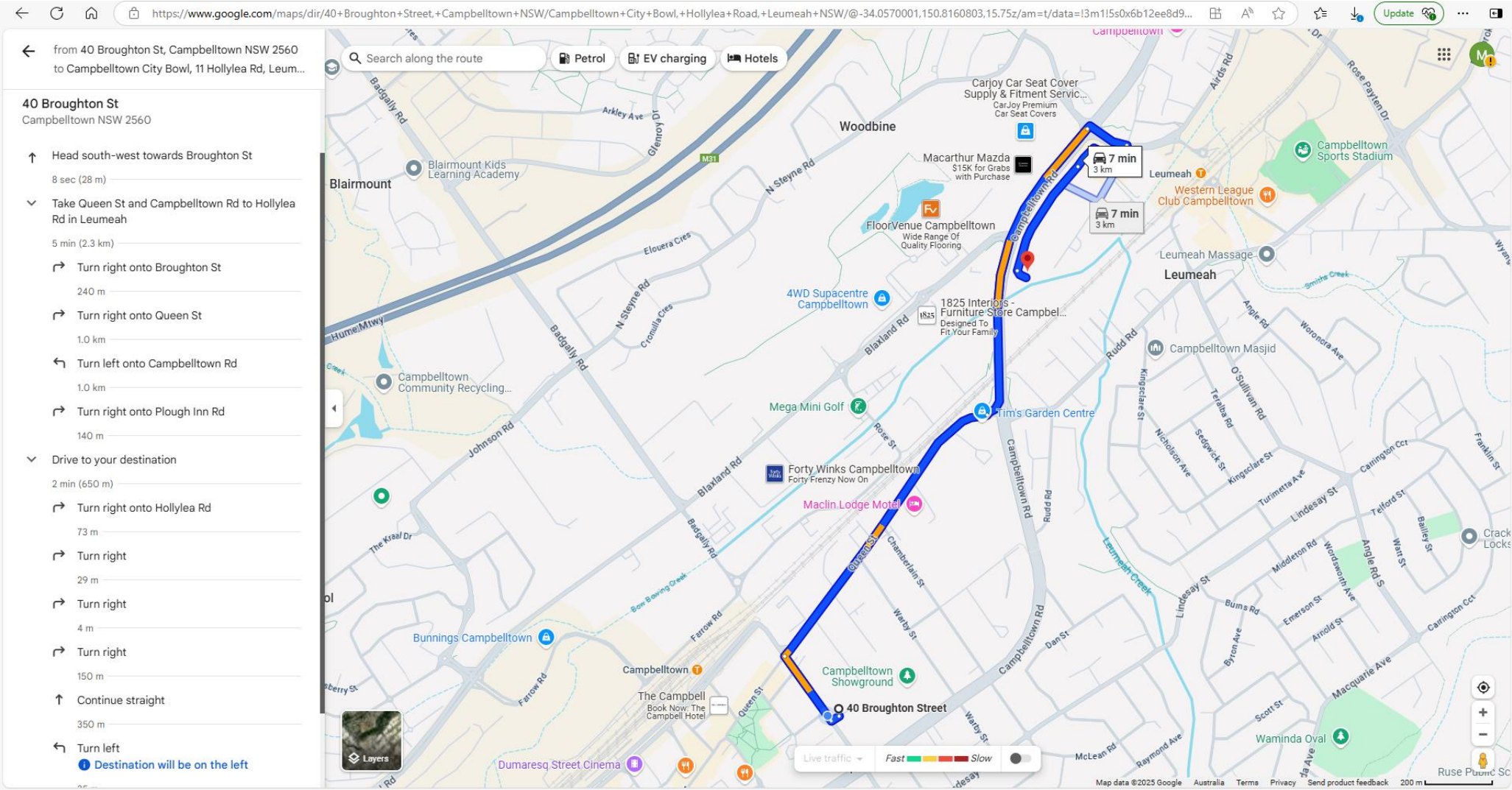
#### DATA AND DOCUMENT CONTROL

Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	UI1	<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>	UI1	All staff	Day of excursion
Plan prepared by		Brittany Gauci				
Prepared in consultation with		Melanie Barden/ City OSHC Team				
Communicated to		Families attending				
Venue and safety information reviewed and attached			<input checked="" type="checkbox"/> Yes <input 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>						





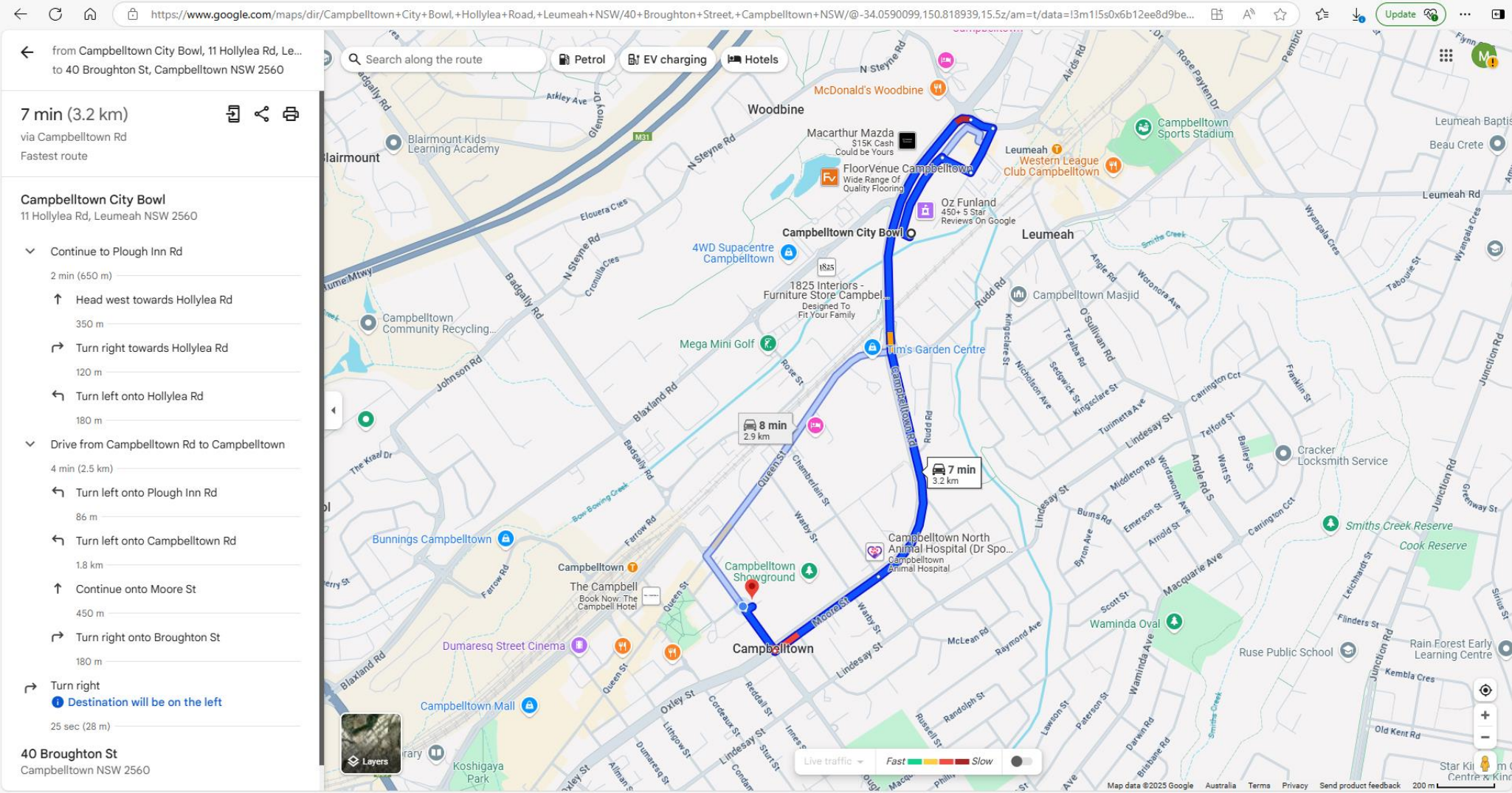
Travel route from City OSHC to Campbelltown City Bowling Centre, Leumeah.



DATA AND DOCUMENT CONTROL



Route from Campbelltown City Bowling Centre, Leumeah to City OSHC



DATA AND DOCUMENT CONTROL

Revised Date: 06/05/2020  
Review Date: 30/06/2022