

**Excursion and/or Transport Risk Assessment Form**
**Privacy Statement**

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<b>Educator/service name</b>	Raby Outside School Hours Care	<b>Date form completed</b> (Minimum 12 month review for routine excursions)	13.05.24
<b>Venue/Destination</b>	Incursion Raby OSHC: Tina Green Circus Show	<b>Date of excursion</b>	18.07.24
<b>This is (please tick):</b>	<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	
<b>Proposed duration of the excursion</b>	Between 10.00am – 12.00pm		
<b>Proposed activities</b>	Circus show with tricks and circus activities	<b>Type of transport</b>	N/A
<b>Proposed pick up location</b>	At the centre activity		
<b>Proposed route of travel</b>	N/A		
<b>Process for entering and exiting the service premises</b>	N/A		
<b>Process for entering and exiting pick up location/destination</b>	N/A		
<b>Process for embarking and disembarking the transport</b> i.e. how will each child be accounted for?	N/A		
<b>Proposed number of children</b>	45	<b>Proposed number of educators</b>	6
		<b>Proposed number of other adults</b>	2
<b>Office advised if non routine</b> (Family Day Care/Long Day Care)	<input type="checkbox"/>	<b>Date office advised</b>	<b>Staff member</b>

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### Mandatory Checklist


For any potential risks please show how they are managed.

		Please tick	Comment
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 (Family Day Care/LDC only).	<b>N/A</b>	
	Toilet facilities provided.	✓	
	Hand washing facilities provided.	✓	
<b>Accident or injury</b>	Educator has current asthma and anaphylaxis certificate.	✓	
		<b>Please tick</b>	<b>Comment</b>
	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.	✓	
<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.	✓	
<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>STOP - Do not proceed with the Activity</b>  <b>CAUTION - Do not proceed with the Activity until the Risks are reduced</b>  <b>GO - The Risks with the Activity are acceptable</b>
<b>Moderate (O)</b> Medical attention required	1	2	3	
<b>Major (A)</b> Requires an emergency response	2	3	3	

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## Risk Assessment

This incursion will demonstrate circus skills via a presentation, it will also provide an opportunity for children to learn skills and practice alongside trained professionals. Session time is 10:00AM-12:00PM

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	<b>LI2</b>	Ensuring the visitor has a valid Working with Children Check prior to incursion.  Incursion staff to sign visitors records prior to entering the service.  Supervision of entry/exit points of service.	<b>UI1</b>	Supervisor	On booking incursion  Prior to incursion begins
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	<b>LO3</b>	Communication with incursion staff about set up/pack away procedure of event.  Communication within the team to ensure area is appropriately supervised during this time while gate is open.  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. All other children can watch or engage in play within the yard or indoor environment.	<b>UI1</b>	All staff	Day of incursion
Children engaging in incursion activity	Children engaging in unsafe activities during incursion	<b>LO3</b>	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.	<b>UI1</b>	All staff	Day of incursion

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	Adequate supervision	<b>UI1</b>	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.	<b>RI1</b>	All staff	Duration of incursion
	Heat/physical exhaustion	<b>UI1</b>	Water available at all times.  Encourage regular breaks by children if high physical activity or hot weather.	<b>RI1</b>	All staff	Day of incursion
	Falling over – sprains, strains, brakes	<b>UI2</b>	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.	<b>RI1</b>	All staff	Day of incursion
	Hazards/incidents using equipment	<b>UI2</b>	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.	<b>UI1</b>	All staff	Day of incursion
Specific risks and control measures by Incursion Provider			<b>Specific activity related measures as identified by activity provider</b>	<b>RI1</b>		
	Misuse of circus props; juggling balls, hula hoops, and diablos.	UO2	Safety brief provided before incursion starts to identify hazards and correct use of equipment.  Position of presenter to be able to view whole group.  Request staff intervention when the group is not responding to direction from presenter.	RI1	Activity staff member	Day of incursion
	Circus conductor falling off unicycle onto children.	LO3	Educator's to ensure children are sitting back far enough away from performance.  Staff member with first aid to assess and treat injury.  Child's Accident/Incident Report to be completed when possible.	UO2	All educators	Day of incursion

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	Trips, slips and falls	LO2	Staff member with first aid to assess and treat injury. Child's Accident/Incident Report to be completed when possible.	UI1	All educators	Day of incursion
	Audience affected by noise or flashing lights.	LO2	Educators to be aware of children with a sensory overload. Strategies implemented for control of situation by using earmuffs and leaving room prior to potential risk.	UI1	All educators	Day of incursion
	Audience tripping over entering or exiting stage	LO2	Adequate information provided by demonstrator regarding housekeeping and storage area of unused props. Instructor and organiser and staff to monitor and tidy the workshop space during the activity	UI1	All educators	Day of incursion
	Children come in contact with set and props and being injured.	LO2	Minimise access by children to the area before event and during set up and pack up. Use of safety bunting set up by incursion company. Educators to be adequately supervising all children during circus show.	UI1	All educators	Day of incursion
Plan prepared by		Melanie Barden				
Prepared in consultation with		Brittany Gauci / Maarit Rideout City and Raby OSHC Team				
Communicated to		Participating families				
Venue and safety information reviewed and attached			<input type="checkbox"/> Yes <input checked="" 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>						

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