

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	FOD incursion Radical Reptiles	Date of excursion	22.07.24
This is (please tick):	<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	
Proposed duration of the excursion	Between 10 am – 11.30 am		
Proposed activities	Activities and incursions will bring a range of Australian Wildlife for children to handle and interact with.	Type of transport	N/A
Proposed pick up location	N/A		
Proposed route of travel	N/A		
Process for entering and exiting the service premises	N/A		
Process for entering and exiting pick up location/destination	N/A		
Process for embarking and disembarking the transport 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.		
Proposed number of children	60	Proposed number of educators	6
		Proposed number of other adults	2
Office advised if non routine	<input type="checkbox"/>	Date office advised	
		Staff member	

DATA AND DOCUMENT CONTROL

(Family Day Care/Long Day Care)				
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.		✓	
	Hand washing facilities provided.		✓	
Accident or injury	Educator has current asthma and anaphylaxis certificate.		✓	
				Please tick
				Comment

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.	✓	
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.	✓	
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	

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What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?			<p>STOP - Do not proceed with the Activity</p> <p>CAUTION - Do not proceed with the Activity until the Risks are reduced</p> <p>GO - The Risks with the Activity are acceptable</p>
	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	

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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	LO3	Ensuring the visitor has a valid Working with Children Check prior to incursion, Visitors to sign "visitors sign in sheet".	UI1	Nominated Supervisor	On booking incursion
Setting up and packing away by incursion staff	Door/gates open during set up/pack away.	LO3	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.	UO1	All educators and incursion staff	Day of incursion
	Misuse of activity by children	LO3	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.	UO2	All educators and incursion staff	Day of incursion
	Adequate supervision	RO3	2 educators to stay with children at incursion area. Ratios to remain supervised at other activities on premises to support children if needed.	UO2	All educators	Duration of incursion

DATA AND DOCUMENT CONTROL

Bites/Scratches	As animals interact with guests they might bite or scratch them	LI2	Only trained handlers are permitted to all animals to interact with guests. Only one animal at a time out of temporary enclosures. Audience allowed controlled gentle touch of suitable animals.	RO1	All educators and incursion staff	Day of incursion
Animal escaping	Animals escape from handler	LI2	All reptiles are housed in secure boxes to prevent escape. All housing is kept near the presenter. Proper supervision by service staff to make sure children follow instructions.	RO1	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			X Yes 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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