



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	Venue: Bicycle Education Centre Address: King St, Campbelltown NSW 2560	Date of excursion	20.12.24
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	Time leaving service: 9:30am-1:30pm		
Proposed activities	Scooter and bicycle riding, playing in outdoor play area, along with a sausage sizzle picnic	Type of transport	Service/charter Buses
Proposed pick up location	pick up and drop off locations as identified below per maps		
Proposed route of travel	Refer to maps at the end of risk assessment information to location		
Process for entering and exiting the service premises	Via front door and path to front door		
Process for entering and exiting pick up location/destination	See map-entry and exit via main access to the schools		
Process for embarking and disembarking the transport 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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Proposed number of children	Up to 45	Proposed number of educators	6	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	
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: Children escorted to bathroom and supervised from outside door.
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.			✓	2 educators to accompany children

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			to bathrooms
	Hand washing facilities provided.	✓	
		Please tick	Comment
Accident or injury	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.	✓	
Children's well being	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. Sausage Sizzle & delicious treats will be provided in addition to packed lunch.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	First aid bag and all medications will be taken on excursion.
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	

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Walking excursion	Children are aware of road safety.	✓	
	Educator/s are comfortable managing the children.	✓	
Travelling by bus	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)	N/A	
Sun protection outdoors	Sunscreen is available.	✓	Children will apply sunscreen before leaving the centre. Sunscreen will be taken to the excursion premises.
	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)?		
	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



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

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

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	UI2	<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>	UI1	All staff	Day of excursion
	Allocation of groups being transported by bus	UI2	<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>When using charter bus, the children will move in groups of 16 with their allocated teachers to the bus.</p> <p>Children will be provided with wrist bands to support grouping.</p> <p>All groups will complete a head count before departing from</p>	UI1	All staff	Day of excursion

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Risk Assessment						
			locations and reported to Responsible Persons			
	Entering/ exiting the bus	UI2	Staff member to alight the bus prior to children to maintain supervision from leaving the bus.	UI1	All staff	Day of excursion
Venue Specific Information						
Bicycle Education Centre	Front entry access point to venue	UI2	Supervision of group to prevent children from moving into the front area and exiting venue. Staff member to always remain in supervision of the front area.	UI1	All educators	Day of excursion
	Heat/physical Exhaustion	UI1	Water available, encourage regular breaks. Water esky to be brought by staff for children to access. Children will be encouraged to sit in the shade to cool down.	RI1	All staff	Day of excursion
	Falling from scooters and bikes	LO2	Wear helmets and safety protective guards. First Aid kit to be taken and available. Educator with current first aid certificate present. Discuss rules with children including to be aware of surroundings when walking, riding, and moving around the track.	LI1	All staff	On day of excursion
	Falling from other equipment eg play area, tripping over, stings or bites from insects	LO2	Follow safety rules and guidelines of venue. Staff to spread themselves out within the venue to maintain effective management of environment. One educator to stay in the undercover area with the bags and first aid equipment so medical management time is reduced.	LI1	All staff	Day of excursion
	Exposure to extreme weather conditions	UI2	Postpone or cancel excursion.	UI1	Supervisor	Prior to excursion
	Sunburn	UI1	Children to be provided with sunscreen prior to leaving on excursion. Opportunities to re-apply sunscreen during the excursion time. Sunscreen/hat/wet weather clothing.	RI1	Supervisor	Prior to excursion

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	Broken glass, needles, broken equipment	UI2	Visual inspection – staff member to walk the track and remove obstacles and place into bin. Staff member to ensure they are wearing gloves when completing a visual inspection.	L1	All staff	On day of excursion
Plan prepared by		Brittany Gauci				
Prepared in consultation with		Melanie Barden/ Raby OSHC Team				
Communicated to		Families attending				
Venue and safety information reviewed and attached			<input checked="" type="checkbox"/> Yes <input 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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Travel route from Raby OSHC to Eagle Vale Central, Eagle Vale.

The screenshot displays a Google Maps interface. The top portion is a Street View image of a road, with labels for 'Feldspar Rd' and 'Feldspar Rd'. A copyright notice in the top right corner reads: '©2023 Microsoft Corporation | 1008/0200 102 Feldspar Rd, Eagle Vale, NSW 2558, Australia'. Below the Street View is a map showing a blue route between 'Raby Outside School Hours Care, 39 Sund...' and 'Campbelltown Bicycle Education Centre, K...'. The sidebar on the left provides route options:

- Best: 12 min, 52 min, 1h 38m, 24 min
- via Campbelltown Rd: 12 min, 7.0 km (Fastest route, lighter traffic than usual)
- via Airds Rd: 16 min, 9.7 km
- via Eagle Vale Dr: 17 min, 9.3 km (Some traffic, as usual)

Additional features in the sidebar include 'Add destination', 'Leave now', 'Options', 'Send directions to your phone', 'Copy link', and 'Explore nearby Campbelltown Bicycle Education Centre' with icons for Restaurants, Hotels, Petrol stations, and Car Places.

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Route from Eagle Vale Central, Eagle Vale to Raby OSHC

Best 11 min 32 min 1h 36m 21 min

Campbelltown Bicycle Education Centre, K

Raby Outside School Hours Care, 39 Sundr

Add destination

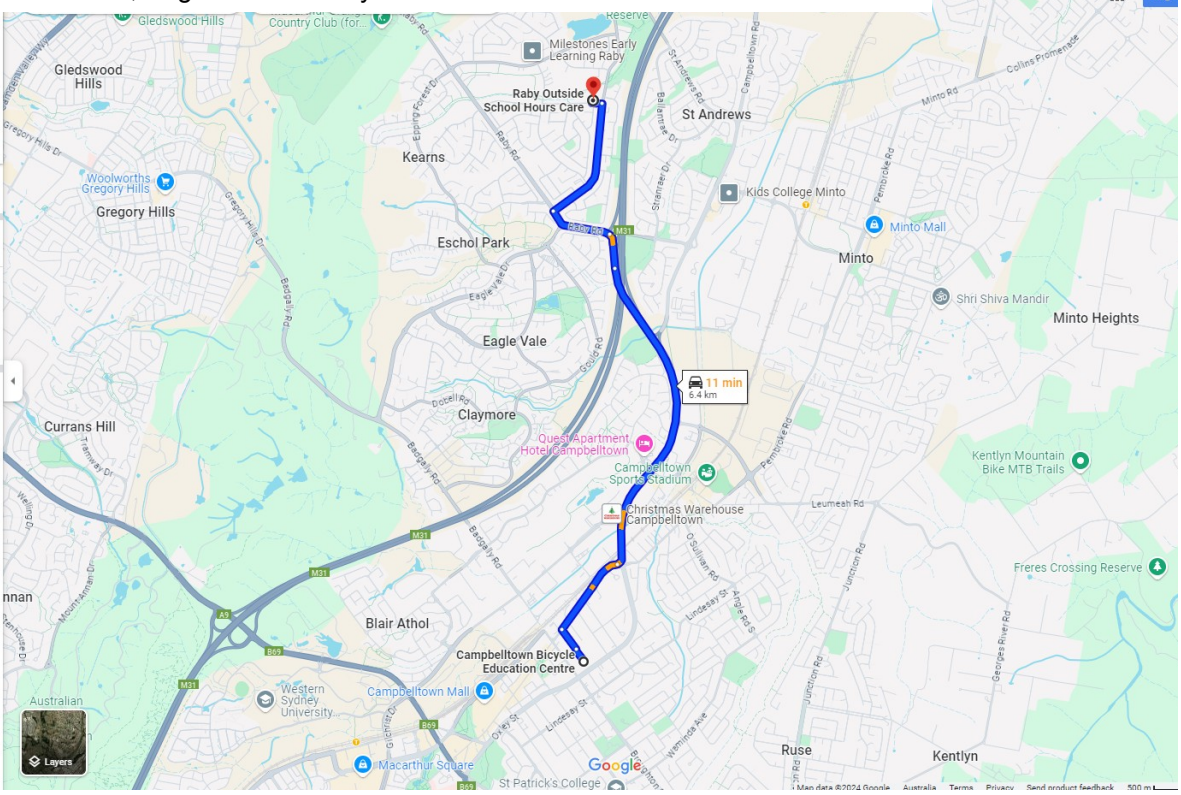
Leave now Options

Send directions to your phone Copy link

via Campbelltown Rd 11 min
Fastest route, despite the usual traffic 6.4 km
Details

Explore nearby Raby Outside School Hours Care

- Restaurants
- Hotels
- Petrol stations
- Car Places
- More



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