

Excursion and/or Transport Risk Assessment Form

Privacy Statement

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Educator/service name	Campbelltown City Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	February 2023
Venue/Destination	City OSHC – FX movie making	Date of excursion	14/4/23
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 10.00am - 11.30am		
Proposed activities	Activities provided by incursion will involve children participating in the making of a movie.	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. Head counts will occur on site as part of normal routine. Group numbers and child movement will be discussed between staff supervising activity and staff supervising other children not engaged in activity.		
Proposed number of children	60	Proposed number of educators	6
		Proposed number of other adults	2

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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 at all times
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.				✓	

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Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓	
		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.	✓	
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	

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Walking excursion	Children are aware of road safety.	✓	
		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>3 STOP - Do not proceed with the Activity</p> <p>2 CAUTION - Do not proceed with the Activity until the Risks are reduced</p> <p>1 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)		
General Risks and control measures					General measures to be completed by all staff					
Activities provided by external providers used by children.	Visitors entering the service.	L	O	1	Ensuring the visitor has a valid Working with Children Check prior to incursion. Visitors to sign 'visitors sign in sheet'.	U	I	1	Supervisor	On booking incursion
Setting up and packing away by incursion staff.	Doors/Gates open during set up/pack away.	L	O	1	Communication with incursion staff about set up/pack away procedure. Communication within the team to ensure area is appropriately supervised during this time while gate is open. Children to be supervised inside while activities are being set up.	U	I	1	All staff	Day of incursion

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	Misuse of activity by children.	U	O	2	Rules to be discussed by incursion operator before activity is used. Staff supervising to be introduced to visitors and be present to understand and support rules being followed.	R	I	1	All staff and incursion staff	Day of incursion
	Adequate supervision.	R	I	1	2 staff to stay with children at incursion area and maintain ratios. Ratios to remain supervised at other activities on premises to support children if needed.	R	I	1	All staff	Duration of incursion
	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 move out of direct sun/heat into cooler environment or shade.	R	I	1	All staff	Day of incursion

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	Falling over – sprains, strains, brakes, injuries.	U	O	2	Follow safety rules and guidelines of incursion of sitting down while presentation is occurring. Staff to supervise child engagement alongside incursion staff to minimise injuries. First aid kit available for staff to engage in injury management.	R	I	1	All staff	Day of incursion
	Hazards/incidents exposure to birds and wildlife	U	O	2	Follow all safety rules and guidelines of incursion staff or for the activity provided by team.	U	I	1	All staff	Day of incursion
	Hygiene	U	O	2	After interacting with reptiles and animals, all adults and children will wash their hands prior to reengaging with activities.	U	I	1	All staff	After interaction
COVID Risks	Exposure to un-sanitised equipment.	U	I	1	Staff to discuss cross contamination strategies with incursion staff when using external equipment.	R	I	1	All staff	Prior to using equipment
Specific risks and control measures by FX Movie making.					Specific activity related measures as identified by incursion staff.					

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Improving acting in front of Green Screen and mat	Knocking green screen stand over, tripping over green screen stand, tripping over in general.	U	I	1	Strong gaffa tape securing stands in position. Safety briefing before engagement with equipment. Supervision from staff.	R	I	1		
	Children knocking into each other due to overexcitement.	L	I	1	Verbal instructions and safety briefing before engaging with activity. Supervision from staff.	U	I	1		
	Kids pointing wooden prop wands at each other.	U	I	1	Verbal instructions and safety briefing about respect for props and distancing from partners. Supervision from staff	R	I	1		
	Dancing and behaving erratically.	U	I	1	Verbal instructions and safety briefing before engaging in activity. Supervision from staff.	R	I	1		
Plan prepared by	Brittany Gauci									
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										

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