

Excursion and/or Transport Risk Assessment Form
Privacy Statement

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Educator/service name	Raby Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	October 2024
Venue/Destination	Venue: Campbelltown Civic Hall, Cnr Broughton and Queen St Campbelltown Discopeeps silent disco	Date of excursion	21.01.2025
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	Time leaving service: 9.30am – 1pm		
Proposed activities	Silent disco and hula hoop show	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.	✓	Children will need to bring a backpack, hat, packed lunch, and water bottle.
	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.	✓	
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.	✓	

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	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	

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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	UO2	<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
Travelling by service buses	Movement of children using service buses.	UI2	<p>The Transportation Record is to be completed on each individual bus 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</p>	UI2	All staff	Day of excursion

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			risk until it is safe to drive again.			
	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>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 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).</p>	LI1	All staff	Day of excursion
	Children moving away from staff and children	LI2	<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</p>	UI1	All staff	Day of excursion

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			support if needed. Second educator to then call parent/carer to notify of child leaving the group and the current direction they are headed.			
	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. Medication of individual children will be allocated to that child's group service excursion bag in the event of requiring medication during the bus run.	RI1	All staff	During bus run
	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	During bus run
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						
Dancing/Disco	Over enthusiastic participants	LO2	Staff will closely monitor for any unsafe behaviour that may cause risk to others or self. Staff will discuss with children prior to the event the expectations for behaviour and safety rules. Staff to monitor children's behaviour and watch for any triggers that may increase behaviour. Stop it before it arises. Child/children	UI1	All staff	Day of incursion

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will be redirected to another activity.						
	Asthma/ difficulty breathing. Use of smoke machines	LO2	Staff to monitor dancing activities or physical activities for children experiencing any signs of difficulty breathing/asthma. Staff to be aware of children who are in attendance and diagnosed with asthma. Medication to be always with educator near child. First aid bag will always be on hand with centre Ventolin present. Staff will have current first aid and CPR certifications.	UI1	All staff	Day of incursion
Use of headphones	Hearing damage from loud music	LO2	Staff to monitor level of headphones. Usage of headphones to be monitored by staff. Children will be encouraged to have regular breaks from utilising the headphones if needed.	UI1	All staff	Day of incursion
Strobe lights	Sensitivity to lights Epilepsy	LA3	No known children diagnosed with epilepsy will be in attendance. Children will be told prior that lighting will be used throughout the event eg. Flashing bright lights.	UO2	All staff	Day of incursion
Trips/ Falls	Physical injuries to children's body parts such as bruises, scrapes etc	LO2	Staff to sufficiently supervise and monitor for any activities that could potentially cause injury to child or others. Staff will have current first aid and CPR certifications. First Aid Kit will always be on hand.	UI1	All staff	Day of incursion
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						

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Risk Assessment

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 Civic Hall, Campbelltown.



A screenshot of a Google Maps interface showing a route from Raby Outside School Hours Care to Campbelltown Civic Hall. The route is highlighted in blue. The map shows various suburbs including Gledswood Hills, Gregory Hills, Kearns, Eschol Park, Eagle Vale, Claymore, Campbelltown, Blair Athol, and Minto. The route starts at Raby Outside School Hours Care and ends at Campbelltown Civic Hall. The estimated travel time is 12 minutes and the distance is 6.9 km. The interface includes search bars, navigation controls, and a sidebar with route options and nearby points of interest.

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Route from Civic Hall, Campbelltown to Raby OSHC

Best 12 min 42 min 1h 36m 22 min

Campbelltown Civic Hall, 91 Queen St, Campbelltown

Raby Outside School Hours Care, 39 Sunday St, Raby

Add destination

Leave now Options

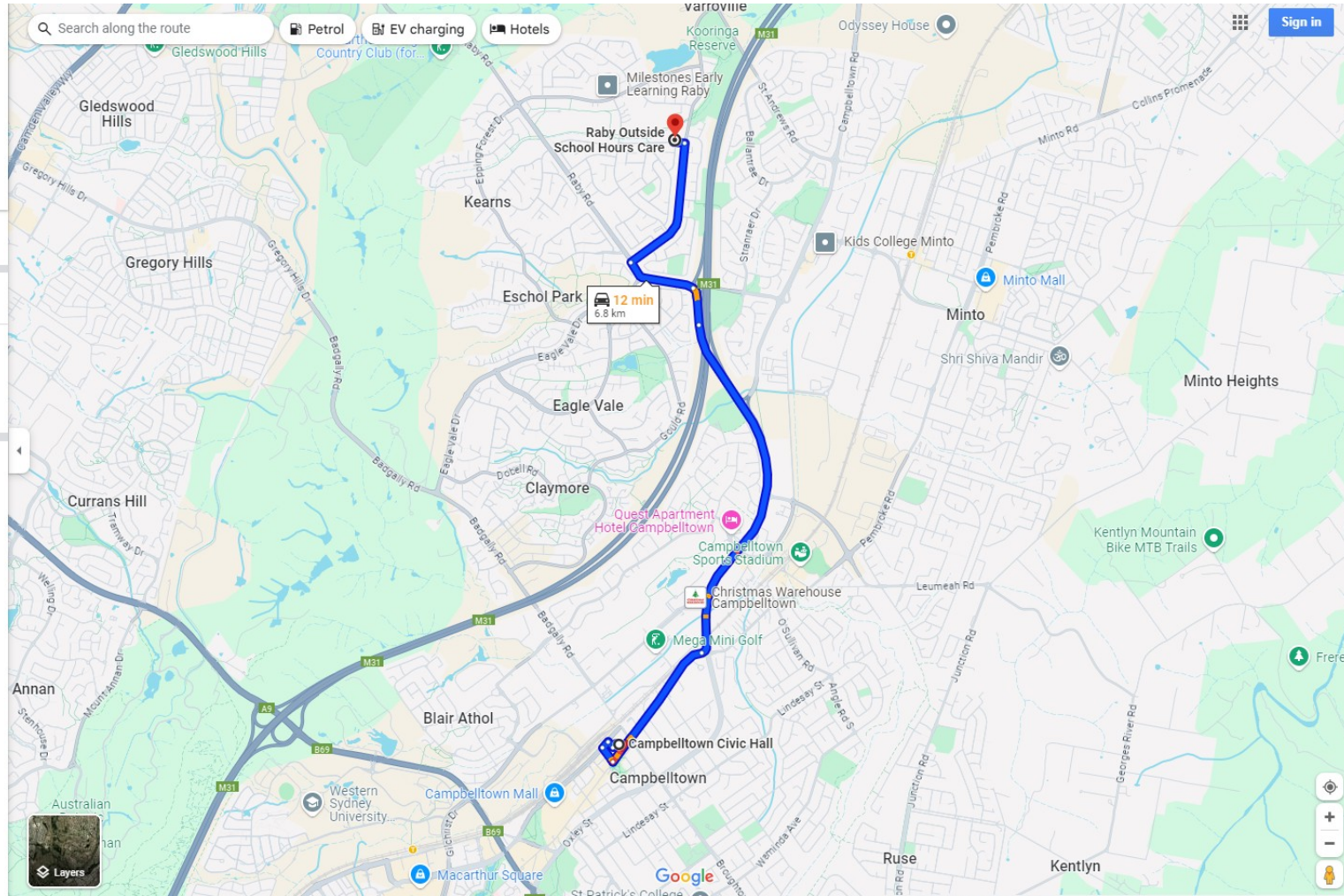
Send directions to your phone Copy link

via Campbelltown Rd 12 min
Fastest route, despite the usual traffic 6.8 km

Details

Explore nearby Raby Outside School Hours Care

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