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Telephone: **02 6686 7799** Email: admin@fdcballinabyron.com.au

Fax: 02 6686 4093 Web Site: [www.fdcballinabyron.com.au](http://www.fdcballinabyron.com.au)

ABN 85 676 459 681 Location: 17 Brunswick Street, Ballina NSW 2478

# **Risk assessment template – Transporting children *(other than as part of an excursion)***

*Note:* A risk assessment is only required to be completed at least once for a 12 month period if it is ‘*regular transportation*\*\*’.

*\* Regulation 101 includes the minimum risk assessment considerations for excursions by approved providers, nominated supervisors and family day care educators. This includes specific considerations when an excursion involves transporting children.* ***A separate template*** *to**assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before an excursion can be found* [*here*](https://www.acecqa.gov.au/media/22736)*.*

*\*\* Regular transportation is transport by the service or arranged by the service (other than as part of an excursion) of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same each time the child is transported. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or the provider of the transportation service has changed.]*

|  |  |
| --- | --- |
| Service name |  |
| **Activity**  E.g. collecting children from school or home |  |
| **Start date** | **End date** |
| **Pick-up location and destination(s)**  Include each location travelled to or from  E.g. each child’s home address or each school |  |
| **Estimated time of travel between the different locations**  E.g. Departing the service, arriving at children’s homes or schools and arrival at the service |  |
| **Proposed route**  You can include an image of the route sourced online |  |
| **Means of transport**  E.g. public bus, private bus, coach, private car, taxi, tram |  |
| **Requirements for seatbelts or safety restraints in your state or territory have been met** | Yes / No  Comment: |
| **Number and full names of each adult involved in the transportation of children** |  |
| **The number of educators / responsible adults, appropriate to provide *supervision* and whether any adults with specialised skills are required**  E.g. for children’s individual needs |  |
| **The number of children being transported** |  |
| **Any water hazards on proposed route travelled and at each stop?**  E.g. Bridge, causeway, risk of flooding, beach, lake, dam | Yes / No  Comment: |
| **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) |  |
| **Describe the procedures for embarking and disembarking the vehicle;** (include how each child is accounted for in embarking and disembarking) |  |
| Transport checklist – items to be readily available when transporting children  (please tick) | |
| First aid kit | List of adults involved in transportation |
| List of children involved | Contact information for each adult |
| Contact information for each child | Mobile phone / other means of communicating with the service & emergency services |
|  Medication, health plans and risk assessments for individual children | Other items, please list |

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported, and specify how these risks will be managed and minimised [regulation 102C(1)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk assessment | | | | | |
| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When |
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|  |  |  |  |  |  |

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|  |  |  |
| --- | --- | --- |
| Risk Matrix | | |
|  | | **Consequence** |
| **Likelihood** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Insignificant | Minor | Moderate | Major | Catastrophic | | 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 | | |

|  |  |  |
| --- | --- | --- |
| Plan and Review | | |
| Plan prepared by: | Full name:  Signature:  Role/Position: | Date: |
| Prepared in consultation with: | Full name:  Signature:  Role/position: | |
| Communicated to all relevant staff: | Yes / No  Comment if needed: | |
| Vehicle safety information reviewed and attached | Yes / No  Comment if needed: | |
| 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. |  | |

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