



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.

Educator/service name	Raby Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	October 2024
Venue/Destination	Venue: Campbelltown City Bowling Centre Address: 11 Hollylea Rd, Leumeah NSW 2560	Date of excursion	30.01.2025
This is (please tick):	<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	
Proposed duration of the excursion	Time leaving service: 9:30am-2:00pm		
Proposed activities	Tenpin bowling	Type of transport	Service 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:	
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 to bathrooms	

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	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.	✓	Water taken on excursion. Children will bring water bottle.
	Food available for children.	✓	Children will bring bags on excursion containing their lunch
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	Responsible person will discuss medication required with educators prior to excursion
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
Walking excursion	Children are aware of road safety.	✓	
	Educator/s are comfortable managing the children.	✓	

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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.	✓	
	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	On site bowling staff

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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>	LI1	All staff	Day of excursion
Travelling by service buses	Movement of children using service buses.	UI2	<p>The Transportation Record is to be completed on each bus run Departure and Arrival of destination by conducting a head count of children signed into the Electronic Sign In System against physical number of children or child records for bus run.</p> <p>A responsible person to be present on each bus run.</p> <p>Responsible persons to be allocated a phone to ensure communication is available.</p> <p>If at any time the safety of the passengers is compromised (for example a child not following directions from an educator) then the bus driver will pull over and support the educator to manage the risk until it is safe to drive again.</p>	UI2	All staff	Day of excursion

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	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 locations and reported to Responsible Persons.</p>	UI1	All staff	Day of excursion
	Embarking/ disembarking bus	UI2	<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.</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).</p>	LI1	All staff	Day of excursion
	Children moving away from staff and children	LM2	<p>Staff to communicate with each other to make each other aware that a child has left the service/group.</p> <p>Educator 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 call emergency services if child is moving away from the service/group and does not seem to be returning. 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 service and the current direction they are headed.</p>	UI1	All staff	Day of excursion

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	Medical Management during transportation of children	UM2	At least one educator with first aid qualifications is in attendance on transport routes. Up to date first aid kits is packed. A mobile phone is to be taken.	RI1	All staff	Day of excursion
	Managing injuries/ trips / falls	UM2	First aid kit to be available on the bus to manage any injuries. Staff member with first aid to assess passengers for injury. Child's accident/incident Report to be completed once arrived at destination.	RI1	All staff	Day of excursion
Parent engagement with Excursion group.	Parents attending to drop off or while excursion is in progress.	UI2	An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time, and contact number. All efforts will be made by staff to contact any families absent prior to leaving. If parents cannot make the identified time on the program, children may be able to be dropped off to excursion location or attend once excursion has returned.	UI1	All staff	Day of excursion
Venue Specific Information						
Campbelltown City Bowling Centre	Waiting for bus	UO2	Children will travel 3 groups of max 16 children. Children will participate in their turn then remain with staff while waiting for the return trip on the bus inside of City Bowl foyer/seating area. Staff will communicate via phone when bowling is nearly finished by their group so that the next group can begin preparation to move to bowling location, therefore minimising wait time. The next group of children will disembark first and enter the building before the exiting group departs and enters bus.	UI2	All staff	Day of excursion
	Front entry access point to venue. Children exiting unsupervised	UO2	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.	UI2	All staff	Day of excursion

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Using venue equipment	Heat/physical Exhaustion	LI2	Water available, encourage regular breaks. Water esky to be taken by staff for children to access. Children will take own water bottles.	UI1	All staff	Day of excursion
	Falling over, trips – strains, sprains, breaks	LO2	Follow safety rules and guidelines of venue. Staff to adequately supervise by spreading out where children are located for bowling. Responsible person to oversee first aid equipment. Staff holding a first aid certificate to administer first aid where needed.	UI1	All staff	Day of excursion
	Physical activity using bowling balls	LO2	Follow safety rules and guidelines of venue. Staff supervision as identified above. Children to use lighter balls recommended by venue. Only one child on the lane at a time. Children to remain seated while the person bowling is having their turn.	UI1	All staff	Day of excursion
	Eating and risk of allergies during excursion	UO2	Children are to bring their bags if requiring food and drink during the excursion time and kept in bag until food is required. One staff member is required to be at the location where bags/food is kept. First aid bag to be in this area as well as any medications required for children. Children to sanitise hands prior to and after eating. Supervision to ensure minimal cross contamination from children by encouraging rubbish and scraps to be placed in the bin.	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 public. Redirect children away if required and inform venue staff.	LI1	All staff	Day of excursion
Parent engagement with Excursion group	Parents attending to drop off or while excursion is in	UI1	An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time and contact number. All efforts will be made by staff to contact any families absent prior	UI1	All staff	Day of excursion

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	progress		to leaving. If parents cannot make the identified time on the program, children may be able to be dropped off to excursion location or attend once excursion has returned.			
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 Campbelltown City Bowling Centre, Leumeah.

Best 9 min 35 min 1h 10m 18 min

Raby Outside School Hours Care, 39 Sundi
Campbelltown City Bowl, 11 Hollylea Rd, L

Add destination

Leave now Options

Send directions to your phone Copy link

via Campbelltown Rd	9 min
Fastest route, the usual traffic	5.6 km
Details	
via Raby Rd and Campbelltown Rd	9 min
	5.6 km
via Airds Rd	12 min
	8.1 km

Explore nearby Campbelltown City Bowl

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Map showing route from Raby OSHC to Campbelltown City Bowling Centre. Key locations include Raby, St Andrews, Minto, Eagle Vale, and Campbelltown. The route is marked with a blue line and includes time and distance indicators for different segments.

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