

Excursion and/or Transport Risk Assessment Form
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|---|---|--|---------------|
| Educator/service name | Raby School Hours Care | Date form completed (Minimum 12 month review for routine excursions) | Feb 2025 |
| Venue/Destination | Venue: Maximum Skating Address: 75 Anderson Rd, Smeaton Grange NSW 2567 | Date of excursion | 14.4.25 |
| 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 | Time leaving service: 9:45-3:00pm pending group size and sessions required | | |
| Proposed activities | Roller skating | Type of transport | Service Buses |
| Proposed pick up location | pick up and drop off locations as identified below per maps | | |
| Proposed route of travel | Refer to maps at the end of risk assessment information to location | | |
| Process for entering and exiting the service premises | Via front door and path to front door | | |
| Process for entering and exiting pick up location/destination | See map-entry and exit via main access to the schools | | |
| Process for embarking and disembarking the transport 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. | | |
| Proposed number of children | Up to 45 | Proposed number of educators | 6 |
| | | Proposed number of other adults | 1 |

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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: |
| 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). | | N/A | |
| | 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. | | ✓ | 2 educators to accompany children to bathrooms |
| | Hand washing facilities provided. | | ✓ | |
| | | | Please tick | Comment |

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|------------------------------|--|---|--|
| Accident or injury | 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. | ✓ | Children's medication boxes will be packed and brought to the excursion site. |
| | Mobile phone available. | ✓ | |
| Children's well being | Drinks available for children. | ✓ | Children will be taking their own bags with their own drink bottles. Water jug 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. | ✓ | |
| Walking excursion | Children are aware of road safety. | ✓ | |
| | 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. | ✓ | |
| | Approved seat belts available (if required) | ✓ | |

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| | Approved car seats available (if required) | N/A | |
| Sun protection outdoors | Sunscreen is available. | ✓ | Children to wear sunscreen prior to leaving on excursion and prior to leaving for return to service. |
| | 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 | 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 |
| 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

Information to be added to identify the specifics of excursion/incursion eg:

| Risk Level | | 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 |
| Travelling by 2/3 service buses. | Collision while driving | UI2 | <p>Bus mobile phone to be taken while transporting passengers. 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. 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> | LI1 | All staff | Day of excursion |
| Travelling by service buses | Movement of children using service buses. | UI2 | <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> | UI2 | All staff | Day of excursion |

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| | Allocation of groups being transported by bus. | UI2 | <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> | UI1 | All staff | Day of excursion |
| | Embarking/ disembarking bus | UI2 | <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> | LI1 | All staff | Day of excursion |
| | Children moving away from staff and children | LM2 | <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> | UI1 | All staff | Day of excursion |

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| | Medical Management during transportation of children | UM2 | At least one educator with first aid qualifications is in attendance on transport routes. Up to date first aid kits is packed. A mobile phone is to be taken. | R11 | All staff | During bus run |
| | Managing injuries/ trips / falls | UM2 | First aid kit to be available on the bus to manage any injuries. Staff member with first aid to assess passengers for injury. Child's accident/incident Report to be completed once arrived at destination. | R11 | All staff | During bus run |
| Parent engagement with Excursion group. | Parents attending to drop off or while excursion is in progress. | UI2 | An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time and contact number. All efforts will be made by staff to contact any families absent prior to leaving. 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. | UI1 | All staff | Day of excursion |
| Venue Specific Information | | | | | | |
| Maximum Skating | Skates being the incorrect size causing injury/blisters | LI2 | Parents to identify to centre staff children's shoe size upon arrival to the centre. Staff to support children in making sure the roller skates are correctly fitted and done up correctly before moving onto the roller skate arena. | UI1 | All staff | Day of excursion |
| | Trips, slips and falls | LO2 | At least one staff member to be on the arena supporting the children while they are skating. They can be skating or walking. Skate supports and safety gear will be provided for children not confident skating. Staff to support moving children off the arena when requiring first aid assistance. First aid to be provided by supervising staff off the skating area. | LI1 | All staff | Day of excursion |

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| | Physical exhaustion | LI2 | Water available always for the children to take regular drink breaks. Staff to bring water jug with disposable cups. Children to bring their drink bottles on the excursion. Children will be encouraged to sit on the allocated seats and monitored until able to participate or rest until end of exhaustion. | UI1 | All staff | Day of excursion |
| | Falling over – strains, sprains, breaks. | LO2 | Follow safety rules and guidelines of venue and staff. Staff to spread themselves out within the venue and one to stay with the children’s bags/first aid equipment so supervision is provided to the children resting/eating or requiring first aid. | UI1 | All staff | Day of excursion |
| | Physical activity with each other | LO2 | Follow safety rules and guidelines of venue by roller skating in one direction only. Staff to be actively supervising whilst on the side of the arena. 1-2 staff members to be on the arena to support children. | UI1 | All staff | Day of excursion |
| Exposure to members of the public | Contact with members of public | LI1 | Supervision as identified above as well as when children are near members of the public. Children’s bags to be in one allocated area away from the public. Redirect children away if required and inform venue staff if need be. | LI1 | All staff | Day of excursion |
| | | | | | | |
| Plan prepared by | | Melanie Barden | | | | |
| Prepared in consultation with | | Melanie Barden/ Raby OSHC Team | | | | |
| Communicated to | | Families attending | | | | |
| Venue and safety information reviewed and attached | | | <input checked="" type="checkbox"/> Yes <input 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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Travel route from City OSHC to Maximum Skating, Smeaton Grange.

Route from Maximum Skating, Smeaton Grange to City OSHC

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