

Excursion and/or Transport Risk Assessment Form
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Educator/service name	City Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	May 2025
Venue/Destination	Venue: Minto Sports Complex Address: Minto Indoor Sports Centre (NSW Basketball), 9 Redfern Rd, Minto NSW 2566	Date of excursion	9/7/25
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: 9.45am-2.00pm		
Proposed activities	Engage with basketball activities, park activities and picnic lunch	Type of transport	Service Buses x 3
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.		

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Proposed number of children	Up to 60	Proposed number of educators	8	Proposed number of other adults	2
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.		✓		
	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.		✓	2 educators to accompany children to bathrooms	
	Hand washing facilities provided.		✓		


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		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.	✓	Children will be taking their own drink bottles in their bags Service to provide additional water if needed
	Food available for children.	✓	Parents to pack a full lunch box as normal for the day.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	First aid bag and all medications will be taken on excursion for each group
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
Walking excursion	Children are aware of road safety.	✓	Walk via identified paths
	Educator/s are comfortable managing the children.	✓	
Travelling by bus	Educator/s are able to manage the number of children on and	✓	

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	off the bus.		
	Approved seat belts available (if required)	✓	
	Approved car seats available (if required)	N/A	
Sun protection outdoors	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	Children will apply sunscreen before leaving the centre Sunscreen will be taken to the excursion
	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?	N/A	On site basketball staff

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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	
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	

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Risk Assessment						
Information to be added to identify the specifics of excursion/incursion eg: Children will be able to participate in 1 of 2 groups to attend a basketball training session for approximately 1 hour between 10.00am and 1.00pm During the time that one group is having their session, the other group will be able to explore the park and utilise the netball/basketball courts for games and picnic lunch.						
Booked with: MBA – Basketball Heat information@macarthurbasketball.com.au Venue Contact: 0281979941				Arrival Time: 9.45am Departure time:		
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	LI1	Bus mobile phone to be taken while transporting passengers. Bus first aid kit to be available on the bus to manage any injuries. 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. Responsible Person to collect other driver information including licence and registration. 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.	UI1	All staff	Day of excursion

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	Movement of children using bus	UI2	<p>The Transportation Record is to be completed on each individual bus at departure from service and arrival at destination by conducting a head count of children signed in 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 Person 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>	UI1	All educators	When on the bus
Travelling by service bus	Children being transported by bus.	UI2	<p>An Excursion Checklist will be completed prior to leaving the service and excursion location by Responsible Person on each bus.</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>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 Person.</p>	UI1	All educators	When on the excursion

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Embarking/ disembarking bus	Embarking/ disembarking bus		<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 in each bus.</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 Person feels is necessary to ensure the safety of the children in our care). Educator to complete final check of bus by walking to the end of the isle once parked and ready to lock up.</p>		All educators	When Embarking/ disembarking bus
On excursion	Children moving away from staff and children	LM2	<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. 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> <p>Once child is located/returned, educators to debrief and complete documentation such as Incident Report, Note to File and Serious Incident reporting to Coordinator where required.</p>	UI1	All educators	When on excursion

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On excursion	First aid and Medical Management during transportation of children	UM2	<p>At least one educator with first aid qualifications is in attendance on transport route to assess injuries or provide medical support.</p> <p>Up to date first aid kits are packed. A mobile phone is to be taken.</p> <p>Medication and medication information of individual children will be allocated to that child's group service excursion bag in the event of requiring medication during the bus run. Medical information to be completed with any administration of medication.</p> <p>Child's Accident/Incident Report to be completed once arrived at destination if first aid has been provided.</p>	RI1	All educators	When on excursion
Venue Specific Information Minto Sports Complex Basketball and Park						
Activities included in excursion	Falling over or tripping hazards – strains, sprains, breaks, hit by ball, falling off equipment at park.	LO2	<p>Follow safety rules identified by staff including safe boundaries and using park equipment as intended.</p> <p>Service staff to complete a safety check of the area children will be playing in to ensure any risks are minimised eg; broken equipment, sharps etc. If area is deemed unsafe and unfixable, staff to not allow children to play in that area.</p> <p>All participants take care when walking and moving around the park. Pay attention to any safety signage. Follow instructions from service staff.</p> <p>Children to be reminded of service code of conduct and behaviour guidelines before departing the service.</p> <p>Staff supervision as identified above.</p>	UI1	All educators	When on excursion

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	Keeping children together while moving children between basketball activity and park	LI1	<p>Discussion with children about safety before walking to identified area</p> <p>Walking to be conducted on designated paths identified on map below. These paths are white in colour and run alongside the perimeter.</p> <p>One staff member to walk at the front of the group and a second staff member to walk at the back. Any other staff will spread within the middle of the group to support supervision.</p> <p>Staff member at the front to be actively scanning area for safety risks/hazards and will re-route to a safer walk area.</p>	UI1	All educators	When on excursion
	Meals and managing allergies	UO2	<p>One staff member is required to be at the location where bags/food is kept.</p> <p>List of children's allergies to be reviewed to ensure all meal requirements are met.</p> <p>First aid bag to be in this area as well as any medications required for children.</p> <p>Children to wash/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 educators	When on excursion
	Toilets being closed at Park area.	LI1	<p>Staff to check toilets prior to using the space to be aware of if they are open or closed.</p> <p>Children to use bathroom before leaving centre and at Minto Sports Complex before departing to park.</p> <p>When using the park space, children may be taken to Minto Early Learning Centre by using the designated crossing with staff or alternatively move back to Minto Sports Complex pending time.</p>	UI1	All educators	When on excursion
	Heat/physical Exhaustion	LI1	<p>Children will bring water bottle.</p> <p>Additional water to be brought by service staff for children to access.</p> <p>Children are encouraged regular breaks.</p> <p>Children to wear hat and sunscreen to minimise heat and sunburn.</p>	UI1	All educators	When on excursion

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	Extreme weather conditions on the day of excursion	U02	Follow the directions from service staff. Cancel the park program in extreme weather conditions but continue with basketball as it is an indoor activity.	UI1	All educators	When on excursion				
Exposure to members of public at venue	Contact with members of public	LI1	Supervision as identified above as well as when children are near members of the public. Redirect children away if required. If ongoing all children and staff will move to a different location in the netball/basketball park.	UI1	All educators	When on excursion				
Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	LI2	An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time and contact number. All efforts will be made by staff to contact any families absent prior to leaving. If parents cannot make the identified time on the program, children may be able to be dropped off to the excursion location or attend once excursion has returned. Main service phone to be held by Responsible person and information shared via phone to identified group for collection at front of venue.	UI1	Nominated Supervisor or Responsible Person	Prior to leaving for excursion				
Plan prepared by		Melanie Barden								
Prepared in consultation with		Karen Nessi								
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.										

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Entrance to Minto Sports Complex



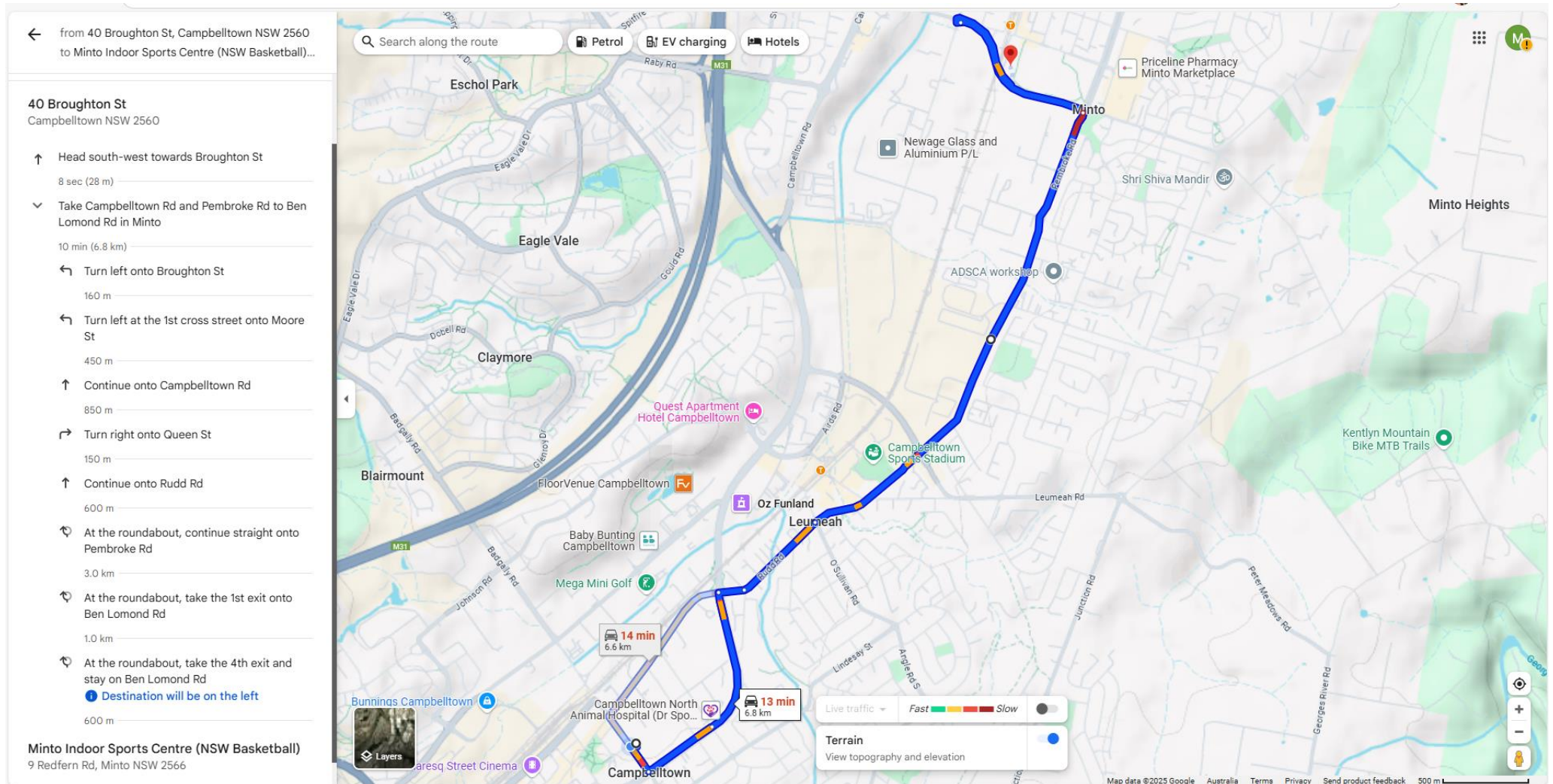
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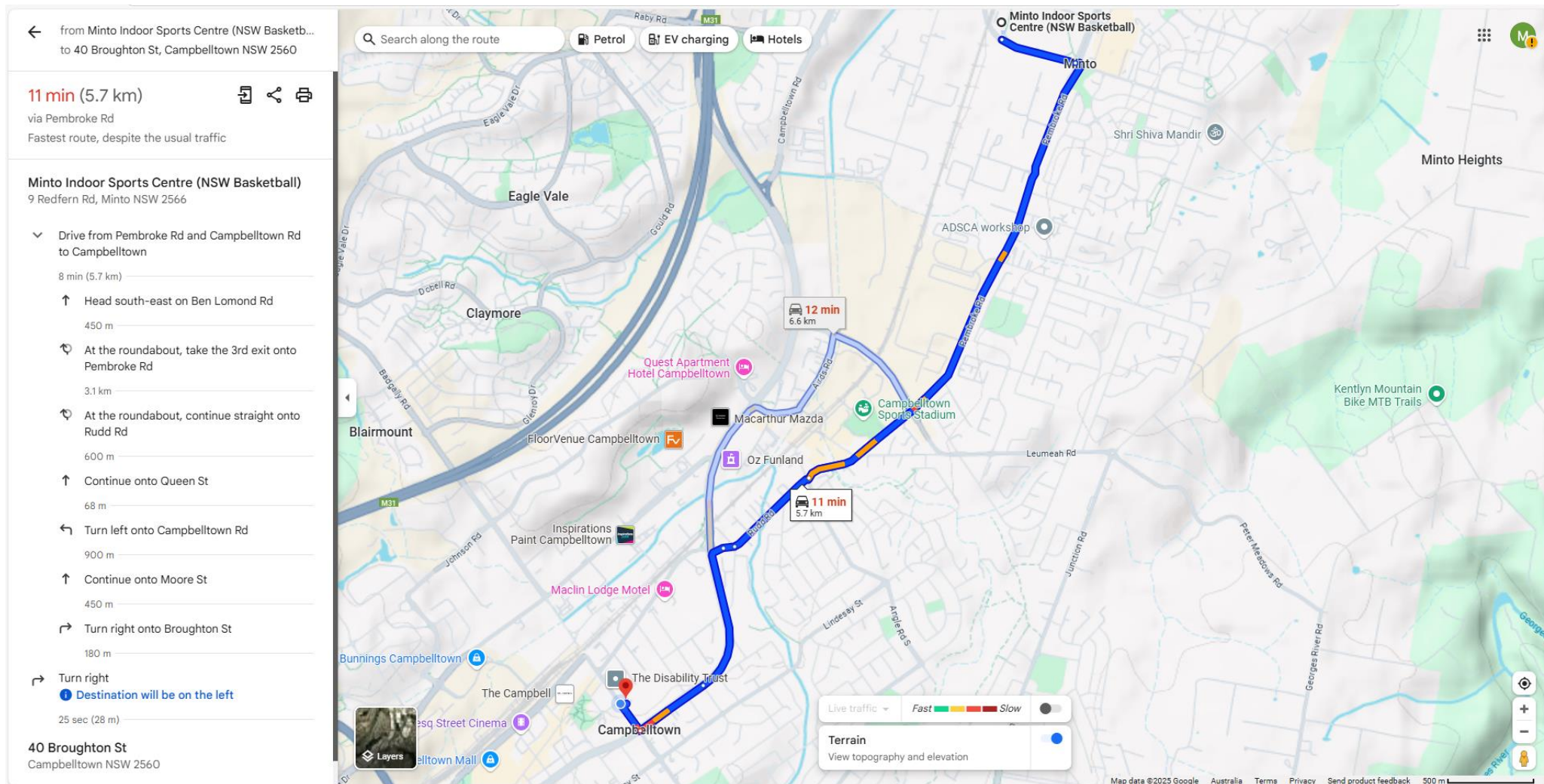
Path between Minto Sports Complex, netball courts and Park identified by white paths.



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Travel route from Campbelltown City SHC to and from Minto Sports Complex





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