

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.

Educator/service name	Raby Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	October 2024
Venue/Destination	Incursion: African Percussion FDO	Date of excursion	17.01.2025
This is (please tick):	<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	
Proposed duration of the excursion	Between 1:30pm-3.00pm		
Proposed activities	Workshop of musical creation	Type of transport	N/A
Proposed pick up location	N/A		
Proposed route of travel	N/A		
Process for entering and exiting the service premises	N/A		
Process for entering and exiting pick up location/destination	N/A		
Process for embarking and disembarking the transport i.e. how will each child be accounted for?	N/A		
Proposed number of children	45	Proposed number of educators	4
		Proposed number of other adults	1/2
Office advised if non routine (Family Day Care/Long Day Care)	<input type="checkbox"/>	Date office advised	Staff member

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Mandatory Checklist

For any potential risks please show how they are managed.

		Please tick	Comment
Routine excursion form completed (if applicable)		✓	
For all excursions	Parents' written permission received.	✓	
Supervision	I will have sight of the children at all times	✓	
	Children will not go to the toilet by themselves (Family Day Care/LDC only).	N/A	Risk managed by:
Venue	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.	✓	
Hygiene	Nappy change facilities provided (Family Day Care/LDC only).	N/A	
	Toilet facilities provided.	✓	
	Hand washing facilities provided.	✓	
Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓	
		Please tick	Comment
	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.	✓	
Children's well being	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.	✓	
Sun protection outdoors	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	
	Sunscreen applied 2 hourly.	✓	
	Children and educators wear hats.	✓	
	Shade area available.	✓	
Other	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	
	Are any adults with specialised skills required?	N/A	

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What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?				STOP - Do not proceed with the Activity CAUTION - Do not proceed with the Activity until the Risks are reduced GO - The Risks with the Activity are acceptable
	Rare (R) It may happen	Unlikely (U) It might happen	Likely (L) Will probably happen		
Minimal (I) Minor First Aid or reassurance needed	1	1	2		
Moderate (O) Medical attention required	1	2	3		
Major (A) Requires an emergency response	2	3	3		

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Risk Assessment

Description of what will be occurring during the event etc
Children will participate in an African Drumming in service event between 1.30-3.00

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	LI2	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.	UI1	Supervisor	On booking incursion Prior to incursion begins
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	LO3	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.	UI1	All staff	Day of incursion

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Children engaging in incursion activity	Children engaging in unsafe activities during incursion	LO3	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.	UI1	All staff	Day of incursion
	Adequate supervision	UI1	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.	RI1	All staff	Duration of incursion
	Heat/physical exhaustion	UI1	Water available at all times. Encourage regular breaks by children if high physical activity or hot weather.	RI1	All staff	Day of incursion
	Falling over – sprains, strains, brakes	UI2	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.	RI1	All staff	Day of incursion
	Hazards/incidents using equipment	UI2	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.	UI1	All staff	Day of incursion
Specific risks and control measures by Incursion Provider			Specific activity related measures as identified by activity provider			

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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
African Percussion performance	Loud noises		Children that are affected by the loud noises can be suggested to wear earmuffs.		All educators	During incursion
	Children hitting the drums too hard with their hands		Children to be aware of the expectations and reminded to show respect to the equipment brought in by the event host.		All educators	During incursion
	Children not using drums as instructed		Event host to go through rules and expectations before starting the event. If children are not respecting the equipment they will be asked to participate in a quiet activity instead.		All educators	During incursion
	Insufficient performance space.		Allow ample space for performance.			
Plan prepared by	Melanie Barden					
Prepared in consultation with	Brittany Gauci					
Communicated to	Participating families					
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Comment if required						
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.						

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You have been granted a Working with Children Check clearance (Employee)

Working With Children Check Number: WWC0095520E

Dear Ian Watson

You have been cleared to work with children in both volunteer and paid roles.

Your details are:

Surname	WATSON
First Name	Ian
Other Name	Jeremy
WWC Number	WWC0095520E
Type of Clearance	Valid for paid and unpaid work
Expiry Date	06/10/2028

Important information

- You must give your WWC number, expiry date and your full name to your child related employer, volunteer organisation, or anyone you provide a child-related service to. They will verify your details on our system.
- Keep your WWCC number somewhere safe. If you move to another child related role, give it to your new employer.
- This Check is valid for 5 years. [Keep your contact details up to date](#) on our system and we will email you when it is time to renew.
- Your WWCC number can be accessed on the [Service NSW app](#).

Yours sincerely

Steve Gholab
Director
Working With Children Check
Office of the Children's Guardian
06/10/2022

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