## Attachment 2: Risk assessment for children being transported through the School Bus Program

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| **ELV centre name** |  |
| **Activity**  **E.g. travelling to the centre, from the centre on the School Bus Program** |  |
| **Start date** |  |
| **End date** |  |
| **Pick-up location and drop-off location**  **Include each location travelled to or from**  **E.g. each child’s home address / co-located school / ELV centre address** |  |
| **Estimated time of pick-up for each child participating**  **E.g. Departing the service, arriving at children’s homes or schools and arrival at the service** |  |
| **Estimated time of arrival at the co-located school / ELV centre / Bus stop** |  |
| **Time of bus departure from the co-located school / ELV centre / Bus stop** |  |
| **Estimated time of arrival for each child participating** |  |
| **Proposed route**  ***Include an image of the route sourced online*** |  |
| **Requirements for seatbelts or safety restraints in your state or territory have been met** | Yes / No  Comment: |
| **The names of all children being transported via the School Bus Program** |  |
| **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 meeting and collecting the participating children at the co-located school / ELV centre / Bus Stop on arrival** | *This should align to procedures outlined in the policy and be specific to the situation in your centre. Include whether a staff member or nominated supervisor is present, and include how each child is accounted for in disembarking eg: by making a record of each child ensuring they are accounted for.* |
| **Describe the procedures for embarking and disembarking the vehicle;** | *This should align to procedures outlined in the policy and be specific to the situation in your centre. Include whether a staff member or nominated supervisor is present, and include how each child is accounted for in embarking eg: by making a record of each child ensuring they are accounted for* |

Collection and drop-off checklist – items to be readily available when escorting children to and from the School Bus stop (Please tick)

☐ First aid kit

☐ List of children involved

☐ Contact information for each child

☐ Medication and health plans for individual children (if required – refer to ELV Management of Medical Conditions Policy)

☐ Mobile phone / other means of communicating with the service, school bus coordinator & emergency services

☐ Other items, please list

#### Risk assessment

Use the table below to identify and assess risks to the safety, health or wellbeing of children being transported via the School Bus Program and specify how these risks should be managed and minimised (regulation 102C(1)).

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| **Activity** | **Hazard identified** | **Risk assessment (use matrix)** | **Elimination/control measures** | **Who** | **When** |
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| **Risk Matrix** | | | | | | |
| Consequences | Likelihood | | | | | |
|  | Rare | Unlikely | Possible | Likely | Almost Certain |
| Major | Moderate | High | High | Critical | Critical |
| Significant | Moderate | Moderate | High | High | Critical |
| Moderate | Low | Moderate | Moderate | High | High |
| Minor | Very low | Low | Moderate | Moderate | Moderate |
| Insignificant | Very low | Very low | Low | Moderate | Moderate |