

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	Sydney Indoor Climbing Gym	Date of excursion	15/07/24
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	Time leaving service: 9.30am - 3.00pm		
Proposed activities	Gymnastics and physical games	Type of transport	Charter bus
Proposed pick up location	pick up and drop off locations as identified below per maps		
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?	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 bus and supervise them embarking onto the bus. The Responsible Person will complete the transportation of children Attendance Record before departing and after arriving at destination.		
Proposed number of children	Up to 60	Proposed number of educators	8
		Proposed number of other adults	1

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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.			✓	2 staff to take children to toilets
	Hand washing facilities provided.			✓	
				Please tick	Comment
Accident or injury	Educator has current asthma and anaphylaxis certificate.			✓	

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	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.	✓	
	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	

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Walking excursion	Children are aware of road safety.	✓	
	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	

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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 to location by: Service buses/charter bus	Collision while driving	UI2	Bus mobile phone to be taken while transporting passengers. Bus first aid kit to be available on the bus to manage any injuries. Staff member with first aid to assess passengers for injury. 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. 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. 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	UI1	All educators	Driving to and from excursion

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Travelling by charter bus	Movement of children using charter 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	Driving to and from 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	Prior to leaving and departing 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

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	Embarking/ disembarking bus	UO2	<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>	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.</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	On the excursion
	First aid and Medical Management during transportatio n 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	On the excursion

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			Sydney Outdoor Climbing gym			
	Arrival and departure	UI1	<p>Supervision to be maintained near the front entrance area to prevent children from exiting the venue unsupervised.</p> <p>Children to stay with designated staff members when arriving and departing location.</p> <p>Waiver to be completed prior to excursion and provided to Hangdog staff on arrival.</p> <p>Bags to be placed in designated location identified by Hangdog staff.</p>	UI1	All educators	On the excursion
	Eating and risk of allergies during excursion	UO2	<p>Responsible person to communicate any allergies to the team prior to excursion.</p> <p>Children are to bring a packed lunch and kept in bag until food is required.</p> <p>One staff member is required to remain at the location where bags/food is kept and eaten.</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
	Climber is injured due to fall from height	UO2	<p>Top rope belay system.</p> <p>Only roped climbing allowed above red line.</p> <p>Belay training for all participants.</p> <p>Go-Slow pulleys reduce descent speed of climber.</p> <p>Dual karabiner lock in for climber.</p> <p>Semi-auto locking belay device.</p> <p>Soft fall area under all climbs.</p> <p>Dual clip in procedure for climber karabiners.</p> <p>Climber/Belay cross check procedure taught during safety lesson</p>	UI1	All educators and incursion staff	Day of excursion

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	Belayer or person is injured due to falling object or person.	UO2	Gym provides safe storage area for small items (eg. wallet, keys) so they are not kept on the person. Children should have no items in their pockets while climbing. Fixed belay is anchored to the floor well clear of drop zone. New holds are strength tested on boulder walls. Route setting areas are roped off to prevent entry. Gym rules to require empty pockets.	UI1	Incursion staff	On day of excursion
	Muscle strain Hand injuries	UO2	New climbers instructed on easy climbs to allow warm up. Climb grading system and information plaques indicate difficulty of each climb.	UI1	All educators Incursion staff	Day of excursion

	Climber is injured due to fall and swing into wall, object or persons. Entanglement of climber in ropes	UO2	Route setting standards (setter's position holds so that climbers will not swing during a fall). Design of climbing walls to minimise objects to strike during fall. Ropes on overhung walls are 'clipped in' to hooks or quick draws to prevent swing. Selection of correct rope included in belay instruction.	UI1	Incursion staff	Day of excursion
	Rope burn	UO2	Go slow pulleys reduce speed of descent. Gloves available for belayer. Belay device provides high friction. Two handed belay technique is taught.	UI1	On site staff	Day of excursion
Exposure to members of public at venue	Contact with members of public	LI1	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 staff	Day of excursion

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Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	UI1	<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>All efforts will be made by staff to contact any families absent prior to leaving.</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>	RI1	Responsible Person	Day of excursion
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Plan prepared by	Maarit Rideout				
Prepared in consultation with	Melanie Barden				
Communicated to	Participating families				
Venue and safety information reviewed and attached	<input checked="" type="checkbox"/> Yes		<input 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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To and From

The screenshot shows a Google Maps interface with a route from Campbelltown City Outside School Hours to Sydney Indoor Climbing Gym St Peters. The route is highlighted in blue and takes 42 minutes to travel 45.2 km via the M5 motorway. The map shows the Blue Mountains National Park and Sydney area. The left sidebar shows the route details and nearby points of interest like restaurants, hotels, and petrol stations. The top of the map shows the search bar and navigation icons.

Route	Time	Distance
via M5	42 min	45.2 km
via Hume Motorway/Remembrance Driveway/M31 and M5	42 min	45.5 km

City SHC and Sydney Indoor Climbing Gym. Maps of travel to and from location to be placed here

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Sydney Indoor Climbing Gym St Peters | x +
 https://www.google.com/maps/dir/Sydney+Indoor+Climbing+Gym+St+Peters,+4C%2F1-7+Unwins+Bridge+Rd,+St+Peters+NSW+2044/Campbelltown+City+Outside+School+Hours+Care,+40+Broughton+St,+Ca...

Search along the route | Petrol | EV charging | Hotels | Sign in

Best 58 min | 1 hr 6 | 11 hr | 2 hr 55 | X

Saved: Sydney Indoor Climbing Gym St Peters, 4 | Campbelltown City Outside School Hours

Recents: Add destination

Leave now | Options

Send directions to your phone | Copy link

via M5 58 min
 Fastest route, despite congestion on M5 47.1 km
 causing 18-min delay
 ⚠️ This route has tolls.

Details

Explore nearby Campbelltown City Outside School Hours Care

- Restaurants
- Hotels
- Petrol stations
- Car Places
- More

Layers

DellCommandUpdate
 5 updates are ready to install | View Details
 Install | Remind Later

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