

Transport Risk Management plan- Transporting children from Otford Public School to Fun 4 U Helensburgh

Date of excursion	Regular outing	Destination	From 38 Station Rd, Otford (Otford Public school) to Fun 4 U Helensburgh
Pick up location and destination (s)	Children are to exit Otford Public School on the public bus and travel to Helensburgh. The children will be met by an Educator from Fun 4 U on the corner of Lukin and Parkes Street, Helensburgh where they are to disembark.		
Departure and arrival times (List time leaving the service and arriving and departure from each venue): The children will leave Otford Public school by Public bus and will arrive at Parkes street/ Lukin street Helensburgh at approximately 3:40pm.			
Proposed activities Transportation from Otford Public School to Fun 4 U Helensburgh for after school care.		Any Water hazards during the excursion, including any risks associated with water- based activities? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route: Children will travel by Public bus from Otford to Parkes street/ Lukin street Helensburgh. They will leave Station rd Otford and turn onto Domville Rd. Turn right into Otford Rd, turn right into Walker street, at the roundabout take the third exit onto parkes street, stop at the corner of Lukin street and children are to disembark.			
Requirements for seatbelts or safety restraints in your state or territory have been met? Yes/ No Comment:			
Number and full name of each adult involved in the excursion and whether any adults with specialised skills are required e.g to support children's individual needs)	Educators of Fun 4 U Helensburgh		
Number of children attending excursion		Number of educators/ parents/ volunteers	1
Describe the process for entering and exiting the service premises and the pick up location or destinations (as required); (include how each child is accounted for): Otford Public school teachers to ensure the children are placed on the bus. A Fun 4 U Educator will be located at the bus stop to collect the children. A list of booked in children will be made available at the bus stop to ensure the Educator is aware of who will be arriving.			

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking- calling the roll etc)

- On disembarking the Educator will perform an immediate head count to ensure all children have disembarked . The educator will conduct an attendance check and mark each child’s name on the transport attendance record. This will be cross checked against the record of children who are booked in. The date and time of the check and the name of the educator completing the check will be recorded.
- The educator will talk with children about safe practices and actively supervise them when disembarking and ensuring they are away from the road. Supervision will take into account children’s age and development and their capacity to recognise and react to risks.
- The Educator will walk the children up the hill to the Fun 4 U service.

The Responsible person will review the attendance list and sign in the children who are in attendance.

Excursion checklist

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact number for each child	<input type="checkbox"/> Mobile phone/ other means of communicating with the service and emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment

Activity	Hazard identification	Risk assessment (use matrix)	Elimination/ control measures	Who	When
Collecting children from the school	A Child may trip and fall	Moderate	Children actively supervised by educator. Educator walks with children along the footpath and monitors for obstructions/hazards	Educator on transport run	At the time of the event
	A Child may get hit from vehicle	Moderate	Children to be actively supervised by educator.	Educator on transport run	Each time children are collected.
			Educator ensures children remain on footpath when walking and only cross the road at the instruction of the Educator.	Educator on transport run	At the time of the event

Travelling in the bus	Vehicle breakdown or malfunction.	Low	Children to have Fun u phone number in case of emergency. Fun 4 U staff to have the Bus line phone number.	Fun 4 U provide phone number to Otford school children	Each week
	Traffic incidents and delays	Low	Children to have Fun u phone number in case of emergency. Fun 4 U to have the Bus line phone number.	Fun 4 U provide phone number to Otford school children	Each week
	Crash involvement	High	Children to have Fun u phone number in case of emergency. Fun 4 U to have the Bus line phone number	Fun 4 U provide phone number to Otford school children	Each week
	Potential for child supervision and safety issues.	High	Children are instructed to not sit next to a member of the public	All Educators	Each time children are transported
		High	Educator to provide discussions on stranger danger and safety in the community.	All Educators	Each time children are transported
Delivering children to service	Child left unattended in vehicle.	Moderate	As specified in procedures, educator allocated to pick up: <ul style="list-style-type: none"> • marks each child's name off the transport attendance record as the children exit the vehicle which is cross referenced against the enrolled attendance list. • All information is recorded including the date and time of the check. 	Educator allocated for pick up	Educator allocated to pick up. .
General	Child illness or allergic reaction.	Moderate	Educator allocated to pick up trained in first aid and management of anaphylaxis	Educator allocated for pick up	First aid course/ CPR refresher completed annually

Plan prepared by			
Prepared in consultation with:			
Communicated to all relevant staff:			
Venue and safety information reviewed and attached	Yes/ no Comment if needed.		

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