



CAMPBELLTOWN
CITY COUNCIL

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)	February 2024
Venue/Destination	Venue: Campbelltown Civic Hall, Cnr Broughton and queen st campbelltown Discopeeps silent disco	Date of excursion	23.4.24
This is (please tick):	<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	
Proposed duration of the excursion	Time leaving service:		
Proposed activities	Silent disco and hula hoop show	Type of transport	Service Buses
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.		

DATA AND DOCUMENT CONTROL

Proposed number of children	Up to 45/60	Proposed number of educators	6/8	Proposed number of other adults	1/2
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.	✓	
	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.	✓	
	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.	✓	
	Very young children can use a stroller. (Family Day Care/LDC only).	N/A	

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	All children encouraged to hold hands. (Family Day Care/LDC only).	N/A	
	Brake applied to stroller when stopped. (Family Day Care/LDC only).	N/A	
	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.	✓	
	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?	N/A	

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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



STOP - Do not proceed with the Activity

CAUTION - Do not proceed with the Activity until the Risks are reduced

GO - The Risks with the Activity are acceptable

DATA AND DOCUMENT CONTROL

Risk Assessment

Information to be added to identify the specifics of excursion/incursion eg:

Children will travel via 2-3 service buses to the Civic Hall where they will participate in watching a hula hoop show and engage in silent disco 10.30am -12.00pm.

Pending weather, children may have the opportunity to have a picnic lunch in Mawson Park from 11.30-12.30 before heading back to the service. For 2.00pm

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 2/3 service buses.	Collision while driving.	U	I	2	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.	L	I	1	All staff	Day of excursion

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Travelling by service buses	Movement of children using service buses.	U	I	2	<p>The Transportation Record is to be completed on each individual bus 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
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DATA AND DOCUMENT CONTROL

	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 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>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
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DATA AND DOCUMENT CONTROL

	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 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 Educator feels is necessary to ensure the safety of the children in our care).</p>	L	I	1	All staff	Day of excursion
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DATA AND DOCUMENT CONTROL

	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 group 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. Up to date first aid kits is packed. A mobile phone is to be taken.</p> <p>Medication of individual children will be allocated to that child's group service excursion bag in the event of requiring medication during the bus run.</p>	R	I	1	All staff	During bus run

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	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										

DATA AND DOCUMENT CONTROL

Dancing/Disco	Over enthusiastic participants	L	O	2	<p>Educators will closely monitor for any unsafe behaviour that may cause risk to others or self.</p> <p>Educators will discuss with children prior to the event the expectations for behaviour and safety rules.</p> <p>Educators to monitor children's behaviour and watch for any triggers that may increase behaviour. Stop it before it arises. Child/children will be redirected to another activity.</p>	U	I	1	All staff	Day of incursion
	<p>Asthma/ difficulty breathing.</p> <p>Use of smoke machines</p>	L	O	2	<p>Educators to monitor dancing activities or physical activities for children experiencing any signs of difficulty breathing/asthma.</p> <p>Educators to be aware of children who are in attendance and diagnosed with asthma.</p> <p>Medication to be always with educator near child.</p> <p>First aid bag will be on hand at all times with centre Ventolin present. Educators will have current first aid and CPR certifications.</p>	U	I	1	All staff	Day of incursion

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Use of headphones	Hearing damage from loud music	L	O	2	<p>Educators to monitor level of headphones.</p> <p>Usage of headphones to be monitored by staff.</p> <p>Children will be encouraged to have regular breaks from utilising the headphones if needed.</p>	U	I	1	All staff	Day of incursion
Strobe lights	<p>Sensitivity to lights</p> <p>Epilepsy</p>	L	A	3	<p>No known children diagnosed with epilepsy will be in attendance.</p> <p>Children will be told prior that lighting will be used throughout the event eg. Flashing bright lights.</p>	U	O	2	All staff	Day of incursion
Trips/ Falls	Physical injuries to children's body parts such as bruises, scrapes etc	L	O	2	<p>Educators to sufficiently supervisor and monitor for any activities that could potentially cause injury to child or others.</p> <p>Educators will have current first aid and CPR certifications.</p> <p>First Aid Kit will be on hand at all times.</p>	U	I	1	All staff	Day of incursion

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Walking to Mawson Park	Children hit by car crossing the road to the park	U	O	2	Children to walk in their allocated groups with one staff member at the front of the group and one at the end. Children and staff to cross at the pedestrian crossing at the lights. The group will stop at the other side and wait for the full group to move off road before heading into the park area. Bus to pick children up on Cordeaux St to minimise crossing busy intersection.	R	O	2	All staff	Day of excursion
Activities at Mawson Park	Children hurting themselves while engaging in park activities and equipment such as swings, slippery dip and climbing equipment	L	O	2	Staff to complete a check of equipment prior to children entering the area. Rules to be discussed with children to cover ensuring they know expectations such as not walking behind or in front of swings, one person at a time on slippery dip	U	O	1	All staff	Day of excursion
	Observing inappropriate actions while being near members of public in park space	L	I	1	Staff to maintain supervision of children playing/eating lunches. Staff will remove children from area if inappropriate actions such as swearing, physical actions or aggression and communicate to the bus drivers a change in pick up time. Staff to move children to pick up location.	U	O	1	All staff	Day of excursion

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	Supervision of children using toilets while at Mawson park	L	I	1	2 staff to walk children to toilets and physically check each toilet before allowing children access into the individual stalls. A head count of children to be completed before and after using toilet area.	L	O	1	All staff	Day of excursion	
	Thunderstorms and rain at park	L	I	1	Responsible person to check weather forecast and make a decision of whether going to the park may be interrupted by weather. In the event of expected rain, the children will eat their lunch at the Civic hall then return to the service after.	L	I	1	Responsible Person/Nominated Supervisor	Day of excursion	
Plan prepared by		Melanie Barden									
Prepared in consultation with											
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.											

DATA AND DOCUMENT CONTROL

Travel route from Raby OSHC Civic Hall Campbelltown

← from 39 Sunderland Dr, Raby NSW 2566
to Campbelltown Civic Hall, 91 Queen St, Campbel...

13 min (7.5 km)

via Campbelltown Rd
11 min without traffic



39 Sunderland Dr
Raby NSW 2566

Take Sunderland Dr to Spitfire Dr

24 sec (120 m)

Head south towards Sunderland Dr

25 m

Turn left onto Sunderland Dr

96 m

Continue on Spitfire Dr. Take Raby Rd, Campbelltown Rd and Queen St to Railway St in Campbelltown

11 min (7.1 km)

Continue on Railway St. Drive to Queen St

1 min (290 m)

Turn left onto Railway St

140 m

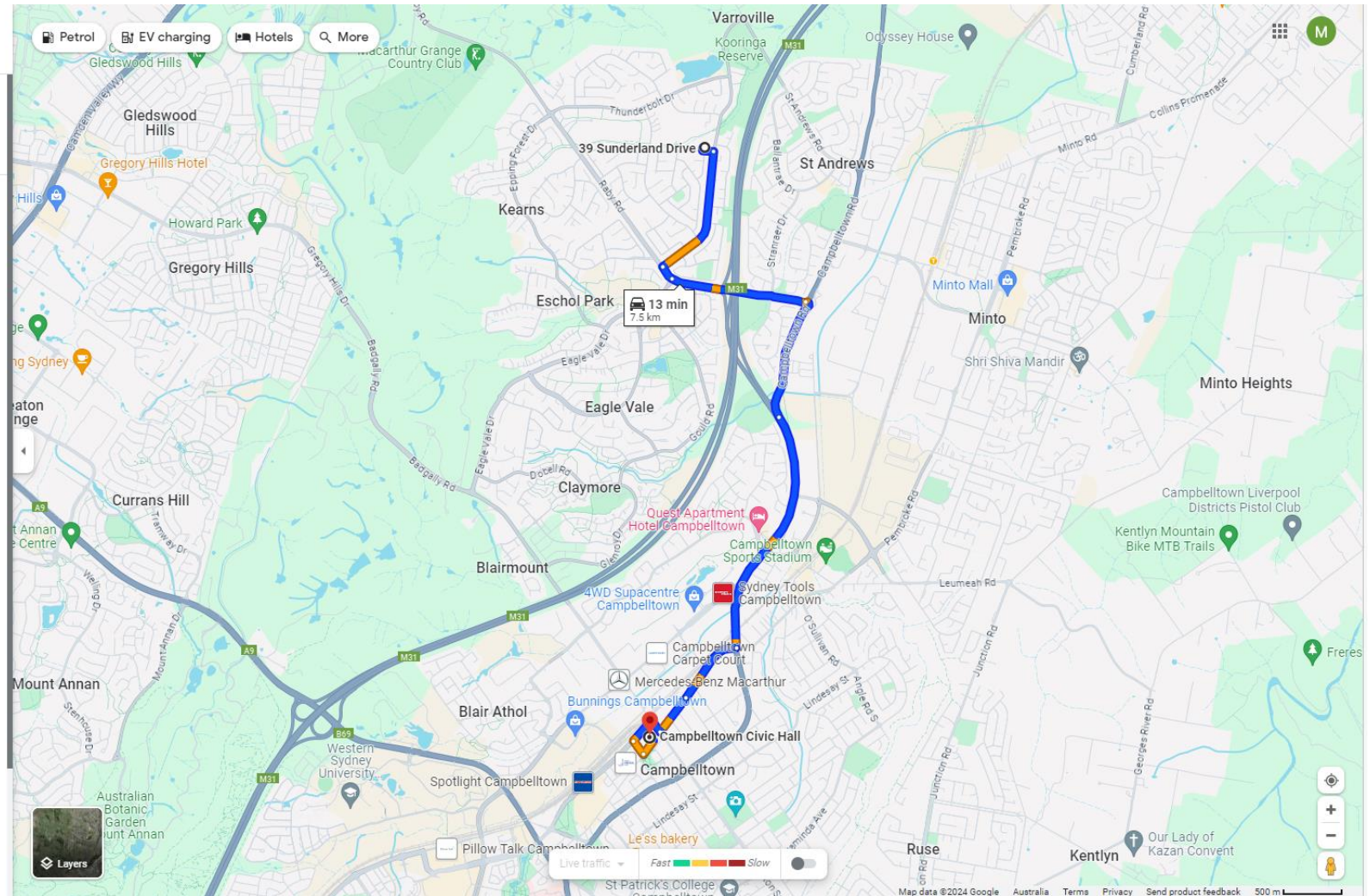
Turn left onto Queen St

Destination will be on the left

140 m

Campbelltown Civic Hall

91 Queen St, Campbelltown NSW 2560



Route from Civic Hall to Mawson Park

← from Candice Zhang New South Wales, Campbelltown to Mawson Park, Queen St, Campbelltown NSW 2560

Restaurants Coffee Groceries Things to do More

3 min (240 m)
via Queen St
Mostly flat

⚠ Use caution – walking directions may not always reflect real-world conditions

Candice Zhang
New South Wales, Campbelltown, Queen St, 邮政编码: 2560

- ↑ Head south-west on Queen St towards Browne St
160 m
- ← Turn left at Railway St
71 m
- ← Turn left
9 m

Mawson Park
Queen St, Campbelltown NSW 2560

Map data ©2024 Google Australia Terms Privacy Send product feedback 20 m

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Travel from Mawson Park to Raby OSHC

← from 3-1 Cordeaux St, Campbelltown NSW 2560 to 39 Sunderland Dr, Raby NSW 2566

3-1 Cordeaux St
Campbelltown NSW 2560

- > Follow Cordeaux St to Moore St
46 sec (170 m)
- ✓ Drive from Campbelltown Rd to Eagle Vale. Take the exit for Raby Rd from Campbelltown Rd
7 min (4.9 km)
- ↶ Turn left onto Moore St
750 m
- ↑ Continue onto Campbelltown Rd
3.9 km
- ↷ Keep left at the fork, follow signs for Raby Rd/Raby
350 m
- ✓ Follow Raby Rd, Mustang Dr and Sunderland Dr to your destination in Raby
4 min (2.6 km)
- ↻ At the roundabout, take the 1st exit onto Raby Rd
450 m
- ↷ Turn right to stay on Raby Rd
1.1 km
- ↷ Turn right onto Mustang Dr
450 m
- ↶ Turn left onto Hurricane Dr
120 m
- ↷ Turn right onto Sunderland Dr
450 m
- ↶ Turn left
Destination will be on the right

Map data ©2024 Google Australia Terms Privacy Send product feedback 500 m

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