



## 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.

<b>Educator/service name</b>	City Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	Feb 2023		
<b>Venue/Destination</b>	Venue: Campbelltown Indoor Soccer Address: Airds Road Leumeah	<b>Date of excursion</b>	22/04/2024		
<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>	Group sessions 10.30am-12.00pm and 12.30pm-2.00pm				
<b>Proposed activities</b>	Engage in soccer activities	<b>Type of transport</b>	Service Buses		
<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 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.				
<b>Proposed number of children</b>	Up to 60	<b>Proposed number of educators</b>	6/8	<b>Proposed number of other adults</b>	1/2

#### 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.		✓	Individual toilet rooms can be seen from main supervision point.	
	Hand washing facilities provided.		✓		
			<b>Please tick</b>	<b>Comment</b>	

**DATA AND DOCUMENT CONTROL**


<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.	✓	Additional water taken on excursion.
	Food available for children.	✓	Children will take their own bags.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
<b>Walking excursion</b>	Children are aware of road safety.	✓	
	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	

#### DATA AND DOCUMENT CONTROL

<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.	<b>N/A</b>	
	Are any adults with specialised skills required?	<b>N/A</b>	

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**DATA AND DOCUMENT CONTROL**

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										
<p>Information to be added to identify the specifics of excursion/incursion eg:  Children pending numbers will be broken into 2 group session times by age. (10:30am-12.00pm &amp; 12:30pm-2.00pm).  1 Staff will position themselves within the soccer arena and 2 on the outside to supervise children waiting for turn and toileting. All children not in the group participating in the event will remain at the service until their session.</p>										
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 service buses at 2 group times.	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> <p>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.</p>	L	I	1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

Travelling by service buses	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 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.</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 service 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.</p> <p>Up to date first aid kits is packed.</p> <p>A mobile phone is to be taken.</p>	R	I	1	All staff	During bus run

#### DATA AND DOCUMENT CONTROL

	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

Campbelltown Indoor Soccer	Arrival and departure	U	O	2	<p>Supervision to prevent children from moving into the front area and exiting the venue.</p> <p>Children to stay with designated staff members.</p> <p>Bags to be placed neatly on wooden benches.</p> <p>Children will be travelling in 3-4 individual groups. The first 2 groups to be in first session, the next 2 buses will be in the later session.</p> <p>All children will have access to play soccer during session. If some children are required to wait for their team to play, they will remain seated in the seating area inside building.</p>	U	I	1	All educators	Day of excursion
	Heat/physical Exhaustion	L	I	2	<p>Children encouraged to bring water bottle.</p> <p>Additional water to be brought by staff for children to access, encourage regular breaks.</p>	U	I	1	All staff	Day of excursion
	Trips, hits, falls and injuries while playing soccer	L	I	2	<p>Follow safety rules and guidelines of venue.</p> <p>Staff supervision and assess whether first aid is required First aid completed.</p> <p>Accident report documenting injuries.</p>	L	I	1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

	Eating and risk of allergies during excursion	U	O	2	<p>Children are to bring a packed lunch and kept in bag until food is required.</p> <p>One staff member is required to be at the location where bags/food is kept.</p> <p>First aid bag to be located in this area as well as any medications required for children.</p> <p>Children to wash hands prior to and after eating.</p> <p>Supervision to ensure minimal cross contamination from children by encouraging rubbish and scraps to be placed in the bin.</p>	U	I	1	All educators	Day of excursion
Exposure to members of public at venue	Contact with members of public	L	I	2	<p>Supervision as identified above as well as when children are near members of the public.</p> <p>Redirect children away if required and inform venue staff.</p>	U	I	1	All staff	Day of excursion

#### DATA AND DOCUMENT CONTROL

Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	L	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 the excursion location or attend once excursion has returned.</p>	U	I	1	All staff	Day of excursion
Plan prepared by		M Barden								
Prepared in consultation with		B Gauci								
Communicated to		Families attending								
Venue and safety information reviewed and attached			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
Comment if required										

#### DATA AND DOCUMENT CONTROL

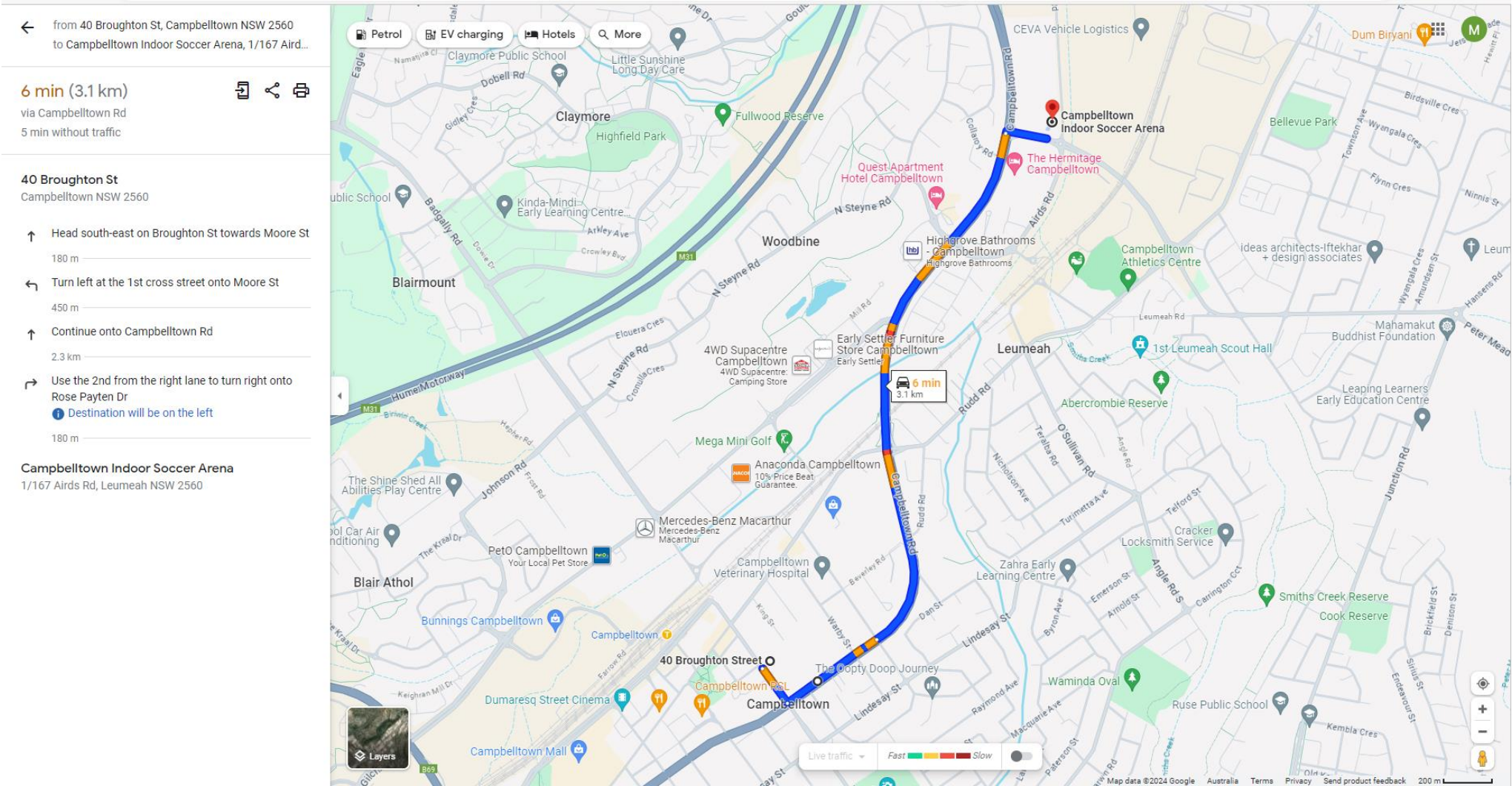
**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**



#### **DATA AND DOCUMENT CONTROL**



Travel route from City OSHC to Airds Road Leumeah.





Route from Airds Rd Leumeah, to City OSHC

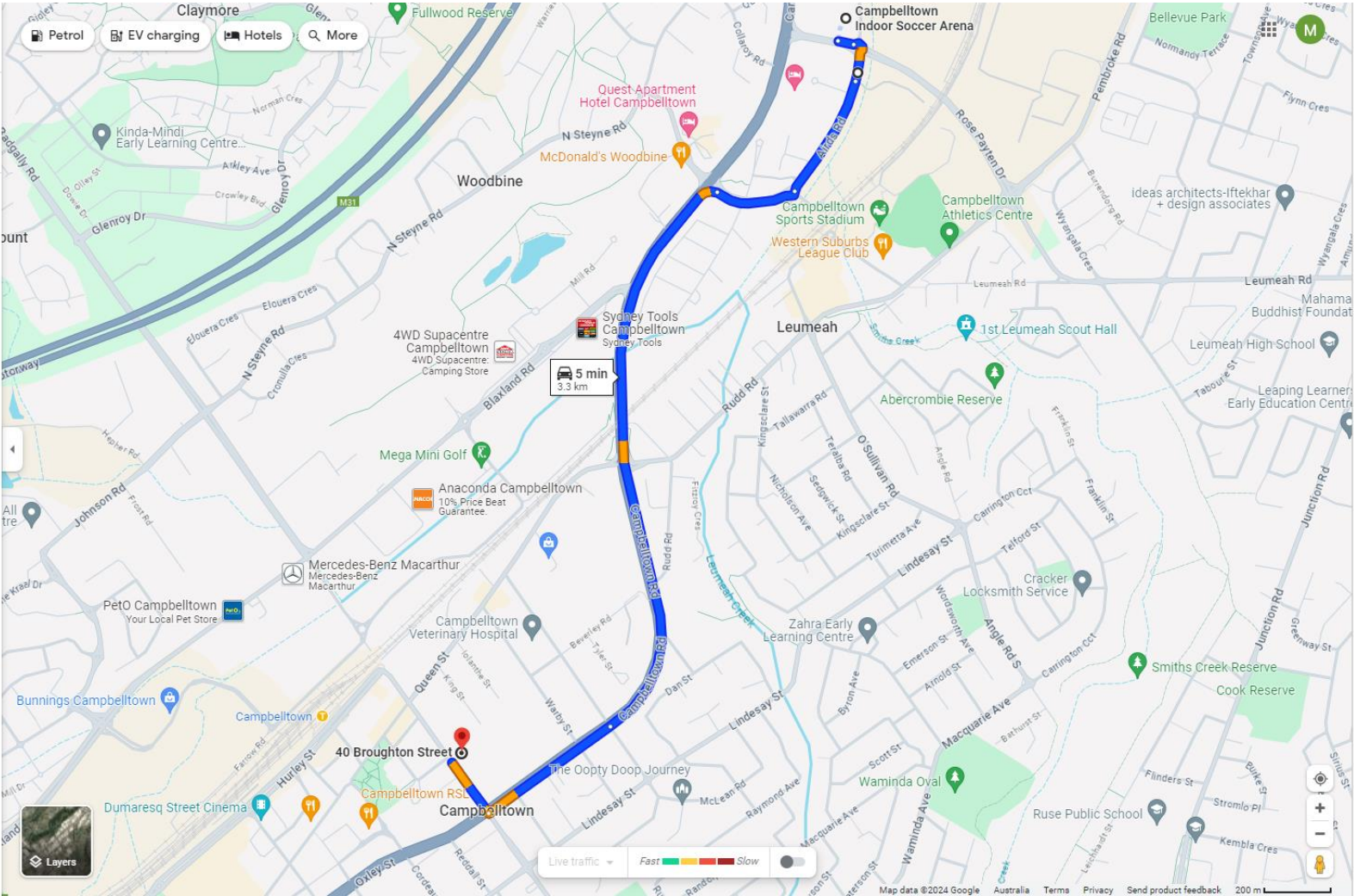
← from Campbelltown Indoor Soccer Arena, 1/167 A...  
to 40 Broughton St, Campbelltown NSW 2560

5 min (3.3 km)  
via Campbelltown Rd  
5 min without traffic

Campbelltown Indoor Soccer Arena  
1/167 Airds Rd, Leumeah NSW 2560

- ↑ Head east on Rose Payten Dr  
47 m
- ↻ At the roundabout, take the 3rd exit onto Airds Rd  
140 m
- ↑ Continue straight to stay on Airds Rd  
400 m
- ↻ At the roundabout, take the 3rd exit onto Plough Inn Rd  
260 m
- ↶ Turn left onto Campbelltown Rd  
1.8 km
- ↑ Continue onto Moore St  
450 m
- ↷ Turn right onto Broughton St  
Destination will be on the right  
190 m

40 Broughton St  
Campbelltown NSW 2560



DATA AND DOCUMENT CONTROL

Revised Date: 06/05/2020  
Review Date: 30/06/2022