

Excursion and/or Transport Risk Assessment Form

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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	Incursion: Base Zero Rock climbing		Date of excursion	17/04/2023	
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 9.00am – 12.00pm				
Proposed activities	Portable rock climbing wall set up in car park.		Type of transport	N/A	
Proposed pick up location	In the centre car park				
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				
Proposed number of children	60	Proposed number of educators	8	Proposed number of other adults	2
Office advised if non routine (Family Day Care/Long Day Care)	<input type="checkbox"/>	Date office advised		Staff member	

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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.	✓	
	Hand washing facilities provided.	✓	
Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓	
		Please tick	Comment
	Educator has a current First Aid Certificate and CPR.	✓	

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	First aid kit available (contains panamax 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	
Walking excursion	Children are aware of road safety	N/A	
		Please tick	Comment
	Very young children can use a stroller. (Family Day Care/LDC only).	N/A	

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	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 in the carpark	Visitors entering the service	L	O	1	Ensuring the visitor has a valid Working with Children Check prior to incursion.	U	I	1	Supervisor	On booking incursion
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	L	O	1	<p>Communication with incursion staff about set up/pack away procedure.</p> <p>Communication within the team to ensure area is appropriately supervised during this time while gate is open.</p> <p>Children to be supervised inside while activities are being set up.</p>	U	I	1	All staff	Day of incursion

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	Misuse of activity by children	U	O	2	<p>Rules to be discussed by incursion staff before activity is used.</p> <p>Staff supervising to be introduced to visitors and be present to understand and support rules being followed.</p>	R	I	1	All staff and Base Zero staff	Day of incursion
	Adequate supervision	R	I	1	<p>2 staff to move children to car park area through back gate into carpark and maintain ratios.</p> <p>All other staff to remain on premises to support children if needed.</p>	R	I	1	All staff	Duration of incursion
	Heat/physical exhaustion	U	I	2	<p>Water available at all times.</p> <p>Encourage regular breaks by children if high physical activity or hot weather.</p>	R	I	1	All staff	Day of incursion
	Falling over – sprains, strains, brakes	U	O	2	<p>Follow safety rules and guidelines of incursion.</p> <p>Staff to supervise child engagement alongside incursion staff to minimise injuries.</p> <p>First aid kit available for staff to engage in injury management.</p>	R	I	1	All staff	Day of incursion

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	Hazards/incidents using equipment	U	O	2	Follow all safety rules and guidelines of incursion staff or for the activity provided by team. Staff supervision to ensure children are following rules set by Base Zero or by staff.	U	I	1	All staff	Day of incursion
COVID Risks	Exposure to un-sanitised equipment	U	I	1	Staff to check/disinfect equipment before use. Staff to discuss cross contamination strategies with activity provider when using external equipment.	R	I	1	All staff	Prior to using equipment
Specific risks and control measures by Base Zero					Specific activity related measures as identified by Base Zero	R	I	1		
Prepare for rescue situations With participants	Participants climbs off route – resulting in potential injury.	U	I	1	Speak clearly and directly to participants. Use clear and easy to understand language.	R	I	1	All staff	During incursion
	Excessive pushing off the wall And spinning around on descent – resulting in potential injury.	U	I	1	Intervene by gaining attention of the participant. Discuss technique with participant.	R	I	1	All staff	During incursion

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	Excessive slack in climbing rope – resulting in potential injury.	U	I	1	Monitor climbers, Intervene by either quickly retrieving slack through belay device, and instruct climber to climb back down.	R	I	1	All staff	During incursion
	Participant found free solo climbing with or without a harness.	R	I	1	Cease all activities, Intervene immediately by undertaking pluck off rescue techniques.	R	I	1	All staff	During incursion
	No apparent organisation – clients arrive in small sub-groups. Lack of cohesion. Teacher appears to lack group control. Loss of time due to disorganisation.	R	I	1	Locate teacher in charge of group – ask teacher to control and organise group. Give clear concise instructions as to requirements.	R	I	1	All staff	During incursion
	Some participants are disruptive – influencing others – not listening or pretending to listen.	R	I	1	Gain control of group. Utilise teacher to assist with controlling group. Speak clearly and directly to clients – choice of words to be precise and firm.	R	I	1	All staff	During incursion

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	Participants not listening to, or paying attention to staff – resulting in confusion or some disruptions to activities.	R	I	1	<p>Speak clearly and directly to participants.</p> <p>Use clear and easy to understand language.</p> <p>Refer disciplinary and/or behavioural problems to attached teacher.</p>	R	I	1	All staff	During incursion
	Participants gain access to climbing wall prior to commencement	R	I	1	<p>Identify waiting area for participants.</p> <p>Teachers attached to group responsible for monitoring participants engagement and non-compliance.</p> <p>Discuss No pre-access to activity rule in safety brief. Staff to maintain situational awareness.</p>	R	I	1	All staff	During incursion

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	Fall during access/egress from Bungee trampolines	R	I	1	Staff assist and guide participants to sit down and slide on or off the trampoline. Staff to verbally indicate to "wait until support arm are raised until jumping can commence". Verbally indicate to participant when lowering bungee arms "No more jumping"	R	I	1	All staff	During incursion
	Hair or clothing caught in Automatic belay device	R	I	1	Tie hair back – tuck loose clothing in. ABCDE checks.	R	I	1	All staff	During incursion
	Fear and hesitation during climb. Participant attempts to abort climb or displays strong emotions. Negative impact on activity. Delays caused – schedule overruns.	U	I	1	Provide confidence building language during activity brief, to reassure climbers of their safety – determine suitability routes for client skill level.	R	I	1	All staff	During incursion

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	Interference from parents or assigned helpers (or group supervisors assigned by service staff – perception that activity staff are making errors or that control systems are inadequate (with potential conflict & negative feedback).	R	I	1	<p>Managers/employer should ensure the service staff is aware of role of assigned helpers during activities – via activity plan/simple contract documenting teacher /helper responsibilities and roles.</p> <p>Climbing staff control activity – not teachers. Teachers do not possess expertise in roping – their perception may not be reality.</p> <p>Staff should introduce themselves and briefly outline roles and responsibilities before activity begins.</p>	R	I	1	All staff	During incursion
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	Participant personal belongings are left behind.	R	I	1	Remind all participants to check area – and check that they have all personal belongings. Utilise teacher attached to group. Refer to activity plan /checklist as a prompt to ensure no important information is omitted. Last staff member to depart visually checks site.	R	I	1	All staff	During incursion
Plan prepared by	Melanie Barden									
Prepared in consultation with	Brittany Gauci									
Communicated to	Participating families									
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes <input checked="" 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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