

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)	3.5.24
Venue/Destination	Futboltec HQ Unit 3, 33 Rodeo Rd Gregory Hills	Date of excursion	Monday 8.7.24
This is (please tick):	<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		
Proposed duration of the excursion	Booked session 10.00-12.00		
Proposed activities	Indoor soccer and drills	Type of transport	Service buses x 3
Proposed pick up location	39 Sunderland Drive Raby		
Proposed route of travel	As outlined below		
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		
Process for embarking and disembarking the transport 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).		
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

DATA AND DOCUMENT CONTROL

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 staff to take children to toilets
	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.	✓	

DATA AND DOCUMENT CONTROL


	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.	✓	
	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).	N/A	
	Sleep needs can be met. (Family Day Care/Long Day Care only).	N/A	
Travelling by car (Family Day Care Only)	Approved seat belts and car seats available.	N/A	
	Current licence, registration and insurance.	N/A	
	Current certificate of compliance.	N/A	
		Please tick	Comment
	Children to enter and exit from kerbside door or in a car park or driveway.	N/A	
Walking excursion	Children are aware of road safety.	✓	

DATA AND DOCUMENT CONTROL

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

DATA AND DOCUMENT CONTROL

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

DATA AND DOCUMENT CONTROL

Risk Assessment

Information to be added to identify the specifics of excursion/incursion:
Include bus transport, booked time and travel time, any other requirements

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 x 3	Collision while driving	UI2	<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 bus route to excursion.</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	Responsible Person	Driving to and from the excursion

DATA AND DOCUMENT CONTROL

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 risk until it is safe to drive again</p>	UI1	All educators	Prior to leaving for excursion
	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 educators	During excursion
	Driver identification and qualifications for charter bus service	UO2	<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>	UI1	Responsible Person	Prior to leaving centre

DATA AND DOCUMENT CONTROL

	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 is necessary to ensure the safety of the children in our care). Bus driver to complete final check of bus by walking to the end of the isle once parked and ready to lock up.</p>	RO2	All educators	During 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. 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>	UI1	All educators	During excursion
	First aid and Medical Management during transportation of children	UM2	<p>At least one educator with first aid qualifications is in attendance on transport route to assess 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>	R11	All educators	During excursion

DATA AND DOCUMENT CONTROL

			Futboltec HQ			
Futboltec	Arrival and departure	UO2	<p>Supervision to prevent children from moving into the front area and exiting the venue.</p> <p>Children to stay with designated staff members.</p> <p>Bags to be placed neatly on wooden benches.</p> <p>inside building. Children will be travelling in 3-4 individual groups. The first 2 groups to be in first session, the next 2 buses will be in the later session.</p> <p>Children will have access to play soccer while waiting for the bus turnaround. All other children waiting at excursion will remain seated in the seating area</p>	UI1	All educators	Day of excursion
	Heat/physical Exhaustion	LI2	<p>Children encouraged to bring water bottle.</p> <p>Additional water to be brought by staff for children to access, encourage regular breaks.</p>	UI1	All educators	Day of excursion
	Trips, hits, falls and injuries while playing soccer	LI2	<p>Follow safety rules and guidelines of venue.</p> <p>Staff supervision and assess whether first aid is required First aid completed</p> <p>Accident report documenting injuries.</p>	LI1	All educators	Day of excursion
	Eating and risk of allergies during excursion	UO2	<p>Children are to bring a packed lunch and kept in bag until food is required.</p> <p>One staff member is required to be at the location where bags/food is kept.</p> <p>First aid bag to be located in this area as well as any medications required for children.</p> <p>Children to wash hands prior to and after eating.</p> <p>Supervision to ensure minimal cross contamination from children by encouraging rubbish and scraps to be placed in the bin.</p>	UI1	All educators	Day of excursion

DATA AND DOCUMENT CONTROL

Exposure to members of public at venue	Contact with members of public	LI2	Supervision as identified above as well as when children are near members of the public. Redirect children away if required and inform venue staff.	UI1	All educators	Day of excursion
Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	LI2	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 the excursion location or attend once excursion has returned.	UI1	All educators	Day of excursion

Plan prepared by	Melanie Barden					
Prepared in consultation with	Maarit Rideout					
Communicated to	Participating families					
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes			<input checked="" type="checkbox"/> No		
Comment if required						
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.						

DATA AND DOCUMENT CONTROL



Maps of travel to and from location to be placed here

← from 39 Sunderland Dr, Raby NSW 2566 to 33 Rodeo Rd, Gregory Hills NSW 2557

13 min (9.0 km) via Eagle Vale Dr and Gregory Hills Dr

39 Sunderland Dr
Raby NSW 2566

- > Take Sunderland Dr to Spitfire Dr
24 sec (120 m)
- > Take Eagle Vale Dr and Gregory Hills Dr to Rodeo Rd in Gregory Hills
11 min (8.4 km)
- ↩ Turn left onto Rodeo Rd
Destination will be on the left
40 sec (450 m)

33 Rodeo Rd
Gregory Hills NSW 2557

Map data ©2024 Google Australia Terms Privacy Send product feedback 1 km

DATA AND DOCUMENT CONTROL

← from 33 Rodeo Rd, Gregory Hills NSW 2557 to 39 Sunderland Dr, Raby NSW 2566

14 min (9.7 km) via Gregory Hills Dr and Eagle Vale Dr

33 Rodeo Rd
Gregory Hills NSW 2557

- > Take Central Hills Dr to Gregory Hills Dr
2 min (900 m)
- > Continue on Gregory Hills Dr. Take Badgally Rd and Eagle Vale Dr to Sunderland Dr in Raby
11 min (8.7 km)
- > Continue on Sunderland Dr to your destination
27 sec (120 m)

39 Sunderland Dr
Raby NSW 2566

Map data ©2024 Google Australia Terms Privacy Send product feedback 1 km

DATA AND DOCUMENT CONTROL