

Merewether Day Care – Risk Assessment for Transport

Identify the Activity: Pickup & drop off children, excursions		Destination: Newcastle & Lake Macquarie Shires		Who may be at risk? Children, educator, or the public			Can be used for multiple excursions/outings		
Instructions: 1. Send this Transport risk assessment to nominated supervisor for acknowledgment 2. When approved, it will be kept on file for use with further nominated Excursion/outings risk assessments 3. Provide a new transport risk assessment annually or if the Transport type changes				Identify hazards, risks and rate the risks 1. Divide the activity into tasks 2. Identify the hazards and associated risks for each task 3. List risk controls already in place 4. Determine a risk rating using the Risk Matrix tool			Car description: 6 VW Caddy, Multi, or Tiguan Proposed Day/Date: Mon-Fri Proposed Times: 7.30am until 5.30pm Proposed Route: N/A Total adults: 1 Total Children: 3-5 Adult : child ratio: 1:3/5 in each vehicle Ratios within centre retained in vehicles		
Tasks	Hazards	Risks	Control Measures <i>(how you will manage and minimise the risks)</i>	Risk Rating After Control Measure					
				Likelihood	Consequence	Risk Rating			
Entering the car	Driveway/car and road	Injury to child if they run on the road	Gate kept shut until children secured in seats; hold hands routine implemented when on roadway and sitting on grass and one at a time lifted into car	Unlikely	Moderate	low			
Travelling in the car	Traffic	Car collision	Current driver’s licence held; driver alert; no objects that could become harmful/missiles; mobile phones not available whilst driving	Unlikely	Moderate	low			
Travelling in the car	Small objects	Choking	No small toys available to children; no eating in the car whilst it’s moving	Unlikely	Moderate	low			
Exiting car	Road, carpark and driveway	Injury if child runs into traffic	Unload bags & strollers first; baby/toddler secured in stroller or on wrist strap lead or sitting down with older children; active supervision; hand holding routine	Unlikely	Moderate	low			
RTA Safety check	Unsafe child restraint or fitting	Injury in car accident	Annual authorized authority check & inspection of car restraints; current car registrations	Unlikely	Moderate	low			
Held up in traffic	No water or food on tap	Dehydration and/or hunger	Children’s lunchbox have child’s food & a water bottle. Each educator carries 2 spare water bottles.	Unlikely	Minor	low			
During travelling	Car break down	Children late home or inability of parents to collect child	*see above; phone 24hr VW car assistance; phone parents to collect child; taxi remaining children back to day care facility	Unlikely	Moderate	low			
Each January Risk Assessment are re-examined before approval by The Nominated Supervisor. These can be accessed by parents on website.			January each year parents sign a new excursion approval that can be found in the front of their child’s folder. This permission allows the centre staff to take their child on regular excursions.						