

# After The Bell Aus- RISK ASSESSMENT



## RISK REGISTER FOR THE: Monday 14<sup>th</sup> January 2019 (Billabong Ranch Fun Park)

<b>After The Bell Aus Program Name And Location</b>	Grahamvale Primary School and Wangaratta Primary School	<b>Head Office Location</b>	1220 Burwood Highway, Upper Ferntree Gully Victoria 3156 (03) 9758 6744
<b>Program Leader of Program</b>	As per roster on the day	<b>Type of Excursion</b>	Children to partake in horseback riding, Paddle Boats, mini Golf and seeing/petting and feeding animals plus a range of other activities. Children will learn new physical active techniques and try out new skills.
<b>Excursion Location</b>	Billabong Ranch Echuca	<b>Address of Location</b>	Glanville Rd & Tehan Road, Echuca VIC 3564 Phone: (03) 5483 5122
<b>Educator Ratio</b>	1 educator to 8 children	<b>Anticipated Number of Children Attending</b>	15- 40 children (as stated on the attendance roll on the day of the excursion)
<b>Water Hazard</b>	Yes	<b>Duration of Activity</b>	8 hours
<b>Mode of Transport</b>	Chartered Bus/ Educator and Hire bus	<b>Anticipated Travel Route</b>	This will be anticipated on the day due to traffic bureau and road conditions. Please refer to the map located at the program for the proposed route

Risk/ Activity Description	Hazard Identified	Risk Assessment (use Matrix Below)	Hazard Control Minimisation Measures (including who and when)	
<b>Arrival and departure to and from the program</b>	<ul style="list-style-type: none"> <li>- Inadequate process leading to:                             <ul style="list-style-type: none"> <li>- Missing child</li> <li>- Child Left Behind</li> </ul> </li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Headcounts are conducted through throughout the excursion time. With specific checks before departure from any location.</li> <li>- Full role calls at end of excursion before departing venue. A full rollcall is conducted on the bus</li> <li>- Ensure that educators understand their role.</li> <li>- Documented head counts periodically a time.</li> <li>- After arriving groups are to be reformed and another count conducted</li> </ul>	<ul style="list-style-type: none"> <li>- Headcounts are completed as a minimum at the following times: Before Departure, at Arrival (particularly if walking to core point), throughout excursion, before departure from any location.</li> <li>- Complete a head check of their group marking attendance before entering the bus.</li> <li>- Educator Group roll conducted before leaving</li> <li>- Full rollcall will be conducted on the bus prior to leaving</li> </ul>
<b>Transport (bus) between program and excursion destination</b>	<ul style="list-style-type: none"> <li>- Children getting motion sickness in bus to excursion</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>- Have sick bags available in case of being needed</li> <li>- Have wipes for any clean up and for child to wipe their face</li> <li>- Have water for child to sip on if needed</li> </ul>	<ul style="list-style-type: none"> <li>- Child will be given sick bag if needed and will be calmed down by an educator who will talk them</li> <li>- Have wipes and water available to assist with travel sickness.</li> </ul>
<b>Supervision of children using public toilets</b>	<ul style="list-style-type: none"> <li>- Talking and associating with the general public.</li> <li>• Children taking long periods of times in the toilet.</li> <li>- Children walking to and from the toilets.</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Full supervision at all time in any toilet areas. Children going in pairs into the toilets and out, as well as an educator supervising the toilet area inside or outside the toilets.</li> <li>- Try and have a male and female on duty. Maintain constant head counts.</li> </ul>	<ul style="list-style-type: none"> <li>- Have a meeting point outside the toilets, which will enable children to know where to meet after the use of the toilet facilities.</li> <li>- Ensure educators escort children</li> </ul>
<b>Supervision of allocated groups</b>	<ul style="list-style-type: none"> <li>- Children walking away from the allocated group.</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Make sure ratios are always followed to and children are supervised while watching the children in their group.</li> <li>- Educators and children know their allocated group before they leave the program.</li> <li>- Educators have all enrolment and contact details of child in case of missing child</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure children are aware prior to leaving their allocated staff member.</li> <li>- Ensure children are aware of all other After The Bell educator members.</li> <li>- Ensure children have been allocated in pairs prior to leaving the program.</li> <li>- Explain to children the reason for pairs. Consistent head counts as necessary.</li> </ul>
<b>Supervision children during meal time</b>	<ul style="list-style-type: none"> <li>- Children's allergies to foods.</li> <li>- Choking on foods or beverages.</li> <li>- Children and staff are told of times and allocated area for snack time.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>- Children to be seated when eating in the designated area provided. Educators to supervise their allocated groups at all times.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure children do not purchase foods from the location.</li> <li>- Educators to beware prior to leaving the program children allergies and dietary requirements.</li> </ul>
<b>Supervision of children going up and down stairs i.e. tripping /slipping on stairs</b>	<ul style="list-style-type: none"> <li>- Staff to make sure children are walking up/down stairs in pairs only upon entry and exit to the rides.</li> <li>- Staff to make children aware of boundaries whilst at the venue.</li> </ul>	<b>L</b>	<ul style="list-style-type: none"> <li>- Remind Children before going to stairs that they are to walk, no running or jumping steps.</li> </ul>	<ul style="list-style-type: none"> <li>- Have a staff member at the bottom keeping in mind ratios</li> </ul>
<b>Ensuring all educators stay in their allocated groups</b>	<ul style="list-style-type: none"> <li>- Educator moving away from their allocated groups.</li> <li>- Educators going off to buy food.</li> <li>- Educators going off to toilet/shops without communication with other educators</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- -Make sure ratios are followed to at all times and children are supervised while watching the children in their group.</li> <li>- -If an educator needs to go to the toilet, to communicate with at least one other educator to ensure ratios are met and children and educators stay in a single area until the educator returns.</li> <li>- - Educators are wearing After The Bell uniform and have adhered to the educator's dress code.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure educators are aware of their children in their groups. Staffs have their own list of children and know any known allergies or personal requirements.</li> <li>- Program Leaders to have debriefed regarding the running of the day.</li> <li>- All educators have exchanged mobile numbers.</li> <li>- Exchanged the number and name of the bus driver.</li> <li>- Program Leader to ensure at times they can see all their educator and groups and debrief with them throughout the excursion.</li> </ul>

<b>Children being injured by jumping off equipment</b>	<ul style="list-style-type: none"> <li>- Children reminded before leaving of safe play rules</li> <li>- children supervised by educators heavily to ensure this is being followed through with.</li> <li>- Children are reminded by playground rules sign.</li> <li>- Venue staff are easily visible in uniform and spread out throughout the park area to assist children</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- First aid kit will be kept nearby.</li> <li>- Any injuries will be cared for by the nearest educator.</li> </ul>	<ul style="list-style-type: none"> <li>- All grazes will be cleaned out as necessary. An injury report will be completed by an educator for the parent to sign</li> <li>- Prior to climb children will be explained the safety aspect of the excursion and their surroundings</li> </ul>
<b>Ensure children do not talk to strangers</b>	<ul style="list-style-type: none"> <li>- Discuss with children prior to the excursion regarding stranger danger and knowing their surroundings and where an educator can be located at all times.</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Ensure children are interacting with the appropriate persons and not wondering off with strangers including unfamiliar children.</li> </ul>	<ul style="list-style-type: none"> <li>- Discuss with children to ensure to only talk with educator or Venue Employees who will be in uniform or Police who will be in uniform.</li> </ul>
<b>Children in playground boundaries</b>	<ul style="list-style-type: none"> <li>- Staff will ensure to discuss with all children regarding the location's boundaries and to ensure supervision. This will be discussed before children can play on the equipment</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Reminding children to stay within the guided boundary points</li> </ul>	<ul style="list-style-type: none"> <li>- Ensuring children stay in allocated groups</li> <li>- Continuing Head counts</li> </ul>
<b>Billabong Ranch attractions</b>	<ul style="list-style-type: none"> <li>- Children grouped according to age and ability, educators at the start and end attractions for older children, Educators go with younger or less able children on rides/attractions</li> <li>- Educators go over rules and expectations before starting activities</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Ensure older children also looking out for younger children as well as educators to ensure they feel and are safe whilst going on rides and attractions</li> </ul>	
<b>Children Being Hurt or Hurting Animals</b>	<ul style="list-style-type: none"> <li>- Educators to discuss appropriate ways to handle/hold animals.</li> <li>- Educators to investigate children's potential fear of any animals before going taking children near animals.</li> <li>- Ensure children aware of not being loud and running jumping near animals</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>- Remind children of appropriate behaviour near animals</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure older children also looking out for younger children as well as educators to ensure they feel and are safe</li> </ul>
<b>Risks associated with water-based activities</b>	<ul style="list-style-type: none"> <li>- Children's swimming abilities, supervision of children on the water Resulting in:</li> <li>- Potential Drowning</li> <li>- Distress for children</li> <li>- Life threatening or multiple serious injuries causing hospitalisation; significant impairment requiring long-term rehabilitation.</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Directly supervise children at all times</li> <li>- Ensure children do not drink the water</li> <li>- Empty all water equipment after use</li> <li>- Children and educators to abide by the program and Billabong Range rules</li> <li>- Educators to actively supervise children at all times</li> <li>- Group children into small groups prior to departing on the excursion. Educators will identify and group children with lower - Swimming ability, medical risk, and other risk.</li> <li>- All educators are informed and briefed prior to leaving the service</li> </ul>	<ul style="list-style-type: none"> <li>- Educators are vigilant in supervising children and identifying risks throughout. Educators ensure that their specific group of children are accounted for at all times</li> <li>- Children are reminded to stay together throughout the time. Educators present both in/out of the water</li> <li>- Parent written consent obtained prior to the excursion</li> <li>- Regular head counts of children whilst they are in the water.</li> <li>- Group discussion with children prior to departing for the excursion regarding water safety.</li> </ul>

<b>Plan prepared by</b>	<b>Ramon Rayeroux-Flack</b>
<b>Communicated to:</b>	The risk assessment has been provided as part of booking procedure, the guardian cannot finalise their child's excursion booking without reading and consenting to the excursion risk assessment. All excursion risk assessments are located on the After The Bell Aus website under the 'resource tab'. The Program Leader is provided a copy of the risk assessment and discussed the excursion needs and risk assessment prior to the Vacation Care period.
<b>Venue and safety information reviewed and attached</b>	<b>Yes</b> / No <b>Comment if needed:</b> The Program Leader will ensure prior to the day of the excursion they will print out a map of the proposed route to the excursion location
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

<b>Risk Matrix</b>						
<b>Consequence</b>						
		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

<b>EDUCATOR EXCURSION CHECKLIST</b>	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information 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	<input type="checkbox"/> Other items, that are listed and the After The Bell Aus Excursion Checklist and Allocated Group List