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

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| 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)].

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

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| 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. |  | |