

**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>	Campbelltown City Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	February 2024
<b>Venue/Destination</b>	Venue: Wollongong Science Centre Address: 60 Squires Way, North Wollongong New South Wales 2500	<b>Date of excursion</b>	15.4.24
<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: 9:00- 3:00pm		
<b>Proposed activities</b>	Interactive science exhibits, inquisitive science and planetarium shows.	<b>Type of transport</b>	Charter bus
<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 will 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		

**DATA AND DOCUMENT CONTROL**

		arriving at destination.			
<b>Proposed number of children</b>	Up to 60	<b>Proposed number of educators</b>	8	<b>Proposed number of other adults</b>	2
<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).		N/A	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> ).		N/A		
	Toilet facilities provided.		✓	2 educators to accompany children to bathrooms	


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	Hand washing facilities provided.	✓	
		<b>Please tick</b>	<b>Comment</b>
<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.	✓	Children will be taking their own bags with their own drink bottles. Water and cups will be available.
	Food available for children.	✓	Children will be taking their own bags with their packed lunch boxes.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	First aid bag and all medications will be taken on excursion.
	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).	<b>N/A</b>	
	Sleep needs can be met. (Family Day Care/Long Day Care only).	<b>N/A</b>	

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<b>Walking excursion</b>	Children are aware of road safety.	✓	
	Very young children can use a stroller. (Family Day Care/LDC only).	N/A	
	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.	✓	
<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)	✓	
	Approved car seats available (if required)	N/A	
<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.	N/A	
	Are any adults with specialised skills required?	N/A	On site 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	
<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

Children will be travelling by charter bus to excursion location at 9.40am. Children will participate in a group presentation at 12.30pm, then will be able to explore the science space in 2 groups. One group will explore upstairs and the other downstairs. Children will have lunch on site then swap areas before returning home at 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 charter bus.	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>	L	I	1	All staff	Day of excursion

### DATA AND DOCUMENT CONTROL

Travelling by charter bus	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 the charter bus.</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 bus or based on ratios of 1:8.</p> <p>Children will be provided with wrist bands to support grouping.</p> <p>A head count will be conducted 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.</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 that the child is 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
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#### DATA AND DOCUMENT CONTROL

	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. 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

#### DATA AND DOCUMENT CONTROL

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										
Wollongong Science	Planetarium show- tripping in the dark	U	I	2	<p>Educators are required to be present. Educators to be supervising all children.</p> <p>Soft furnishings used for seating only and constant supervision provided to ensure that children are following rules.</p>	U	I	1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

	Science shows-tripping on stairs, science experiments.	U	I	2	<p>Stairs well lit and antislip finish used.</p> <p>Close supervision by Science Space staff.</p> <p>Appropriate safety equipment used where required.</p> <p>Educators are required to be present.</p> <p>Educators to be supervising all children to encourage walking only on stairs.</p>	U	I	1	All Staff	Day of excursion
	Hands-on exhibits-tripping hazard	U	I	2	<p>Running prohibited, close supervision provided at ratio of 1 to 12.</p> <p>All exhibits are checked for functionality/safely on a daily basis.</p> <p>All exhibit areas always staffed.</p> <p>Educators are required to be present in each exhibition area for supervision and encouraging children to follow rules.</p>	U	I	1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

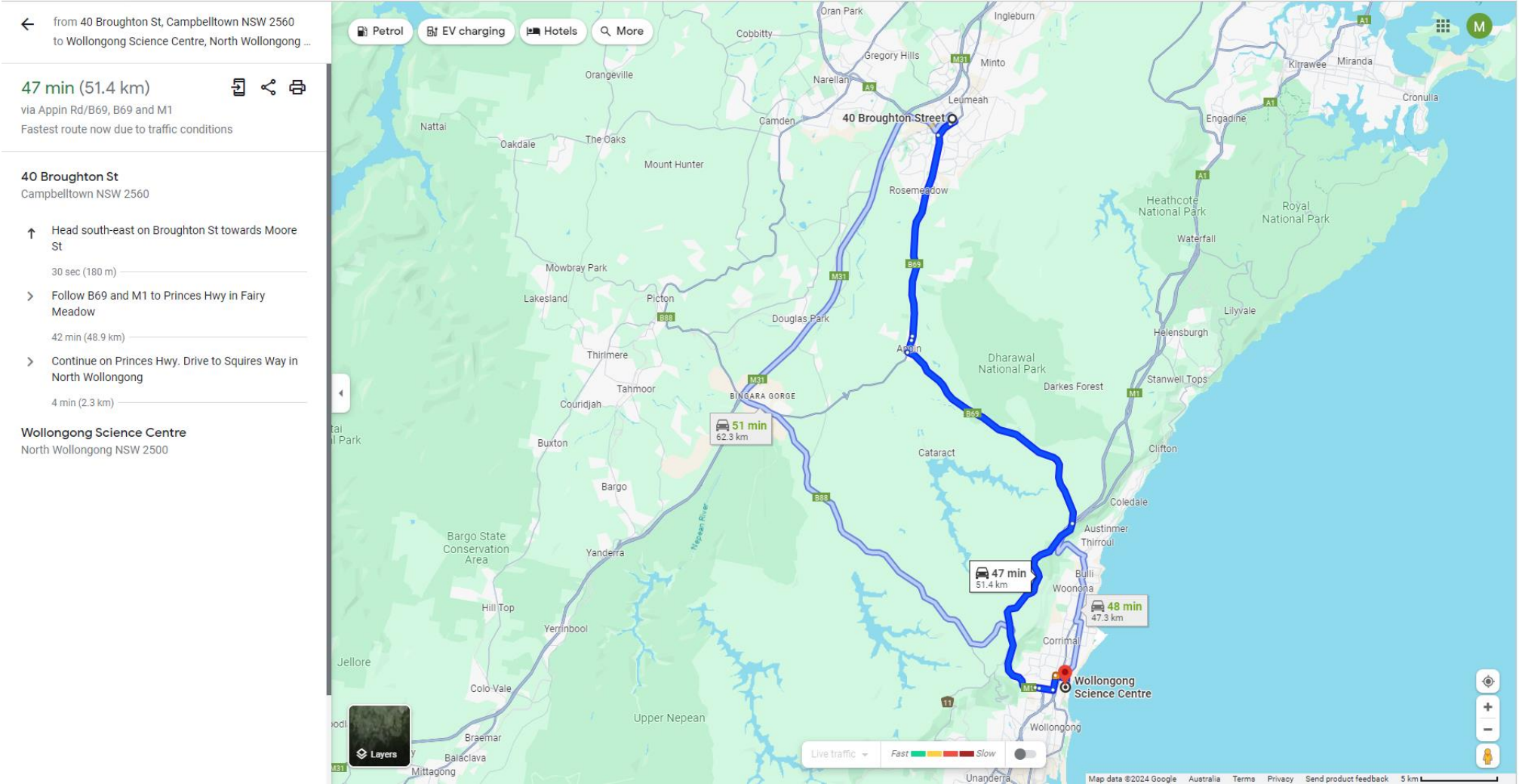
	Meal area busy	L	I	1	<p>Bags to be kept in locker area and only accessed during times of taking lunch box out of bag.</p> <p>Children to fill tables available or alternatively sit on grassed area, leaving some tables for general public.</p> <p>No money is to be taken by children and kiosk will not be available for purchasing of items by children.</p>	L	I	1	All staff	Day of excursion
Plan prepared by		MBarden								
Prepared in consultation with		Brittany Gauci								
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>										

#### DATA AND DOCUMENT CONTROL



Travel from City OSHC departing and arriving where buses are parked to Science Space Wollongong main entrance.

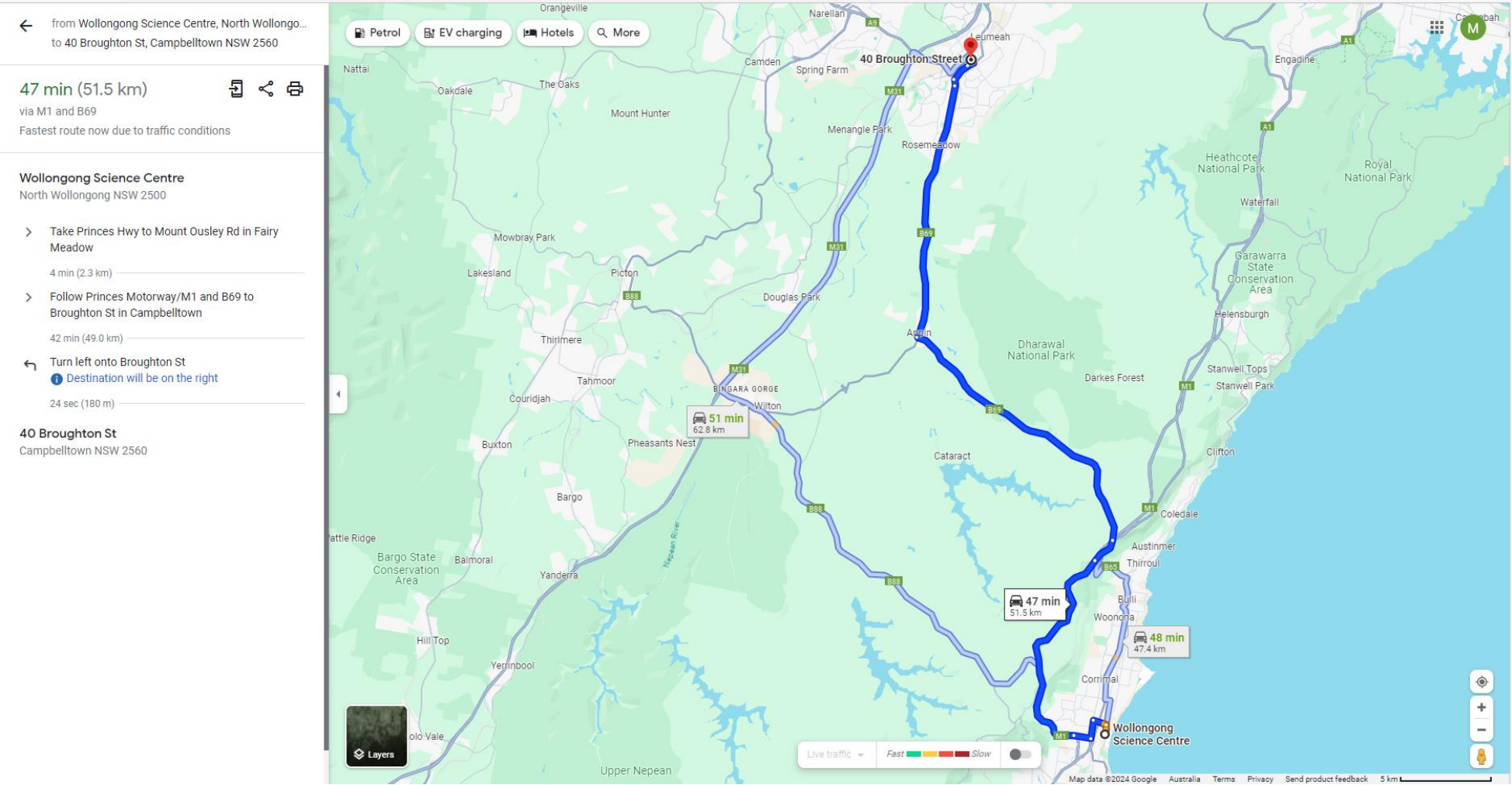
Travel route from City OSHC, to Science Centre and Planetarium, Wollongong.



DATA AND DOCUMENT CONTROL



Travel route from Science Centre and Planetarium, Wollongong to City oshc, Campbelltown.







## ON ARRIVAL

The carpark is located directly opposite Science Space with ticketed boom gates at the entrance. The machine will issue a parking ticket. If no ticket is issued, ask the driver to drive a little closer to the boom gate or press the help button for assistance. Parking is free for Science Space visitors – ask your driver to bring the ticket to front desk for validation.

In most instances upon your arrival, the School Liaison will be waiting to greet your group and give a brief orientation to cover any logistical details. If the School Liaison is not present, the group leader/head teacher should inform the Front Reception desk that your group has arrived and our School Liaison shall join you.

Please note that schools do not enter through the Front Reception area. Unless the weather is wet, we ask that students remain outside whilst logistics are discussed.

Your group will be briefed about the excursion schedule and appropriate rules whilst onsite. To ensure a smooth visit, please have an exact head count of your group (children and adults) before you enter.

If your buses are running late or delayed, please contact UOW Science Space as soon as possible on 02 4286 5000 to advise us of your estimated arrival time. Unfortunately, if a group is excessively late, a booked visit may have to be shortened to accommodate other groups booked on the day.

If you are not planning to have a meal break, please still aim to arrive at least 15 – 20 minutes before your scheduled start time for toileting and to stow bags. School visits that start late due to unplanned meal breaks can heavily impact upon the schedules of other groups and may incur an additional cost to cover staff overtime expenses.

## ON THE DAY

### TRANSPORT

There are two bus bays located in front of Science Space. One has direct access to the front of the building and the other will require students to walk through the car park. For multiple buses, we advise the first buses to arrive unload then move to the secondary bus bay so remaining buses can unload in the primary bus bay. Buses can park onsite in the bus bays for the duration of the excursion. The Schools Liaison will advise on the day if buses need to move for any reason.

### MORNING TEA AND LUNCH

If you wish to have morning tea or lunch at Science Space, this must be organised outside of your scheduled visit time. Science Space has a secure, partially covered outdoor eating area that is available for your class to eat their own packed lunches. Outdoor chairs/tables, garbage bins, toilets, and the bag store are located nearby. Children are asked to keep to the pathways at all times and not walk through the garden beds. For their own safety, please discourage your students from eating their lunch on the front entrance steps, the wheelchair ramp, or on grassed areas next to the car park. Please also ensure that your students do not take food or drinks into the exhibit floors or theatres.

### TAKING PHOTOS

Photographs of your own group during the excursion is encouraged! Photographs allow students to capture fun memories of their visit and help to stimulate healthy, reflective discussions once back in the classroom. \*N.B. Photography however is not permitted in the planetarium.

### PAYMENT

An invoice can be sent to the school from the University of Wollongong Finance department. If you are a public school and require an invoice, you will need to provide a purchase order prior to your visit. Alternatively, payment can be made via credit card on the day. When final numbers have been confirmed we can contact your Schools Administration Manager for payment over the phone. We do not accept individual payments for group bookings, payments must be made as a group.



## DATA AND DOCUMENT CONTROL



# SAFETY FIRST

## PUBLIC SAFETY WHS

Visitors to Science Space have a shared responsibility for their own safety and the safety of others.

In accordance with the Work Health and Safety Act, visitors are to:

- take reasonable care of their own health and safety;
- take reasonable care to ensure they do not adversely affect the safety of others; and
- comply with all instructions given by the Science Space staff as far as they are reasonably able to.

In addition, visitors are to adhere to the Conditions of Entry, available on request and on our website.

## FIRST AID

We have trained First Aid officers on site at all times. Please report to the front desk if First Aid is required. In the unlikely event of an accident, we do require the Schools Liaison to be notified to ensure support can be given and to carry out a brief incident report.

## OPERATIONAL HEALTH & SAFETY

We take the safety of all in centre very seriously. We have prepared several points to assist with preparing your risk assessment. Our staff are always on hand to support with some supervision.

## CHILD RELATED & SUPERVISION SERVICES

All employees, and volunteers, working at Science Space undergo a Working with Children Check with the NSW Government as part of the recruitment process before commencing any work on site.

All children under the age of 16 must be accompanied by an adult (18+) at all times.

On booking, schools are advised that the minimum ratio is one accompanying adult to twelve (1:12) students. (Ratio is 1:5 for preschools, childcare centres and groups with additional needs) Please also advise our booking officers of any special needs prior to your visit and inform your School Liaison upon arrival.

While we have employees on hand who have been trained to keep an eye out for each child, the responsibility falls with the teachers and accompanying adults to actively supervise and monitor behaviour of students for the duration of the excursion.



## RISK ASSESSMENT PREPARATION | UOW SCIENCE SPACE SPECIFIC

ACTIVITIES OF EXCURSION	IDENTIFY THE HAZARDS	RISK ASSESSMENT	CONTROL
Exploring the exhibits	Trips while exploring the exhibition.	Low	School staff and a Science Space Ambassador will supervise all children while in the exhibition and children are encouraged not to run while in the space. Science Space staff will also inspect the area prior to opening for any trip hazards.
Using the exhibits	Injury while operating an exhibit as a result of exhibit failure.	Low	All exhibits are checked prior to opening with faults reported to the Technical Manager (TM). The TM will then repair, remove or barricade the faulty exhibit until the issue is resolved.
Attending the centre	Positive COVID infection	Medium	All staff are fully briefed and are required to follow the current COVID Safe guidelines
Child protection	Inappropriate behaviour with a minor	Low	All Science Space staff must have current Working with Children Checks. They are also instructed to not be left alone with any child
Child protection	Missing child	Low	The school access gate is locked after arrival and the only remaining entrance/exit at front reception is supervised at all times by a Science Space team member. Additionally, there are multiple security cameras and a missing child procedure in place to quickly locate any child that is not located. We do ask that staff are notified immediately if a child is not located.
Transport disembarkation	Injury caused by traffic while disembarking or accessing transport on arrival or post visit	Medium	Coaches are required to park & disembark students from bus bays adjacent to Science Space. Upon arrival, the group will be met by the Science Space Schools Liaison and then escorted through the side gate to the garden area for briefing.
STEM Zone activity	Injury because of using any basic tools such as scissors.	Low	All activities are designed & assessed by the team to ensure most risk is eliminated or reduced. Supported by supervision by Science Space and school staff. Safety glasses are also provided for higher risk activities.

## DATA AND DOCUMENT CONTROL