



**CAMPBELLTOWN**  
CITY COUNCIL

**Education and Care Services**

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

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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>	Venue: Eagle Vale Central Address: Cnr Emerald Dr & Feldspar Rd, Eagle Vale New South Wales 2558	<b>Date of excursion</b>	09.01.2025
<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>	Time leaving service: 10:00am- 2:30pm		
<b>Proposed activities</b>	Swimming	<b>Type of transport</b>	Service Buses
<b>Proposed pick up location</b>	pick up and drop off locations as identified below per maps		
<b>Proposed route of travel</b>	Refer to maps at the end of risk assessment information to location		
<b>Process for entering and exiting the service premises</b>	Via front door and path to front door		
<b>Process for entering and exiting pick up location/destination</b>	See map-entry and exit via main access to the schools		
<b>Process for embarking and disembarking the transport</b> 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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<b>Proposed number of children</b>	Up to 45	<b>Proposed number of educators</b>	6	<b>Proposed number of other adults</b>	1/2
<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 always have sight of the children.			✓	
	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.			✓	2 educators to accompany children

**DATA AND DOCUMENT CONTROL**


			to bathrooms
	Hand washing facilities provided.	✓	
		<b>Please tick</b>	<b>Comment</b>
<b>Accident or injury</b>	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.	✓	
<b>Children's well being</b>	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.	✓	Children will be taking their own packed lunches.
	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.	✓	
<b>Walking excursion</b>	Children are aware of road safety.	✓	Children will use designated crossing.

**DATA AND DOCUMENT CONTROL**

	Educator/s are comfortable managing the children.	✓	
<b>Travelling by bus</b>	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)	<b>N/A</b>	
<b>Sun protection outdoors</b>	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.	✓	
<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>	
	Are any adults with specialised skills required?	<b>N/A</b>	Lifeguard on premises

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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
<b>Minimal (I)</b> Minor First Aid or reassurance needed	1	1	2
<b>Moderate (O)</b> Medical attention required	1	2	3
<b>Major (A)</b> 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**

**DATA AND DOCUMENT CONTROL**

## 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
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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**Risk Assessment**

	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.</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</p>	UI1	All staff	Day of excursion

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Risk Assessment						
			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.	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						
Eagle Vale Central	Contact with members of the public i.e inappropriate behaviour, language.	LI2	Educators will constantly supervise children near members of public. Redirect children away if required. Inform venue staff. Communicate with Eagle Vale Central staff the day prior about best access for children to minimise contact with members of public.	LI1	All staff	Day of excursion
	Slips, trips & falls on bus or	UI2	Visual inspection of the premises. One staff member to walk in front of group and another staff member at the back. Front staff	LI1	All staff	Day of excursion

**DATA AND DOCUMENT CONTROL**



### Risk Assessment

	at venue.		<p>member to identify any trip hazards within the walk.</p> <p>Staff supervision of group to ensure they are following code of conduct and safety rules in place. Rules include walking in the venue and around the pool to prevent slips, trips and falls</p>			
	Children drowning in the pool.	LI2	<p>Lifeguards will be on the premises.</p> <p>Staff to supervise the children from edge of the pool.</p> <p>At least 1 staff member will be in the pool if there are children 5 years and under.</p> <p>Notify lifeguard for implementation of first aid.</p>	LI1	All staff	Day of excursion
	Children not knowing how to swim.	LI2	<p>Only access will be to the recreational heated indoor pool where water is only waist high.</p>	LI1	All staff	Day of excursion
	Children splashing and dunking other children in the pool.	LI2	<p>Staff to supervise children from edge of pool.</p> <p>Safety rules will be explained to children before leaving the service.</p>	LI1	All staff	Day of excursion
	Children choking on the pool water, getting water in ears or eyes.	LI2	<p>Staff to supervise the children from edge of the pool.</p> <p>At least 1 staff member will be in the pool if there are children 5 years and under.</p> <p>Staff to encourage child to leave the pool and be supported by Educator in providing first aid. For serious incidents, lifeguards will be on the premises to support first aid.</p>	LI1	All staff	Day of excursion
	Children becoming dehydrated.	LI1	<p>Ensure children are taking breaks from being in the water.</p> <p>Children will be taking their own water bottles.</p> <p>Staff to supervise the children from edge of the pool.</p>	UI1	All staff	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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

#### DATA AND DOCUMENT CONTROL

Risk Assessment	
attached	
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>	

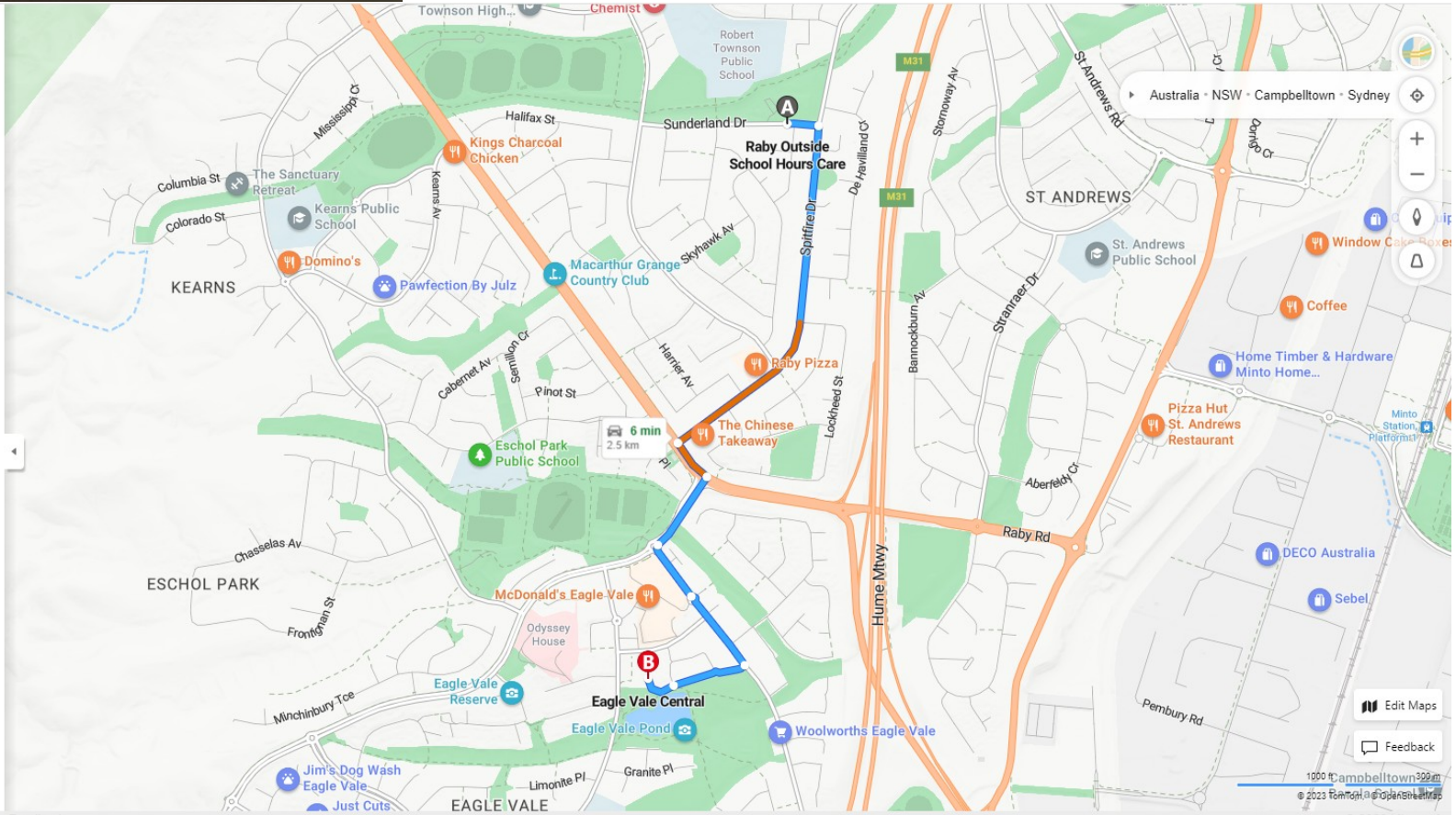
Travel route from Raby OSHC to Eagle Vale Central, Eagle Vale.



Raby Outside School Hours Care to ...

- A** Raby Outside School Hours Care  
Leave at 16:08  
39 Sunderland Drive, Raby New South Wales 2566
- ↑ Head east on Sunderland Dr towards Bristol Av  
98 m
- ↘ Turn right onto Spitfire Dr  
1.2 km
- ↙ Turn left onto Raby Rd  
0.1 km
- ↘ Turn right onto Eagle Vale Dr  
0.3 km
- ⤵ At the roundabout, take the 1st exit for Gould Rd  
0.2 km
- ⤵ At the roundabout, take the 2nd exit  
0.3 km
- ↘ Turn right onto Garnet St, then immediately bear left onto Spinel St  
0.2 km
- ↑ Road name changes to Barite Pl  
0.1 km
- Arrive at Barite Pl  
The last junction before your destination is Spinel St
- B** Eagle Vale Central  
Arrive by 16:14

[Report a problem](#)



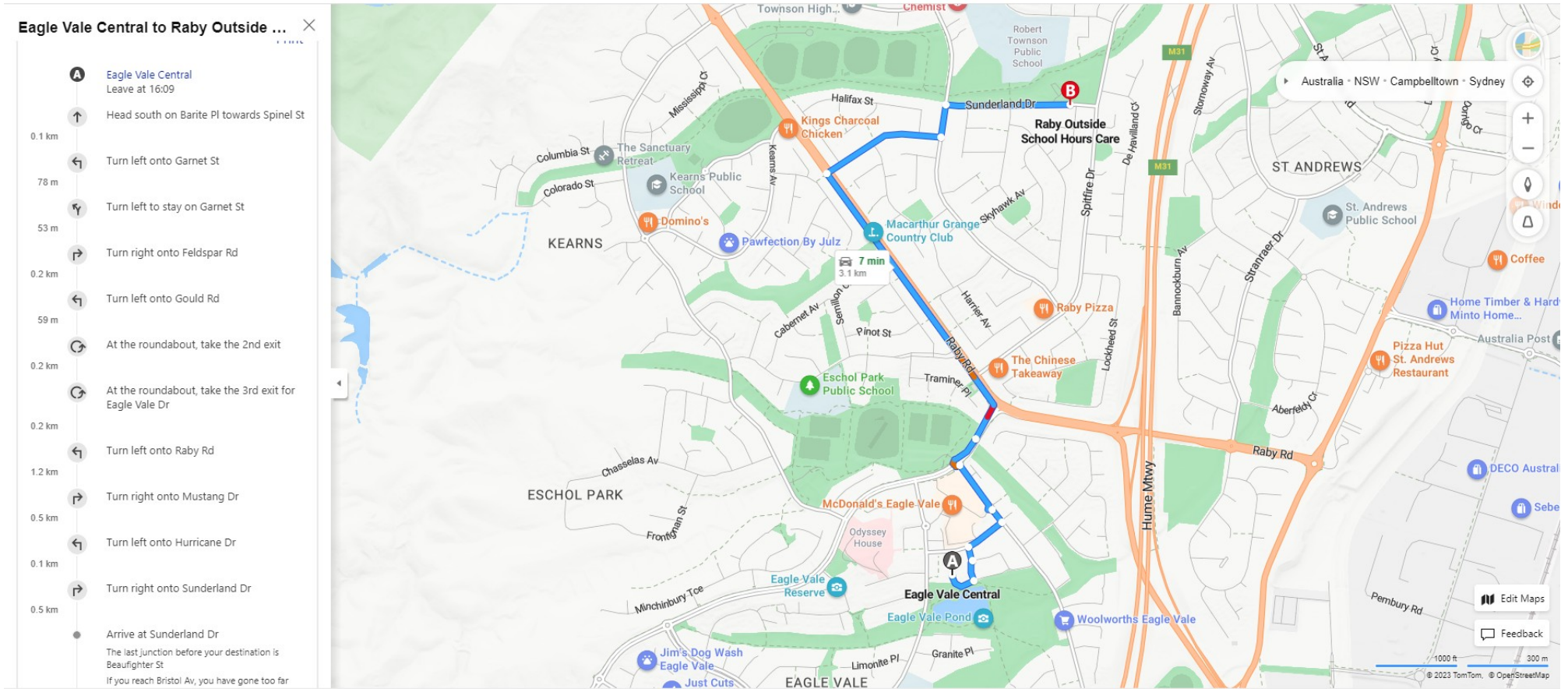
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**Route from Eagle Vale Central, Eagle Vale to Raby OSHC**



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