

**Excursion and/or Transport Risk Assessment Form**
**Privacy Statement**

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<b>Educator/service name</b>	Raby Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	October 2024
<b>Venue/Destination</b>	Incursion: Bubbling with Energy Water Inflatable	<b>Date of excursion</b>	19.12.2024
<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: 8:30am-4:30pm		
<b>Proposed activities</b>	Water inflatable- going down water slide, playing with water, playing with super soakers	<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>	1/2

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<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 (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>

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	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.	✓	
	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 every 2 hours. Sunscreen available at all times for the children's use.
	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>	Water play- children will not be swimming but will engage in water play

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			which will include water slide, super soakers and water balloons.
	Are any adults with specialised skills required?	N/A	

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>STOP - Do not proceed with the Activity</b>  <b>CAUTION - Do not proceed with the Activity until the Risks are reduced</b>  <b>GO - The Risks with the Activity are acceptable</b>
<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>	<p>Ensuring the visitor has a valid Working with Children Check prior to incursion.</p> <p>Incursion staff to sign visitors records prior to entering the service.</p> <p>Supervision of entry/exit points of service.</p>	<b>UI1</b>	Supervisor	<p>On booking incursion</p> <p>Prior to incursion begins</p>
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	<b>LO3</b>	<p>Communication with incursion staff about set up/pack away procedure of event.</p> <p>Communication within the team to ensure area is appropriately supervised during this time while gate is open.</p> <p>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.</p>	<b>UI1</b>	All staff	Day of incursion
Children engaging in incursion activity	Children engaging in unsafe activities during incursion	<b>LO3</b>	<p>Rules to be discussed by incursion staff before activity is used.</p> <p>Staff supervising to be introduced to visitors and be present to understand and support rules being</p>	<b>UI1</b>	All staff	Day of incursion

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			followed.			
	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			<b>Specific activity related measures as identified by activity provider</b>			
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

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Risk Assessment						
Use of water slide inflatable	Children not following Patron rules	LI1	<p>Rules discussed prior to children using inflatable</p> <p>Always -</p> <ul style="list-style-type: none"> <li>• Feet First</li> <li>• Sitting down</li> <li>• No jumping</li> <li>• Only one patron at a time</li> <li>• No pushing up stairs to top of slide</li> <li>• No crowding top of slide</li> <li>• Cross arms when sliding</li> </ul>	UI1	All educators	During incursion
	Access to water	UO2	<p>Educator to supervise access to bodies of standing water and running water e.g., taps and hoses.</p> <p>Educator to empty all standing water containers after the activity has finished.</p>	RI1	All educators	During incursion
	Children slipping on floor due to being wet	LO2	Children to dry themselves with towels before entering the building. Children to remain outdoors where possible while wet.	RI1	All educators	During incursion
	Children tripping on inflatable power cord	UO2	Cord to be covered to prevent tripping. Power to be turned off if the inflatable is not in use.	RI1	All educators	During incursion
	Wind causing the inflatable to move	LO2	In the event of high wind, the inflatable must be turned off and deflated.	RI1	All educators	During incursion
	Climbing on mesh/sides of inflatable	LI2	<p>Operator/competent person must ensure appropriate rules are explained before use and keeping them enforced. Operator/competent person to watch patrons at all times.</p> <p>Check for broken mesh (choke point)</p> <p>Supervision at all times.</p>	UI1	All educators	During incursion
	Too many people on inflatable	LO2	Operator/competent person must ensure the correct number, no more than one patron in each section at time and allow plenty of time between	UI1	All educators	During incursion

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			each patron so the slower patrons are not trampled on.			
	Inflatable Deflating	UO1	Operator/competent person to ensure all participants are removed from deflating inflatable. Operator/competent person to ensure all shutes are sealed. Operator to check that the shutes, leads and exit zippers remain intact throughout the hire. Operator to ensure fan is kept clear from foreign materials.	UI1	All educators	During incursion
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						
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>						

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