

Weldon Regular Transportation Risk Assessment-



Regular Transportation Risk Assessment

This risk assessment relates to:

- Regular bus runs and walking transportation of children to and from OSHC programs
- Regular outings for all programs. A regular outing is defined as a walk, drive or trip to a destination
 - (a) That the program visits regularly as part of its educational program
 - (b) Where the circumstances relevant to this risk assessment are substantially the same on each outing.

- This risk assessment must be reviewed at least annually

Program name:	
Location: Address of program	
Activities: Bus trip for drop off and pick up from Weldon XXX Out of School Hours Care Program to XXXX	
Risk assessment completed by: - Full Name Signature: Role/ Position:	Date:
Risk assessment approved by: Full Name Signature Role/ Position	Date:

Weldon Regular Transportation Risk Assessment-



Communicated to all relevant staff: Y/ N : Comments	Vehicle Safety information reviewed and attached: Y/N: Comments:	Date:
Reviewed: September 2020		Review date : September 2021

Weldon Regular Transportation Risk Assessment-



Transportation details			
Date(s) of Drop off and pick up:	Friday 2 nd October 2020 Friday 9 th October 2020	Drop off and pick up destination	Weldon North Strathfield OOSH Program – 132 Davidson Ave, North Strathfield
Departure and arrival times	Friday 2 nd October 2020 Departing from Russell Lea: 9.00am Arriving to Russell Lea: 2.00pm Friday 9 th October 2020 Departing from Russell Lea: 11.00am Arriving to Russell Lea: 3.00pm		
Proposed activities (approximate duration of activity)	Pick up children from Russell Lea and dropping off children at North Strathfield Program. Picking children up from North Strathfield Program and returning back to Russell Lea program. Friday 2 nd October 2020 – Duration of activity 5 hours Friday 9 th October 2020 – Duration of activity 4 hours	Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including proposed route (include map)	Weldon owned Buses. Map is attached. Any of the following Weldon Coordinators RP's, Educators, Bus Drivers		
Number and Full Name of each adult involved in the transportation of children	Add names closer to the time		
Number of Children Attending			
The number of educators who will be providing supervision Any Special Requirements (e.g. additional needs, Asthma and Anaphylaxis) Any adults with specialised skills required to meet children's individual needs			
Describe process for entering and exiting the program premises and the destination – include when headcounts will occur			
Describe the process for embarking and disembarking - include when headcounts will occur			

Weldon Regular Transportation Risk Assessment-



Requirements for seatbelts or safety restrains in NSW have been met?	Y/N	Comments:	
Transport checklist			
✓ First aid kit		✓ Medical information for each child & medication	
✓ Mobile phone / other means of communicating with the program ✓ & emergency services		✓ Staff with their own mobile on afternoon pick up	
		✓	
✓ Emergency contact list on each bus			

Weldon Risk Rating Matrix

Very high = immediate action required **High = management attention needed** **Moderate = documented risk controls** **Low = managed in operational procedure**

Likelihood	Consequence					
		(1) Insignificant	(2) Minor	(3) Moderate	(4) Major	(5) Severe
	(1) Almost certain	Moderate	High	High	Very High	Very High
	(2) Likely	Moderate	Moderate	High	High	Very High
	(3) Possible	Low	Moderate	High	High	Very High
	(4) Unlikely	Low	Low	Moderate	Moderate	High
	(5) Rare	Low	Low	Moderate	Moderate	Moderate

LIKELIHOOD		
1	Almost certain	Is expected to occur in most circumstances
2	Likely	Will probably occur in most circumstances
3	Possible	Could occur at some time
4	Unlikely	Not likely to occur in normal circumstances
5	Rare	May occur only in exceptional circumstances

Weldon Regular Transportation Risk Assessment-

CONSEQUENCES	
(1) Insignificant	<ul style="list-style-type: none"> ▪ Injuries not requiring first aid ▪ Negligible community disruption ▪ No environmental or other damage ▪ Minimal financial risk or loss (1% of budget)
(2) Minor	<ul style="list-style-type: none"> ▪ Small number of injuries ▪ First aid required ▪ Some environmental or other property damage ▪ Some financial risk or loss (2.5% of budget)
(3) Moderate	<ul style="list-style-type: none"> ▪ Medical treatment required – possible hospitalisation for overnight monitoring ▪ Some community inconvenience ▪ Some activities unable to proceed ▪ Some environmental damage (minor long term effect) ▪ Other property damage ▪ Some financial risk or loss (5% of budget)
(4) Major	<ul style="list-style-type: none"> ▪ Extensive injuries - hospital admission required ▪ Some community displacement ▪ Extensive environmental damage (long term effect) ▪ Other extensive property damage ▪ Serious financial risk or loss (10% of budget)
(5) Severe	<ul style="list-style-type: none"> ▪ Death or permanent disability to one or more persons – injuries and extended hospitalisation ▪ Widespread community displacement ▪ Significant short or long term environmental damage ▪ Extensive and widespread property damage ▪ Extreme financial risk or loss (25% of budget)

Weldon Regular Transportation Risk Assessment-



Identified risk	Description of risk	Risk rating			Risk control measures	Immediate Action by Nominated Supervisor, Responsible Person, Educator	Controls
		L	C	R			
Accessing the bus	<ul style="list-style-type: none"> ▪ Being struck by another vehicle while walking to the bus or crossing a road causing injury or death ▪ Risk of falling caused by uneven pavement road surface ▪ Risk of falling while boarding or alighting the vehicle <ul style="list-style-type: none"> ▪ Vehicle door opening onto 'wrong side' of the road ▪ Being hit by another vehicle causing serious injury 	2	4	High	<ul style="list-style-type: none"> ▪ Road safety is included in the OOSH curriculum ▪ Educators supervise children at all times during transfers from the OOSH program to the bus and bus to the OOSH program ▪ Select parking zones that do not require children to cross a road wherever possible ▪ Educators assist children to board and alight ▪ Pavements are checked for potholes and uneven surfaces ▪ Bus access steps are maintained and in good order ▪ First aid kit on the bus and with responsible person ▪ Minimum number of Educators have current first aid qualifications ▪ Mobile Phone and emergency numbers with RP ▪ Educators supervise children at all times during transfers from the OOSH program to the bus and bus to the OOSH program ▪ Well maintained vehicle floor surface ▪ Aisles and exits kept clear ▪ Luggage to be stored securely ▪ Driver and educators to work closely to ensure excellent communication and supervision of children ▪ Process for dropping off and picking up children is documented ▪ Children to be spoken to before the entering the bus ▪ Educator disembark the bus first and checks for any safety hazards 	<ul style="list-style-type: none"> ▪ Provide immediate first Aid ▪ Contact ambulance if severe ▪ Contact parents and management if severe. ▪ Comfort children and maintain calm ▪ Children fasten seat belts and this is checked prior to departing ▪ Safety advice to children prior to departing ▪ Driver and educators agree appropriate strategies for safety management prior to departing ▪ Driver undertakes regular safe driving exercises 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training

Weldon Regular Transportation Risk Assessment-



Traffic Accident	Serious injury; medical Attention; death, first aid needed	3	4	High	<ul style="list-style-type: none"> ▪ All passengers to use seat belts ▪ Aisles and exits kept clear ▪ Luggage to be stored securely ▪ Emergency exits identified before the journey starts ▪ Driver and educators to work closely to ensure excellent communication and supervision of children ▪ Discussion with children prior to the excursion/ transportation about road safety rules and expectations of behaviour. ▪ Passenger body parts are within the confines of the vehicle ▪ Vehicle driven within speed limit and driver observes all traffic information and by law restrictions 	<ul style="list-style-type: none"> ▪ Provide immediate first Aid if needed ▪ Contact ambulance if severe ▪ Contact parents and management if severe. ▪ Comfort children and maintain calm ▪ Contact police 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training
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Weldon Regular Transportation Risk Assessment-



Identified risk	Description of risk	Risk rating			Risk control measures	Immediate Action by Nominated Supervisor, Responsible Person, Educator	Controls
		L	C	R			
Being hit by another vehicle while parked	Passing vehicle collides with bus causing injury or death	3	2	Moderate	<ul style="list-style-type: none"> ▪ Driver moves bus as far off the road as possible ▪ Bus parks in designated parking bays when possible ▪ Educator disembarks bus first and checks for safety hazards ▪ Passengers alight to a safe place away from vehicle 	<ul style="list-style-type: none"> ▪ Provide immediate first Aid if needed ▪ Contact ambulance if severe ▪ Contact parents and management if severe. ▪ Contact Police ▪ Comfort children and maintain calm 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training
Vehicle Breakdown	Collision with other vehicles causing injury/death Late arrival at school/ program/ excursion Children's anxieties	4	4	High	<ul style="list-style-type: none"> ▪ Driver moves bus as far off the road as possible ▪ Educators move children stay seated in bus and if appropriate educators to manage evacuation and away from vehicle ▪ Educator disembarks first and checks for safety hazards ▪ Take a head count before and after disembarking bus ▪ Use hazard lights and warning triangle 	<ul style="list-style-type: none"> ▪ Check Location and use mobile phone to call for assistance ▪ Contact parents and management if severe ▪ Comfort children and maintain calm 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training
Bus delayed due to traffic	Children distressed Late arrival and school/ program	4	2	low	<ul style="list-style-type: none"> ▪ Coordinator/RP to gather children in a safe place and wait at the program until the bus arrives ▪ Drop off- NS/RP to inform families and/ or school that the children will be late arriving/ returning to the program 	<ul style="list-style-type: none"> ▪ Contact management ▪ Contact parents ▪ Provide first aid if required ▪ Educators comfort children and maintain calm and explain what is happening 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training

Weldon Regular Transportation Risk Assessment-



Identified risk	Description of risk	Risk rating			Risk control measures	Immediate Action by Nominated Supervisor, Responsible Person, Educator	Controls
		L	C	R			
Impaired driver performance	Traffic accident causing injury	3	3	High	<ul style="list-style-type: none"> ▪ Driver prohibited from using handheld mobile telephone while vehicle in motion ▪ Minimum number of Educators have first aid qualifications ▪ Weldon complete background and spot checks on all Drivers ▪ Drivers to adhere to all road rules 	<ul style="list-style-type: none"> ▪ Provide immediate first Aid ▪ Contact ambulance if severe ▪ Contact parents and management if severe. ▪ Comfort children and maintain calm 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training
Bus needs to pull over on side of road	Being hit by another vehicle causing injury / death /child lost/ children ill/ distressed	3	4	High	<ul style="list-style-type: none"> ▪ Bus pulls over in appropriate areas ▪ Educators to manage children leaving the vehicle. Educator disembarks first and checks for safety hazards ▪ Educators to supervise children as appropriate ▪ Take a head count on return to vehicle and before moving off 	<ul style="list-style-type: none"> ▪ Provide immediate first Aid ▪ Contact ambulance if severe ▪ Contact parents and management if severe. ▪ Comfort children and maintain calm 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training
Anaphylaxis/ allergy and asthma	A child comes into contact with allergen	3	3	High	<ul style="list-style-type: none"> ▪ Minimum of our Educators on the bus with first aid and qualifications ▪ Children to be reminded not to take any food out of their bags ▪ On enrolling reminding families that we do have anaphylactic children on premises ▪ Driver follows educators direction ▪ Medical information and medication of each child is taken on bus 	<ul style="list-style-type: none"> ▪ Provide immediate first Aid ▪ Contact ambulance if severe ▪ Contact parents and management if severe. ▪ Comfort children and maintain calm ▪ Completed Incident report form ▪ Follow medical action plan as per child requirements 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training

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Identified risk	Description of risk	Risk rating			Risk control measures	Immediate Action by Nominated Supervisor, Responsible Person, Educator	Controls
		L	C	R			
Child not present for pick up process/child missing	Child protection issues Child walks out of premises	3	4	High	<ul style="list-style-type: none"> ▪ Educator follows process of missing child ▪ Educator has emergency contact details for child ▪ Educator has emergency contact for parents/family ▪ Educators to supervise children on pick up 	<ul style="list-style-type: none"> ▪ Contact RP/NS to check if absentee notified by parents ▪ Contact parents ▪ Contact management ▪ Call police if required ▪ Notify as serious incident 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training
Child left on bus	Child protection issue Child distressed	3	4	High	<ul style="list-style-type: none"> ▪ Educator follows process for school pick up and drop off ▪ Educator and Driver scan and sweep bus after every drop off and when arrive at the program ▪ Educator completes roll check and head count for Pickup and Drop off <ul style="list-style-type: none"> ▪ When children are at meeting point ▪ Before children alight on the bus ▪ When children are on the bus ▪ Before children disembark the bus ▪ Medical information and medication for children carried on bus ▪ Emergency contact information for children carried on the bus ▪ NS/RP check rolls for every drop off/pick up 	<ul style="list-style-type: none"> ▪ Contact management ▪ Contact parents ▪ Provide first aid if required ▪ Follow medical action plan if required ▪ Report as serious incident 	<ul style="list-style-type: none"> ▪ Policies and Procedures ▪ WH&S Committee ▪ Annual Review ▪ Consistent Communication strategy ▪ Ongoing training

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I acknowledge that I have read and understood the details of this Risk Assessment.

Name: _____ Signature: _____ Date: _____

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