

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)	Nov 2024	
Venue/Destination	Incursion: Scientifix (Fun Day Out)			Date of excursion	03.02.2025
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	Between 10.00am – 12.00pm				
Proposed activities	Demonstrations and hands on science experiments		Type of transport	N/A	
Proposed pick up location	N/A				
Proposed route of travel	N/A				
Process for entering and exiting the service premises	N/A				
Process for entering and exiting pick up location/destination	N/A				
Process for embarking and disembarking the transport i.e. how will each child be accounted for?	N/A				
Proposed number of children	60	Proposed number of educators	6	Proposed number of other adults	2
Office advised if non routine	<input type="checkbox"/>	Date office advised		Staff member	

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(Family Day Care/Long Day Care)				
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.		✓	
	Hand washing facilities provided.		✓	
Accident or injury	Educator has current asthma and anaphylaxis certificate.		✓	
				Please tick
				Comment

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	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.	✓	
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	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
Moderate (O) Medical attention required	1	2	3	
Major (A) Requires an emergency response	2	3	3	

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Risk Assessment

Children will have the opportunity to participate in a Scientifix incursion held between 10.00 and 12.00.
Children will have science experiments presented to them and also have the opportunity for hands on activities.

Risk Matrix:	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
General Risks and control measures			General measures to be completed by all staff.			
Activities provided by external providers used by children in the service.	Visitors entering the service	LI2	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.	UI1	Supervisor	On booking incursion Prior to incursion begins
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	LO3	Communication with incursion staff about set up/pack away procedure of event. Communication within the team to ensure area is appropriately supervised during this time while gate is open. 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.	UI1	All staff	Day of incursion
Children engaging in incursion activity	Children engaging in unsafe activities during incursion	LO3	Rules to be discussed by incursion staff before activity is used. Staff supervising to be introduced to visitors and be	UI1	All staff	Day of incursion

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Risk Assessment						
			present to understand and support rules being followed.			
	Adequate supervision	UI1	The group will participate in the incursion together. Supervision requirements will be discussed with incursion staff prior to event so that service staff can support the supervision of activities. If children do not want to participate they will be supervised at an activity of choice, engaging quietly while the incursion is occurring.	RI1	All staff	Duration of incursion
	Heat/physical exhaustion	UI1	Water available at all times. Encourage regular breaks by children if high physical activity or hot weather.	RI1	All staff	Day of incursion
	Falling over – sprains, strains, brakes	UI2	Follow safety rules and guidelines of incursion. Staff to supervise child engagement alongside incursion staff to minimise injuries. First aid kit available for staff to engage in injury management.	RI1	All staff	Day of incursion
	Hazards/incidents using equipment	UI2	Follow all safety rules and guidelines of incursion staff or for the activity provided by team. Staff supervision to ensure children are following rules set by incursion staff.	UI1	All staff	Day of incursion
Specific risks and control measures by Incursion Provider			Specific activity related measures as identified by activity provider			
Presentation and	Children not	LI1	Children are encouraged by service educators to	UI1	All educators and incursion	During

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activities provided during show	wanting to engage in show or activities		participate in the incursion. If still refusing, staff to move child away to a quiet area to participate in quiet activities until the incursion is over.		presenter	incursion
	Audience members will be asked at various times during performance to assist in demonstrations	L11	The areas around the performance area will be kept clear of trip hazards; audience members will be instructed to take care when moving around the room Staff to ask children to sit behind allocated area	UI1	All educators and incursion presenter	During incursion
	There will be an experimental demonstration involving the use of hydrogen peroxide to produce a small volume of inert foam	L11	No audience member will be allowed near the performance area while this demonstration is underway; the hydrogen peroxide will be kept to minimal volume and out of reach during the remainder of the show Staff to support supervision to ensure children remain behind allocated area	UI1	All educators and incursion presenter	During incursion
	There will be experimental demonstrations involving the use of food dyes	L11	Care will be taken to avoid using concentrated food dye in proximity to audience members; the total volume of food dye used will be kept to a minimum. Staff to support supervision to ensure children remain behind allocated area. Any spills to be cleaned up using gloves and paper towels.	UI1	All educators and incursion presenter	During incursion
	There will be experimental demonstrations involving the use of bubbles and	L11	Care will be taken to avoid or minimise any spills during the performance; spill-kit supplies will be kept at hand to address any spillage immediately and directly	UI1	All educators and incursion presenter	During incursion

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	water		Staff to support supervision to ensure children remain behind allocated area			
	There will be an experimental demonstration involving the use of hot water	L11	No audience members will be allowed in the performance area during this demonstration. Staff to support supervision to ensure children remain behind allocated area	UI1	All educators and incursion presenter	During incursion
	There will be experimental demonstrations involving the dropping of several small objects, including balls and magnets, from around chest height	L11	Audience members will be directed to perform their demonstrations with sufficient distance between themselves and their peers to avoid injury from falling objects.	UI1	All educators and incursion presenter	During incursion
	Audience members will be asked to participate in a gentle tug-of-war style activity	L11	This activity will be performed in a kneeling position to avoid a significant fall; audience members will be advised to stay aware of their surroundings and avoid aggressive behaviour during the activity	UI1	All educators and incursion presenter	During incursion
Plan prepared by		Melanie Barden				
Prepared in consultation with		Brittany Gauci				

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Risk Assessment	
Communicated to	Participating families
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes <input checked="" 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.	

Kiera Grierson

WWC: WWC0714519E
 Expiry: 05/01/2028
 DOB: 13/10/1992

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