

## Education and Care Services

### 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.

<b>Educator/service name</b>	Raby Outside School Hours Care	<b>Date form completed</b> <small>(Minimum 12 month review for routine excursions)</small>	Feb 2023
<b>Venue/Destination</b>	Venue: Campbelltown Indoor Soccer Address: Airds Road Leumeah	<b>Date of excursion</b>	22/04/24
<b>This is (please tick):</b>	<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		
<b>Proposed duration of the excursion</b>	Time leaving service: 9.45am to 12.00pm and 12.00pm to 2.30pm		
<b>Proposed activities</b>	Playing soccer	<b>Type of transport</b>	Service/charter Buses
<b>Proposed pick up location</b>	pick up and drop off locations as identified below per maps		
<b>Proposed route of travel</b>	Refer to maps at the end of risk assessment information to location		
<b>Process for entering and exiting the service premises</b>	Via front door and path to front door		
<b>Process for entering and exiting pick up location/destination</b>	See map-entry and exit via main access to the schools		
<b>Process for embarking and disembarking the transport</b> <small>i.e. how will each child be accounted for?</small>	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.		
<b>Proposed number of children</b>	Up to 45	<b>Proposed number of educators</b>	4
		<b>Proposed number of other adults</b>	1

**DATA AND DOCUMENT CONTROL**

<b>Office advised if non routine</b> (Family Day Care/Long Day Care) <input type="checkbox"/>	<b>Date office advised</b>		<b>Staff member</b>	
<b>Mandatory Checklist</b>				
For any potential risks please show how they are managed.				
			<b>Please tick</b>	<b>Comment</b>
Routine excursion form completed (if applicable).			✓	
<b>For all excursions</b>	Parents' written permission received.		✓	
<b>Supervision</b>	I will have sight of the children at all times.		✓	
	Children will not go to the toilet by themselves (Family Day Care/LDC only).		<b>N/A</b>	Risk managed by:
<b>Venue</b>	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.		✓	
<b>Hygiene</b>	Nappy change facilities provided ( <b>Family Day Care/LDC only</b> ).		<b>N/A</b>	
	Toilet facilities provided.		✓	Educators can visually see bathroom from supervised resting area.
	Hand washing facilities provided.		✓	

**DATA AND DOCUMENT CONTROL**

		Please tick	Comment
<b>Accident or injury</b>	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	✓	Medical plans to be taken on excursion based on group the child is in.
	Mobile phone available.	✓	
<b>Children's well being</b>	Drinks available for children.	✓	Children to take drink bottles.
	Food available for children.	✓	Children to take bags.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	Children's medication to be taken in service group bag alongside medical plan.
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
<b>Walking excursion</b>	Children are aware of road safety.	✓	
	Educator/s are comfortable managing the children.	✓	
<b>Travelling by bus</b>	Educator/s are able to manage the number of children on and off the bus.	✓	

**DATA AND DOCUMENT CONTROL**

	Approved seat belts available (if required)	✓	
	Approved car seats available (if required)	<b>N/A</b>	
<b>Sun protection outdoors</b>	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	
	Sunscreen applied 2 hourly.	✓	
	Children and educators wear hats.	✓	
	Shade area available.	✓	
<b>Other</b>	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.	<b>N/A</b>	
	Are any adults with specialised skills required?	<b>N/A</b>	

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**DATA AND DOCUMENT CONTROL**

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
<b>Minimal (I)</b> Minor First Aid or reassurance needed	1	1	2
<b>Moderate (O)</b> Medical attention required	1	2	3
<b>Major (A)</b> Requires an emergency response	2	3	3



**DATA AND DOCUMENT CONTROL**

## Risk Assessment

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

Children will attend in 2 group sessions 10-12 and 12-2 based on age groups. Travel will be by 2 service buses. Children will need to wear enclosed shoes and sport clothes. Children will need to take their bag and drink bottle on excursion.

**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	<b>UO2</b>	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.	<b>UI1</b>	All staff	Day of excursion

### DATA AND DOCUMENT CONTROL

	Movement of children using bus	UI2	<p>The Transportation Record is to be completed on each individual bus at departure from service and arrival at destination by conducting a head count of children signed in 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 person 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>	UI1	All educators	When on the bus
Travelling by service bus	Children being transported by bus.	UI2	<p>An Excursion Checklist will be completed prior to leaving 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>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 Person.</p>	UI1	All educators	When on the excursion
Embarking/ disembarking bus	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 in each bus.</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). Educator to complete final check of bus by walking to the end of the isle once parked and ready to lock up.</p>	UI1	All educators	When Embarking/ disembarking bus

**DATA AND DOCUMENT CONTROL**

On 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. 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> <p>Once child is located/returned, educators to debrief and complete documentation such as Incident Report, Note to File and Serious Incident reporting to Coordinator where required.</p>	UI1	All educators	When on excursion
On excursion	First aid and Medical Management during transportation of children	UM2	<p>At least one educator with first aid qualifications is in attendance on transport route to assess injuries or provide medical support. Up to date first aid kits is packed. A mobile phone is to be taken.</p> <p>Medication and medication information of individual children will be allocated to that child's group service excursion bag in the event of requiring medication during the bus run. Medical information to be completed with any administration of medication.</p> <p>Child's Accident/Incident Report to be completed once arrived at destination if first aid has been provided.</p>	RI1	All educators	When on excursion
Venue Specific Information						
Campbelltown Indoor Soccer	Arrival and departure	UO2	<p>Staff to supervise children to prevent children from moving from the front foyer area and exiting the venue.</p> <p>Children to stay with designated staff members.</p> <p>Bags to be placed neatly on wooden benches.</p> <p>Children will be travelling in 3-4 individual groups. The first 2 groups to be in first session, the next 2 buses will be in the later session.</p> <p>All children will have access to play soccer during session. If some children are required to wait for their team to play, they will remain seated in the seating area inside building.</p>	UI1	All staff	Day of excursion
	Heat/physical Exhaustion	UO2	<p>Children encouraged to bring water bottle.</p> <p>Additional water to be brought by staff for children to access, encourage regular breaks.</p>	UI1	All staff	Day of excursion

**DATA AND DOCUMENT CONTROL**



	Trips, hits, falls and injuries while playing soccer	UO2	Follow safety rules and guidelines of venue. Staff supervision to support children following rules Assess whether first aid is required and first aid is to be completed. Accident report documenting injuries.	UI1	All staff	Day of excursion
	Eating and risk of allergies during excursion	UO2	Children are to bring a packed lunch and kept in bag until food is required. One staff member is required to be at the location where bags/food is kept. First aid bag to be located in this area as well as any medications required for children. Children to wash hands prior to and after eating. Supervision to ensure minimal cross contamination from children by encouraging rubbish and scraps to be placed in the bin.	UI1	All staff	Day of excursion
Exposure to members of public at venue	Contact with members of public	UO2	Supervision as identified above as well as when children are near members of the public. Redirect children away if required and inform venue staff	UI1	All staff	Day of excursion
Plan prepared by		M Barden				
Prepared in consultation with		M Rideout				
Communicated to		Families attending				
Venue and safety information reviewed and attached			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Comment if required						
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>						

**DATA AND DOCUMENT CONTROL**

Travel route from Raby OSHC to Campbelltown Indoor Soccer

Route from Campbelltown Indoor Soccer, to Raby OSHC