

**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><br>(Minimum 12 month review for routine excursions) | August 24         |
| <b>Venue/Destination</b>  | Venue: Horse Haven<br>Address: 560 Arina Rd Bargo   | <b>Date of excursion</b>   | Fri 2.10.24       |
| <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: 9.30 am – 2.30 pm   |  |                   |
| <b>Proposed activities</b>  | Engage with horses, physical 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><br>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. |  |                   |
| <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               |

**DATA AND DOCUMENT CONTROL**

|  |  |                            |  |                     |  |
|--|--|----------------------------|--|---------------------|--|
| <b>Office advised if non routine</b><br>(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.  |                            |  | ✓                   |  |
|  |  |                            |  | <b>Please tick</b>  | <b>Comment</b>                                 |

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Revised Date: 06/05/2020  
Review Date: 30/06/2022

|                              |   |   |  |
|------------------------------|---|---|--|
| <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.<br>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 off the bus.              | ✓ |  |


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|                                |  |     |  |
|--------------------------------|--|-----|--|
|                                | Approved seat belts available (if required)  | ✓   |  |
|                                | Approved car seats available (if required)   | N/A |  |
| <b>Sun protection outdoors</b> | Sunscreen is available.  | ✓   | Children will apply sunscreen before leaving the centre.<br>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. | N/A | Water ponds are on location however children will not be accessing this area.                        |
|                                | Are any adults with specialised skills required?   | N/A | On site staff  |

**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)<br>It may happen                                       | Unlikely (U)<br>It might happen | Likely (L)<br>Will probably happen |
| <b>Minimal (I)</b><br>Minor First Aid or reassurance needed    | 1   | 1                               | 2                                  |
| <b>Moderate (O)</b><br>Medical attention required              | 1   | 2                               | 3                                  |
| <b>Major (A)</b><br>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

Children will have hands on engagement with horses to learn the essentials of horse care. Children will also explore the site and be able to engage in ziplining, visit fairy garden and have a 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:<br>Service buses x 3 | Collision while driving | <b>UI2</b>                   | <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> | <b>UI1</b>  | All Educators | When on the bus |

### DATA AND DOCUMENT CONTROL

|  |  |            |   |            |               |                                   |
|--|--|------------|---|------------|---------------|-----------------------------------|
|  | 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 |

**DATA AND DOCUMENT CONTROL**

|  |  |            |  |            |               |                   |
|--|--|------------|--|------------|---------------|-------------------|
|  | 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 |

**DATA AND DOCUMENT CONTROL**



|  |   |            |  |            |                                   |                   |
|--|---|------------|--|------------|-----------------------------------|-------------------|
| 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 zoo.</p> | <b>UI1</b> | All educators                     | When on excursion |
| <b>Horse Haven</b>   |   |            |  |            |                                   |                   |
|  | Kicked, trodden or bitten by horse                                      | <b>UA2</b> | <p>Waiver to be completed for children to have access to activities on site including horses, physical activities and picnic area.</p> <p>The venue staff member must supervise horse activities at all times.</p> <p>Participants to be briefed on safety instructions from staff.</p> <p>All participants must wear covered shoes.</p> <p>When children act in such a way that a horse begins to show aggression, a staff member will ask the participant to cease the activity and reflect on the horse's behaviour/feelings and their own behaviour/feelings.</p>    | <b>UO2</b> | All participants<br>All educators | When on excursion |
|  | Poor/dangerous participant behaviour that compromises the groups safety | <b>UI2</b> | <p>Participants are briefed on expected level of behaviour. Service educators to support the expected behaviour level during the excursion.</p> <p>Any children exhibiting poor or dangerous behaviour will be requested to be move away from the group to reflect on their behaviour with service educators.</p>  | <b>UI1</b> | All participants<br>All educators | When on excursion |

**DATA AND DOCUMENT CONTROL**

|                                  |   |            |  |            |               |                   |
|----------------------------------|---|------------|--|------------|---------------|-------------------|
| Activities included in excursion | Falling over or tripping hazards – strains, sprains, breaks | <b>LO2</b> | <p>Follow safety rules and guidelines of venue.</p> <p>All participants take care when walking and moving around the property. Pay attention to any safety signage. Follow instructions from staff. Participants are required to wear covered shoes.</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 |
|                                  | Heat/physical Exhaustion                                    | <b>LI1</b> | <p>Children encouraged to bring water bottle.</p> <p>Additional water to be brought by service staff for children to access and is also available at Horse Haven.</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 |
|                                  | Extreme weather conditions/falling trees or tree branches   | <b>UO2</b> | <p>Follow the directions from the staff. Reschedule appointments/programs in extreme weather conditions.</p> <p>Participants will need to wear clothing suitable for weather conditions on the day or Horse Haven will provide suitable clothing.</p>  | <b>UI1</b> | All educators | When on excursion |
|                                  | Spider, insect, snake bites/stings                          | <b>UO2</b> | <p>Service educators to notify the staff of all medical conditions prior to the session. Alert the first aid team of any participant that suffers from allergies</p> <p>Venue Coordinator to provide insect repellent to minimise bites.</p> <p>Service educators and activity staff to be aware of surroundings and minimise contact with harmful animals.</p> <p>Service educators to provide first aid and work alongside activity provider staff for any emergency/first aid treatments.</p> | <b>UI1</b> | All educators | When on excursion |

**DATA AND DOCUMENT CONTROL**

|   |   |     |  |     |               |                   |
|---|---|-----|--|-----|---------------|-------------------|
|   | Injury using zipline/tunnels/swings/ rope ladders                   |     | <p>The venue staff member must supervise this activity at all times.</p> <p>Participants to be briefed on safety instructions from staff.</p> <p>If participants do not follow instructions, they will be directed to speak to service educators and potentially no longer be able to use this equipment.</p> <p>First aid provided for injury and accident report written.</p> <p>Service educators to provide first aid and work alongside activity provider staff for any emergency/first aid treatments.</p> |     |               |                   |
| Exposure to members of public at venue  | Contact with members of public                                      | LI1 | <p>Supervision as identified above as well as when children are near members of the public.</p> <p>Redirect children away if required and inform venue staff.</p>  | 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> |   |     |  |     |               |                   |

**DATA AND DOCUMENT CONTROL**

## Entrance to Horse Haven



### DATA AND DOCUMENT CONTROL

Revised Date: 06/05/2020  
Review Date: 30/06/2022



Travel route from Raby to Horse Haven.

← from 39 Sunderland Dr, Raby NSW 2566  
to Horse Haven, 560 Arina Rd, Bargo NSW 2574

**33 min (48.8 km)**  
via Hume Motorway/Remembrance Driveway/M31  
32 min without traffic

**39 Sunderland Dr**  
Raby NSW 2566

- > Get on Hume Motorway/Remembrance Driveway/M31 in Ingleburn from Spitfire Dr, St Andrews Rd and Campbelltown Rd  
6 min (5.3 km)
- > Follow Hume Motorway/Remembrance Driveway/M31 to Avon Dam Rd in Pheasants Nest. Take the Avon Dam Rd exit from Hume Motorway/Remembrance Driveway/M31  
25 min (41.3 km)
- > Drive to Arina Rd in Bargo  
2 min (2.1 km)

**Horse Haven**  
560 Arina Rd, Bargo NSW 2574

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

Map controls: Live traffic, Fast, Slow, Layers, 2 km scale

DATA AND DOCUMENT CONTROL



## Route from Horse Haven to Raby OSHC

← from Horse Haven, 560 Arina Rd, Bargo NSW 2574 to 39 Sunderland Dr, Raby NSW 2566

**34 min (50.6 km)** via Hume Motorway/Remembrance Driveway/M31  
Fastest route, the usual traffic

**Horse Haven**  
560 Arina Rd, Bargo NSW 2574

- > Get on Hume Motorway/Remembrance Driveway/M31  
2 min (2.4 km)
- > Follow Hume Motorway/Remembrance Driveway/M31 to Campbelltown Rd in Denham Court. Take the Campbelltown Rd exit from Hume Motorway/Remembrance Driveway/M31  
25 min (42.5 km)
- > Follow Campbelltown Rd, St Andrews Rd and Spitfire Dr to your destination in Raby  
7 min (5.7 km)

**39 Sunderland Dr**  
Raby NSW 2566

Search along the route

Petrol EV charging Hotels

Sign in

34 min 50.6 km

Live traffic Fast Slow

Imagery ©2024 TerraMetrics, Map data ©2024 Google Australia Terms Privacy Send product feedback 2 km

### DATA AND DOCUMENT CONTROL

## Risk Warning and Waiver of Liability

Name of Provider

Horse Haven - Specialising in Equine Services and Care

Address of Provider

560 Arina Road, Bargo State: NSW Postcode: 2574

Name of Participant

Address

State: Postcode:

Medical Details

Emergency Contact

Phone number/Email

Relationship

### Risk Warning

I am aware that by my participation in any activities arranged by the Provider, certain risks or dangers may occur which could include:

- Physical, bodily or psychological injury or death.
- Physical exertion to which I am not accustomed.
- Failure of equipment or use of inadequate equipment.
- There may be no or inadequate facilities for treatment or transport to treatment if I am injured.
- The conditions in which the activities are conducted may vary without warning.
- I may cause injury to other persons and/or other persons may cause injury to me.
- I may be injured or die due to negligence, breach of contract or breach of statutory duty or guarantee of the provider.

### **Participant's Warranties**

I agree to abide by any of the Provider's rules, and any direction or instruction given to me by the Provider during the course of the Activities. I agree to use and/or wear any equipment given to me by the Provider.

I declare that I am medically and physically fit and able to participate in the Activities. I acknowledge that I must, and agree that I will, disclose any pre-existing medical or other condition, injury or concern that may affect the risk that either I or any other person will suffer injury, loss or damage during the course of the Activities and notify the Provider of any injuries, illness or concerns that may arise during the Activity. I will not engage in any reckless, negligent or foolish behaviour or any other behaviour that is likely to cause injury to me, any other participant or person.

I agree that if I suffer any injury or illness, the Provider may provide evacuation, first aid and/or medical treatment at my expense and that my acceptance of these terms and conditions constitutes my consent to such evacuation, first aid and/or medical treatment.

I declare that I have not consumed any alcohol or mind altering substance, or medication that may impact my judgement or physical capacity, before or at the time of engaging in the Activities.

### **Declaration and Signature**

I have read carefully and understand this risk warning and waiver of liability and sign it freely and voluntarily without inducement of any kind.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Participants under age 18**

This is to certify that I, as a parent/guardian with legal responsibility for the Participant, acknowledge, understand and accept all of the above and consent to his/her release as provided above. I release and agree to indemnify and hold harmless the Provider from any and all liabilities arising from my minor child's involvement or participation in the Activities and/or recreational services, even if arising from the negligence of the Provider.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Permission to Photograph**

I provide permission for use of photos/videos for the following:

Website: *www.horsehaven.space* Instagram: *@horsehaven.esc*  
Facebook: *Horse Haven* TikTok: *@horsehaven.esc*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_