

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

Before School Care 2025

Children are sometimes transported by, or on transport arranged by, children’s education and care services. For example, this might include transport to and from the service premises or other location and a child’s home. Service providers, nominated supervisors and educators need to take specific steps to ensure the health, safety and wellbeing of children.

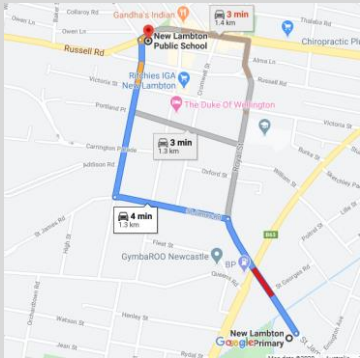
Under the Education and Care Services National Regulations (r 102B), a transport risk assessment must be conducted before an education and care service transports a child/children (*other than as part of an excursion**).

ACECQA has prepared this template to assist service providers, nominated supervisors and family day care educators in undertaking risk assessments before transporting children, which services may wish to incorporate within their own risk assessment material.

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](#).*

** *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	New Lambton District OOSH Before School Transport Risk Assessment
Activity E.g. collecting children from school or home	Collection of children from New Lambton District OOSH on the grounds of New Lambton South Public School and transport to New Lambton Public School
Start date: 30th Nov 2024	End date: 30 th November 2025
Pick-up location and destination(s) Include each location travelled to or from E.g. each child's home address or each school	Pick up: New Lambton District OOSH, New Lambton South Public School, St James Rd, New Lambton, 2305 Destination: New Lambton Public School, Regent St, New Lambton, 2305
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	8.30am - 9am
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	Port Stephens Coaches
Requirements for seatbelts or safety restraints in your state or territory have been met	Yes / No Comment: If the coach that is provided by Port Stephens has safety restraints educators will ensure they are worn

Number and full names of each adult involved in the transportation of children	Maximum of 5 educators depending on 1:15 ratio Bus roster changes daily.
The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required E.g. for children’s individual needs	Maximum of 5 educators depending on 1:15 ratio
The number of children being transported	75 maximum
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 / No Comment: Low risk at times of heavy rainfall. An alternative route may need to be taken, this will be at the discretion of the bus driver and bus leaders.
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)	The New Lambton Public children are gathered at 8.30am at New Lambton District OOSH and marked on the paper roll in separate Infants and Primary groupings. Children will be supervised as this is occurring. Once all children are accounted for, they are escorted in alphabetical order to the bus which is waiting at the bus stop on Fairfield Avenue.
Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)	As the children embark the bus, they are marked off the rolls for a second time in alphabetical order to ensure all children are present. Educators are spaced appropriately for supervision. The bus then alights for New Lambton Public School. To disembark the bus at New Lambton Public School 2 educators will disembark first with one educator waiting at the bottom of the bus steps counting off confirming the number is the same as departure from NLS, while the other leads the children to the Regent Street gate. Children are kept away from the roadside as they walk to the gate. Last educator will conduct a sweep of the bus and confirm with appropriate bus leader that all children have disembarked. All children are then marked off the electronic sign in as having left the service. Once all children have safely entered the school grounds the educators return to the bus for the trip back to NLDOOSH. Bus leader will then complete the Embarking/Disembarking table on the bus rolls.

Transport checklist – items to be readily available when transporting children (please tick)	
<input type="checkbox"/> First aid kit	<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"/> Contact information for each child	<input type="checkbox"/> 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

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
Transportation	Ventilation	Low	Open windows Air-Conditioning	All Staff rostered on bus	Ongoing
Transportation	Missing Children	Medium	To follow our set Policy and procedures of: Bus Procedure Transportation Policy Delivery and Collection of Children Policy Electronic Sign in Procedure	Bus Leader	Ongoing

Transportation	Trips and falls in school ground, Slips on bus steps Injuries to children	Medium	Supervision of children Carrying first aid kits Remove any foreseen hazards All staff have walkie talkies and mobile phones to communicate Staff positioned at the bus entry to assist children All children to be seated on the bus	All Staff rostered on the bus and children	Ongoing
Transportation	Vehicle accidents	Low	Keep noise to a minimum on the bus All children and staff to wear seat belts where provided. All children to always remain seated Constant supervision	All Staff rostered on the bus and children	Ongoing

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

Plan and Review		
Plan prepared by: Sue-anne Bull Peta Winney-Baartz Nicole Bain Fiona Mayers	Full name: Nicole Bain Signature: Role/Position: Deputy Coordinator and Work Health Safety Officer	Date: November 2024
Prepared in consultation with: Management Committee	Full name: Signature: Role/position:	
Communicated to all relevant staff:	<input checked="" type="checkbox"/> Yes / No Comment if needed:	
Vehicle safety information reviewed and attached	<input checked="" type="checkbox"/> Yes / No Comment if needed: Information not attached. Kept in file if needed.	
Risk assessment 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.	November 2024 Next review date: November 2025	