

**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)	1.5.24
<b>Venue/Destination</b>	Calmsley Farm	<b>Date of excursion</b>	16.07.24
<b>This is (please tick):</b>	<input type="checkbox"/> Regular outing (routine excursion) <input checked="" type="checkbox"/> Regular transportation <input type="checkbox"/> Non-routine excursion <input type="checkbox"/> Non-regular transportation		
<b>Proposed duration of the excursion</b>	10.30am – 2.00pm		
<b>Proposed activities</b>	Learning about farm and native animals	<b>Type of transport</b>	3 x service buses
<b>Proposed pick up location</b>	Raby OSHC		
<b>Proposed route of travel</b>	As outlined below		
<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		
<b>Process for embarking and disembarking the transport</b> i.e. how will each child be accounted for?	Each child will be accounted for by verifying the number of children counted with the attendance records (in accordance with the Transportation procedure).		
<b>Proposed number of children</b>	Up to 45/60	<b>Proposed number of educators</b>	6/8
		<b>Proposed number of other adults</b>	1
<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>

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### Mandatory Checklist

For any potential risks please show how they are managed.

		Please tick	Comment
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 ( <b>Family Day Care/LDC only</b> ).	<b>N/A</b>	
	Toilet facilities provided.	✓	2 staff to take children to toilets
	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.	✓	

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	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.	✓	
	Children will not be confined to stroller or car for long periods of time. (Family Day Care/Long Day Care only).	<b>N/A</b>	
	Sleep needs can be met. (Family Day Care/Long Day Care only).	<b>N/A</b>	
<b>Travelling by car</b> (Family Day Care Only)	Approved seat belts and car seats available.	<b>N/A</b>	
	Current licence, registration and insurance.	<b>N/A</b>	
	Current certificate of compliance.	<b>N/A</b>	
		<b>Please tick</b>	<b>Comment</b>
	Children to enter and exit from kerbside door or in a car park or driveway.	<b>N/A</b>	
<b>Walking excursion</b>	Children are aware of road safety.	✓	

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	Very young children can use a stroller. (Family Day Care/LDC only).	<b>N/A</b>	
	All children encouraged to hold hands. (Family Day Care/LDC only).	<b>N/A</b>	
	Brake applied to stroller when stopped. (Family Day Care/LDC only).	<b>N/A</b>	
	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.	✓	
	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>	

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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

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## Risk Assessment

Information to be added to identify the specifics of excursion/incursion:

Children will be travelling by service bus x 3 if required for numbers. Bus will depart from service at approx. 9.45 for a 10.30 arrival and will depart from excursion at 2.00. Children will need to bring a packed lunch, drink bottle and wear a hat.

**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 to location by: Service buses/charter bus	Collision while driving	<b>UI2</b>	<p>Bus mobile phone to be taken while transporting passengers.</p> <p>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.</p> <p>Staff member to communicate with emergency services or Coordinator based on the severity of incident. Staff member to also contact Responsible Person or Nominated Supervisor to identify collision.</p> <p>Responsible person to contact Depot to assist in replacing bus transport to either return to the service or continue on bus route to excursion. 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>	<b>UI1</b>	All Educators	When on the bus

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Travelling by service buses	Movement of children using service buses	<b>UI2</b>	<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 risk until it is safe to drive again</p>	<b>UI1</b>	All educators	When on the bus
	Allocation of groups being transported by bus.	<b>UI2</b>	<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>	<b>UI1</b>	All educators	Prior to leaving the centre
	Driver identification and qualifications for charter bus service.	<b>UO2</b>	<p>Identification of driver confirmed prior to excursion day and identification/licence checked prior to putting children on the bus and leaving for excursion.</p>	<b>UI1</b>	Responsible Person	Prior to leaving centre

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	Embarking/ disembarking bus		<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 it is necessary to ensure the safety of the children in our care). Educator to complete final check of bus by walking to the end of the aisle once parked and ready to lock up.</p>	<b>UI1</b>	All educators	When embarking & disembarking bus
	Children moving away from staff and children	<b>LM2</b>	<p>Staff to communicate with each other to make each other aware that a child has left the service/group.</p> <p>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 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> <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>	<b>UI1</b>	All educators	When on excursion
	First aid and Medical Management during transportation of children	<b>UM2</b>	<p>At least one educator with first aid qualifications is in attendance on transport route to access injuries or provide medical support. Up to date first aid kits 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 bus run. Medical information to be completed with any administration of medication.</p> <p>Child's accident/incident Report to be completed once arrived at destination if first aid has been provided.</p>	<b>RI1</b>	All educators	When on excursion

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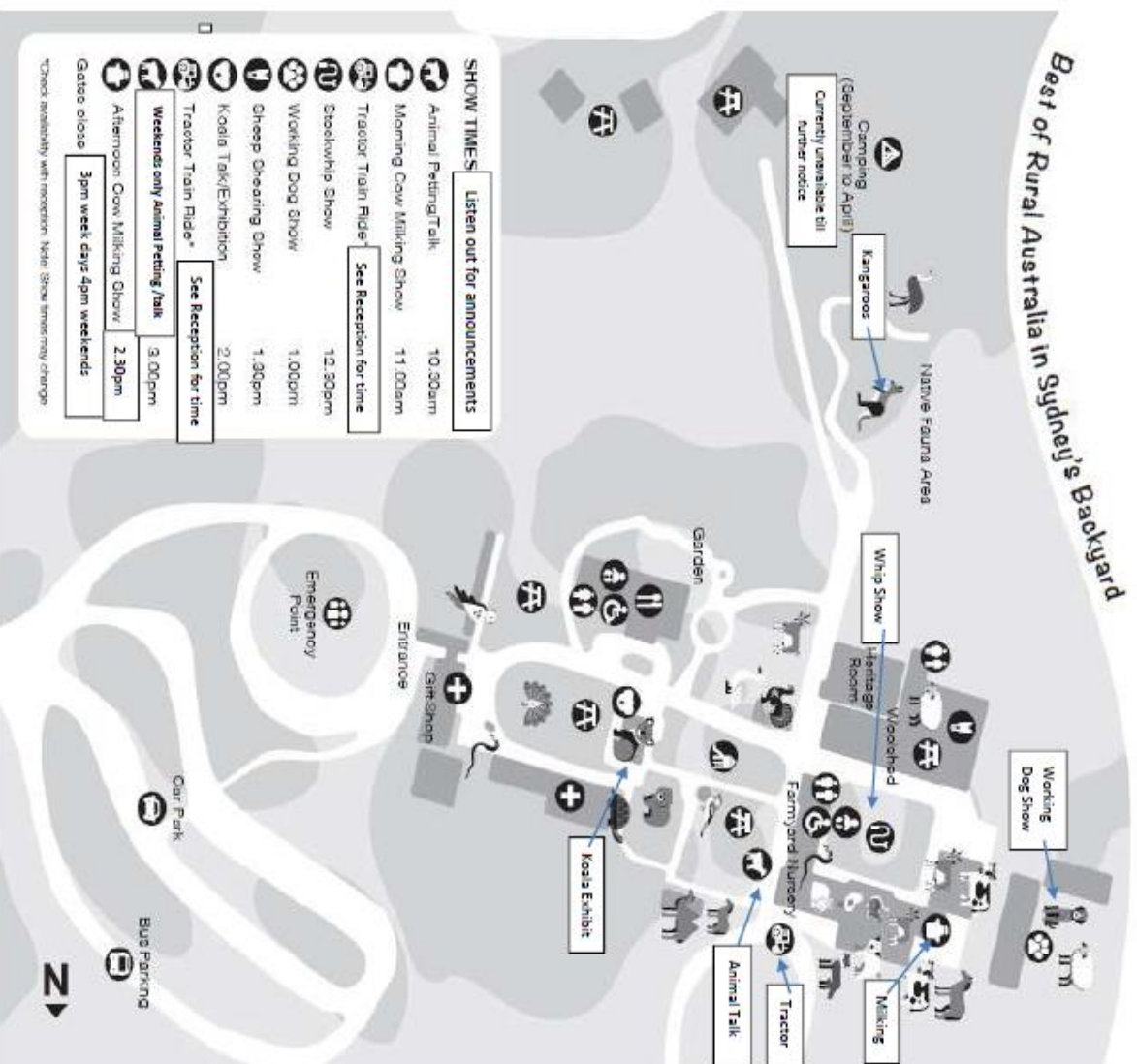
			<b>Calmsley Farm</b>			
Activities included in excursion	On the Farm tour including petting baby animals, milking a cow, touching/s melling plants.	LO3	<p>Exposure to straw and grass contact with animals and plants with potential but unlikely exposure to bites, diseases or bee stings Allergic reaction to pesticides or sprays Walking on uneven/wet surfaces</p> <p>All Guides received on-the – job training and are assessed as competent for particular activities such as cow milking and driving the tractor.</p> <p>Raby OSHC to inform Calmsley Farm of any allergies and bring appropriate medications e.g. ventolin, epipens. Safety instruction provided by guides to teachers and students. Animals controlled by guides or behind fences. Animals health monitored and animal pens cleaned daily. Hand washing facilitates provided. No spraying of garden areas and use of low toxicity products elsewhere.</p>	<b>U02</b>	All educators and incursion staff	During excursion
Activities included in excursion	Whip cracking, sheep shearing and working dog demonstration	LO3	<p>Operations staff receive training on the job and assessed as competent for the activity.</p> <p>Demonstrations only in area isolated from students. Sunscreen and hats to be provided by students. Rotate with indoor activity to minimise exposure.</p>	<b>U02</b>	All educators and incursion staff	During excursion

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Plan prepared by	Melanie Barden		
Prepared in consultation with	Brittany Gauci		
Communicated to	Participating families		
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
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>			

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**SHOW TIMES**

Due to COVID - 19 we have adjusted our daily shows and times. These adjustments will be continually modified to fall in line with current restrictions that are in place. Thank you for your understanding and co-operation during these times.

## Terms and Conditions of Entry

All visitors to Calmsley Hill must observe these Terms and Conditions at all time

1. Calmsley Hill is currently opened Monday - Friday 9am - 3pm & Saturday - Sunday 9am - 4pm.
2. General entry to Calmsley Hill is not permitted after 3pm.
3. Visitors enter Calmsley Hill City Farm at their own risk.
4. Watch your step uneven and none formed surfaces are present.
5. All visitors must enter and exit through Calmsley Hill main gate off 31 Darling Street Abbotsbury.
6. Group rates only applicable when the group is 15 or more paying adults and only when payment is made in ONE lump sum. (Must book at least 24hrs prior to visit)
7. After-hours access for Functions is by appointment only.
8. All annual passes and concession passes must be presented at reception upon arrival.
9. Management reserves the right to refuse entry to any person at any time or to remove persons guilty of disruptive or disorderly conduct.
10. For safety and security reasons visitors must obey all reasonable requests by Calmsley Hill staff and children must be supervised at all times.
11. Visitors must obey all the signs displayed around Calmsley Hill.
12. No visitor's pets are allowed on Calmsley Hill property
13. Management is not responsible for the loss or damage to personal property.
14. Pass or concession holders who fail to comply with any of the Terms and conditions of entry may have their pass revoked/cancelled. If a pass is cancelled there will be no refund given.
15. Refunds will not be given for unused or missed tractor rides, animal feed bags or if a visitor elects to "leave early".
16. Tractor tickets are non-transferable.
17. No bicycles, scooters, or roller blades to be used while at Calmsley Hill.
18. No balls or ball games allowed on the farm.
19. No personal BBQ's, cooking equipment, gas cylinders, helium cylinders, or electrical appliances are to be brought onto Calmsley Hill property.
20. No smoking around animals and not within 10mtrs of children's play equipment or 4mtrs of any building open to the public.

### Functions

In addition to the above mentioned terms the following terms and conditions are applicable to Function bookings.

Deposit is to be the cost of the area hire and is to be paid at the time of the initial booking.

Cancellation required min 1 week in advance of date of booking to refund deposit.

Management reserves the right to alter these terms and conditions at any time.

Management reserves the right to take action to enforce these Terms and conditions.

## DATA AND DOCUMENT CONTROL

Revised Date: 06/05/2020  
Review Date: 30/06/2022

39 Sunderland Dr, Raby NSW 2566 x

https://www.google.com/maps/dir/39+Sunderland+Dr,+R...

Best 25 min 2 hr 6 5 hr 1 hr 18

39 Sunderland Dr, Raby NSW 2566

Calmsley Hill City Farm, 31 Darling St, Ab

Add destination

Leave now Options

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via Hume **25 min**  
 Motorway/Remembrance Driveway/M31  
 23.8 km  
 Fastest route, the usual traffic  
 ⚠️ This route has tolls.  
 ⚠️ This route has restricted usage or includes private roads.  
[Details](#)

via Camden Valley Wy and Cowpasture Rd **31 min**  
 22.5 km

via Cowpasture Rd **33 min**  
 22.7 km

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Calmsley Hill City Farm to 39 Sun x +

https://www.google.com/maps/dir/Calmsley+Hill+City+Fa...

Best 27 min 1 hr 50 5 hr 1 hr 17

Calmsley Hill City Farm, 31 Darling St, Abi

39 Sunderland Dr, Raby NSW 2566

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via M7 27 min  
Fastest route, the usual traffic 24.1 km  
⚠️ This route has tolls.  
⚠️ This route has restricted usage or includes private roads.  
Details

via Cowpasture Rd and Camden Valley Wy 31 min  
22.4 km

via Whitford Rd 33 min  
24.7 km

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