

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

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.]*

<b>Service name</b>	
<b>Activity</b> E.g. collecting children from school or home	
<b>Start date</b>	<b>End date</b>
<b>Pick-up location and destination(s)</b> Include each location travelled to or from E.g. each child's home address or each school	
<b>Estimated time of travel between the different locations</b> E.g. Departing the service, arriving at children's homes or schools and arrival at the service	
<b>Proposed route</b> You can include an image of the route sourced online	
<b>Means of transport</b> E.g. public bus, private bus, coach, private car, taxi, tram	
<b>Requirements for seatbelts or safety restraints in your state or territory have been met</b>	Yes / No Comment:
<b>Number and full names of each adult involved in the transportation of children</b>	
<b>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and</b>	

<p><b>whether any adults with specialised skills are required</b></p> <p>E.g. for children's individual needs</p>	
<p><b>The number of children being transported</b></p>	
<p><b>Any water hazards on proposed route travelled and at each stop?</b></p> <p>E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>	<p>Yes / No</p> <p>Comment:</p>
<p><b>Describe the process for entering and exiting the service premises and the pick-up location or destination (as required);</b> (include how each child is accounted for)</p>	
<p><b>Describe the procedures for embarking and disembarking the vehicle;</b> (include how each child is accounted for in embarking and disembarking)</p>	
<p><b>Transport checklist – items to be readily available when transporting children</b> (please tick)</p>	
<p><input type="checkbox"/> First aid kit</p>	<p><input type="checkbox"/> List of adults involved in transportation</p>
<p><input type="checkbox"/> List of children involved</p>	<p><input type="checkbox"/> Contact information for each adult</p>
<p><input type="checkbox"/> Contact information for each child</p>	<p><input type="checkbox"/> Mobile phone / other means of communicating with the service &amp; emergency services</p>
<p><input type="checkbox"/> Medication, health plans and risk assessments for individual children</p>	<p><input type="checkbox"/> Other items, please list</p>

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

(Press tab to add more rows)

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:	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 ' <i>regular transportation</i> '*, a risk assessment must be undertaken <i>at least</i> annually.		