

Excursion and/or Transport Risk Assessment Form
Privacy Statement

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Educator/service name	Raby Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	February 2023	
Venue/Destination	Dumaresq St Cinemas Campbelltown	Date of excursion	05.10.23	
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	Approx 2 hours between the hours of 10.00am – 1.00pm			
Proposed activities	Watching movie identified title released 1 week prior to excursion.	Type of transport	Charter Bus	
Proposed pick up location	Charter Bus to venue and back to Raby OSHC			
Proposed route of travel	As outlined below			
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?	Each child will be accounted for by verifying the number of children counted with the attendance records (in accordance with the Transportation procedure).			
Proposed number of children	Up to 45	Proposed number of educators	6	Proposed number of other adults 2
Office advised if non routine	<input type="checkbox"/>	Date office advised		Staff member

DATA AND DOCUMENT CONTROL

(Family Day Care/Long Day Care)				
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).	✓		
	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	
Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓		

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	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	
		Please tick	Comment
	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.	✓	
	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.	✓	
	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	

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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



3 STOP - Do not proceed with the Activity

2 CAUTION - Do not proceed with the Activity until the Risks are reduced

1 GO - The Risks with the Activity are acceptable

DATA AND DOCUMENT CONTROL

Risk Assessment

Children will be transported to the cinemas via a charter bus to watch a movie during session 1 timeslot based on timing provided closer to the movie. Children will enter via the front door and move directly to the allocated seating with staff situated at the end of their isles. Children will be offered popcorn and drink before the movie starts. The return time will be set once movie time is identified.

Activity	Hazard Identified	Risk Assessment (use matrix)			Elimination/control measures	Risk Assessment (use matrix) after elimination/control measures applied			Who	When
		Likelihood	Consequence	Severity		Likelihood	Consequence	Severity		
		Rare (R), Unlikely (U) Likely (L)	Minimal (I) Moderate (O) Major (A)	Red (3) Yellow (2) Green (1)		Rare (R), Unlikely (U) Likely (L)	Minimal (I) Moderate (O) Major (A)	Red (3) Yellow (2) Green (1)		

DATA AND DOCUMENT CONTROL

Travelling by service bus	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
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DATA AND DOCUMENT CONTROL

Travelling by charter bus if applicable.	Movement of children using charter bus.	U	I	2	<p>The Transportation 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 or child records for bus run.</p> <p>A responsible person to be present in charter bus.</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

	Driver identification and qualifications for charter bus service.	U	O	2	Identification of driver confirmed prior to excursion day and identification/licence checked prior to putting children on the bus and leaving for excursion.	U	I	1	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>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>	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. Up to date first aid kits is packed. 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
COVID safety	COVID exposure.	L	I	2	<p>Follow venue COVID procedures of not entering until 5 minutes before movie, reduced capacity of participants and allocated seating.</p> <p>Staff and children to arrive with minimal time waiting in the allocated location outdoors in laneway before moving to venue.</p> <p>Children to leave immediately back to the allocated location in the laneway after movie and board bus.</p>	U	I	1	All staff	Day of excursion

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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
Dumaresq St Cinemas.	Contact with members of the public i.e inappropriate behaviour, language.	L	I	2	<p>Constant supervision of children near members of public.</p> <p>Redirect children away if required .Inform venue staff.</p> <p>Communicate with Cinemas the day prior about best access for children to minimise contact with members of public.</p>	L	I	1	All staff	Day of excursion

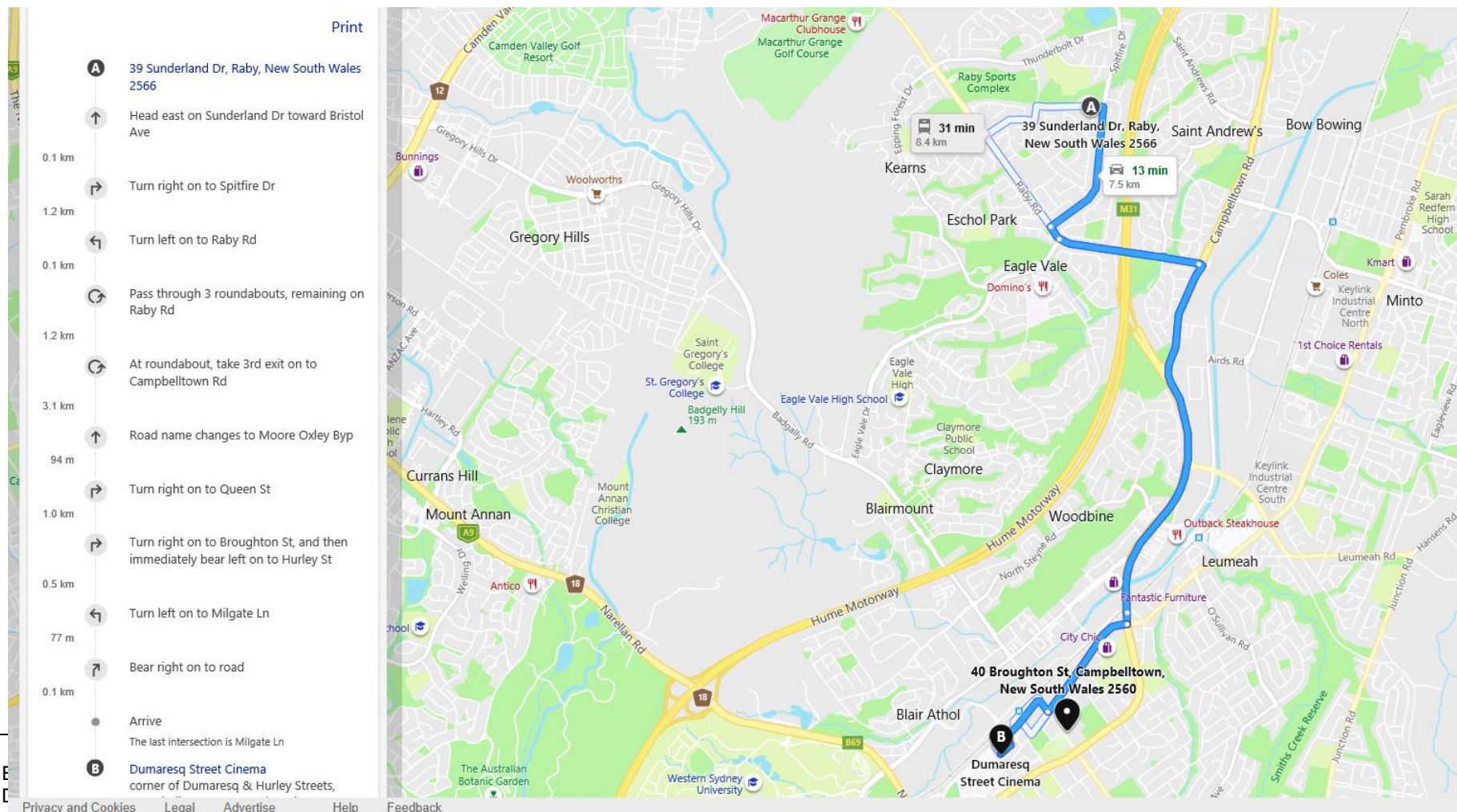
DATA AND DOCUMENT CONTROL

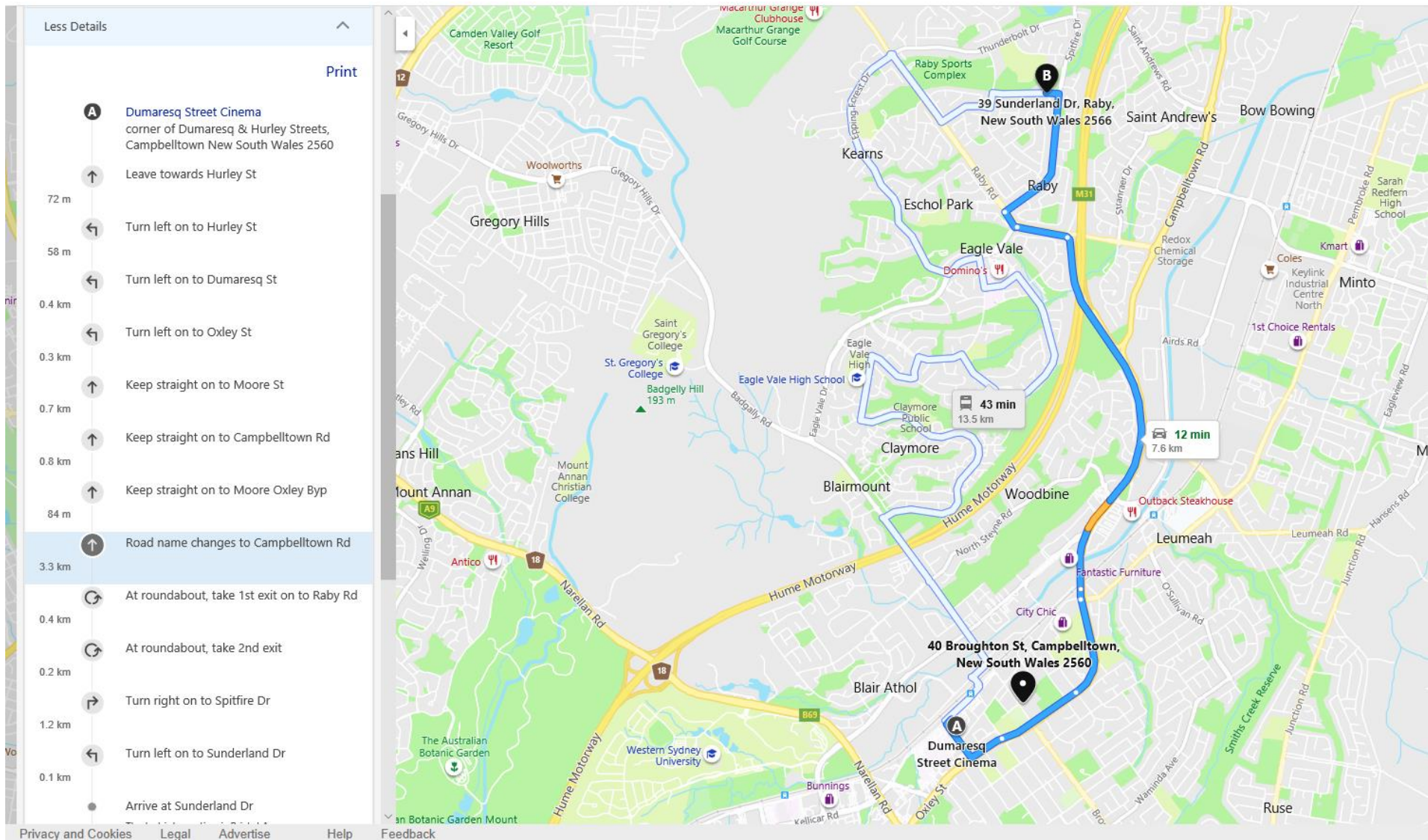
	Falling, tripping, slips on bus or at venue.	U	I	2	<p>Visual inspection of the premises. One staff member to walk in front of group and another staff member at the back. Front staff member to identify any trip hazards within the walk.</p> <p>Staff supervision of group to ensure they are following code of conduct and safety rules in place.</p>	L	I	1	All staff	Day of excursion
	Food provided by cinema.	L	O	2	<p>Food information to be provided in school holiday program for parents to review prior to booking.</p> <p>Staff to review medical and meal requirements prior to excursion to ensure needs are met and alternatives offered.</p> <p>Children to be supervised while eating popcorn and drink.</p> <p>First aider present to manage emergency first aid in the event of choking or allergic responses.</p>	L	I	1	All staff	During excursion
Plan prepared by		Melanie Barden								
Prepared in consultation with		Raby OSHC team								

DATA AND DOCUMENT CONTROL

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.	

Travel route from Raby OSHC to Dumaresq Street Cinemas, Campbelltown





Route from Dumaresq Street Cinemas, Campbelltown to Raby OSHC

DATA AND DOCUMENT CONTROL