

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	Raby Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	July 2025
Venue/Destination	Venue: Funhouse HQ (formally Flipout) Address: 1/13 Dunn Road, Smeaton Grange	Date of excursion	02.10.25
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: 10.30-2.30		
Proposed activities	Trampolining	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	1/2

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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.			✓	Online waiver to be completed Waivers
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).			✓	
	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 supervise area close to toilet accompany children to toilet location behind climbing tower.


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	Hand washing facilities provided.	✓	
		Please tick	Comment
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	✓	
	Mobile phone available.	✓	
Children's well being	Drinks available for children.	✓	Children will bring their drink bottles. We will also bring water jug with disposable cups.
	Food available for children.	✓	Children will be eating their lunch at the service.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	Medication will be taken on the excursion.
	Children dressed in appropriate clothing and footwear.	✓	Reminder will be sent to parents prior to excursion day. Children to ensure they bring socks.
	Activity is child focused.	✓	
Walking excursion	Children are aware of road safety.	✓	

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	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)	✓	
	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	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: Children will be leaving the service at 10.30 for a 2 hour flipout session 11-1 and travel will be by service buses. Children will need to bring a bag containing their lunch, water bottle and hat. Socks will be included in the cost.						
Booked with: Funhouse HQ Venue Contact: 4666 2600				Arrival Time:10.45 Departure time:1.30		
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	Bus mobile phone to be taken while transporting passengers. Bus first aid kit to be available on the bus to manage any injuries. 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. Responsible person to collect other driver information including licence and registration. 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.	LI1	All staff	Day of excursion

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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
	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>When using charter bus, the children will move in groups of 16 with their allocated teachers to the bus.</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

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	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
	Medical Management during transportation of children	UM2	<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>	RI1	All staff	Day of excursion
	Managing injuries/ trips / falls	UM2	<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>	RI1	All staff	Day of excursion
Parent engagement with Excursion group.	Parents attending to drop off or while excursion is in progress.	UI2	<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>	UI1	All staff	Day of excursion

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On excursion	Inappropriate behaviour whilst on an excursion	UI2	<p>Excursion expectations will be discussed prior to going on excursion with all children and staff.</p> <p>During excursions, educators will provide additional support to children who may display inappropriate behaviour. This includes responding promptly and appropriately to ensure the safety and wellbeing of all children.</p> <p>Educators will also communicate with one another as needed to adjust their positioning, ensuring that supervision remains effective and responsive throughout the activity.</p>	UI1	All staff	During excursion
Venue Specific Information						
Funhouse HQ venue.	Front entry access point to venue.	UO2	<p>Children to not access the front fenced area by children that leads to entry/exit point of building.</p> <p>Staff member to remain in view of the exit gate to ensure adequate supervision of children.</p> <p>Electronic Waiver to be completed prior to day of excursion.</p>	UL2	All staff	Day of excursion
	Children's belongings going missing	LI1	<p>Children to bring full bag, lunch and drink bottle.</p> <p>Bags to be always supervised within party room by a staff member.</p> <p>Children to use their bag to store belongings including shoes, socks, drink bottle etc</p>	UI1	All staff	Day of excursion
Using venue equipment.	Heat/physical Exhaustion.	LI2	Water available, encourage regular breaks. Water esky to be brought by staff for children to access. Children will bring own water.	UI1	All staff	Day of excursion
	Falling over – strains, sprains, breaks.	LO2	<p>Follow safety rules and guidelines of venue and staff.</p> <p>Educators will 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.</p>	UI1	All staff	Day of excursion
	Crashing into each other.	LO2	<p>Follow safety rules and guidelines of venue.</p> <p>Staff supervision as identified above.</p>	UI1	All staff	Day of excursion
	Contact with members of public.	LI1	<p>Supervision of children near members of public.</p> <p>Redirect children away if required and inform venue staff.</p>	LI1	All staff	Day of excursion
Plan prepared by		M Barden				

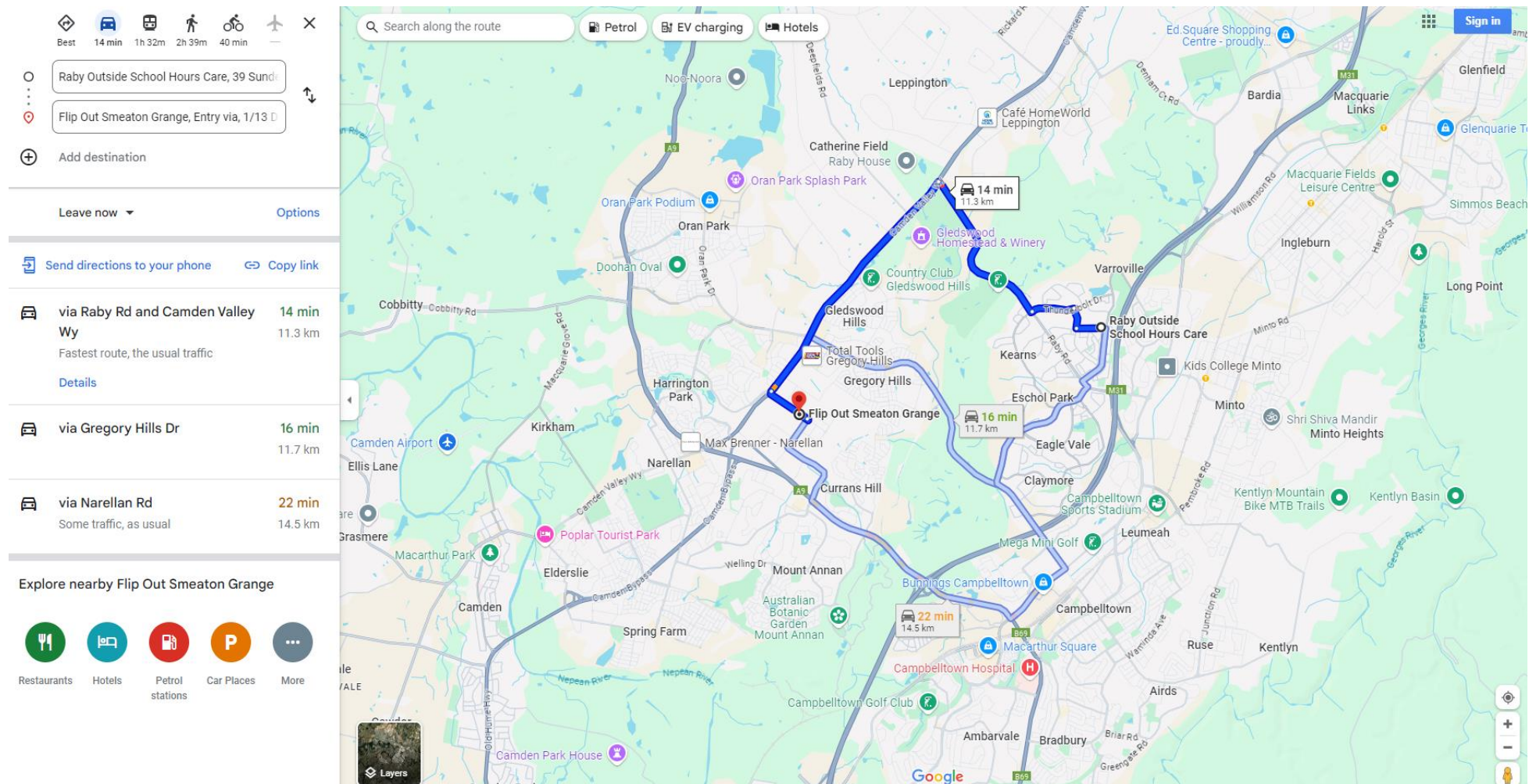
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Prepared in consultation with	B Gauci		
Communicated to	Families attending and service staff		
Venue and safety information reviewed and attached	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No		
Comment if required			
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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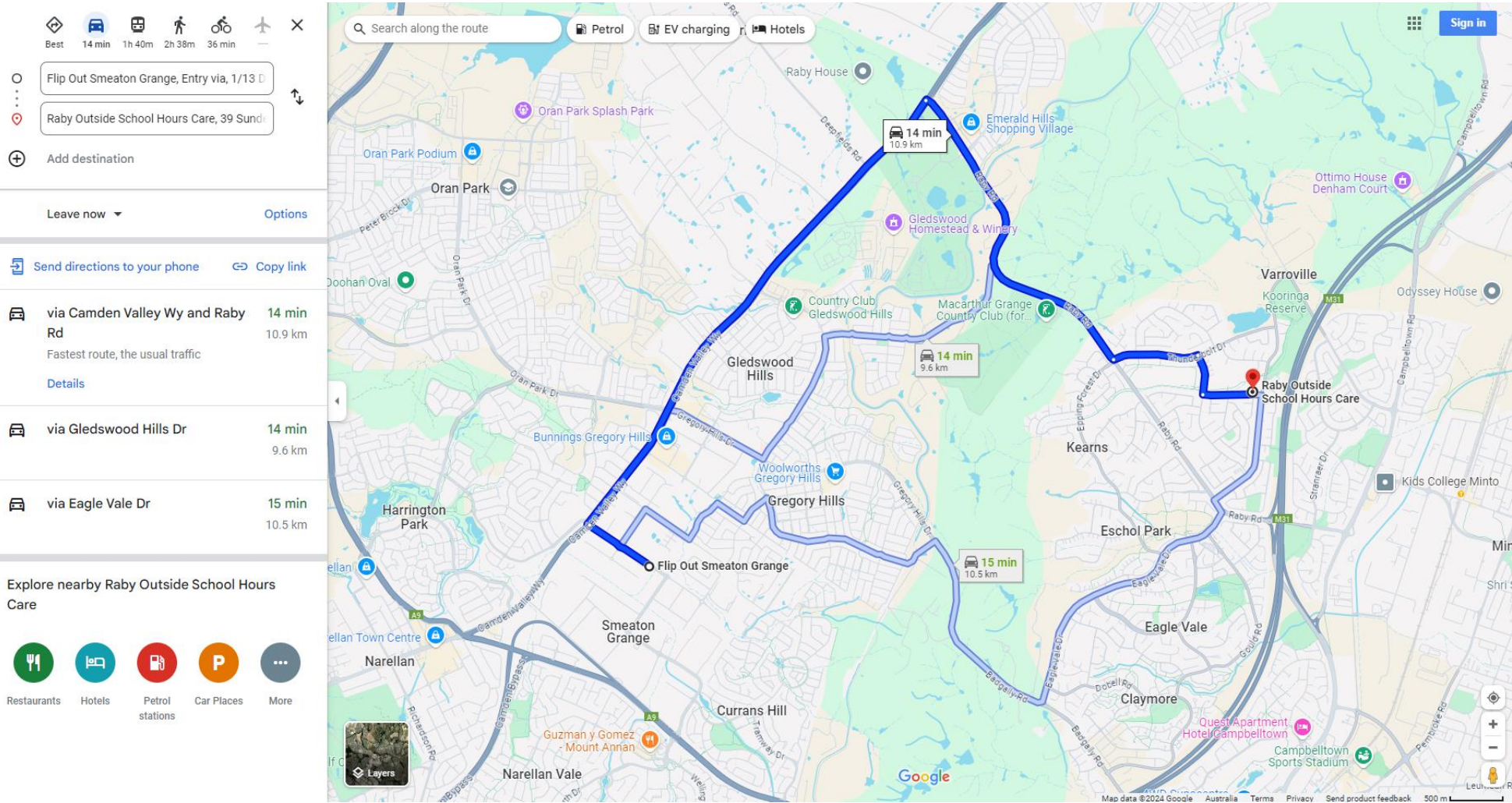


Travel route from Raby OSHC to Funhouse HQ, Smeaton Grange.



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Route from Funhouse HQ, Smeaton Grange to Raby OSHC



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