

Excursion and/or Transport Risk Assessment Form
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Educator/service name	Campbelltown City Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	May 2024
Venue/Destination	Inflatable World	Date of excursion	19.07.24
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	10am –2 pm		
Proposed activities	Engaging in inflatable obstacles and activities	Type of transport	Service buses
Proposed pick up location	40 Broughton Street Campbelltown		
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 60	Proposed number of educators	8
		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

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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)		✓	
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.	✓	

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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.	✓	
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.	✓	
	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.	✓	

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	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:
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 by service bus	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 Responsible Person to communicate with emergency services or coordinator based on the severity of incident.</p> <p>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>	L11	All educators	Travelling by service bus

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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	When on the bus
	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	Prior to leaving centre
	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

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	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>When using charter bus the children will move in groups of 16 with their allocated teachers to the bus.</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 Person.</p>	UI1	Responsible person	Prior to 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>	UI1	All educators	Embarking / disembarking bus
	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. 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 headed.</p>	UI1	All educators	On excursion

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	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 educators	When on excursion
	Managing injuries/ trips / falls	UM2	First aid kit to be available on the bus to manage any injuries. Educator with first aid to assess passengers for injury. Child's accident/incident Report to be completed once arrived at destination.	RI1	All educators	
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 educators	Day of excursion
			Inflatable World			
	Arrival and departure	UO2	Supervision to prevent children from moving into the front gate and exiting the Venue. Children to stay with designated staff members. Bags to be placed neatly on seating benches	UI1	All educators and incursions staff	During excursion
	Heat/physical Exhaustion	LI2	Children encouraged to bring water bottle. Additional water to be brought by staff for children to access, encourage regular breaks.	UI1	All educators	During excursion
	Trips, falls and injuries whilst playing, bouncing and jumping	LI2	Follow safety rules and guidelines of venue. Staff supervision and assess whether first aid is required First aid completed. Accident report documenting injuries.	LI1	All educators	During excursion

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	Eating and risk of allergies during excursion	U02	<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>	U11	All educators	During excursion
Exposure to members of public at venue	Contact with members of public	LI2	<p>Supervision as identified above as well as when children are near members of the public.</p> <p>Redirect children away if required and inform venue staff.</p>	U11	All educators	During excursion
Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	LI2	<p>An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time and contact number.</p> <p>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.</p>	U11	Nominated Supervisor or Responsible Person	Prior to leaving for 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.					

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40 Broughton St, Campbelltown x +

https://www.google.com/maps/dir/40+Broughton+St,+Campbelltown+NSW+2560/Inflatable+World+Narellan,+Unit+1+%2F79%2F83+Anderson+Rd,+Smeaton+Grange+NSW+2567/@-34.0476837,150.7680612,14...

Search along the route

Best 14 min 1 hr 1 2 hr 13 31 min

40 Broughton St, Campbelltown NSW

Inflatable World Narellan, Unit 1 /79/83 A

Add destination

Leave now Options

Send directions to your phone Copy link

via Narellan Rd	14 min	9.1 km
Fastest route, the usual traffic		
via Narellan Rd and Hartley Rd	15 min	9.3 km
Some traffic, as usual		
via Badgally Rd and Gregory Hills Dr	17 min	12.5 km

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Maps of

Route Summary:
Start: Inflatable World Narellan, Unit 1 /79/83 A
End: 40 Broughton St, Campbelltown NSW 2560
Route: via Narellan Rd
Duration: 12 min
Distance: 9.0 km

Explore nearby 40 Broughton St:
Restaurants, Hotels, Petrol stations, Car Places, More

Map Labels: Narellan, Mount Annan, Currans Hill, Blair Athol, Campbelltown, Raby, Gregory Hills, Eschol Park, Eagle Vale, Claymore, Blairmount, Bunnings Campbelltown, Englorie Park, Glen Alpine, Airds, Ruse, Leumeah, Mir, Shiri.

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