

Risk Assessment

Transport Risk Assessment

Site name and ID No	East Adelaide school OSHC			
Title, description and location of activity	General transport of children from OSHC to via foot or vehicle. Applies during excursions or transitions to on- or off-site activities. Individual Risk Assessment for specific activity must be completed			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due
	Lauren Maio	Director	27/07/2026	27/07/2027

Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
Children absconding or becoming separated during transport	- Written authorisation for transport from families (Reg 102) - Head counts at departure, during, and on arrival (every 15 mins if walking) - One educator at front and one at rear - High-visibility vests for all children and staff - Clear behaviour expectations reinforced	Moderate
Child injured during transport (e.g. vehicle accident, trip/fall on footpath)	- Only use accredited and reputable transport services utilised as per DfE approved list - First aid kit and staff member with approved first aid training present - RP to be present at all times if LLeavign service - For walking: safe, known routes with pedestrian crossings	Moderate
Inadequate supervision during transitions or stops	1:8 ratio for all transport events (stricter than Reg 123 where needed) - Staff equipped with two-way radios - Stops only in supervised, enclosed areas - Active supervision and zoning maintained even in transit	Low
Communication breakdown or unplanned delays	- Emergency contact list carried by lead educator - Venue notified on delays - Families informed in advance of route and timing - Back-up contact at OSHC (director or assistant director) to assist as needed	Low
Incorrect or missing transport authorisations	- Authorisations collected using compliant forms (Reg 102) - Destination, method, supervision and return time included - No child transported without written consent - Authorisations cross-checked prior to departure	Low
Child needs toilet or urgent care en route	- Toileting protocols pre-arranged with destination - Educator remains with child without compromising broader supervision (minimum 2 staff per group)	Low



Risk management – What you need to do!

Step 1: Have a look at [WHS safety management](#) intranet and see if there are any activity hazards that are not already covered.

Step 2: Identify controls for your remaining hazards. Use the hierarchy of control chart to help select controls that provide the highest level of protection to employees.



Step 3: Assess the level of risk for the remaining hazards with all controls in place.

WHS Risk Assessment Matrix		Consequences				
		First aid. Personal support or counselling.	Medical or dental treatment.	Hospital emergency department (Out-patient)	Admitted to Hospital (In-patient)	Death, permanent disabling injury
Likelihood	Certain: to occur at some stage	Medium	High	High	Extreme	Extreme
	Likely: to occur	Low	High	High	Extreme	Extreme
	Possible: could reasonably occur	Low	Medium	Medium	High	Extreme
	Unlikely: to occur	Low	Low	Medium	High	Extreme
	Rare: not expected to occur	Low	Low	Medium	Medium	High

Step 4: Check the assessed risk level and undertake the associated action.

Extreme	Do not undertake the activity - Contact the Work Health and Safety team on Education.WHS@sa.gov.au or on 8226 1440 for guidance on risk reduction - Consult with workgroup Health and Safety Representative where available
High	Reduce the risk as far as reasonably practicable - Escalate to site leader and/or local safety/ management committee for review - Consult with workgroup Health and Safety Representative and affected parties - Review department WHS safety management intranet for control requirements
Medium	Activity may be undertaken - Consider ways to further reduce the risk and review the department WHS safety management intranet - Consult with workgroup Health and Safety Representative or affected parties
Low	Activity may be undertaken safely Monitor the activity and controls to ensure the risk remains low

