

Risk assessment – Transporting children Before & After School care (*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*).

Note: A risk assessment is only required to be completed at least once for a 12 month period if it is ‘regular transportation’.

Service name	Kalamunda Out of School Centre Inc
Activity E.g. collecting children from school or home	Transporting children from the centre to school daily (Monday to Friday) Collecting children from school and transporting them to the centre daily (Monday to Friday)
Start date 20/04/2021	End date 20/04/2022
Pick-up location and destination(s) Include each location travelled to or from E.g. each child’s home address or each school	Centre: 12 Grove Road Walliston WA 6076 Falls road Primary School, 50 Falls road Lesmurdie WA 6076 Lesmurdie Primary School, 49 Sanderson Road Lesmurdie WA 6076 Walliston Primary School, 11 Dianella road Walliston WA 6076 Kalamunda Primary School 32 Heath Road Kalamunda WA 6076 Gooseberry Hill Primary School, 24 Ledger road Gooseberry Hill WA 6076
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	Before School Care Each morning the route varies depending on which school children are attending. Educators aim to keep the same route unless Pre Primary or Kindy children are in attendance as they are dropped off last due to school door open times for Pre Primary. Each morning the bus will depart at 8.15am and the entirety of the route should take no longer than 30 minutes.

	<p>After school Care:</p> <p>Each afternoon the route varies depending on which school children are attending The bus departs the centre at 2.45pm on Mondays, Thursdays and Fridays. On Tuesdays and Wednesdays it departs at 2.15pm for the school early closures.</p> <p>The entirety of each route should take no longer than 40 minutes.</p>
<p>Means of transport</p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>2 x Centre buses 12 seater Toyota Commuter bus.</p> <p>Walking to and from Walliston Primary school.</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met</p>	<p>The centre buses have 1 x anchored booster seat in each vehicle.</p> <p>The centre has 10 booster seats available for use</p>
<p>Number and full names of each adult involved in the transportation of children</p>	<p>Natalie Blackwell Sarah Nealings Christine Cole Aleisha West Jackie Parsons Annalyse Crawford Meaghan Haggart Pam Rushton Shanae O'Keeffe Lucy Zwickl Jasmin Craddock Indiana Kingston Rosie Morland</p>
<p>The number of educators / responsible adults, appropriate to provide <i>supervision</i> and whether any adults with specialised skills are required</p> <p>E.g. for children's individual needs</p>	<p>1 Educator attends on the bus with up to 10 children</p> <p>1 Educator walks children to/from Walliston Primary with up to 10 children.</p>
<p>The number of children being transported</p>	<p>Maximum of 10 children per Educator</p>
<p>Any water hazards on proposed route travelled</p>	<p>No</p>

<p>and at each stop?</p> <p>E.g. Bridge, causeway, risk of flooding, beach, lake, dam</p>																								
<p>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)</p>	<table border="1" data-bbox="712 288 2024 991"> <thead> <tr> <th data-bbox="712 288 1413 357">Location</th> <th data-bbox="1413 288 1659 357">Entering location</th> <th data-bbox="1659 288 2024 357">Exiting location</th> </tr> </thead> <tbody> <tr> <td data-bbox="712 357 1413 464">Centre: 12 Grove Road Walliston WA 6076</td> <td data-bbox="1413 357 1659 464">Access gate from carpark</td> <td data-bbox="1659 357 2024 464">Access gate from carpark</td> </tr> <tr> <td data-bbox="712 464 1413 571">Falls road Primary School, 50 Falls road Lesmurdie WA 6076</td> <td data-bbox="1413 464 1659 571">Bus bay</td> <td data-bbox="1659 464 2024 571">Outside front office</td> </tr> <tr> <td data-bbox="712 571 1413 678">Lesmurdie Primary School, 49 Sanderson Road Lesmurdie WA 6076</td> <td data-bbox="1413 571 1659 678">Kiss and drop bay</td> <td data-bbox="1659 571 2024 678">Front of office</td> </tr> <tr> <td data-bbox="712 678 1413 785">Walliston Primary School, 11 Dianella road Walliston WA 6076</td> <td data-bbox="1413 678 1659 785">Bus bay</td> <td data-bbox="1659 678 2024 785">TV tower</td> </tr> <tr> <td data-bbox="712 785 1413 892">Kalamunda Primary School 32 Heath Road Kalamunda WA 6076</td> <td data-bbox="1413 785 1659 892">Bus bay</td> <td data-bbox="1659 785 2024 892">Under cover by front office</td> </tr> <tr> <td data-bbox="712 892 1413 991">Gooseberry Hill Primary School, 24 Ledger road Gooseberry Hill WA 6076</td> <td data-bbox="1413 892 1659 991">Bus bay</td> <td data-bbox="1659 892 2024 991">Grass area by office</td> </tr> </tbody> </table> <p data-bbox="712 1062 947 1090">Before School Care</p> <p data-bbox="712 1114 2011 1214">All children are signed out on the centre iPad and cross checked with the centre Bus lists. A name call occurs before getting onto the bus to go to school. As children exit the bus they are checked against the bus list. Pre Primary Children are walked to their door to meet the Teacher.</p> <p data-bbox="712 1238 929 1265">After School Care</p> <p data-bbox="712 1289 2024 1390">All children's names are called from the centre bus lists. A name call occurs and the children are signed in via Smart Central website on Educator phone before starting engine and moving off. This is to cross check any children who have not arrived.</p>			Location	Entering location	Exiting location	Centre: 12 Grove Road Walliston WA 6076	Access gate from carpark	Access gate from carpark	Falls road Primary School, 50 Falls road Lesmurdie WA 6076	Bus bay	Outside front office	Lesmurdie Primary School, 49 Sanderson Road Lesmurdie WA 6076	Kiss and drop bay	Front of office	Walliston Primary School, 11 Dianella road Walliston WA 6076	Bus bay	TV tower	Kalamunda Primary School 32 Heath Road Kalamunda WA 6076	Bus bay	Under cover by front office	Gooseberry Hill Primary School, 24 Ledger road Gooseberry Hill WA 6076	Bus bay	Grass area by office
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<p>Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)</p>	<p>Before School Care</p> <p>As children exit the bus they are checked against the bus list. Pre Primary Children as walked to their door to meet the Teacher.</p> <p>After School Care</p> <p>All children are names are called from the centre bus lists. A name call occurs and the children are signed in via Smart Central website on Educator phone. This is to cross check any children who have not arrived. The bus then moves onto the next school or Parents are called for any children who have not arrived. If children are delayed by a long time for any reason the bus will wait for a few minutes but then needs to move on. Educators will call the school and parents until the child is located. The bus can return where possible for a late collection from the school office. If the child cannot be located after 30 minutes the Police are called.</p>
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<p>Transport checklist – items to be readily available when transporting children (please tick)</p>	
<p>✓ First aid kit</p>	<p>✓ List of adults involved in transportation (accessed via Smart Central login website)</p>
<p>✓ List of children involved</p>	<p>✓ Contact information for each adult (accessed via Smart Central login website)</p>
<p>✓ Contact information for each child</p>	<p>✓ Mobile phone / other means of communicating with the service & emergency services</p>
<p>✓ 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
Preparing to leave the centre	A child is not included in the head count/roll call.	High	Checking off names against the bus sheet for the session. Cross check with Smart Central for attendees	All Educators	Before leaving the centre.
Preparing to leave the centre	Bus / person impact	Extreme	Bus is in position to permit safe embarkation Bus is reverse parked if parked in parking space All children are boarded on all buses prior to bus moving off Driver checks for pedestrians prior to moving. Ensure bus is left in Park and handbrake is engaged prior to children embarking / disembarking	All educators	Prior to children arriving at centre
Embarking the bus	Trips and Falls	Minor	Educator supervision Remind children to slow down, step safely and hold onto the rail	All Educators	When embarking the bus
Travelling on the bus	Injury from being unrestrained children	Minor	Ensure children and Educators have put their seatbelt on	All Educators	When seated on the bus before it leaves the centre
Travelling on the bus	Road traffic accident	High	Ensure children and Educators have put their seatbelt on Drivers have held full licence for minimum of 12 months Drivers have completed 10 sessions driving centre operated bus under Supervision Driver follows Road Traffic Rules	All Educators	When seated on the bus before it leaves the centre While bus is in motion and until bus is at a standstill and engine is switched off

Disembarking the bus at a school	Trips and Falls	Minor	Educator supervision Remind children to slow down, step safely and hold onto the rail	All Educators	When disembarking the bus
Safe drop off to school	A child being left on the bus	Moderate	Educator Smart Central sign off and verbal goodbye as they depart the bus. Physical check that bus is empty at the end of the run.	All Educators	At the departure for each school At the end of the drop off service
Collecting children from school	Bus / person impact	Extreme	Bus is in position to permit safe embarkation Bus is reverse parked if parked in parking space All children are boarded on all buses prior to bus moving off Driver checks for pedestrians prior to moving Ensure bus is left in Park and handbrake is engaged prior to children embarking / disembarking.	All educators	Prior to children arriving at centre
Collecting children from school	A child is not included in the head count/roll call.	High	Checking off names against the bus sheet for the session. Cross check with Smart Central for attendees	All Educators	Before leaving the school.
Disembarking the bus at the centre	Trips and Falls	Minor	Educator supervision Remind children to slow down, step safely and hold onto the rail	All Educators	When disembarking the bus
Safe drop off to the centre	A child being left on the bus	Moderate	Educator Smart Central sign off Physical check that bus is empty at the end of the run.	All Educators	At the end of the school pick up run before the bus departs the centre.

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: Natalie Blackwell Signature: Role/Position: Nominated Supervisor	Date: 13/04/2021
Prepared in consultation with:	Full name: Rachel Green Signature: Role/position: Chairperson	
Communicated to all relevant staff:	Yes, all staff have received this document via email communication and it is available if the centre office. Comment if needed:	
Vehicle safety information reviewed and attached	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.	To be completed after Term 2 2021, to ensure the service is running smoothly.	