



**CAMPBELLTOWN**  
CITY COUNCIL

**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>	Campbelltown City and Raby Outside School Hours Care Joint Excursion	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	July 2024
<b>Venue/Destination</b>	Venue: Campbelltown Sports Complex Address: Airds Road Leumeah	<b>Date of excursion</b>	9.10.24
<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: 9.30		
<b>Proposed activities</b>	Sports activities including running, long jump and athletic style activities	<b>Type of transport</b>	Service buses and community bus
<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> 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 and 60	<b>Proposed number of educators</b>	14	<b>Proposed number of other adults</b>	3
<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 staff to take children to bathroom behind stadium seating
	Hand washing facilities provided.			✓	

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		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	✓	
	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.	✓	
	Educator/s are comfortable managing the children.	✓	
<b>Travelling by bus</b>	Educator/s are able to manage the number of children on and	✓	

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	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>	

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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**

**DATA AND DOCUMENT CONTROL**

## Risk Assessment

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

Children will be travelling using 3 service buses. Depart at 10am and arrive back at service at approx. 2.30pm to participate in a variety of athletic events and games including running, long jump, throwing, and games.

### 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>LO2</b>	<p>Bus mobile phone to be taken while transporting passengers. 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. 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>	<b>LI1</b>	All staff	Day of excursion

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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	<b>LI1</b>	<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
	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 venue.</p>	<b>UI1</b>	All educators	When on excursion

**DATA AND DOCUMENT CONTROL**



Venue Specific Information						
Stadium Venue	Front entry access point to venue	UO2	<p>Access and drop off point of stadium will be lower entry point of grounds through Wests carpark.</p> <p>Supervision of group to prevent children from moving into the front area and exiting venue.</p> <p>1 Staff member to remain in supervision of the entry/exit point of bleachers/seating area at all times.</p>	UI1	All staff	Day of excursion
Using venue equipment	Heat/physical Exhaustion	L11	Water available, encourage regular breaks. Water esky to be brought by staff for children to access.	UI1	All staff	Day of excursion
	Falling over or off equipment – strains, sprains, breaks.	LO2	<p>Follow safety rules and guidelines of venue of how many children using equipment at the same time. Staff members to support the activities being completed by children to boost and support venue staff.</p> <p>Staff to identify rules prior to children engaging in the activity and may include one child using activity equipment at a time. Children waiting their turn should remain at a distance so as not to impede on the child having their turn.</p> <p>2 Staff per activity offered to children.</p> <p>Activities requiring supervision is:</p> <ul style="list-style-type: none"> <li>• Running races (3 educators)</li> <li>• Long Jump (2 educators)</li> <li>• Throwing ball (shot put style) (2 educators)</li> <li>• Group games such as bull rush, first grab etc. (2 educators)</li> </ul> <p>Two educators to stay with the bags and first aid equipment so supervision is provided to the children using this area while also providing supervision to the children requiring use of toilet.</p>	LI1	All staff	Day of excursion

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	Physical activity with each other.	LO2	Staff to discuss safety rules & game guidelines with children prior to activities commencing. Rules of games/activity discussed by staff prior to engaging in activity. Staff supervision as identified above.	LI1	All staff	Day of excursion
	Hit by ball/equipment	LO2	Rules of games/activity discussed by staff prior to engaging in activity. Staff supervision of 2 staff per activity.	UI1	All staff	Day of 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 and inform venue staff.	UI1	All educators	When on excursion
Plan prepared by		M Barden				
Prepared in consultation with		B Gauci				
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**

Entrance to Sports Stadium via bottom gate.



**DATA AND DOCUMENT CONTROL**

Revised Date: 06/05/2020

Review Date: 30/06/2022



# Travel route from Campbelltown OSHC to Campbelltown Sport Stadium.

← from 40 Broughton St, Campbelltown NSW 2560 to Campbelltown Sports Stadium, 12 Old Leumeah...

7 min (2.8 km)  
via Campbelltown Rd  
Heavy traffic, as usual

40 Broughton St  
Campbelltown NSW 2560

- Take Moore St, Campbelltown Rd and Rudd Rd to Old Leumeah Rd in Leumeah  
4 min (2.5 km)
- Head south-east on Broughton St towards Moore St  
180 m
- Turn left at the 1st cross street onto Moore St  
450 m
- Continue onto Campbelltown Rd  
850 m
- Turn right onto Queen St  
150 m
- Continue onto Rudd Rd  
600 m
- At the roundabout, continue straight onto Pembroke Rd  
350 m
- Continue on Old Leumeah Rd to your destination  
59 sec (300 m)
- Turn left onto Old Leumeah Rd  
180 m
- Turn right  
120 m

Search along the route | Petrol | EV charging | Hotels | Sign in

Woodbine | Barbeques Galore Campbelltown | Western Suburbs League Club | Campbelltown Sports Stadium | 1st Leumeah Scout Hall | Abercrombie Reserve | Cracker Locksmith Service | Ruse Public School | Waminda Oval | Waminda Ave | Macquarie Ave | Junction Rd

Leumeah | Rudd Rd | @Sullivan Rd | Lindsay St | Leumeah Creek | Waminda Ave | Macquarie Ave | Junction Rd

40 Broughton Street | Moore St | Lindsay St | Oxley St

Officeworks Campbelltown | Price Beat Guarantee | 7 min 2.8 km

7 min 3.5 km

7 min 2.6 km

Live traffic | Fast | Slow

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# Route from Campbelltown Sports Stadium to Campbelltown OSHC

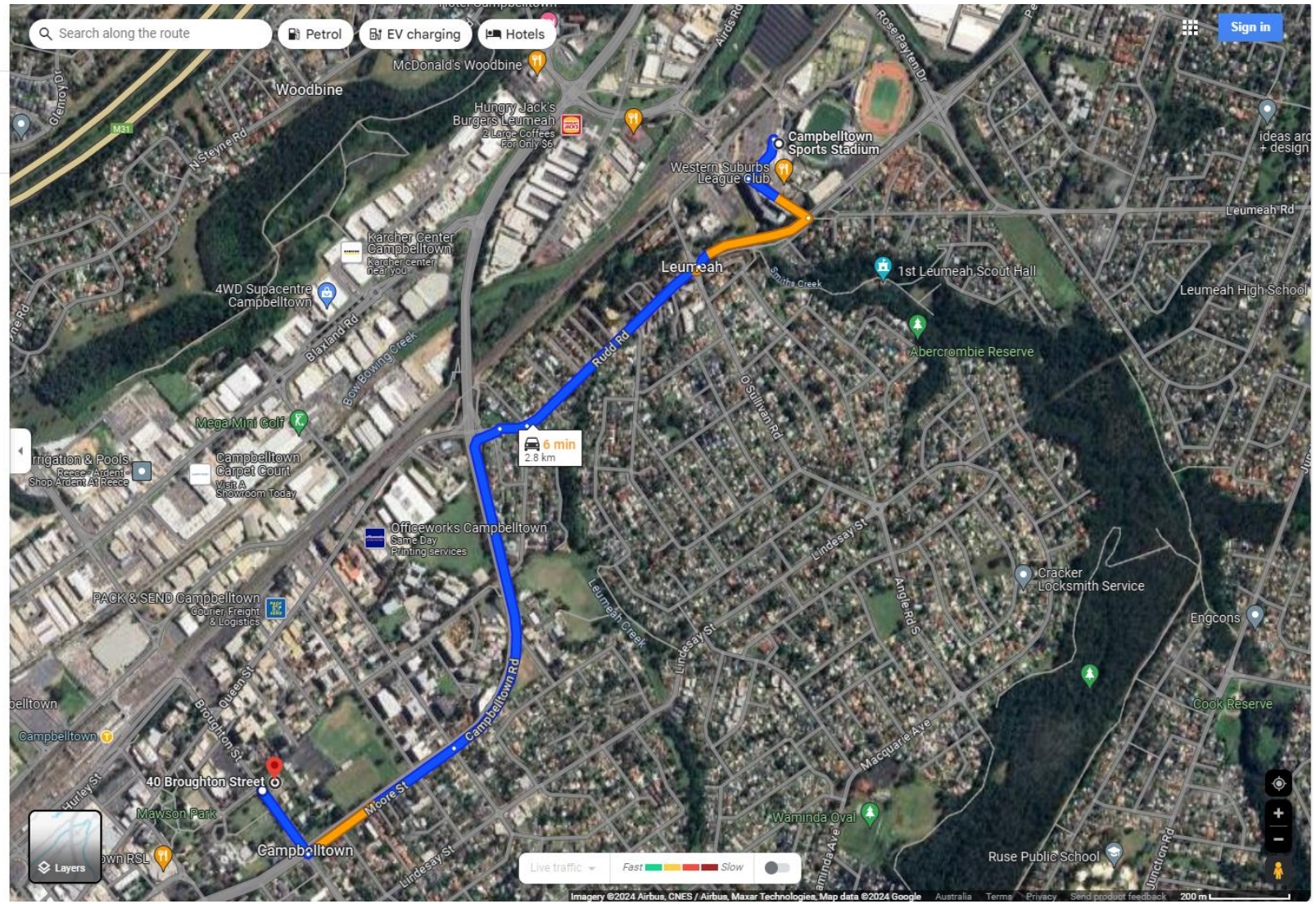
← from Campbelltown Sports Stadium, 12 Old Leumeah...  
to 40 Broughton St, Campbelltown NSW 2560

**6 min (2.8 km)**  
via Campbelltown Rd  
Fastest route, despite the usual traffic

**Campbelltown Sports Stadium**  
12 Old Leumeah Rd, Leumeah NSW 2566

- > Take Old Leumeah Rd to Pembroke Rd  
1 min (300 m)
- > Take Rudd Rd, Campbelltown Rd and Moore St to Broughton St in Campbelltown  
4 min (2.5 km)

**40 Broughton St**  
Campbelltown NSW 2560



## DATA AND DOCUMENT CONTROL



# Route from Raby OSHC to Campbelltown Sports Stadium

← from 39 Sunderland Dr, Raby NSW 2566 to Campbelltown Sports Stadium, 12 Old Leumeah...

Search along the route Petrol EV charging Hotels Sign in

9 min (6.0 km) via Campbelltown Rd Fastest route, the usual traffic

39 Sunderland Dr Raby NSW 2566

- > Take Sunderland Dr to Spitfire Dr 24 sec (120 m)
- > Continue on Spitfire Dr. Take Raby Rd and Campbelltown Rd to Old Leumeah Rd in Leumeah 8 min (5.6 km)
- > Continue on Old Leumeah Rd to your destination 53 sec (290 m)

Campbelltown Sports Stadium 12 Old Leumeah Rd, Leumeah NSW 2566

Live traffic Fast Slow

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# Route from Campbelltown Sports Stadium to Raby OSHC

← from Campbelltown Sports Stadium, 12 Old Leum...  
to 39 Sunderland Dr, Raby NSW 2566

**8 min (5.4 km)**  
via Spitfire Dr  
Fastest route, the usual traffic

**Campbelltown Sports Stadium**  
12 Old Leumeah Rd, Leumeah NSW 2566

- > Take Old Leumeah Rd to Pembroke Rd  
1 min (290 m)
- > Take Rose Payten Dr, Campbelltown Rd and Spitfire Dr to Sunderland Dr in Raby  
7 min (5.0 km)
- > Continue on Sunderland Dr to your destination  
29 sec (120 m)

**39 Sunderland Dr**  
Raby NSW 2566

Search along the route

Petrol EV charging Hotels

Sign in

39 Sunderland Drive

St Andrews

Minto Indoor Sports Centre (NSW Basketball)

Minto Mall

Shri Shiva Mandir

Minto

Pembroke Rd

33 min every 30 min

38 min every 30 min

8 min 5.4 km

Campbelltown Sports Stadium

Leumeah Rd

Leumeah

Live traffic Fast Slow

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