

**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.

<b>Educator/service name</b>	Raby OSHC	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	Feb 2025
<b>Venue/Destination</b>	Dumaresq Street Cinemas 4 Dumaresq St, Campbelltown	<b>Date of excursion</b>	16/4/25
<b>This is (please tick):</b>	<input type="checkbox"/> Regular outing (routine excursion) <input type="checkbox"/> Non-routine excursion	<input checked="" type="checkbox"/> Regular transportation <input type="checkbox"/> Non-regular transportation	
<b>Proposed duration of the excursion</b>	10.00am – 1.30pm		
<b>Proposed activities</b>	Watching a movie	<b>Type of transport</b>	Charter bus
<b>Proposed pick up location</b>	39 Sunderland Drive, Raby		
<b>Proposed route of travel</b>	As outlined below		
<b>Process for entering and exiting the service premises</b>	Via front door and path to front door of bus		
<b>Process for entering and exiting pick up location/destination</b>	See map-entry and exit via main access		
<b>Process for embarking and disembarking the transport</b> 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).		
<b>Proposed number of children</b>	Up to 45	<b>Proposed number of educators</b>	7
		<b>Proposed number of other adults</b>	1
<b>Office advised if non routine</b>	<input type="checkbox"/>	<b>Date office advised</b>	<b>Staff member</b>

**DATA AND DOCUMENT CONTROL**

(Family Day Care/Long Day Care)				
<b>Mandatory Checklist</b>				
For any potential risks please show how they are managed.				
		<b>Please tick</b>	<b>Comment</b>	
Routine excursion form completed (if applicable)		✓		
<b>For all excursions</b>	Parents' written permission received.	✓		
<b>Supervision</b>	I will have sight of the children at all times	✓		
	Children will not go to the toilet by themselves (Family Day Care/LDC only).	<b>N/A</b>	Risk managed by:	
<b>Venue</b>	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.	✓		
<b>Hygiene</b>	Nappy change facilities provided ( <b>Family Day Care/LDC only</b> ).	<b>N/A</b>		
	Toilet facilities provided.	✓	2 staff to take children to toilets.	
	Hand washing facilities provided.	✓		
		<b>Please tick</b>	<b>Comment</b>	
<b>Accident or injury</b>	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.	✓	
<b>Children's well being</b>	Drinks available for children.	✓	Children to take water bottles on excursion and will be provided with lemonade or water.
	Food available for children.	✓	Popcorn will be provided to individual 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).	<b>N/A</b>	
	Sleep needs can be met. (Family Day Care/Long Day Care only).	<b>N/A</b>	
<b>Travelling by car</b> (Family Day Care Only)	Approved seat belts and car seats available.	<b>N/A</b>	
	Current licence, registration and insurance.	<b>N/A</b>	
	Current certificate of compliance.	<b>N/A</b>	
		<b>Please tick</b>	<b>Comment</b>

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	Children to enter and exit from kerbside door or in a car park or driveway.	<b>N/A</b>	
<b>Walking excursion</b>	Children are aware of road safety.	✓	
	Very young children can use a stroller. (Family Day Care/LDC only).	<b>N/A</b>	
	All children encouraged to hold hands. (Family Day Care/LDC only).	<b>N/A</b>	
	Brake applied to stroller when stopped. (Family Day Care/LDC only).	<b>N/A</b>	
	Educator/s are comfortable managing the children.	✓	
<b>Travelling by bus</b>	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)	<b>N/A</b>	
<b>Sun protection outdoors</b>	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	
	Sunscreen applied 2 hourly.	✓	
	Children and educators wear hats.	✓	
	Shade area available.	✓	
<b>Other</b>	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.	<b>N/A</b>	
	Are any adults with specialised skills required?	<b>N/A</b>	

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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
<b>Minimal (I)</b> Minor First Aid or reassurance needed	1	1	2
<b>Moderate (O)</b> Medical attention required	1	2	3
<b>Major (A)</b> Requires an emergency response	2	3	3

**DATA AND DOCUMENT CONTROL**

### Risk Assessment

Children will be leaving the service 30 minutes prior to movie time with the session approximate time being 10.15-12.30. Travel will be via 3 x service buses with the anticipated arrival time back to the service at 1.30pm

Risk Level	Likelihood - Rare (R), Unlikely (U) Likely (L) <b>Consequence</b> Minimal (I) Moderate (O) Major (A) <b>Severity</b> 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:  3 x service buses	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 on 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	All educators	When on the bus

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Travelling by service buses	Movement of children using bus	UI2	<p>The Transportation Record is to be completed on each individual bus at departure from service and arrival at destination by conducting a head count of children signed in 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 Person 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
Travelling by service bus	Children being transported by bus	UI2	<p>An Excursion Checklist will be completed prior to leaving 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>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	All educators	When on the excursion
Embarking/ disembarking bus	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.</p> <p>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). Educator to complete final check of bus by walking to the end of the isle once parked and ready to lock up.</p>		All educators	When Embarking / disembarking bus

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On 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>	U11	All educators	When on excursion
On 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.</p> <p>Up to date first aid kits are packed.</p> <p>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	When on excursion
			Dumaresq St Cinemas			
Specific site information	Managing injuries/ trips / falls	UM2	<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>Child's Accident/Incident Report to be completed once arrived at destination.</p>	R11	All educators	When on excursion

**DATA AND DOCUMENT CONTROL**



	Contact with members of the public i.e inappropriate behaviour, language	L12	<p>Active supervision of children near members of public.</p> <p>Redirect children away from members of public if required.</p> <p>Inform venue staff of situation.</p> <p>Communicate with Cinemas the day prior about best access for children to minimise contact with members of public.</p>	L11	All educators	When on excursion
	Falling, tripping, slips on bus or at venue	U12	<p>Visual inspection of the premises. One staff member to walk in front of group and another staff member at the back. Front staff member to identify any trip hazards within the walk.</p> <p>Staff supervision of group to ensure they are following code of conduct and safety rules in place.</p>	L11	All educators	When on excursion
	Food provided by cinema	L02	<p>Food information to be provided in school holiday program for parents to review prior to booking.</p> <p>Staff to review medical and meal requirements prior to excursion to ensure needs are met and alternatives offered.</p> <p>Children to be supervised while eating popcorn and drinks.</p> <p>First aider present to manage emergency first aid in the event of choking or allergic responses.</p>	L11	All educators	When on excursion
	Construction works at venue impacting on children exiting bus and walking to the entrance of movie theatre	L02	<p>Nominated Supervisor/Responsible Person to assess the area prior to children departing on excursion. This can be the morning of or day prior to excursion.</p> <p>On the day the Responsible Person will disembark bus and re-assess walkway access before allowing children to disembark bus.</p> <p>If the laneway is not accessible, staff will communicate the change to children to identify walking path then walk the children around the right-hand side of theatre instead of laneway.</p>	L12	All educators	When on excursion

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	Parent engagement with excursion group	U12	<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> <p>Main service phone to be held by Responsible person and information shared via phone to identified group for collection at front of venue.</p>	U11	All educators	When on excursion
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Plan prepared by	Melanie Barden / Maarit Rideout		
Prepared in consultation with	Raby OSHC team		
Communicated to	Participating Families		
Venue and safety information reviewed and attached	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Comment if required			
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

**DATA AND DOCUMENT CONTROL**

Children to depart/arrive via back entrance and group to walk through alley way to front of cinemas

Travel route from Raby OSHC to Dumaresq St Cinemas

Travel route from Dumaresq St Cinemas to Raby OSHC