

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	School Holiday Care	Date form completed (Minimum 12 month review for routine excursions)	February 2023		
Venue/Destination	OSHC carpark Usage		Date of excursion	24.04.23	
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	Between 10am-2pm				
Proposed activities	Activities and incursions held in the car park as part of the program		Type of transport	Walk	
Proposed pick up location	Walking to and from carpark using attached gate				
Proposed route of travel	As outlined below				
Process for entering and exiting the service premises	Via back gate into locked car park				
Process for entering and exiting pick up location/destination	Via back gate into locked car park.				
Process for embarking and disembarking the transport i.e. how will each child be accounted for?	Children will be counted as they enter the carpark. Children will be counted again at the end of carpark usage to ensure all are accounted for before closing car park access from service.				
Proposed number of children	60	Proposed number of educators	Up to 5	Proposed number of other adults	0

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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: Service toilets are accessible to children
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.			✓	


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		Please tick	Comment
	Educator has a current First Aid Certificate and CPR.	✓	
	First aid kit available (contains panamax 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	
Travelling by car (Family Day Care Only)	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	
Walking excursion	Children are aware of road safety.	✓	

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		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.	✓	
Travelling by bus	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	
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)?			 <p>STOP - Do not proceed with the Activity</p> <p>CAUTION - Do not proceed with the Activity until the Risks are reduced</p> <p>GO - The Risks with the Activity are acceptable</p>
	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

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)		
Use of carpark	Access to locked bus area	R	I	1	Bus to be removed and gate locked before carpark is used	R	I	1	All staff	Day of excursion
	Debris on ground from trees	U	I	1	Educator to complete outdoor check prior to group entering carpark	R	I	1	All staff	Day of excursion
Activities used by children in carpark	Adequate supervision	R	I	1	2 educators to move children to car park area through back gate into carpark and maintain ratios. 1 person to remain on premises to support children if needed.	R	I	1	All staff	Duration of excursion
	Heat exhaustion	U	I	2	Water available Encourage regular breaks	R	I	1	All staff	Day of excursion
	Falling over – sprains, strains, brakes	U	O	2	Follow safety rules and guidelines of activity engagement with scooters Staff supervision to ensure children are following rules	R	I	1	All staff	Day of excursion

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	Hazards/incidents using equipment	U	O	2	Follow safety rules and guidelines of rules. Use of safety equipment eg helmets when using scooters Staff supervision	U	I	1	All staff	Day of excursion
	Crashing into each other	U	O	2	Follow safety rules of moving in one direction only. Staff supervision	R	I	1	All staff	Day of excursion
Plan prepared by	Melanie Barden									
Prepared in consultation with	City OSHC staff									
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.										

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