

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)	14/05/24	
Venue/Destination	Incursion: Wicked Candles		Date of excursion	09.07.24	
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	10 am – 12 pm				
Proposed activities	Children will make their own candle using a candle kit		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?	N/A				
Proposed number of children	Up to 60	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.	✓	
	Hand washing facilities provided.	✓	
Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓	
		Please tick	Comment
	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.	✓	
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

Description of what will be occurring during the event etc

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
General Risks and control measures			General measures to be completed by all staff.			
Activities provided by external providers used by children in the yard.	Visitors entering the service	LI2	<p>Ensuring the visitor has a valid Working with Children Check prior to incursion.</p> <p>Incursion staff to sign visitors records prior to entering the service.</p> <p>Supervision of entry/exit points of service.</p>	UI1	Supervisor	<p>On booking incursion</p> <p>Prior to incursion begins</p>
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	LO3	<p>Communication with incursion staff about set up/pack away procedure of event.</p> <p>DOES THE BUS NEED TO BE MOVED OUT??? CAR PARK SAFETY CHECK??</p> <p>Communication within the team to ensure area is appropriately supervised during this time while gate is open.</p> <p>Children not to have access to the activity area while activities are being set up. Once the activity is set up then the first group of children will begin.</p> <p>All other children can watch or engage in play within the yard or indoor environment.</p>	UI1	All staff	Day of incursion

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Children engaging in incursion activity	Children engaging in unsafe activities during incursion	L03	Rules to be discussed by incursion staff before activity is used. Staff supervising to be introduced to visitors and be present to understand and support rules being followed.	UI1	All staff	Day of incursion
	Adequate supervision	UI1	The group will participate in the incursion together. Supervision requirements will be discussed with incursion staff prior to event so that service staff can support the supervision of activities.	RI1	All staff	Duration of incursion
	Heat/physical exhaustion	UI1	Water available at all times. Encourage regular breaks by children if high physical activity or hot weather.	RI1	All staff	Day of incursion
	Falling over – sprains, strains, brakes	UI2	Follow safety rules and guidelines of incursion. Staff to supervise child engagement alongside incursion staff to minimise injuries. First aid kit available for staff to engage in injury management.	RI1	All staff	Day of incursion
	Hazards/incidents using equipment	UI2	Follow all safety rules and guidelines of incursion staff or for the activity provided by team. Staff supervision to ensure children are following rules set by incursion staff.	UI1	All staff	Day of incursion
Specific risks and control measures by Incursion Provider			Specific control measures for activity provider			

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Candle Making	Small Wax beads used to make candles	UI1	Adult supervision when pouring beads.	UI1	Incursion staff and educators	During incursion
	Cutting the wick	UI1	Scissors will be with the workshop co-ordinator who will do any cutting required	UI1	Incursion staff	During the incursion
Plan prepared by		Melanie Barden				
Prepared in consultation with		Brittany Gauci / Maarit Rideout				
Communicated to		Participating families				
Venue and safety information reviewed and attached			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

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Comment if required	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	