

After The Bell Aus- RISK ASSESSMENT



RISK REGISTER FOR THE: Thursday the 24th January 2019

After The Bell Aus Program Name And Location	Bulleen Heights Special School	Head Office Location	1220 Burwood Highway, Upper Ferntree Gully Victoria 3156 (03) 9758 6744
Program Leader of Program	As per roster on the day	Proposed Activity At The Excursion	Children to partake in ten pin bowling, balance and hand eye coordination activities. Children will learn new physical active techniques and try out new skills. Bowling Excursion
Excursion Location (description of the proposed destination of the excursion)	Zone Bowling Forest Hill	Address of Location	3 Forest Hill Chase Shopping Centre 270 Canterbury Road Forest Hill 3131 Ph: 1300 368 067
Staff to Child Ratio and Anticipated Number of Educators	1 educator to 4 children	Anticipated Number of Children Attending	40- 70 children (as stated on the attendance roll on the day of the excursion)
Water Hazard	No	Duration of Activity	4 hours
Method of Transport	Chartered Bus/ Educator and Hire bus	Anticipated Travel Route	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 Assessment Authority Locations -Visit www.afterthebell.com.au view under Vacation Care Resource section, viewable in the programs parent area, when making a booking the link to Risk Assessment is provided and consent is required for the child/ren names on the booking form prior to booking being accepted. Consent and acknowledgement of this Risk Assessment is made as well on the T&C's of the Vacation booking form and child's enrolment form.			

Risk/ Activity Description	Hazard Identified	Risk Assessment (use Matrix Below)	Hazard Control Minimisation Measures (including who and when)	
Arrival and departure to and from the program	Inadequate process leading to: - Missing child - Child Left Behind	M	<ul style="list-style-type: none"> - Headcounts are conducted through throughout the excursion time. With specific checks before departure from any location. - Full role calls at end of excursion before departing venue. A full rollcall is conducted on the bus - Ensure that educators understand their role. Documented head counts periodically a time. Full rollcall will be conducted on the bus prior to leaving - After arriving groups are to be reformed and another count conducted 	<ul style="list-style-type: none"> - 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. - Complete a head check of their group marking attendance before entering the bus. - Educator Group roll conducted before leaving
Transport (bus) between program and excursion destination	Children getting motion sickness in bus to excursion	L	<ul style="list-style-type: none"> - Have sick bags available in case of being needed - Have wipes for any clean up and for child to wipe their face - Have water for child to sip on if needed 	<ul style="list-style-type: none"> - Child will be given sick bag if needed and will be calmed down by an educator who will talk them - Have wipes and water available to assist with travel sickness.
Supervision of children using public toilets	Talking and associating with the general public. * Children taking long periods of times in the toilet. * Children walking to and from the toilets.	M	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. Try and have a male and female on duty. Maintain constant head counts. Have a meeting point outside the toilets, which will enable children to know where to meet after the use of the toilet facilities. Ensure educators escort children	
Supervision of allocated groups	*Children walking away from the allocated group.	M	Make sure ratios are followed to at all times and children are supervised while watching the children in their group. Educators and children know their allocated group before they leave the program Educators have all enrolment and contact details of child in case of missing child	Ensure children are aware prior to leaving their allocated staff member. Ensure children are aware of all other After The Bell educator members. Ensure children have been allocated in pairs prior to leaving the program. Explain to children the reason for pairs. Consistent head counts as necessary.
Supervision children during meal time	*Children's allergies to foods. *Choking on foods or beverages. Children and staff are told of times and allocated area for snack time.	L	Children to be seated when eating in the designated area provided. Educators to supervise their allocated groups at all times. Ensure children do not purchase foods from the location. Educators to beware prior to leaving the program children allergies and dietary requirements.	
Supervision of children crossing the road and walking to the destination	<ul style="list-style-type: none"> - Children are directed to cross road when safe by educators and the educator's space out front, side, and rear of line. - Ensure children are made aware of boundaries and understand the routine 	M	<ul style="list-style-type: none"> - Children cross in small groups if it is unsafe to cross and where applicable use a crossing. As long as the above-named route is followed, there should be no reason for any crossing of roads. In the instance this route cannot be taken, ensure your groups are well supervised, grouped in mixed ages and always use the designated pedestrian crossing.	<ul style="list-style-type: none"> - Children are spoken to in a group discussion about safely around road. Explain to all children prior to leaving the program, the importance of staying in their allocated groups. (Not to wonder off away from their leader.)

	<ul style="list-style-type: none"> - Children not in group line with allocated group leaders. - Children distracted when walking. - Children running or falling over path surfaces. - Children walking a head of group leader. <p>No crossing of roads necessary</p>			
Supervision of children going up and down stairs ie tripping /slipping on stairs	<p>Staff to make sure children are walking up/down stairs in pairs only upon entry and exit to the rides.</p> <p>Staff to make children aware of boundaries whilst at the venue.</p>	L	Remind Children before going to stairs that they are to walk, no running or jumping steps. Have a staff member at the bottom keeping in mind ratios	
Ensuring all educators stay in their allocated groups	<p>Educator moving away from their allocated groups.</p> <p>*Educators going off to buy food.</p> <p>*Educators going off to toilet/shops without communication with other educators</p>	M	<p>-Make sure ratios are followed to at all times and children are supervised while watching the children in their group.</p> <p>-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</p>	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. Program Leaders to have debriefed regarding the running of the day. All educators have exchanged mobile numbers. Exchanged the number and name of the bus driver. Program Leader to ensure at times they can see all their educator and groups and debrief with them throughout the excursion. Educators are wearing After The Bell uniform and have adhered to the educator's dress code.
Children being injured by Heavy Bowling ball and or return ball equipment	<ul style="list-style-type: none"> -Children reminded to choose a weight appropriate ball -children supervised by educators heavily to ensure this is being followed through with. - Children will have a safety talk regarding safely before bowling. -Educators help the children taking the ball from the ball return. -Educators remind children of slippery surface of the bowling lanes 	M	<ul style="list-style-type: none"> -First aid kit will be kept nearby. - Any injuries will be cared for by the nearest educator. - All grazes will be cleaned out as necessary. An injury report will be completed by an educator for the parent to sign - Prior to bowling children will be explained the safety aspect of the excursion and their surroundings 	
Ensure children do not talk to strangers	Discuss with children prior to the excursion regarding stranger danger and knowing their surroundings and where an educator can be located at all times.	M	<p>Ensure children are interacting with the appropriate persons and not wondering off with strangers including unfamiliar children.</p> <p>. Ensure educators stay at the eyes sight of the children at all times.</p> <p>Educators to constantly do head counts and a head counts before moving to different area</p>	Discuss with children to ensure to only talk with educator or venue staff member
Child becoming tired from the time bowling	<ul style="list-style-type: none"> -The children will be reminded throughout the day to drink plenty of water and will be given regular breaks to have a drink and relax. - Children will be encouraged to have some quiet time if needed 	L	<ul style="list-style-type: none"> -Child will be sat down in a quiet area and provided with water to drink, rehydrate and rest before joining back in when/if they are ready. - An allocated OSHC area is provided to allow children to go to an area for rest periods. - Children will be supervised by an educator during the rest periods 	
Children attempting to bowl not waiting for their turn or on a different lane, when the lane is not ready	Children reminded that bowling can only be attempted once their name is on the screen and an educator assists with getting the ball form the ball return	L	If any child attempts to bowl outside their turn, child reminded of rules	

Plan prepared by	Ramon Rayeroux-Flack
Communicated to:	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.
Venue and safety information reviewed and attached	Yes / No Comment if needed: 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
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	

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

EDUCATOR EXCURSION CHECKLIST	
<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

PROPOSED ROUTE

Bulleen Heights School, 221 Manningham Rd
Westfield Doncaster, 619 Doncaster Rd
Add destination

Leave now **OPTIONS**

Send directions to your phone

via State Route 40 **5 min**
Fastest route, lighter traffic than usual 2.3 km

[DETAILS](#)

5 min
2.3 km

Map labels: Bulleen Heights School, Ted Ajani Reserve, ALDI Templestowe Lower, Woolworths Templestowe, Aquarena Aquatic and Leisure Centre, Timber Ridge Reserve, Koonung Creek Reserve, Eastern Golf Club, Myer Doncaster, Westfield Doncaster, Lower Templestowe, Myer Doncaster, Westfield Doncaster.