

# Transport Safety Risk Assessment and Management Guide



## Introduction

Under the Education and Care Services National Regulations 2011 (Regulations 102B and 102C), risk assessments must be carried out to identify and assess risks to children's safety, health and wellbeing associated with transportation. Decisions need to be made about how best to manage these risks and plans put in place to ensure control measures are implemented.

**There are many factors that must be considered prior to transportation to ensure regulatory requirements are met. These include:**

- the proposed route and duration of the transportation
- the proposed pick up location and destination
- means of transport
- any requirements for seatbelts and safety restraints under NSW Road Rules
- any water hazards
- the number of adults and children involved in transportation
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required
- whether any items should be readily available during transportation (for example, a mobile phone and list of emergency contact numbers for the children being transported)
- the process for entering and exiting the education and care service premises and the pick up location or destination (as required)
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

## Additional considerations for risk management include:

- the experience of the driver and licensing conditions for the vehicle being used
- the age, ability, needs and skills of children being transported
- the experience of adults involved in transportation and their capacity for supervising children
- movement of children between the vehicle and venues
- traffic environments and road conditions
- communication to/from the vehicle – mobile phone reception
- health needs of children including asthma, allergies and anaphylaxis
- first aid provision and management of illness, injuries and emergencies
- external events like traffic incidents, crashes, extreme weather or natural disasters
- environmental hazards such as temperature extremes, pollution or smoke
- child safe practices.

**The Australian Children’s Education and Care Quality Authority (ACECQA) provides risk assessment information, resources and templates that can be used to assist education and care services with meeting regulatory requirements and ensuring children’s safety, health and wellbeing during periods of transportation.**

### These include:

[Risk assessment resource](#)\*

[Safe transportation of children – Information sheet](#) \*

[Transportation risk assessment template](#) \*

[Excursion risk assessment template](#) \*

[Changes to regular transportation of children - Information sheet](#) \*

[Minimising the risk of children left in vehicles - Information sheet](#) \*

[Guidance for adequate supervision during transportation - Information sheet](#) \*

[Safe transportation of children safety checklist and regular transportation record form](#) \*



\*Source: Australian Children’s Education and Care Quality Authority (ACECQA).

ACECQA’s published information is current as of February 2023 but may be updated from time to time.

## Risk Assessment Samples

The sample risk assessments in this guide have been prepared using the ACECQA risk assessment templates including the risk matrix\* below.

Services should always follow best practice; evaluate the effect of any elimination/control measures in practice, review risk assessment ratings accordingly and, where required, revise and update the risk assessment.

RISK MATRIX						
		CONSEQUENCE 				
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
LIKELIHOOD 	ALMOST CERTAIN	Moderate	High	High	Extreme	Extreme
	LIKELY	Moderate	Moderate	High	Extreme	Extreme
	POSSIBLE	Low	Moderate	High	High	Extreme
	UNLIKELY	Low	Low	Moderate	High	High
	RARE	Low	Low	Low	Moderate	High

\*Source: Australian Children’s Education and Care Quality Authority (ACECQA). ACECQA’s published information is current as of February 2023 but may be updated from time to time.

## Scenario 1 – Transport by the service from home

**SAMPLE ONLY** – Services must conduct their own risk assessment which must be service specific, address individual circumstances and factors and include the roles and responsibilities of approved providers, nominated supervisors, educators, other staff, drivers, volunteers and parents/carers.

SERVICE NAME	GUMTREE EARLY LEARNING CENTRE - 100 HIGH STREET, GUMTREE			
<b>Activity</b> E.g. collecting children from school or home	Morning transport run – Collection of children from homes, transit, delivery of children to service.			
<b>Start date</b> 6/03/23	<b>End date</b> 22/12/23			
<b>Pick-up location and destination(s)</b> Include each location travelled to or from E.g. each child’s home address or each school	<b>Mon:</b> 1234 Long Highway, Banksia 1098 Long Highway, Banksia 897 Long Highway, Willowdale 150 Long Highway, Willowdale 273 Long Highway, Willowdale 1 First Street, Gumtree 26 First Street, Gumtree 12 Main Road, Gumtree 22 Second Avenue, Gumtree 5 High Street, Gumtree	<b>Wed:</b> 1234 Long Highway, Banksia 1098 Long Highway, Banksia 897 Long Highway, Willowdale 150 Long Highway, Willowdale 273 Long Highway, Willowdale 1 First Street, Gumtree 26 First Street, Gumtree 12 Main Road, Gumtree 22 Second Avenue, Gumtree 5 High Street, Gumtree	<b>Fri:</b> 1234 Long Highway, Banksia 1098 Long Highway, Banksia 897 Long Highway, Willowdale 150 Long Highway, Willowdale 273 Long Highway, Willowdale 1 First Street, Gumtree 26 First Street, Gumtree 12 Main Road, Gumtree 22 Second Avenue, Gumtree 5 High Street, Gumtree	<b>Tue:</b> 674 Long Highway, Banksia 298 Long Highway, Banksia 100 Long Highway, Willowdale 98 Long Highway, Willowdale 54 Long Highway, Willowdale 6 First Street, Gumtree 2 First Street, Gumtree 123 Main Road, Gumtree 12 Second Avenue, Gumtree 9 High Street, Gumtree
		<b>Thur:</b> 674 Long Highway, Banksia 298 Long Highway, Banksia 100 Long Highway, Willowdale 98 Long Highway, Willowdale 54 Long Highway, Willowdale 6 First Street, Gumtree 2 First Street, Gumtree 123 Main Road, Gumtree 12 Second Avenue, Gumtree 9 High Street, Gumtree		

Estimated time of travel between the different locations	Address	Time of travel between locations
<p>E.g. Departing the service, arriving at children’s homes or schools and arrival at the service</p>	<p><b>MONDAY – WEDNESDAY – FRIDAY</b></p> <p>Depart: Gumtree ELC 100 High Street, Gumtree</p> <p>Collection: 1234 Long Highway, Banksia..... 60 minutes</p> <p>Collection: 1098 Long Highway, Banksia..... 10 minutes</p> <p>Collection: 897 Long Highway, Willowdale ..... 10 minutes</p> <p>Collection: 150 Long Highway, Willowdale ..... 5 minutes</p> <p>Collection: 273 Long Highway, Willowdale ..... 10 minutes</p> <p>Collection:1 First Street, Gumtree ..... 8 minutes</p> <p>Collection: 26 First Street, Gumtree ..... 5 minutes</p> <p>Collection: 12 Main Road, Gumtree ..... 8 minutes</p> <p>Collection: 22 Second Avenue, Gumtree ..... 5 minutes</p> <p>Collection: 5 High Street, Gumtree..... 5 minutes</p> <p>Arrive: Gumtree ELC 100 High Street, Gumtree ..... 5 minutes</p> <p><b>TUESDAY –THURSDAY</b></p> <p>Depart: Gumtree ELC 100 High Street, Gumtree</p> <p>Collection: 674 Long Highway, Banksia..... 60 minutes</p> <p>Collection: 298 Long Highway, Banksia..... 10 minutes</p> <p>Collection: 100 Long Highway, Willowdale ..... 10 minutes</p> <p>Collection: 98 Long Highway, Willowdale ..... 5 minutes</p> <p>Collection: 54 Long Highway, Willowdale ..... 10 minutes</p> <p>Collection: 6 First Street, Gumtree ..... 8 minutes</p> <p>Collection: 2 First Street, Gumtree ..... 5 minutes</p> <p>Collection: 123 Main Road, Gumtree ..... 8 minutes</p> <p>Collection: 12 Second Avenue, Gumtree ..... 5 minutes</p> <p>Collection: 9 High Street, Gumtree..... 5 minutes</p> <p>Arrive: Gumtree ELC 100 High Street, Gumtree ..... 5 minutes</p>	
<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online</p>	<p>See map</p>	

<p><b>Means of transport</b> E.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>Gumtree Early Learning Centre 12 seater minibus (XYZ 987)</p>
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met</b></p>	<p><b>Yes / No</b> Comment: Under NSW Road Rules 2014 Rule 266:</p> <ul style="list-style-type: none"> <li>• For passengers less than 4 years of age, suitable, properly fastened and adjusted forward facing approved child restraint with inbuilt harness.</li> <li>• For passengers 4 years old and over but under 7 years, suitable, properly fastened and adjusted child restraints with inbuilt harness OR properly positioned approved booster seat with a lap sash seatbelt that is properly adjusted and fastened.</li> </ul>
<p><b>Number and full names of each adult involved in the transportation of children</b></p>	<p>1. Allison Maree Samuel      0412 345 678 2. Karl Travis Jones          0498 765 432</p>
<p><b>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required</b>  E.g. for children’s individual needs</p>	<p>2 adults (as above)  Allison has Degree in Special Education - appropriate to meet support/supervision needs of child with cerebral palsy.</p>
<p><b>The number of children being transported</b></p>	<p>10</p>
<p><b>Any water hazards on proposed route travelled and at each stop?</b>  E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>	<p><b>Yes / No</b> Comment:</p> <ul style="list-style-type: none"> <li>• Gumtree River adjacent to First Street and accessible to children.</li> <li>• Road bridge river crossings on First Street and Main Road, Gumtree.</li> </ul>

**Describe the process for entering and exiting the service premises and the pick-up location or destination (as required)**

(include how each child is accounted for)

Processes are informed by the *Safe Transportation of Children Policy and Procedures*

**Collecting children from home:**

- Parents/carers are responsible for the active supervision of children including holding their hands to the vehicle.
- An educator will meet parents/carers at the door of the vehicle to collect children.
- The educator/driver will ensure the child's parent/carer or other authorised person signs the transport attendance record against the child's name along with the date and time of collection. The educator will co-sign the attendance record.
- Educators will ensure all children are restrained according to the NSW Road Rules 2014 before continuing the journey.

**On arrival at the service:**

- An educator, other than the driver, will conduct an attendance check and mark each child's name on the transport attendance record when children disembark the vehicle. This will be cross checked against the record of children boarding the vehicle. A head count will be conducted. The date and time of the check and the means of accounting for each child (sighted) will be recorded along with the name and signature of the educator completing the record.
- On entering the service an educator from the vehicle will record children's attendance at the service and conduct a head count. The educator will cross check the service attendance record against the transport attendance record to ensure all children are accounted for. The date and time of the check and the name and signature of the educator completing the check will be recorded. The service attendance record will be verified in writing by a second educator from the service who was not involved in transporting children.
- If a child expected at the service who is usually transported is not present, the '*Procedure for addressing absence from the service of a child using transportation*' will be followed.



**Describe the procedures for embarking and disembarking the vehicle**

(include how each child is accounted for in embarking and disembarking)

Procedures are taken from the *Safe Transportation of Children Policy and Procedures*

- An educator, other than the driver, will conduct an attendance check and mark each child’s name on the transport attendance record when embarking and disembarking the vehicle. A head count will be conducted. The date and time of the check and the means of accounting for each child (sighted) will be recorded along with the name and signature of the educator completing the record.
- Immediately after children disembark the vehicle, an educator from the service (not the driver) will conduct a thorough check to ensure no child remains in the vehicle. The check will include:
  - visual inspection of all areas of the vehicle:
    - all seats including the driver’s seat
    - under seats
    - storage areas
  - calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child.
- The educator will record the time and date of the check along with their name and signature on the transport attendance record.
- Before parking and securing the vehicle in the designated parking area, the driver will carry out an additional vehicle check to ensure no children are left in the vehicle.
- The driver will record the date and time of the check along with their name and signature on the transport attendance record.
- The driver will ensure the vehicle is in ‘park’ and the handbrake is applied before children embark/disembark the vehicle. Educators will position themselves to help children step in and out of the minibus safely.
- When waiting to embark or after disembarking, children will stand with a supervising adult, away from the kerb.
- The vehicle will be parked on the same side of the road as the home and as close as possible to the collection location as determined by the risk assessment. At the service, the educator/driver will park in the designated parking spot for the minibus close to service entry gate.
- Educators will choose the safest route possible for walking children to and from the vehicle as determined by the risk assessment.

Educators will talk with children about safe practices and actively supervise them when embarking, disembarking, and moving to and from the vehicle. Supervision will take into account children’s age and development and their capacity to recognise and react to risks. For children not yet able to be independent and safe as pedestrians, educators will hold their hands. The service will follow the [Transport for NSW endorsed key pedestrian safety messages](#).

<b>TRANSPORT CHECKLIST – ITEMS TO BE READILY AVAILABLE WHEN TRANSPORTING CHILDREN (PLEASE TICK)</b>	
<input type="checkbox"/> First aid kit including emergency asthma and anaphylaxis medications	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Family and emergency contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services (Mobile and satellite phones and chargers)
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list  <i>Safe Transportation of Children Policy and Procedures</i>  <i>Emergency and Incident, Injury, Trauma and Illness policies and procedures</i>  <i>Transport checklist</i>  Emergency response information  Transport run seating plan  High visibility vest and torch  Supply of drinking water and emergency food supplies  Contact details of the service including an emergency contact number  Accurate current attendance records for the transport run

RISK ASSESSMENT					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Collecting children from homes.	Child does not present for collection - child welfare concerns.	<b>This column is to be completed in accordance with your service's individual circumstances. Use page 3 to determine the risk rating for each hazard.</b>	<p>If child is not at the meeting point at the designated time for collection the 'Procedure – child and parent/carer not present for collection' is followed.</p> <p>Procedure for reporting absences is communicated to families regularly.</p> <p>Families sign an agreement to abide by policy/procedure annually.</p>	<p>Nominated supervisor</p> <p>Educators on transport run</p> <p>Parent/carer</p>	<p>Policy/procedure reminders beginning of each term.</p> <p>Signed agreement annually – January each year.</p>
	Gumtree River accessible to children collected from First Street.		<p>Children required to be actively supervised by parent/carer – hand holding specified in procedures. Requirements communicated regularly.</p>	<p>Nominated supervisor</p> <p>Educators on transport run</p> <p>Parent/carer</p>	<p>Policy/procedure reminders beginning of each quarter and as required on transport run.</p>
			<p>Children physically handed over to educator at entrance to the vehicle – included in procedures.</p>	<p>Educators on transport run</p> <p>Parent/carer</p>	<p>Each time child is collected.</p>
	Trips/falls when walking to vehicle.		<p>Children required to be actively supervised by parent/carer – hand holding specified in procedures. Requirements communicated regularly.</p>	<p>Nominated supervisor</p> <p>Educators on transport run</p> <p>Parent/carer</p>	<p>Policy/procedure reminders beginning of each quarter and as required on transport run.</p>
			<p>Child with cerebral palsy is supported by a mobility aid and physical supervision of parent.</p>	<p>Parent/carer</p> <p>Educator on transport run</p>	<p>Each time child is collected.</p>

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Collecting children from homes. (Continued)	Child hit by vehicle.		Children required to be actively supervised by parent/carer – hand holding specified in procedures. Requirements communicated regularly.	Nominated supervisor Educator on transport run Parent/carer	Policy/procedure reminders beginning of each quarter and as required on transport run.
			Driver required to place vehicle in 'park' and apply handbrake when collecting children – included in procedures.	Driver	Each time child collected.
	Trips/falls when embarking.		When children are embarking, educator meets parent/carer at door of vehicle, assists children to board and move to their seats.	Educator on transport run Parent/carer	Each time children embark vehicle.
			Child with cerebral palsy is physically supported into vehicle by parent who also secures child in their seat at the front of the vehicle.	Parent/carer	Each time child embarks vehicle.
Travelling in the vehicle.	Injury due to restraint not being correctly fitted to vehicle or old/damaged restraint.		Car seats and booster seats checked and fitted by an authorised restraint fitter annually to ensure they are safe, current and correctly attached to the vehicle.	Nominated supervisor	January each year.
			Driver checks anchorage of seats before each run and adjusts when necessary.	Driver	Prior to each transport run.

RISK ASSESSMENT (CONTINUED)						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
Travelling in the vehicle. (Continued)	Injury due to restraint not being appropriate for age/size of child.		Children allocated specific restraint and seating position in vehicle correct for their age and size according to NSW Road Rules. Transport seating plan for each run carried in vehicle and followed.	Nominated supervisor Educator on transport run Driver	Seating plan taken on each transport run. Seating plan reviewed beginning of each quarter.	
			Child with cerebral palsy has specific restraint for needs provided by parent, fitted by authorised restraint fitter, checked by driver.	Parent/carer Driver	Seating plan taken on each transport run. Seating plan reviewed beginning of each quarter.	
	Injury due to non-use or incorrect use of restraint.			Educators/driver receive advice on how to check and adjust seats and seatbelts to fit individual children.	Educator on transport run Driver	January each year.
				Educator secures children correctly in restraints on collection.	Educator on transport run	Each transport run.
				Parent of child with cerebral palsy buckles them up in their seat. Educator checks for correct fit.	Parent/carer Educator on transport run	Each transport run the child attends.
				Educator visually monitors for correct use of restraints when in transit and at each stop. Checks that good seatbelt positioning is maintained if child falls asleep.	Educator on transport run	Each transport run.

RISK ASSESSMENT (CONTINUED)						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
Travelling in the vehicle. (Continued)	Vehicle breakdown or malfunction.		Driver undertakes basic car maintenance course.	Driver	Each time there is a new driver.	
			Vehicle maintenance checklist completed each week and issues reported to nominated supervisor for follow up.	Driver Nominated supervisor	Monday of each week prior to first transport run.	
			Emergency response procedures in place and carried in vehicle.	Driver Educator on transport run	Each transport run. Used as required.	
	Traffic incident/delays.			Emergency response procedures in place and carried in vehicle.	Driver Educator on transport run	Each transport run. Used as required.
				Drinking water and emergency food supplies for children on board.	Driver Educator on transport run	Each transport run. Used as required.
				Charged mobile/satellite phone and emergency contact information carried in vehicle to contact the service and/or families to advise of delay.	Driver Educator on transport run	Each transport run. Used as required.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<b>Travelling in the vehicle. (Continued)</b>	Crash involvement.		Driver is licensed and experienced for vehicle type.	Driver	Checked and confirmed on recruitment.
			Driver completes Safer Driver's course.	Driver	Prior to taking on role of service vehicle driver.
			All NSW Road Rules are adhered to. Changes to Road Rules monitored via Transport for NSW social media.	Driver	Each transport run.
			Objects are safely stowed and secured in the vehicle to minimise movement in a crash – as specified in procedures.	Driver Educator on transport run	Each transport run.
			Charged mobile/satellite phone and contact numbers carried on board to contact: <ul style="list-style-type: none"> <li>• emergency services</li> <li>• the service</li> <li>• families.</li> </ul>	Driver Educator on transport run	Each transport run.
			Both adults on transport run have current first aid certification in 'Provide an emergency first aid response in an education and care setting (HLTAID004)'. Due to possible delay in arrival of emergency services due to rural location driver also has current 'Occupational First Aid Skill Set (HLTSS00027)' qualification.	Educator on transport run  Driver	Each transport run.  First aid course/ refresher completed annually (January).

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travelling in the vehicle. (Continued)	Flood waters – Gumtree River.		During heavy rain events river levels are monitored through communication with Gumtree Council, road authorities and local emergency services. Transport service is cancelled if river is likely to be at dangerous level.	Nominated Supervisor	Whenever river level rises and heavy rain is predicted.
			Charged mobile/satellite phone and emergency contact information carried on board to contact the service and/or families to advise of delay or change of route due to water on road.	Driver Educator on transport run	Each transport run. Used as required.
	Poor or no mobile phone reception out of town.		Satellite phone and charger carried in vehicle in case of poor mobile phone reception. Listed on <i>Transport Checklist</i> for each trip.	Driver	Each transport run.
	Driver not fit to drive.		Referred to in procedures – driver must be in a fit state to drive. Monitored by driver, educator on transport run and nominated supervisor.	Driver Educator on transport run Nominated supervisor	Each transport run.



RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Delivering children to service.	Trips/falls when disembarking.		Educator physically assists children to disembark where required.	Educator on transport run	Each transport run.
			Child with cerebral palsy assisted by educator to disembark last.	Educator on transport run	Each transport run.
	Child unsupervised in the car park.		Driver parks in designated parking spot for minibus close to service entry gate – bollard in place to prevent use by other vehicles.	Driver	Each transport run.
			Three adults oversee delivery of children to the service; <ul style="list-style-type: none"> <li>• Driver supervises children in vehicle.</li> <li>• Educator on transport run helps children from their seats and out of the vehicle.</li> <li>• Educator from service meets children at vehicle and delivers them to the service.</li> </ul>	Driver  Educator on transport run  Educator from service	Each transport run.
			Additional educator assists with delivery of children to the service. Educator takes two children at a time into the service, holding their hands.	Educator from service	Each transport run.
			Child with cerebral palsy disembarks last and is supported by educator to walk to service with mobility aid.	Educator on transport run	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Delivering children to service. (Continued)	Child left unattended in vehicle.		As specified in procedures, educator, other than the driver: <ul style="list-style-type: none"> <li>marks each child’s name off the transport attendance record as children disembark the vehicle and cross checks against the record of children boarding the vehicle</li> <li>conducts headcount</li> <li>records date and time of the check, means for accounting for children (sighted) and their name and signature.</li> </ul>	Educator on transport run	Each transport run.
			As specified in procedures, educator, other than the driver, conducts a vehicle check to ensure no child remains in or near the vehicle. The check includes: <ul style="list-style-type: none"> <li>visual inspection of all areas of the vehicle:                             <ul style="list-style-type: none"> <li>all seats including the driver’s seat</li> <li>under seats</li> <li>storage areas</li> </ul> </li> <li>calling out names of children who attended the transport run – driver ensures vehicle engine is turned off and there are no auditory distractions to interfere with hearing a child.</li> </ul> Educator records date and time of check and name and signature on the transport attendance record.	Educator on transport run	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Delivering children to service. (Continued)			As specified in procedures, educator from service: <ul style="list-style-type: none"> <li>• conducts head count to verify number of children</li> <li>• records children’s attendance at the service</li> <li>• conducts cross check of service attendance records against the transport attendance record to ensure all children are accounted for</li> <li>• records date and time of the check.</li> </ul>	Educator from service	Each transport run.
			If a child expected at the service who is usually transported is not present, the ‘ <i>Procedure for addressing absence from the service of a child using transportation</i> ’ is followed.	Educator from service  Nominated supervisor	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<p><b>Delivering children to service. (Continued)</b></p>	<p>Child left unattended in vehicle. (continued)</p>		<p>As specified in procedures, immediately after children disembark an educator, other than the driver, conducts a vehicle check to ensure no child remains in the vehicle. The driver also completes the vehicle check procedure prior to parking and securing the vehicle in the designated parking area. The check includes:</p> <ul style="list-style-type: none"> <li>• visual inspection of all areas of the vehicle:                             <ul style="list-style-type: none"> <li>- all seats including the driver’s seat</li> <li>- under seats</li> <li>- storage areas</li> </ul> </li> <li>• calling out names of children who attended the transport run – driver ensures vehicle engine is turned off and there are no auditory distractions to interfere with hearing a child.</li> </ul> <p>The educator and driver record date and time of checks along with their names and signatures on the transport attendance record.</p>	<p>Driver Educator on transport run</p>	<p>Each transport run.</p>

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
General	Sun exposure/ temperature extremes.		Air conditioning used to regulate temperature in vehicle to safe and comfortable level.	Driver	Each transport run.
			When delivered to the service children remain in vehicle until an educator is present to take them into the service – exposure to elements is minimised.	Educator on transport run Educator from service	Each transport run.
	Insect/animal bite or sting.		Parent/carer authorisation for transport includes directive that no animals be present at collection of children.	Parent/carer	When collecting authorisation. Reminders as required.
			Windows and doors of vehicle closed when not in use to prevent entry of insects.	Driver	After each transport run.
	Child illness or allergic reaction.		Driver and educator trained in first aid management of anaphylaxis.	Driver Educator on transport run	First aid course/ refresher completed annually (January).
Epi pens and action plan carried in first aid kit for two children with anaphylaxis. First aid kit stored under vehicle seat used by educator for easy access.			Driver Educator on transport run	Each transport run.	

PLAN AND REVIEW		
Plan prepared by:	Full name: Rebecca Anne Wallace Signature: Role/Position: Nominated Supervisor	Date: 1/3/23
Prepared in consultation with:	Full name: Allison Maree Samuel and Karl Travis Jones Signature: Role/position: Educators	
Communicated to all relevant staff:	<input checked="" type="radio"/> <b>Yes</b> / <input type="radio"/> <b>No</b> Comment if needed: shared via email and reviewed at staff meeting 2/3/23	
Vehicle safety information reviewed and attached	<input checked="" type="radio"/> <b>Yes</b> / <input type="radio"/> <b>No</b> Comment if needed: Vehicle maintenance checklist conducted weekly – stored in transport folder	
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for ' <i>regular transportation</i> ', a risk assessment must be undertaken <i>at least</i> annually.	24/04/23 (at the beginning of each quarter)	

## Scenario 2 – Transport by the service from school

**SAMPLE ONLY** – Services must conduct their own risk assessment which must be service specific, address individual circumstances and factors and include the roles and responsibilities of approved providers, nominated supervisors, educators, other staff, drivers, volunteers and parents/carers.

SERVICE NAME	SUNSHINE AFTER SCHOOL CARE (ASC) - 50 MAIN ROAD, SUNSHINE
<p><b>Activity</b></p> <p>E.g. collecting children from school or home</p>	<p>Afternoon transport run – Collection of children from Blue Bay Public School, transit, delivery of children to service.</p>
<p><b>Start date</b> 6/3/23</p>	<p><b>End date</b> 20/12/23</p>
<p><b>Pick-up location and destination(s)</b></p> <p>Include each location travelled to or from</p> <p>E.g. each child’s home address or each school</p>	<p>Blue Bay Public School - 120 First Street, Blue Bay</p>
<p><b>Estimated time of travel between the different locations</b></p> <p>E.g. Departing the service, arriving at children’s homes or schools and arrival at the service</p>	<p>Blue Bay Public School to Sunshine ASC – 15 minutes</p>
<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online</p>	<p>See map</p>
<p><b>Means of transport</b></p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>Sunshine ASC 18 seater minibus (ZYX 987)</p>

<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met</b></p>	<p><b>Yes / No</b>                  Comment:                  Under NSW Road Rules 2014 Rule 266:</p> <ul style="list-style-type: none"> <li>• For passengers 4 years old and over but under 7 years – suitable, properly fastened and adjusted child restraint with inbuilt harness OR properly positioned approved booster seat with a lap sash seatbelt that is properly adjusted and fastened.</li> <li>• For passengers 7 years and over – properly positioned approved booster seat with a lap sash seatbelt that is properly adjusted and fastened OR a seating position fitted with a suitable approved seatbelt that is properly adjusted and fastened. They must not occupy the same seating position as another passenger.</li> </ul>
<p><b>Number and full names of each adult involved in the transportation of children</b></p>	<p>Shareen Guresh    0412 345 678</p>
<p><b>The number of educators / responsible adults, appropriate to provide supervision and whether any adults with specialised skills are required</b>                   E.g. for children’s individual needs</p>	<p>1 adult (as above)                   Shareen has Certificate IV in School Age Education and Care and LR Drivers Licence.</p>
<p><b>The number of children being transported</b></p>	<p>5</p>
<p><b>Any water hazards on proposed route travelled and at each stop?</b>                   E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>	<p><b>Yes / No</b>                  Comment:</p>
<p><b>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required)</b>                  (include how each child is accounted for)</p>	<p>Processes are informed by the <i>Safe Transportation of Children Policy and Procedures</i></p> <p><b>Collecting children from school:</b></p> <ul style="list-style-type: none"> <li>• The vehicle is parked in the church car park across the road from the school as negotiated with the church. Kiss and Ride operates on the school side of the road at the time of collection.</li> </ul>



**Describe the process for entering and exiting the service premises and the pick-up location or destination (as required)**

(include how each child is accounted for)

(Continued)

- The educator meets children in the covered outdoor learning area. Children are not moved to the vehicle until they are all present at the meeting place and signed into the care of the service on the transport attendance record.
- The educator will cross check and mark the transport attendance record to ensure the number and names of children present match the transport attendance record. A head count will be conducted. Children who are marked as present will have the date and time of collection recorded along with the name and signature of the educator marking attendance.
- Parents/carers are responsible for contacting the service as soon as possible if the child is not attending after school care. When notified of non-attendance by the family the child's name will be removed from the transport attendance record for that run. If a child does not present at the meeting point by 3.15pm the *'OSHC school collection missing child procedure'* will be followed.
- The educator walks with children along the footpath on the school side of the road. Crossing is always at the marked school crossing with the assistance of the school crossing supervisor. The educator then walks with the children on the footpath to the church car park where the vehicle is located. Supervision of the children takes into account their age and development and their capacity to recognise and react to risks. For children not yet able to be independent and safe pedestrians, the educator will hold their hands.
- On entry to the vehicle the educator will again mark the transport attendance record and conduct a head count to ensure all children are present. The educator will record the date and time of the check along with their name and signature.
- The educator will ensure all children are restrained according to the NSW Road Rules 2014 prior to transit.

**On arrival at the service:**

- An educator, other than the driver, will conduct an attendance check and mark each child's name on the transport attendance record as children disembark the vehicle. This will be cross checked against the record of children boarding the vehicle. A head count will be conducted. The date and time and the means of accounting for each child (sighted) will be recorded along with the name and signature of the educator completing the record.
- On entering the service the educator from the vehicle will record children's attendance at the service and conduct a head count. The educator will cross check the service attendance record against the transport attendance record to ensure all children are accounted for. The date and time of the check and the name of the educator completing the check will be recorded. The service attendance record will be verified in writing by a second educator from the service who was not involved in transporting children.

### Describe the procedures for embarking and disembarking the vehicle

(include how each child is accounted for in embarking and disembarking)

Processes are informed by the *Safe Transportation of Children Policy and Procedures*

- As detailed above, an educator, other than the driver, will conduct an attendance check and mark each child's name on the transport attendance record when embarking and prior to disembarking the vehicle. A head count will be conducted. The date and time and the means of accounting for each child (sighted) will be recorded along with the name and signature of the educator completing the record.
- The educator will assist children to step in and out of the vehicle safely where required.
- When waiting to embark or after disembarking, children will stand close to the vehicle.
- Immediately after children disembark the vehicle, an educator from the service (not the driver), will conduct a thorough check to ensure no child remains in the vehicle. The check will include:
  - visual inspection of all areas of the vehicle:
    - all seats including the driver's seat
    - under seats
    - storage areas
  - calling out the names of the children who attended the transport run – the driver will ensure the vehicle engine is turned off and there are no auditory distractions that may interfere with hearing a child.
- The educator will record the time and date of the check along with their name and signature on the transport attendance record.
- Before parking and securing the vehicle in the designated parking area, the driver will carry out an additional vehicle check to ensure no children are left in the vehicle.
- The driver will record the date and time of the check along with their name and signature on the transport attendance record.
- On collection of children, the vehicle will be parked in the church car park. At the service, the educator will park in the designated parking spot for the vehicle close to service entry gate.
- The educator will talk with children about safe practices and actively supervise them when embarking, disembarking, and moving to and from the vehicle. Supervision will take into account children's age and development and their capacity to recognise and react to risks. For children not yet able to be independent and safe as pedestrians, educators will hold their hands. [Transport for NSW endorsed key pedestrian safety messages.](#)

TRANSPORT CHECKLIST – ITEMS TO BE READILY AVAILABLE WHEN TRANSPORTING CHILDREN (PLEASE TICK)	
<input type="checkbox"/> First aid kit including emergency asthma and anaphylaxis medications	<input type="checkbox"/> List of adults involved in transportation
<input type="checkbox"/> List of children involved	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Family and emergency contact information for each child	<input type="checkbox"/> Charged mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list <i>Safe Transportation of Children Policy and Procedures</i> <i>Emergency and Incident, Injury, Trauma and Illness policies and procedures</i> <i>Transport checklist</i> Emergency response information Transport run seating plan High visibility vest and torch Supply of drinking water Contact details of the service including an emergency contact number Accurate current attendance records for the transport run

RISK ASSESSMENT						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
Collecting children from school.	Child does not present for collection - child welfare concerns.	<b>This column is to be completed in accordance with your service's individual circumstances. Use page 3 to determine the risk rating for each hazard.</b>	<p>If a child does not present at the meeting point by 3.15pm the 'OSHC school collection missing child procedure' is followed.</p> <p>Procedure for reporting absences is communicated to families regularly.</p> <p>Families sign an agreement to abide by policy/procedure annually.</p>	<p>Nominated supervisor</p> <p>Educator on transport run</p> <p>Parent/carer</p>	<p>Policy/procedure reminders beginning of each term.</p> <p>Signed agreement annually – January each year.</p>	
	Trips/falls when walking to vehicle.		<p>Children actively supervised by educator. Educator holds hands of two children who are six years old.</p> <p>Educator walks with children along the footpath and monitors for obstructions/hazards.</p>	Educator on transport run	Each time children are collected.	
	Child hit by vehicle.			<p>Children actively supervised by educator. Educator holds hands of two children who are six years old.</p>	Educator on transport run	Each time children are collected.
				<p>Educator ensures children remain on footpath when walking and only cross the road at the instruction of the school crossing supervisor.</p>	Educator on transport run	Each time children are collected.
				<p>Sunshine ASC vehicle is parked in church car park. No other vehicles are allowed in the car park at the time of collection.</p>	Educator on transport run	Each time children are collected.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Collecting children from school. (Continued)	Child hit by vehicle. (Continued)		Children are engaged in road safety activities to emphasise pedestrian safety.	Educators Children	Road safety activities and discussions regularly implemented within the service.
	Trips/falls when embarking.		When children are embarking, educator assists and moves children to their allocated seats.	Educator on transport run	Each time children embark vehicle.
Travelling in the vehicle.	Injury due to restraint not being correctly fitted to vehicle or old/damaged restraint.		Booster seats checked and fitted by an authorised restraint fitter annually to ensure they are safe, current and correctly attached to the vehicle.	Nominated supervisor	January each year.
			Educator checks anchorage of seats and seatbelts before each run and adjusts when necessary.	Educator on transport run	Prior to each transport run.
	Injury due to restraint not being appropriate for age/size of child.		Children allocated specific restraint and seating position in vehicle correct for their age and size according to NSW Road Rules.  Transport seating plan for each run carried in vehicle and followed.	Nominated supervisor Educator on transport run	Seating plan taken on each transport run.  Seating plan reviewed beginning of each quarter.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travelling in the vehicle. (Continued)	Injury due to non-use or incorrect use of restraint.		Educator receives advice from an authorised restraint fitter on how to check and adjust booster seats and seatbelts for individual children.	Educator on transport run	January each year.
			Educator checks children are correctly restrained prior to transit.	Educator on transport run	Each transport run.
			Educator visually monitors for correct use of restraints during transit when safe to do so. Educator verbally reminds children to wear seatbelts correctly.	Educator on transport run	Each transport run.
			Children are engaged in road safety activities to emphasise the importance of appropriate and correct restraint use.	Educators Children	Road safety activities and discussions regularly implemented within the service.
	Vehicle breakdown or malfunction.		Educator undertakes basic car maintenance course.	Educator on transport run	Each time there is a new driver.
			Vehicle maintenance checklist completed each week and issues reported to nominated supervisor for follow up.	Educator on transport run Nominated supervisor	Monday of each week prior to first transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travelling in the vehicle. (Continued)	Vehicle breakdown or malfunction. (Continued)		Emergency response procedures in place and carried in vehicle.	Educator on transport run	Each transport run. Used as required.
	Traffic incident/delays.		Emergency response procedures in place and carried in vehicle.	Educator on transport run	Each transport run. Used as required.
			Drinking water for children on board.	Educator on transport run	Each transport run. Used as required.
			Charged mobile phone and emergency contact information carried in vehicle to contact the service and/or families to advise of delay.	Educator on transport run	Each transport run. Used as required.
	Crash involvement.		Educator has recently obtained LR driver licence and has been supervised by nominated supervisor on transport run for a two week period prior to being able to drive the vehicle independently.	Educator on transport run	Checked and confirmed annually.
			Educator completed Safer Driver's course.	Educator on transport run	Prior to taking on role of service vehicle driver.
			All NSW Road Rules are adhered to. Changes to Road Rules monitored via Transport for NSW social media.	Educator on transport run	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travelling in the vehicle. (Continued)	Crash involvement. (Continued)		Objects are safely stowed and secured in the vehicle to minimise movement in a crash – as specified in procedures.	Educator on transport run	Each transport run.
			Charged mobile phone and contact numbers carried on board to contact: <ul style="list-style-type: none"> <li>• emergency services</li> <li>• the service</li> <li>• families.</li> </ul>	Educator on transport run	Each transport run.
			Educator on transport run has current first aid certification in 'Provide an emergency first aid response in an education and care setting (HLTAID004)'.	Educator on transport run	Each transport run. First aid course/ refresher completed annually (January).
	Educator on transport run only adult present with children – potential for child supervision and safety issues.		Educator on transport run has valid Working with Children Check. All educators trained in Child Safe Practices.	Educator on transport run Nominated supervisor Approved provider	Monitored and undertaken annually.
			Educator on transport run determines seating position of children so they are visible in the driver's rear vision mirror.	Educator on transport run	Each transport run.



RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<b>Travelling in the vehicle.</b> <b>(Continued)</b>	Educator on transport run only adult present with children – potential for child supervision and safety issues.  (Continued)		Route allows for the vehicle to be safely pulled over to the side of the road if educator on transport run is concerned for children’s health, safety or wellbeing.	Educator on transport run	Each transport run.
			Parent/carer authorisation obtained for children being transported by sole educator. Parent/carers encouraged to discuss child safety issues with children.	Nominated supervisor Parent/carer	Prior to transportation. Ongoing.
			Vehicle log book is regularly checked to ensure vehicle is driven directly from school to the service without unnecessary stops.  Vehicle is checked for any physical signs of child abuse/mistreatment.	Nominated supervisor	Weekly.
			Children are informed of protective behaviours through educational program.	Educators	Each term.
	Driver not fit to drive.		Referred to in procedures – driver must be in a fit state to drive.  Monitored by educator on transport run (driver) and nominated supervisor.	Educator on transport run Nominated supervisor	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<b>Delivering children to service.</b>	Trips/falls when disembarking.		Educator physically assists children to disembark where required.	Educator on transport run	Each transport run.
	Child unsupervised in the car park.		Educator parks in designated parking spot close to service entry gate – bollard in place to prevent use by other vehicles.	Educator on transport run	Each transport run.
			Educator on transport run parks vehicle, disembarks and then helps children out of the vehicle. Educator walks with children from vehicle to the service.	Educator on transport run	Each transport run.
	Child left unattended in vehicle.		As specified in procedures, educator, other than the driver: <ul style="list-style-type: none"> <li>marks each child’s name off the transport attendance record as children disembark the vehicle and cross checks against the record of children boarding the vehicle</li> <li>conducts headcount</li> <li>records date and time of the check and the means of accounting for each child (sighted) along with the name and signature of the educator completing the record.</li> </ul>	Educator from service	Each transport run.
			As specified in procedures, educator from service: <ul style="list-style-type: none"> <li>conducts head count to verify</li> <li>records children’s attendance at the service</li> </ul>	Educator from service	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<b>Delivering children to service. (Continued)</b>	Child left unattended in vehicle. (Continued)		<ul style="list-style-type: none"> <li>conducts cross check of service attendance records against the transport attendance record to ensure all children are accounted for</li> <li>records date and time of the check and name and signature.</li> </ul>	Educator from service	Each transport run.
			<p>As specified in procedures, educator, other than the driver, conducts a vehicle check to ensure no child remains in the vehicle. The driver also completes the vehicle check procedure prior to parking and securing the vehicle in the designated parking area. The check includes:</p> <ul style="list-style-type: none"> <li>visual inspection of all areas of the vehicle:                             <ul style="list-style-type: none"> <li>all seats including the driver's seat</li> <li>under seats</li> <li>storage areas</li> </ul> </li> <li>calling out names of children who attended the transport run – driver ensures vehicle engine is turned off and there are no auditory distractions to interfere with hearing a child.</li> </ul> <p>The educator and driver record date and time of checks along with their names and signatures on the transport attendance record.</p>	Educator on transport run  Educator from service	Each transport run.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
General	Sun exposure/ temperature extremes.		Air conditioning used to regulate temperature in vehicle to safe and comfortable level.	Educator on transport run	Each transport run.
			When delivered to the service children remain in vehicle until educator on transport run takes them into the service – exposure to elements is minimised.	Educator on transport run	Each transport run.
	Insect/animal bite or sting.		Windows and doors of vehicle closed when not in use to prevent entry of insects.	Educator on transport run	After each transport run.
	Child illness or allergic reaction.		Educator on transport run trained in first aid and management of anaphylaxis.	Educator on transport run	First aid course/ refresher completed annually (January).
			Epi pens and action plan carried in first aid kit for child with anaphylaxis. First aid kit stored under front passenger seat for easy access.	Educator on transport run	Each transport run.

PLAN AND REVIEW		
Plan prepared by:	Full name: Bronwyn Roberts Signature: Role/Position: Nominated supervisor	Date: 1/3/23
Prepared in consultation with:	Full name: Shareen Guresh Signature: Role/position: Educator	
Communicated to all relevant staff:	<input checked="" type="radio"/> Yes / <input type="radio"/> No Comment if needed: shared via email and reviewed at staff meeting 2/3/23	
Vehicle safety information reviewed and attached	<input checked="" type="radio"/> Yes / <input type="radio"/> No Comment if needed: Vehicle maintenance checklist conducted weekly – stored in transport folder.	
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion). If the transport is for 'regular transportation', a risk assessment must be undertaken at least annually.	24/4/23 (at the beginning of each quarter).	

## Scenario 3: Excursion by public bus

**Note:** For the purpose of the ‘Transport Safety Risk Assessment Guide’ this risk assessment sample only considers risks associated with transport and travel, as part of the excursion. When carrying out a risk assessment for an excursion, services must consider all the matters in regulation 101.

**SAMPLE ONLY – Services must conduct their own risk assessment which must be service specific, address individual circumstances and factors and include the roles and responsibilities of approved providers, nominated supervisors, educators, other staff, drivers, volunteers and parents/carers.**

SERVICE NAME	GREENMOUNT PRESCHOOL - 12 HIGH STREET, GREENMOUNT
<b>Excursion details.</b>	Preschool Storytime at Greenmount Library
<b>Date(s) of excursion.</b> If it is a regular outing include a description of when children are to be taken on regular outings.	16/3/23 13/4/23 18/5/23
<b>Proposed activities.</b> List all activities that will take place during the excursion.	Travel to and from Greenmount Preschool on Blue Buslines public bus. Attend Preschool Storytime at Greenmount Library.
<b>Pick up location and destination(s).</b> List each location travelled to and from as part of the excursion. E.g. the museum, park for lunch and service.	From preschool: Bus stop in front of 6 High Street, Greenmount. To Greenmount Library: 163 Main Road, Greenmount. Return to preschool: Bus stop in front of Reid Park (across the road from preschool).
<b>Estimated departure and arrival times and duration of the excursion.</b> E.g. from the service to each destination and returning to the service.	Leave preschool: 10am for 10:12am bus Arrive library: 10:30am Depart library: 11:30am for 11:40am bus Arrive preschool: 12:00pm Duration of excursion: 2 hours

<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online.</p>	<p>See map</p>		
<p><b>Means of transport</b></p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>Blue Buslines public bus</p>		
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p><b>Yes / No</b></p> <p>Comment: As the library visits are conducted using a public bus the driver-related Road Rules are the responsibility of the bus company and not the service. The public bus is exempt from requiring seatbelts so child restraints and booster seats are not legally required.</p>		
<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g. service staff, family members, volunteers</p>	<p>Total adults: 10</p>	<p>Educators: 4</p> <p>Tammy Sheree Boyd, 0400 000 000</p> <p>Renee Leanne Tudor, 0411 111 111</p> <p>Adam Richard Bowden, 0422 222 222</p> <p>Katrina Sian Zhou, 0433 333 333</p>	<p>Parents/carers: 6</p> <p>Trish Anna Doran, 0444 444 444</p> <p>Mark James Michaels, 0455 555 555</p> <p>Irene Maree Bayley, 0466 666 666</p> <p>Liana Rose King, 0477 777 777</p> <p>Edwina May Jones, 0488 888 888</p> <p>Tracey Sharon Booth, 0499 999 999</p>
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children’s individual needs.</p>	<p>10</p> <ul style="list-style-type: none"> <li>• Tammy Boyd has special education training and is support worker for 4 year old with autism.</li> <li>• All educators have first aid and emergency asthma and anaphylaxis training – 2 children with anaphylaxis on excursion.</li> </ul>		
<p><b>The number of children involved in the excursion.</b></p>	<p>28</p>		

<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / <b>No</b></p> <p>Comment:</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	<p>Excursion warrants a higher ratio. An additional staff member is employed for the excursion and parents/carers are invited to attend to ensure adequate supervision.</p> <p>1:3 (nine adults for 27 children).</p> <p>1:1 for child with autism.</p>
<p><b>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required)</b> (include how each child is accounted for):</p> <p><b>Leaving preschool:</b></p> <ul style="list-style-type: none"> <li>• Attendance checks conducted prior to leaving preschool and at the bus stop. An educator will mark each child’s name on the excursion attendance record. A head count will be conducted. The date and time of the check and the name and signature of the educator completing the check will be recorded.</li> <li>• Each adult supervises 3 children – maintaining physical contact by holding hands or clothing/bag when walking and waiting for the bus. Tammy Boyd provides 1:1 support and supervision for child with autism.</li> <li>• Group walks on the footpath and stands together back from the kerb when waiting at the bus stop.</li> </ul> <p><b>Arriving at/leaving the library:</b></p> <ul style="list-style-type: none"> <li>• Attendance checks will be conducted at the bus stop and on entry to and exit from the library. An educator will mark each child’s name on the excursion attendance record. A head count will be conducted. The date and time of the check and the name and signature of the educator completing the check will be recorded.</li> <li>• Each adult supervises 3 children – maintaining physical contact by holding hands or clothing/bag when walking to/from the library or bus stop. Tammy Boyd provides 1:1 support and supervision for child with autism.</li> <li>• Educators and parent volunteers hold hands/maintain physical contact with children while walking on the path beside the car park to/from the library.</li> </ul>	



### **Arriving at preschool:**

- At the bus stop, after disembarking, an educator will conduct an attendance check and head count. The date and time of the check and the name of the educator completing the check will be recorded.
- Each adult supervises 3 children – maintaining physical contact by holding hands or clothing/bag when walking from the bus stop. Tammy Boyd provides 1:1 support and supervision for child with autism. The group crosses the road at the marked pedestrian crossing.
- On entering preschool an educator will conduct an attendance check and head count. The date and time of the check and the name of the educator completing the check will be recorded. The excursion attendance record will be verified in writing by a second educator.

### **Describe the procedures for embarking and disembarking the vehicle**

(include how each child is accounted for in embarking and disembarking):

- An educator will cross check and mark the excursion attendance record and conduct head counts to ensure all children are present. These attendance checks and headcounts will be conducted at times including, but not limited to:
  - prior to embarking
  - when embarking
  - when on board
  - when disembarking
  - after disembarking.
- An educator will always be the last person to embark and disembark the vehicle to ensure all children are accounted for.
- Educators and parent/carer volunteers will physically assist children to embark and disembark the bus.
- When waiting to embark or after disembarking, adults will maintain physical contact with children and stand back from the kerb.

EXCURSION CHECKLIST – ITEMS TO BE READILY AVAILABLE DURING THE EXCURSION (PLEASE TICK)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Charged mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list <i>Excursion Policy and Procedures</i> <i>Emergency and Incident, Injury, Trauma and Illness policies and procedures</i> Bus company contact details Supply of drinking water Contact details of the service / approved provider including an emergency contact number Accurate current excursion attendance record

RISK ASSESSMENT					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Engaging parent/carer volunteers to attend excursion.	Child safety and supervision risk.	<b>This column is to be completed in accordance with your service's individual circumstances. Use page 3 to determine the risk rating for each hazard.</b>	<p>Parent/carer volunteers have current Working with Children Check.</p> <p>Parent/carer volunteers are provided with information outlining their responsibilities to keep children safe along with the risk assessment. Parent/carer volunteers sign to acknowledge the information has been read/understood.</p>	<p>Nominated supervisor</p> <p>Parent/carer volunteers</p>	<p>Checked each time excursion is undertaken.</p> <p>A week prior to the excursion.</p>
<b>Walking:</b> <ul style="list-style-type: none"> <li>- between the preschool and bus stop</li> <li>- between the library and bus stop.</li> </ul>	Trips/falls.		<p>Adults hold children's hands / maintain physical contact with children at all times.</p> <p>Adults walk with children on the footpath and monitor for obstructions/hazards.</p>	<p>Educators</p> <p>Parent/carer volunteers</p>	Each time excursion is undertaken.
	Child hit by vehicle.		<p>Adults hold children's hands / maintain physical contact with children at all times.</p>	<p>Educators</p> <p>Parent/carer volunteers</p>	Each time excursion is undertaken.
			Designated educator for 1:1 support of child with autism.	Tammy Boyd	Each time excursion is undertaken.
			Adults walk with children on the footpath and stop at driveways to ensure no vehicles are entering or exiting.	<p>Educators</p> <p>Parent/carer volunteers</p>	Each time excursion is undertaken.
			Adults walk with children on footpath at edge of shopping centre car park outside the library to avoid moving vehicles.	<p>Educators</p> <p>Parent/carer volunteers</p>	Each time excursion is undertaken.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
<b>Walking:</b> - between the preschool and bus stop  - between the library and bus stop.	Child hit by vehicle. (Continued)		The marked pedestrian crossing is used to cross the road when returning to preschool.	Educators Parent/carer volunteers	Each time excursion is undertaken.
			Adults/children stand together back from the kerb when waiting for the bus and after disembarking.	Educators Parent/carer volunteers	Each time excursion is undertaken.
			Parent/carer volunteers are provided with information outlining their responsibilities to keep children safe. Parent/carer volunteers sign to acknowledge the information has been read/understood.	Nominated supervisor Parent/carer volunteers	A week prior to the excursion.
			Children are engaged in road safety education experiences to emphasise hand holding and take a virtual excursion using Google Maps as a lead up to the real excursion. Risks are identified and mitigations discussed with children.	Educators Children	Road safety activities and discussions regularly implemented within the preschool.  Virtual excursion a week prior.
	Interaction with members of the public.		Supervising adults hold children's hands / maintain physical contact with children at all times.	Educators Parent/carer volunteers	Each time excursion is undertaken.

RISK ASSESSMENT (CONTINUED)						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
<b>Travelling in the vehicle.</b>	Bus is not running to timetable.		Educator has TripView app to monitor where the bus is. Contact number of Blue Buslines stored in mobile phone should they need to be contacted.	Educators	Each time excursion is undertaken.	
	Trips/falls when embarking/ disembarking the bus.		Adults assist children when embarking/disembarking the bus and help children in and out of their seats.	Educators Parent/carer volunteers	Each time children embark/disembark bus.	
	Injury due to not using bus seats correctly or bus seats not available.			Blue Buslines is notified prior to the excursion of the date, time, route number and bus stops for boarding and alighting so bus driver is aware.	Nominated supervisor	Each time excursion is undertaken.
				If enough vacant seating, two children and a supervising adult occupy a seat or three children share a seat and the supervising adult stands next to the seat to monitor children.	Educators Parent/carer volunteers	Each time excursion is undertaken.
	Vehicle breakdown or malfunction.				Educator	Each time excursion is undertaken – as required.
	Traffic incident/ delay.				Educators Parent/carer volunteers	Each time excursion is undertaken – as required.
					Educators	Each time excursion is undertaken – as required.

RISK ASSESSMENT (CONTINUED)						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
Travelling in the vehicle. (Continued)	Crash involvement.		Charged mobile phone and contact numbers carried to contact: <ul style="list-style-type: none"> <li>• emergency services</li> <li>• the service / approved provider</li> <li>• families.</li> </ul>	Educators	Each time excursion is undertaken – as required.	
			Bags and equipment are stowed under bus seats to minimise movement in a crash – as specified in procedures.	Educators Parent/carer volunteers	Each time excursion is undertaken.	
			Educators have current first aid certification in ‘Provide an emergency first aid response in an education and care setting (HLTAID004)’.	Educators	Each time excursion is undertaken. First aid course/ refresher completed annually (January).	
	Sharing vehicle with members of the public.			All educators trained in Child Safe Practices.	Educators	Monitored and undertaken annually.
				Children not to share seats with members of the public and are always with a supervising adult.	Educators Parent/carer volunteers	Each time excursion is undertaken.
				Children are engaged in protective behaviours education.	Educators Children	Protective behaviours activities and discussions regularly implemented within the preschool.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travelling in the vehicle. (Continued)	Child does not embark/ disembark bus.		<p>Educator cross checks and marks the excursion attendance record and conducts head counts to ensure all children are present. Attendance checks and headcounts will be conducted at times including, but not limited to:</p> <ul style="list-style-type: none"> <li>○ prior to embarking</li> <li>○ when embarking</li> <li>○ when on board</li> <li>○ when disembarking</li> <li>○ after disembarking</li> </ul> <p>An educator will always be the last person to embark and disembark the bus to ensure all children are accounted for.</p>	Educators	Each time excursion is undertaken.
			<p>Supervising adults maintain physical contact with children and actively supervise them at all times, including assistance when embarking/ disembarking. Parent/carer volunteers have been engaged to ensure this adequate supervision.</p>	<p>Educators</p> <p>Parent/carer volunteers</p>	Each time excursion is undertaken.

RISK ASSESSMENT (CONTINUED)					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
General	Sun exposure/ temperature extremes.		Sunscreen is applied to children 20 minutes prior to leaving the service. Children wear full-brim hats whenever outside.	Educators Parent/carer volunteers	Each time excursion is undertaken.
	Child illness or allergic reaction.		Educators trained in first aid and management of anaphylaxis.	Educators	First aid course/ refresher completed annually (January).
			Epi pens and action plans in first aid kit carried by educator for children with anaphylaxis.	Educators	Each time excursion is undertaken.



PLAN AND REVIEW	
Plan prepared by:	Full name: Tammy Sheree Boyd Signature: Role/Position: Nominated Supervisor Date: 1/3/23
Prepared in consultation with:	Full name: Adam Richard Bowden, Renee Leanne Tudor, Katrina Sian Zhou Signatures: Role/Position: Educators
Communicated to all relevant staff:	<input checked="" type="radio"/> Yes / <input type="radio"/> No Comment if needed: via email and staff meeting 2/3/23
Vehicle safety information reviewed and attached:	<input checked="" type="radio"/> Yes / <input type="radio"/> No Comment if needed: N/A
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a 'regular outing', a risk assessment must be undertaken at least annually.	Date: 1/6/23