

**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>	Raby Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	February 2023
<b>Venue/Destination</b>	Incursion Raby OSHC – Bubbling With Energy - Hungry Hippo Inflatable	<b>Date of excursion</b>	11/4/23
<b>This is (please tick):</b>	<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	
<b>Proposed duration of the excursion</b>	Between 9.00am – 4.00pm		
<b>Proposed activities</b>	Activities and incursions held at the centre – as part of the proposed activities. Hungry hippo inflatable within grassed area of the service.	<b>Type of transport</b>	N/A
<b>Proposed pick up location</b>	At the centre activity.		
<b>Proposed route of travel</b>	N/A		
<b>Process for entering and exiting the service premises</b>	N/A		
<b>Process for entering and exiting pick up location/destination</b>	N/A		
<b>Process for embarking and disembarking the transport</b> i.e. how will each child be accounted for?	N/A		
<b>Proposed number of children</b>	45	<b>Proposed number of educators</b>	Up to 5
		<b>Proposed number of other adults</b>	0

**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.		✓	
	Hand washing facilities provided.		✓	
<b>Accident or injury</b>	Educator has current asthma and anaphylaxis certificate.		✓	


**DATA AND DOCUMENT CONTROL**

		Please tick	Comment
	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.	✓	
	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. <b>(Family Day Care/Long Day Care only).</b>	N/A	
	Sleep needs can be met. <b>(Family Day Care/Long Day Care only).</b>	N/A	
<b>Travelling by car (Family Day Care Only)</b>	Approved seat belts and car seats available.	N/A	
	Current licence, registration and insurance.	N/A	
	Current certificate of compliance.	N/A	
	Children to enter and exit from kerbside door or in a car park or driveway.	N/A	
<b>Walking excursion</b>	Children are aware of road safety.	N/A	

**DATA AND DOCUMENT CONTROL**

		Please tick	Comment
	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.	N/A	
	Approved seat belts available (if required).	N/A	
	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	

**DATA AND DOCUMENT CONTROL**

What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?			 <p><b>STOP - Do not proceed with the Activity</b></p> <p><b>CAUTION - Do not proceed with the Activity until the Risks are reduced</b></p> <p><b>GO - The Risks with the Activity are acceptable</b></p>
	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										
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)		
General Risks and control measures					General measures to be completed by all staff					
Activities provided by external providers used by children at centre	Visitors entering the service	L	O	1	Ensuring the visitor has a valid Working with Children Check prior to incursion.	U	I	1	Supervisor	On booking incursion

**DATA AND DOCUMENT CONTROL**

Setting up and packing away by Bubbling With Energy staff	Doors/Gates open during set up/pack away	L	O	1	<p>Communication with activity provider about set up/pack away procedure.</p> <p>Communication within the team to ensure area is appropriately supervised during this time while gate is open.</p> <p>Children to be supervised inside while activities are being set up.</p>	U	I	1	All staff	Day of incursion
	Misuse of activity by children	U	O	2	Rules to be discussed by activity provider before activity is used. Staff supervising to be present to understand and support rules being followed.	R	I	1	All staff and activity provider	Day of excursion
	Adequate supervision	R	I	1	Close supervision of children at all times. Head counts to be conducted.	R	I	1	All staff	Duration of excursion

**DATA AND DOCUMENT CONTROL**

	Heat/physical exhaustion	U	I	2	Water available at all times. Encourage regular breaks by children if high physical activity or hot weather. Children to use provided sunscreen to minimise sun burn.	R	I	1	All staff	Day of excursion
	Falling over – sprains, strains, brakes	U	O	2	Follow safety rules and guidelines of activity provider Staff to supervise child engagement to minimise injuries. First aid kit available for staff to engage in injury management.	R	I	1	All staff	Day of excursion
	Hazards/incidents using equipment	U	O	2	Follow all safety rules and guidelines of activity provider or for the activity provided by team.	U	I	1	All staff	Day of excursion
	Crashing into each other	U	O	2	Follow safety rules and guidelines of activity. Staff supervision to ensure children are following rules set by only one child going down the slide at one time.	R	I	1	All staff	Day of excursion

**DATA AND DOCUMENT CONTROL**



COVID Risks	Exposure to un-sanitised equipment	U	I	1	Staff to check/disinfect equipment before use. Staff to discuss cross contamination strategies with activity provider when using external equipment.	R	I	1	All staff	Prior to using equipment
Specific risks and control measures by Bubbling with Energy					Specific activity related measures as identified by incursion provider	R	I	1		
No identified risk strategies										
Use of inflatable	Children using inflatable	U	O	2	Only one child is using the connector point attached to their area in the inflatable game.					
	Children tripping on inflatable power cord	U	O	2	Cord to be covered to prevent tripping. Power to be turned off if the inflatable is not in use.	R	I	1	All staff	Day of incursion
	Wind causing the inflatable to move	L	O	2	In the event of high wind the inflatable must be turned off and deflated.	R	I	1	All staff	Day of incursion

**DATA AND DOCUMENT CONTROL**

	Storms/ rain	L	O	2	Event to be cancelled if weather has identified rain and storms on the day of incursion. Inclement rain - the incursion will still go ahead however inflatable will not be used while it is raining. Staff to ensure inflatable is safe and dry for children to use.	L	I	1	All staff	Prior to incursion. Day of incursion
Plan prepared by		Maarit Rideout								
Prepared in consultation with		Melanie Barden								
Communicated to		Participating families								
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**