

	<b>TRANSPORT OF CHILDREN IN OWN VEHICLE - RISK ASSESSMENT AND MANAGEMENT PLAN</b>	
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**REGULAR OUTING:** A place that the service visits often as part of its educational program & where the circumstances relevant to the risk assessment are the same on each outing  
**EXCURSION:** Any other outing not listed on your regular outing form is an excursion and a risk management plan must be completed prior to seeking authorisation..  
**Regulation:** 100, 101 and 102 Policy 5.2

<b>Educator Name:</b>	<b>Vehicle Make:</b>	<b>Vehicle Registration:</b>
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**Risk Being Assessed:** TRANSPORTING CHILDREN IN THE ABOVE MENTIONED VEHICLE

Purpose of Risk Assessment: TO GET CHILDREN TO AND FROM THE PROPOSED DESTINATION SAFELY

**CHECKLIST OF ITEMS THAT SHOULD BE TAKEN, RECORDED OR INSPECTED PRIOR TO THE JOURNEY**

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List and contact details of children attending the excursion other than mobile phone
<input type="checkbox"/> Appropriate fitting vehicle restraints for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child (where applicable)	<input type="checkbox"/> Parental Authorisation for each child to be transported in this vehicle
<input type="checkbox"/> Drinking water for each child	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**Implementation Date :**

**Risk Assessment Review Dates:** Every 12 months or if a change to the vehicle

<b>Date Reviewed and signature:</b>	<b>Date Reviewed and signature:</b>
<b>Date Reviewed and signature:</b>	<b>Date Reviewed and signature:</b>

### Risk Assessment for Transporting Children in Own Vehicle

Risk	Identified Hazard	Assessed Risk (use matrix)	Elimination/control measures	Adjusted Risk (use Matrix)	Responsible Person	When
Getting children to and from the vehicle			Use Pram or wrist strap, hold hands, educate children about the rules, supervise closely			
Getting children in and out of the vehicle			Get reliable children out first and in last or pram and baby out first and in last.			
Children unaware of rules when being transported			Educate children about the rules. i.e. Keep seat belts on while vehicle is moving.			
Securing children in vehicle			Using Appropriate Restraints for each child. Car restraints checked annually			
Vehicle breakdown			Have vehicle serviced regularly			
Vehicle accident			Drive to road rules and road conditions			
Distracted by children while driving			Pull over and stop vehicle before attending to children			

Plan prepared by:	Prepared in consultation with:
Sighted by	Staff Signature: _____ Date: _____

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**