

**Excursion and/or Transport Risk Assessment Form**
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<b>Educator/service name</b>	Campbelltown City OSHC	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	13.05.24
<b>Venue/Destination</b>	Kingpin Macarthur Laser Tag	<b>Date of excursion</b>	11.07.24
<b>This is (please tick):</b>	<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		
<b>Proposed duration of the excursion</b>	9.30 am – 2.00 pm		
<b>Proposed activities</b>	Manoeuvring through an apocalyptic urban city underworld with mazes, dark tunnels and ramps.	<b>Type of transport</b>	Service buses
<b>Proposed pick up location</b>	40 Broughton Street Campbelltown		
<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 60	<b>Proposed number of educators</b>	8
		<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.	✓	
	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).	<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>
	Children to enter and exit from kerbside door or in a car park or driveway.	<b>N/A</b>	

**DATA AND DOCUMENT CONTROL**

<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



**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

**DATA AND DOCUMENT CONTROL**

## 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) <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: Service buses/charter bus	Collision while driving	<b>UI2</b>	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.	<b>UI1</b>	Nominated Supervisor	Driving to and from excursion

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Travelling by service buses	Movement of children using service buses	<b>UI2</b>	<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>	<b>UI1</b>	All educators	Prior to leaving service
	Allocation of groups being transported by bus.	<b>UI2</b>	<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>	<b>UI1</b>	All educators	Prior to leaving service
	Driver identification and qualifications for charter bus service.	<b>UO2</b>	<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>	<b>UI1</b>	Responsible Person	Prior to leaving service

**DATA AND DOCUMENT CONTROL**

	Embarking/ disembarking bus	<b>LO2</b>	<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>	<b>UO2</b>	All educators	On excursion
	Children moving away from staff and children	<b>LM2</b>	<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>	<b>UI1</b>	All educators	On excursion
	First aid and Medical Management during transportation of children	<b>UM2</b>	<p>At least one educator with first aid qualifications is in attendance on transport route to asses 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>	<b>R11</b>	All educators	On excursion

**DATA AND DOCUMENT CONTROL**



			<b>Kingpin Bowling and Laser</b>			
	Waiting for bus	<b>UO2</b>	<p>Children will travel in 2 groups of max 18 children per bus and 3 staff at a minimum. Children will participate in their turn of 3 laser sessions then remain with staff while waiting for the return trip on the bus inside Kingpin or on the grassed area outdoors. Staff will communicate via phone when the bus is ready to collect children.</p> <p>The next group of children will disembark first and enter the building before the exiting group departs and enters bus.</p>	<b>UI1</b>	All educators	During the bus run
	Supervision during Laser Tag and front entry access point to venue.	<b>UO2</b>	<p>Supervision of group to prevent children from moving into the front area and exiting venue or moving to the rear of the venue towards bowling alleys. Staff member to remain in supervision of the laser tag designated area at all times.</p> <p>One educator to remain external of the laser tag area, 2 educators' minimum to enter the laser tag space to support supervision.</p>	<b>UI2</b>	All educators	Day of excursion
Using venue equipment	Heat/physical Exhaustion	<b>LI2</b>	Water available, encourage regular breaks. Water esky to be taken by staff for children to access.	<b>UI1</b>	All educators	Day of excursion
	Falling over, trips – strains, sprains, breaks, hit by equipment	<b>LO2</b>	<p>Follow safety rules and guidelines of venue.</p> <p>Staff to adequately supervise by spreading out where children are located.</p> <p>Responsible person to oversee first aid equipment.</p> <p>Staff holding a first aid certificate to administer first aid where needed.</p>	<b>UI1</b>	All educators	Day of excursion

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	<p>Guests running in Arena resulting in collision with other players including:</p> <p>Lacerations</p> <p>Dental injuries</p> <p>Soft tissue injuries</p> <p>Sprains and strains</p> <p>Slips, trips, and falls causing bodily injury</p>	<b>LO2</b>	<p>Follow safety rules and guidelines of venue.</p> <p>Staff supervision as identified above in “managing injuries”.</p> <p>2 staff to support children putting on laser tag equipment if required and supervising in the laser tag arena. 1 staff member to stay external to arena to support children requiring assistance and supervising entrance.</p> <p>Laser Tag safety and game rules - signage displayed at all Laser Tag entry points.</p> <p>Game rules include “no running,” “no jumping”, “no crawling” and “no physical contact”.</p> <p>Video Safety Briefing of game instructions and safety rules conducted prior to all games and includes: - “No running”, “no crawling”.</p> <p>“Hold phaser at chest height – NOT in front of face”.</p> <p>When a video Safety Briefing is not available, a verbal safety briefing is to be given by Laser Tag attendant.</p> <p>Hosts accompany group to supervise within Arena during games. Laser Tag attendants to be rostered during peak times of operations to supervise within Arena during games.</p>	<b>UI1</b>	All educators	Day of excursion
	Eating and risk of allergies during excursion	<b>UO2</b>	<p>Children are to bring their bags if requiring food and drink during the excursion time 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 sanitise 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>	<b>UI1</b>	All educators	Day of excursion
Exposure to members of public at venue	<b>Contact with members of public</b>	<b>LI1</b>	<p>Supervision as identified above, as well as when children are near members of public.</p> <p>Redirect children away if required and inform venue staff.</p>	<b>LI1</b>	<b>All educators</b>	<b>Day of excursion</b>

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Parent engagement with Excursion group	Parents attending to drop off or while excursion is in progress	<b>UI1</b>	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.	<b>UI1</b>	All educators	Day of excursion

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	Yes		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>					

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40 Broughton Street, Campbelltown NSW 2560

Search along the route

Best 9 min 13 min 34 min 9 min

40 Broughton St, Campbelltown NSW 2560

Kingpin Macarthur Square, Macarthur Square

Add destination

Leave now Options

Send directions to your phone Copy link

via Hurley St 9 min 3.3 km  
Fastest route, despite the usual traffic

via Oxley St 9 min 3.3 km  
Heavy traffic, as usual

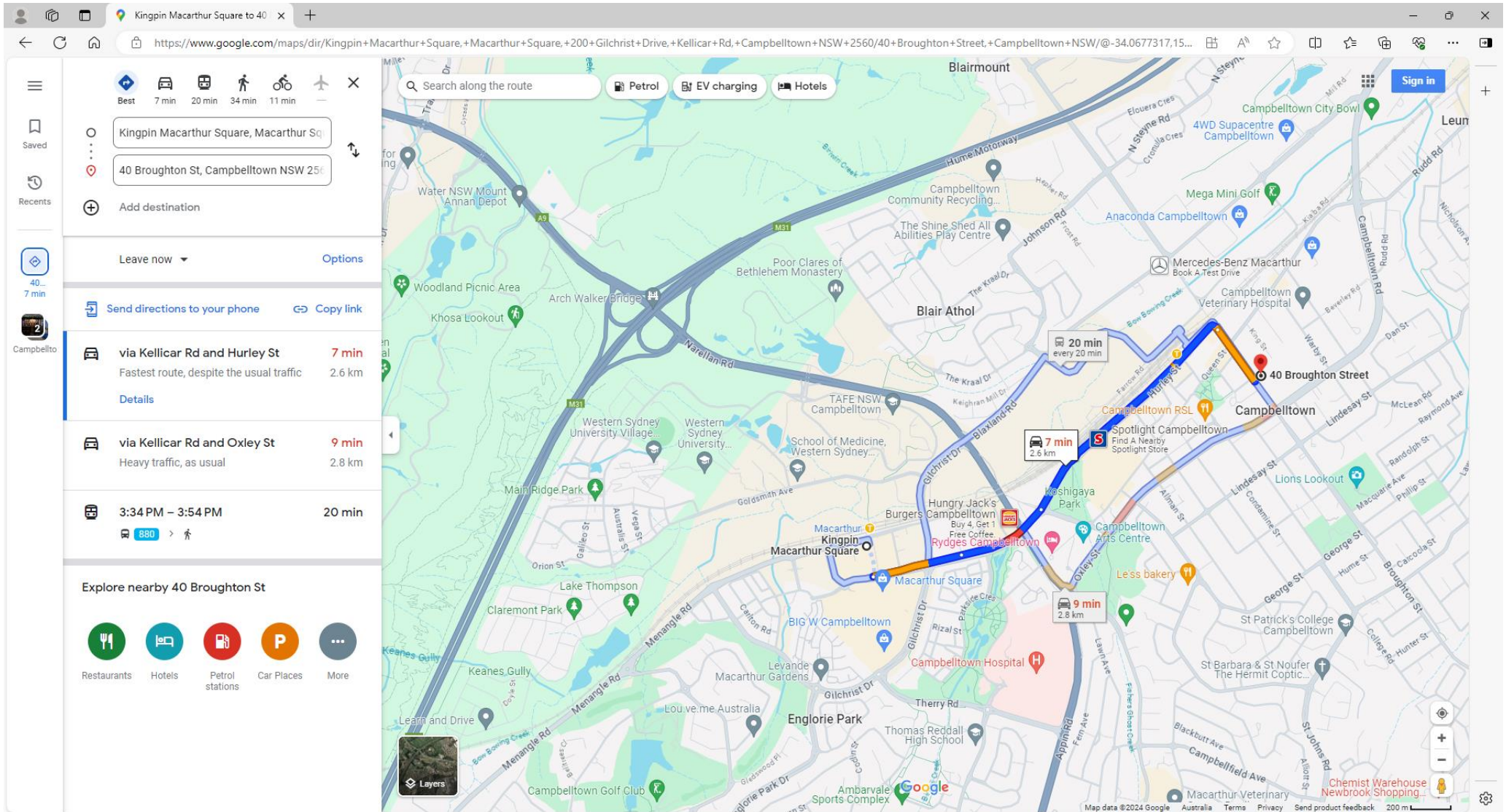
3:36 PM – 3:49 PM 13 min  
T8 Southern Highlands Line

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Maps of travel to and from location to be placed here

#### DATA AND DOCUMENT CONTROL

