

**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> (Minimum 12 month review for routine excursions)	July 2024
<b>Venue/Destination</b>	Incursion: Bush Tucker	<b>Date of excursion</b>	11.10.24
<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>	Between 10.00am – 12.00pm		
<b>Proposed activities</b>	Engaging in bush tucker tasting, boomerang throwing and ochre painting	<b>Type of transport</b>	N/A
<b>Proposed pick up location</b>	N/A		
<b>Proposed route of travel</b>	N/A		
<b>Process for entering and exiting the service premises</b>	N/A		
<b>Process for entering and exiting pick up location/destination</b>	N/A		
<b>Process for embarking and disembarking the transport</b> i.e. how will each child be accounted for?	N/A		
<b>Proposed number of children</b>	45	<b>Proposed number of educators</b>	4
		<b>Proposed number of other adults</b>	1
<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>	

**DATA AND DOCUMENT CONTROL**

### Mandatory Checklist

For any potential risks please show how they are managed.

		Please tick	Comment
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 (Family Day Care/LDC only).	<b>N/A</b>	
	Toilet facilities provided.	✓	
	Hand washing facilities provided.	✓	
<b>Accident or injury</b>	Educator has current asthma and anaphylaxis certificate.	✓	
		<b>Please tick</b>	<b>Comment</b>
	Educator has a current First Aid Certificate and CPR.	✓	

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	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.	✓	
	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.	✓	
<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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What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?			<p><b>STOP - Do not proceed with the Activity</b></p> <p><b>CAUTION - Do not proceed with the Activity until the Risks are reduced</b></p> <p><b>GO - The Risks with the Activity are acceptable</b></p>
	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	

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## Risk Assessment

Description of what will be occurring during the event etc

Risk Matrix:	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
General Risks and control measures			General measures to be completed by all staff.			
Activities provided by external providers used by children in the service.	Visitors entering the service	<b>LI2</b>	Ensuring the visitor has a valid Working with Children Check prior to incursion.  Incursion staff to sign visitors records prior to entering the service.  Supervision of entry/exit points of service.	<b>UI1</b>	Supervisor	On booking incursion  Prior to incursion begins
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	<b>LO3</b>	Communication with incursion staff about set up/pack away procedure of event.  Communication within the team to ensure area is appropriately supervised during this time while gate is open.  Children not to have access to the activity area while activities are being set up. Once the activity is set up then the first group of children will begin. All other children can watch or engage in play within the yard or indoor environment.	<b>UI1</b>	All staff	Day of incursion

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Children engaging in incursion activity	Children engaging in unsafe activities during incursion	<b>LO3</b>	Rules to be discussed by incursion staff before activity is used. Staff supervising to be introduced to visitors and be present to understand and support rules being followed.	<b>UI1</b>	All staff	Day of incursion
	Adequate supervision	<b>UI1</b>	The group will participate in the incursion together. Supervision requirements will be discussed with incursion staff prior to event so that service staff can support the supervision of activities.	<b>RI1</b>	All staff	Duration of incursion
	Heat/physical exhaustion	<b>UI1</b>	Water available at all times. Encourage regular breaks by children if high physical activity or hot weather.	<b>RI1</b>	All staff	Day of incursion
	Falling over – sprains, strains, brakes	<b>UI2</b>	Follow safety rules and guidelines of incursion. Staff to supervise child engagement alongside incursion staff to minimise injuries. First aid kit available for staff to engage in injury management.	<b>RI1</b>	All staff	Day of incursion
	Hazards/incidents using equipment	<b>UI2</b>	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 incursion staff.	<b>UI1</b>	All staff	Day of incursion
Specific risks and control measures by Incursion Provider			<b>Specific activity related measures as identified by activity provider</b>			

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Presentation and activities provided during show	Children not wanting to engage in show or activities	LI1	Children are encouraged by service educators to participate in the incursion. If still refusing, staff to move child away to a quiet area to participate in quiet activities until the incursion is over.	UI1	All educators	During incursion
	Allergic reaction by eating bush tucker or using ochre paint	UI2	Any allergies to foods and products discussed with activity provider prior to incursion. Foods that contain any allergens to children will be removed from taste testing. Children that exhibit allergic reaction will be provided first aid following procedures. An epipen is available in first aid bag in the event of severe reaction.	UI1	All educators	During incursion
	Injury caused by using aboriginal equipment such as boomerang eg hit by flying object.	LO2	Space directly external of service may be used to throw the boomerangs. This space is to be assessed prior to the incursion to identify suitability such as long grass that may impact on children retrieving their boomerang. Children to remain back behind fence to minimise injury when an individual is throwing boomerang. 2 staff members to remain on site at service to provide toilet, water and supervision to children not wanting to participate. Ratios to be maintained with children external of service perimeter. First aid to be provided for any injury by internal staff.	UI1	All educators	Prior to incursion
Plan prepared by	Melanie Barden					
Prepared in consultation with	Maarit Rideout					
Communicated to	Participating families					
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					

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Comment if required

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**

Potential locations based on space required for throwing boomerang



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