

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)	Feb 2023
Venue/Destination	Venue: 1st St Andrews Scouts Address: Airds Road Leumeah	Date of excursion	24.01.25
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 to 2pm		
Proposed activities	Scout instructional activities, physical activities and outdoor games	Type of transport	Service/charter 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 location. 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
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.		✓	Supervision provided to children using bathroom	

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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 be taking their own drink bottles in their bags. Service to provide additional water if needed.
	Food available for children.	✓	
	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.	✓	
Walking excursion	Children are aware of road safety.	✓	Children will walk on designated path to Scouts
	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.	N/A	
	Approved seat belts available (if required)	N/A	
	Approved car seats available (if required)	N/A	
Sun protection outdoors	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.	✓	
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:
Children will walk to the scouts hall in one of two session times based on age groups. 10-11.30 and 12-1.30

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
Walking to the Scouts	Access to moving cars	LO2	Educators to walk on the grassed area along the car park side, minimising movement through parked cars. Educators to stop movement of children if there are cars moving near children. Educators to continue the walk once car has passed safely.	LI1	All staff	On day of excursion
	Allocation of groups being transported.	UI2	An Excursion Checklist will be completed prior to leaving on excursion by responsible person. Utilisation list will be provided to educators by responsible person to identify what group children are placed in with all groups identified. 2 Educators will be allocated to 16 children when moving to service location or based on ratios of 1:8. Children will be provided with wrist bands to support grouping. 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 group.	UI1	All educators	When on excursion
	Children moving away from staff and children	UI2	Staff to communicate with each other to make each other aware that a child has left the service/group. Educators to assess the direction of the child heading, observe what the child is wearing and make a judgement call if to follow. Educator to connect with venue staff if child is moving away from	LI1	All educators	When on excursion

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Risk Assessment						
			<p>the group and does not seem to be returning.</p> <p>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 group and the current direction they are headed.</p> <p>Once child is located/returned, educators to debrief and complete documentation such as incident report, note to file and serious incident reporting to Coordinator where required.</p>			
	First aid and Medical Management during transportation of children	UI2	<p>At least one educator with first aid qualifications is in attendance on transport route to access injuries or provide medical support.</p> <p>Up to date first aid kit is packed. A mobile phone is to be taken.</p> <p>Medication and medication information of individual children will be allocated to that child's group service excursion bag in the event of requiring medication during the transport to location. Medical information to be completed with any administration of medication.</p> <p>Staff to move children to a safe location if first aid cannot wait until arrival at location. One staff member to remain in supervision while the child is receiving first aid.</p> <p>Child's accident/incident Report to be completed once arrived at destination if first aid has been provided.</p>	UI1	All educators	When on excursion
Venue Specific Information						
On site at scouts	Heat/physical Exhaustion	UI1	<p>Water available, encourage regular breaks. Water esky to be taken by staff for children to access.</p> <p>Children will be encouraged to sit in the shade to cool down.</p>	RI1	All staff	Day of excursion
	Falls, stings or bites from insects, scrapes and	LO2	<p>Follow safety rules and guidelines of venue.</p> <p>All staff to be visually aware of surroundings during activity</p>	LI1	All staff	Day of excursion

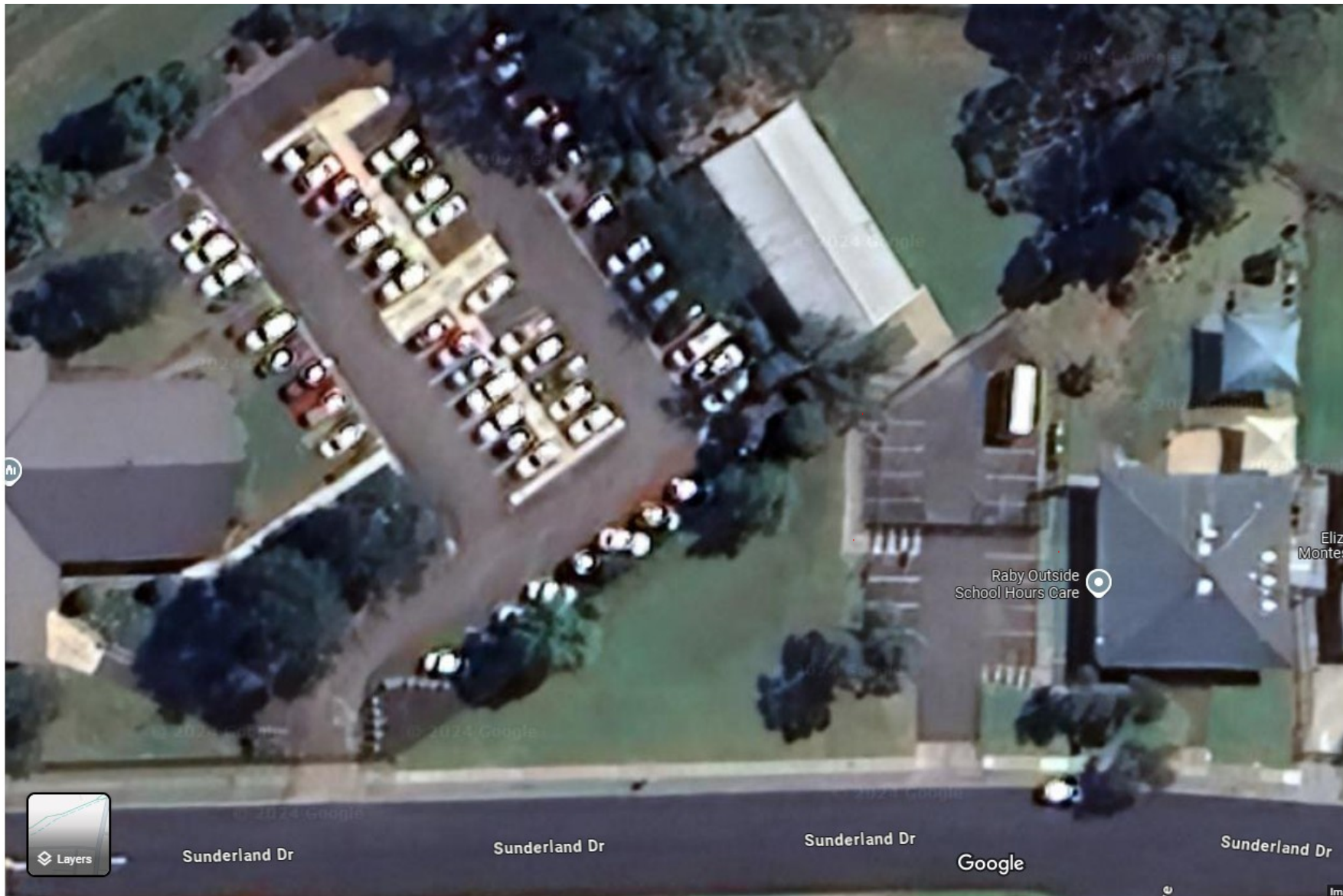
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	bruises from environment		engagement. Staff to spread themselves out within the venue to maintain effective management of environment. Designated first aider to provide first aid and complete accident report when able.			
	Children injured from engaging in activities	UI2	Children to listen to safety rules of activities Service staff to support activity supervision and prompt children to follow rules.	UI1	All staff	Day of excursion
	Children leaving front entry access point to venue	LI2	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 near gate.	LI1	All educators	When on excursion
	Contact with members of actual scouts children	LI2	Constant supervision of children near actual members of scouts. Redirect children away if required. Inform venue staff of any situations.	LI1	All educators	When on excursion
Plan prepared by	MBarden					
Prepared in consultation with	BGauci					
Communicated to	Families attending					
Venue and safety information reviewed and	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

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Risk Assessment	
attached	
Comment if required	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

Travel route to and from Raby OSHC to St Andrews Scouts Raby.



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