

TRANSPORT RISK ASSESSMENT (OTHER THAN AS PART OF AN EXCURSION)

KATH DICKSON FAMILY DAY CARE METROPOLITAN AND EAST COAST SERVICES | 1300 336 345

Educator Name	Test Educator
Activity Eg collecting children from school	Dropping children to and from school
Start Date: 17/06/2024	End Date: 12/12/2024
Pickup location and destinations Include each location travelled to or from E.g. each child's home address or each school	Brightwater State School 20 Dianella Drive Mountain Creek QLD
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	10 mins drive between destinations
Means of transport	Car
Total number of children being transported	7
Have requirements for seatbelts or child restraints been met for each child?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.	1 Educator
Full names and contact number of each adult involved in the transportation of children	No additional adults attending
Educator to child ratio, including whether this excursion warrants a higher ratio. If yes, detail in the risk assessment table below.	1:7
Any water hazards on proposed route travelled and at each stop? E.g. Bridge, causeway, risk of flooding, beach, lake, dam	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comment: crossing a bridge on the route
Proposed route – please attach a map or written description of the route Map attached	

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):

Ensure all necessary permissions have been obtained from parents or guardians

Upon arrival at the service premises or pick-up location, conduct a headcount of the children

When exiting the premises or pick-up location supervise the exit of children, conduct another headcount to verify that all children are accounted for.

Upon returning to the service premises or pick-up location, conduct a headcount to ensure all children and staff have safely returned. Assist children in re-entering the premises or vehicles.

Describe the process for embarking and disembarking the vehicle at the pickup location or destination, including how each child is to be accounted for on embarking and disembarking

The vehicle is parked in a safe and designated area for children to enter.

Before opening the vehicle doors, the educator conducts a visual sweep of the vehicle interior to ensure that no child is left in the vehicle.

If child restraints are used, the Educator ensures that they are properly secured and ready for the children to use.

When exiting the vehicle, the educator opens the vehicle doors and assists each child, one at a time, to exit the vehicle safely. The Educator then conducts a to ensure that all expected children have safely exited the vehicle. Once all children have safely exited the vehicle and are accounted for, they are escorted to the destination.

When returning to the vehicle Children are escorted to the vehicle by the Educator, and verifies the child by conducting a head count before allowing them to board. Once all children are safely in the car, the educator conducts a final safety check before departing from the destination.

TRANSPORTATION CHECKLIST

The following items to be readily available when transporting children– please tick

- First Aid Kit
- Contact information for each child
- List of children involved
- List of adults involved in transport
- Contact information for each adult
- Mobile phone/ other means of communicating with the service and emergency services
- Medication, health plans, and risk assessment for individual children
- Other items specific to the excursion - please list below
-
-
-

Risk Matrix						
consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate


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
Transport in a personal vehicle	Accident or injury	High	<p>Ensure that appropriate child restraints are correctly installed and used according to the child's age, and height</p> <p>safe driving practices, including obeying speed limits, avoiding distractions</p> <p>Keep the vehicle properly maintained, including brakes, tires, lights, and other essential</p>	Educator	Before and during the transportation

Risk assessment

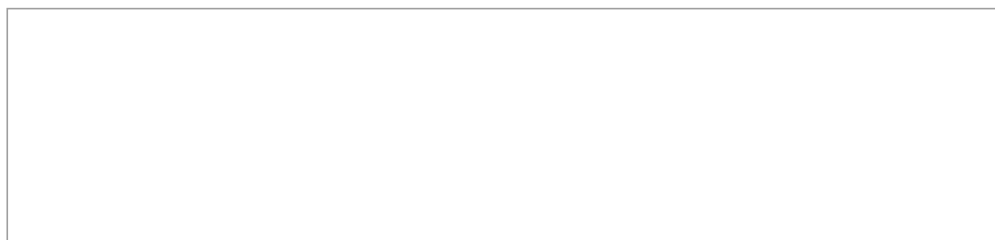
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
			<p>components, to minimize the risk of mechanical failures</p> <p>Equip the vehicle with emergency supplies, such as a first aid kit</p> <p>Choose the safest routes possible, considering factors like traffic congestion, road conditions, and weather forecasts. Avoid high-risk areas or times whenever feasible</p> <p>Ensure that children are supervised at all times during travel, especially when entering or exiting the vehicle, to prevent accidents or injuries</p> <p>list of emergency contacts readily accessible in the vehicle</p> <p>communicate emergency procedures in the event of an accident or injury</p> <p>Educator to have enough fuel for the trip, fuelling not to be completed during the travel</p>		
Entering and Exiting the vehicle	Injury Children wandering off	High	<p>Vehicles to be parked closest to the destination so children can safely enter or exit the vehicle</p> <p>Educate children on the importance of waiting for the Educator before exiting the vehicle</p>	Educator	Before and during the transportation
Walking near roads (Road safety)	Getting hit by a car Walking onto the road	Moderate	<p>Walking on footpaths when available</p> <p>Crossing at pedestrian crossings or lights when possible</p> <p>Educator to ensure no cars before crossing the road (look and listen)</p>	Educator	During the transportation

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
			Road safety discussions with children Discuss group behavioural expectations with children before leaving the FDC Environment Holding hands while crossing the road		
Driving over water	Water	high	Children to remain in the vehicle when passing over and near water	Educator	During the transportation

PLAN AND REVIEW	
Plan prepared by:	Full Name: Test Educator
Date:	17/06/2024
Signature	
Prepared in consultation with :	Full Name: Kelly Mills
Signature	
Role/ Position	Coordinator
Vehicle Safety information reviewed and attached	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Risk assessment to be evaluated and reviewed on: 31/01/2025	
<p>A risk assessment must be undertaken each time the service transports, or arranges, the transport of children (other than as part of an excursion).</p> <p>If the transport is for '<i>regular transportation</i>'*, a risk assessment must be undertaken <i>at least</i> annually. In accordance with National Regulations 102E and 102F, a record that accounts for each child as they embark and disembark from transportation must be made each time a child moves between a vehicle.</p>	

- A Brightwater State School, 20 Dianella Drive, Sunshine Coast Queensland 4557**
- B Green Zebra Restaurant & Bar, 5 Grand Pde, Sunshine Coast Queensland 4575**

4 min, 2.3 km
 Light traffic
 Via Brightwater Blvd, Kawana Way
 · Local roads



A Brightwater State School

t	1.	Depart and head toward Dianella Dr	63 m
+	2.	Turn left onto Dianella Dr	33 m
"	3.	At the roundabout , take the 1st exit for Brightwater Blvd	0.2 km
"	4.	Pass through 2 roundabouts, staying on Brightwater Blvd	0.4 km
"	5.	At the roundabout, take the 1st exit for Kawana Way	1.0 km
"	6.	At the roundabout, take the 1st exit for Jamaica Way	0.3 km
"	7.	At the roundabout , take the 1st exit for Grand Pde	0.2 km
"	8.	At the roundabout , take the 1st exit	0.2 km
		Arrive at Grand Pde	
	9.	The last inter section before your destination is Menorca Pl If you reach Grand Pd e, you' ve gone too far	

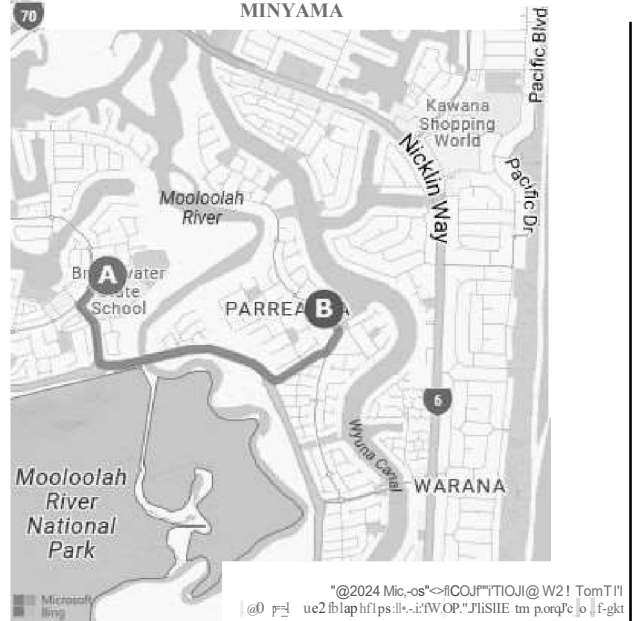
B Green Zebra Restaurant & Bar



A Brightwater State School, 20 Dianella Driv...



B Green Zebra Restaurant & Bar, S Grand Pd...



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