

# After The Bell Aus- RISK ASSESSMENT



## RISK REGISTER FOR THE: Thursday the 11<sup>th</sup> April 2019 (Movie Excursion)

<b>After The Bell Aus Program Name And Location</b>	Melbourne Girls Grammar School ELC, Melbourne Girls Grammar School Junior	<b>Head Office Location</b>	1220 Burwood Highway, Upper Ferntree Gully Victoria
<b>Program Leader of Program</b>	As per roster on the day	<b>Proposed Activity At The Excursion</b>	Children to partake in movie excursion. Children will learn creative ideas on using their imagination and fantasy story telling.
<b>Excursion Location (description of the proposed destination of the excursion)</b>	Camberwell Village Cinemas	<b>Address of Location</b>	Movies- 200 Camberwell Road, Hawthorn East VIC 3123 Phone: 1300 866 843
<b>Staff to Child Ratio and Anticipated Number of Educators</b>	1 educator to 10 children, minimum 2 educators up to 4 educators depending on numbers	<b>Anticipated Number of Children Attending</b>	10-30 children (as stated on the attendance roll on the day of the excursion)
<b>Water Hazard</b>	No	<b>Duration of Activity</b>	6 hours
<b>Method 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
<b>Risk Assessment Authority Locations</b> -Visit <a href="http://www.afterthebell.com.au">www.afterthebell.com.au</a> 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)	
<b>Arrival and departure to and from the program</b>	Inadequate process leading to: - Missing child - Child Left Behind	<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>	Children getting motion sickness in bus to excursion	<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>	Talking and associating with the general public. * Children taking long periods of times in the toilet. * Children walking to and from the toilets.	<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>	*Children walking away from the allocated group.	<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>	*Children's allergies to foods. *Choking on foods or beverages. Children and staff are told of times and allocated area for snack time.	<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 whilst watching movie</b>	*Children getting distracted during movie	<b>L</b>	<ul style="list-style-type: none"> <li>- Ensure educators position themselves carefully in the cinema so that they can actively supervise all children.</li> <li>- Having an educator on either end of any/all rows with children, and in between if required.</li> </ul>	<ul style="list-style-type: none"> <li>- It can be dark so ensure that children are guided to and from seats appropriately</li> </ul>
<b>Supervision of children going up and down stairs i.e. tripping /slipping on stairs</b>	*Staff to make sure children are walking up/down stairs in pairs only upon entry and exit to the rides. *Staff to make children aware of boundaries whilst at the venue.	<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>	Educator moving away from their allocated groups. *Educators going off to buy food. *Educators going off to toilet/shops without communication with other educators	<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. 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>Plan prepared by</b>	<b>Ramon Rayeroux-Flack, After The Bell Management</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 / No</b> <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

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

<b>Risk Matrix</b>						
<b>Consequence</b>						
		<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Likelihood</b>	<b>Almost certain</b>	Moderate	High	High	Extreme	Extreme
	<b>Likely</b>	Moderate	Moderate	High	Extreme	Extreme
	<b>Possible</b>	Low	Moderate	High	High	Extreme
	<b>Unlikely</b>	Low	Low	Moderate	High	High
	<b>Rare</b>	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



# PROPOSED ROUTE

← from Melbourne Girls Grammar, 86 Anderson St, South Yarra VIC 3141 to Village Cinemas Rivoli, 200 Camberwell Rd, Hawthorn East VIC 3123

**20 min (8.4 km)**  
via Anderson St and Domain Rd  
20 min without traffic

**Melbourne Girls Grammar**  
86 Anderson St, South Yarra VIC 3141

- ↑ Head south on Anderson St towards Fairlie Ct  
400 m
- ↶ Turn left onto Domain Rd  
450 m
- ↷ Turn right onto Caroline St  
Destination will be on the left  
60 m

3 min (900 m)

**Melbourne Girls Grammar (Morris Hall Campus)**  
100 Caroline St, South Yarra VIC 3141

- ↑ Head north on Caroline St towards Domain Rd  
1 min (400 m)
- Continue on Alexandra Ave. Take State Route 25, State Route 21 and State Route 20 to Camberwell Rd/State Route 30  
15 min (7.1 km)

17 min (7.5 km)

**Village Cinemas Rivoli**  
200 Camberwell Rd, Hawthorn East VIC 3123