

**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.

<b>Educator/service name</b>	Raby Outside School Hours Care	<b>Date form completed</b> (Minimum 12-month review for routine excursions)	May 2024
<b>Venue/Destination</b>	Reptile Show FDO	<b>Date of excursion</b>	28.01.2025
<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>	Between 10 am – 11.30 am		
<b>Proposed activities</b>	Activities and incursions will bring a range of Australian Wildlife for children to handle and interact with.	<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?	Head counts will occur on site as part of normal routing. Group numbers and child movement will be discussed between staff supervising activity and staff supervising other children not engaged in the activity.		
<b>Proposed number of children</b>	45	<b>Proposed number of educators</b>	4
		<b>Proposed number of other adults</b>	2

**DATA AND DOCUMENT CONTROL**

<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>

**DATA AND DOCUMENT CONTROL**

	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 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.	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	
<b>Minimal (I)</b> Minor First Aid or reassurance needed	1	1	2	<b>3 STOP - Do not proceed with the Activity</b>  <b>2 CAUTION - Do not proceed with the Activity until the Risks are reduced</b>  <b>1 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	

**DATA AND DOCUMENT CONTROL**

## Risk Assessment

Activities include a range of Australian wildlife that children can handle and interact with

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
Activities provided by external providers used by children	Visitors entering the service	<b>LO3</b>	Ensuring the visitor has a valid Working with Children Check prior to incursion, Visitors to sign "visitors sign in sheet".	<b>UI1</b>	Nominated Supervisor	On booking incursion
Setting up and packing away by incursion staff	Door/gates open during set up/pack away.	<b>LO3</b>	Communication with incursion staff about set/up pack away procedure. Communication within the team to ensure area is appropriately supervised during the time the gate is open. Children to be supervised inside while activities are being set up.	<b>UO1</b>	All educators and incursion staff	Day of incursion
	Misuse of activity by children	<b>LO3</b>	Rules to be discussed by incursion operator before activity is used. Staff supervising to be introduced to visitors and be present to understand and support rules being followed.	<b>UO2</b>	All educators and incursion staff	Day of incursion
	Adequate supervision	<b>RO3</b>	2 educators to stay with children at incursion area. Ratios to remain supervised at other activities on premises to support children if needed.	<b>UO2</b>	All educators	Duration of incursion
Bites/Scratches	As animals interact with guests they might bite or scratch	<b>LI2</b>	Only trained handlers are permitted to handle all animals and to interact animals with guests. Only one animal at a time out of temporary	<b>RO1</b>	All educators and incursion staff	Day of incursion

### DATA AND DOCUMENT CONTROL

Risk Assessment						
	them		enclosures. Audience allowed controlled gentle touching of suitable animals.			
Animal escaping	Animals escape from handler	<b>LI2</b>	All reptiles are housed in secure boxes to prevent escape. All housing is kept near the presenter. Educators to supervise children to make sure children follow instructions.	<b>RO1</b>	All educators and incursion staff	Day of incursion
Plan prepared by		Melanie Barden				
Prepared in consultation with		Maarit Rideout				
Communicated to		Participating families				
Venue and safety information reviewed and attached			Yes			
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>						

**DATA AND DOCUMENT CONTROL**