

**Excursion and/or Transport Risk Assessment Form**

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<b>Educator/service name</b>	Raby Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	August 24
<b>Venue/Destination</b>	Venue: Minto Sports Complex Address: Minto Indoor Sports Centre (NSW Basketball), 9 Redfern Rd, Minto NSW 2566	<b>Date of excursion</b>	Fri 3.10.24
<b>This is (please tick):</b>	<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	
<b>Proposed duration of the excursion</b>	Time leaving service: 10.00 am – 2.30 pm		
<b>Proposed activities</b>	Engage with basketball activities, park activities and picnic lunch	<b>Type of transport</b>	Service Buses x 3
<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		
<b>Process for embarking and disembarking the transport</b> 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.		

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<b>Proposed number of children</b>	Up to 45	<b>Proposed number of educators</b>	8-10	<b>Proposed number of other adults</b>	1/2
<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.			✓	2 educators to accompany children to bathrooms
	Hand washing facilities provided.			✓	

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		<b>Please tick</b>	<b>Comment</b>
<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	✓	
	Mobile phone available.	✓	
<b>Children's well being</b>	Drinks available for children.	✓	Children will be taking their own drink bottles in their bags. Service to provide additional water if needed.
	Food available for children.	✓	Parents to pack a full lunch box as normal for the day.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	First aid bag and all medications will be taken on excursion for each group
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
<b>Walking excursion</b>	Children are aware of road safety.	✓	Walk via identified paths
	Educator/s are comfortable managing the children.	✓	


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<b>Travelling by bus</b>	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)	<b>N/A</b>	
<b>Sun protection outdoors</b>	Sunscreen is available.	✓	Children will apply sunscreen before leaving the centre. Sunscreen will be taken to the excursion
	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>	On site basketball 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
<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



**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**

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## Risk Assessment

Children will be able to participate in 1 of 2 groups to attend a basketball training session for approximately 1 hour between 10.30am and 1.30pm  
During the time that one group is having their session, the other group will be able to explore the park and utilise the netball courts for games and picnic lunch.

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 to location by: Service buses x 3	Collision while driving	UI2	<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>Staff member to communicate with emergency services or Coordinator based on the severity of incident. Staff member to also contact Responsible Person or Nominated Supervisor to identify collision.</p> <p>Responsible person to contact Depot to assist in replacing bus transport to either return to the service or continue on bus route to excursion.</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>	UI1	All Educators	When on the bus

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	Allocation of groups being transported by bus.	<b>UI2</b>	<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>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>	<b>UI1</b>	All educators	Prior to leaving the centre
	Embarking/ disembarking bus		<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>	<b>UI1</b>	All educators	When embarking & disembarking bus

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	Children moving away from staff and children	<b>LM2</b>	<p>Staff to communicate with each other to make each other aware that a child has left the service/group.</p> <p>Educators 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 connect with venue staff if child is moving away from the group and does not seem to be returning.</p> <p>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 group 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>	<b>UI1</b>	All educators	When on excursion
	First aid and Medical Management during transportation of children	<b>UM2</b>	<p>At least one educator with first aid qualifications is in attendance on transport route to access injuries or provide medical support. Up to date first aid kit 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>	<b>RI1</b>	All educators	When on excursion
Parent engagement with Excursion group Parents attending to drop off or while excursion is in progress	Parents attending to drop off or while excursion is in progress	<b>UI2</b>	<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 the excursion location or attend once excursion has returned.</p> <p>Main service phone to be held by Responsible person and information shared via phone to identified group for collection at front of Minto Sports Complex.</p>	<b>UI1</b>	All educators	When on excursion

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**Minto Sports Complex - Basketball**

Activities included in excursion	Falling over or tripping hazards – strains, sprains, breaks, hit by ball, falling off equipment at park.	<b>LO2</b>	<p>Follow safety rules identified by staff including safe boundaries and using park equipment as intended.</p> <p>All participants take care when walking and moving around the park. Pay attention to any safety signage. Follow instructions from service staff.</p> <p>Children to be reminded of service code of conduct and behaviour guidelines before departing the service.</p> <p>Staff supervision as identified above.</p>	<b>UI1</b>	All educators	When on excursion
	Keeping children together while moving children between basketball activity and park	<b>LI1</b>	<p>Discussion with children about safety while walking to identified area</p> <p>Walking to be conducted on designated paths identified on map below. These paths are white in colour and run alongside the perimeter.</p> <p>One staff member to walk at the front of the group and a second staff member to walk at the back. Any other staff will spread within the middle of the group to support supervision.</p>	<b>UI1</b>	All educators	When on excursion
	Toilets being closed at Park area.	<b>LI1</b>	<p>Staff to check toilets prior to using the space to be aware of if they are open or closed.</p> <p>Children to use bathroom before leaving centre and at Minto Sports Complex before departing to park.</p> <p>When using the park space, children may be taken to Minto Early Learning Centre by using the designated crossing with staff or alternatively move back to Minto Sports Complex pending time.</p>	<b>UI1</b>	All educators	When on excursion
	Heat/physical Exhaustion	<b>LI1</b>	<p>Children will bring water bottle.</p> <p>Additional water to be brought by service staff for children to access.</p> <p>Children are encouraged regular breaks</p> <p>Children to wear hat and sunscreen to minimise heat and sunburn.</p>	<b>UI1</b>	All educators	When on excursion

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	Extreme weather conditions on the day of excursion	<b>U02</b>	Follow the directions from service staff. Cancel the park program in extreme weather conditions but continue with basketball as it is an indoor activity.	<b>UI1</b>	All educators	When on excursion
Exposure to members of public at venue	Contact with members of public	LI1	Supervision as identified above as well as when children are near members of the public. Redirect children away if required. If ongoing all children and staff will move to a different location in the netball/basketball park.	UI1	All educators	When on 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>						

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## Entrance to Minto Sports Complex



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Path between Minto Sports Complex, netball courts and Park identified by white paths.



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## Travel route from Raby to Minto Sports Complex.

← from Raby Outside School Hours Care, 39 Sunderl...  
to Minto Indoor Sports Centre (NSW Basketball), 9...

**9 min (5.5 km)**

via Ben Lomond Rd  
8 min without traffic



### Raby Outside School Hours Care

39 Sunderland Dr, Raby NSW 2566

> Take Sunderland Dr to Spitfire Dr

23 sec (120 m)

> Continue on Spitfire Dr. Take Raby Rd and Ben Lomond Rd to Redfern Rd in Minto

7 min (4.9 km)

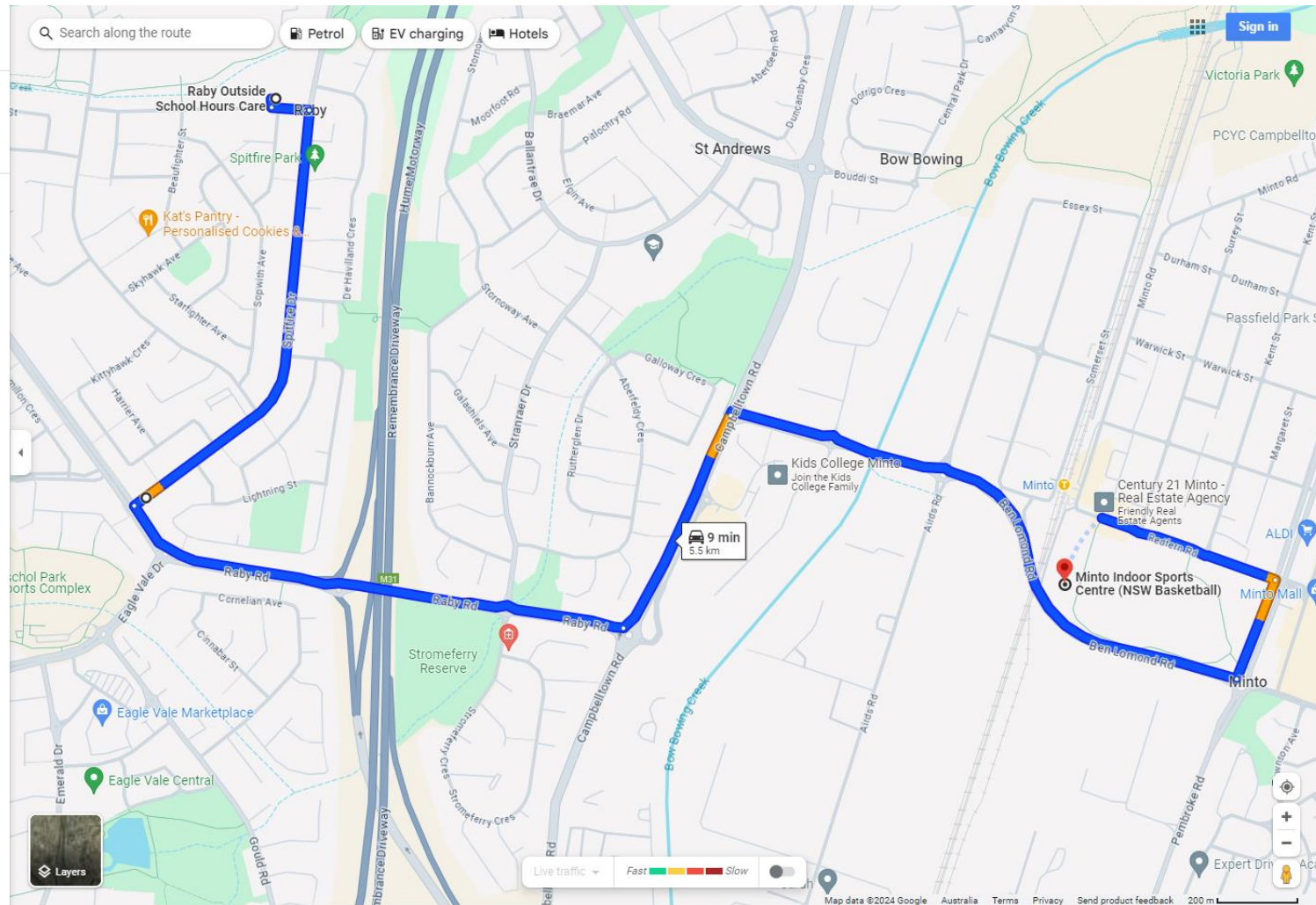
← Turn left onto Redfern Rd

Go through 2 roundabouts

55 sec (450 m)

### Minto Indoor Sports Centre (NSW Basketball)

9 Redfern Rd, Minto NSW 2566



## DATA AND DOCUMENT CONTROL

## Route from Minto Sports complex to Raby OSHC

← from Minto Indoor Sports Centre (NSW Basketball... to Raby Outside School Hours Care, 39 Sunderlan...

10 min (6.4 km)  
via Raby Rd  
9 min without traffic

**Minto Indoor Sports Centre (NSW Basketball)**  
9 Redfern Rd, Minto NSW 2566

- ↑ Head east on Redfern Rd towards Erica Ln  
Go through 2 roundabouts  
1 min (450 m)
- > Take Ben Lomond Rd and Raby Rd to Mustang Dr in Kearns  
7 min (4.8 km)
- > Continue on Mustang Dr to your destination in Raby  
2 min (1.1 km)

**Raby Outside School Hours Care**  
39 Sunderland Dr, Raby NSW 2566

Search along the route

Petrol EV charging Hotels

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