

After The Bell Aus- RISK ASSESSMENT



RISK REGISTER FOR THE: Monday 15th April 2019 (Chesterfield Farm Excursion)

After The Bell Aus Program Name And Location	Mater Christi (Belgrave), Emerald Scout Hall, Eastwood P.S, Gladesville P.S, MGGS ELC, MGGS Junior, Grey Street P.S, Churchill North P.S, Drouin P.S.	Head Office Location	1220 Burwood Highway, Upper Ferntree Gully Victoria
Program Leader of Program	As per roster on the day	Proposed Activity At The Excursion	Children to be part of learning about animals and how to nurture animals. For children also to learn how milk, butter and cream is made.
Excursion Location (description of the proposed destination of the excursion)	Chesterville Farm	Address of Location	Chesterfield Farm 1221 Ferntree Gully Road, Scoresby VIC 3179 Phone: 03 9763 1588
Staff to Child Ratio and Anticipated Number of Educators	1 educator to 8 children, Minimum 2 educators up to 10 educators depending on numbers	Anticipated Number of Children Attending	20- 80 children (as stated on the attendance roll on the day of the excursion)
Water Hazard	No	Duration of Activity	5 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 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 going up and down stairs ie tripping /slipping on stairs	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.	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	Educator moving away from their allocated groups. *Educators going off to buy food.	M	-Make sure ratios are followed to at all times and children are supervised while watching the children in their group.	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.

	*Educators going off to toilet/shops without communication with other educators		-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	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 jumping off equipment	-Children reminded before leaving of safe play rules -children supervised by educators heavily to ensure this is being followed through with. - Children are reminded by playground rules sign. - Venue staff are easily visible in uniform and spread out throughout the park area to assist children	M	-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 climb 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	Ensure children are interacting with the appropriate persons and not wandering off with strangers including unfamiliar children.	Discuss with children to ensure to only talk with educators or event staff who are in uniform
Children in farm boundaries	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	M	Reminding children to stay within the guided boundary points Ensuring children stay in allocated groups Continuing Head counts	
Chesterfield Farm attractions	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 Educators go over rules and expectations before starting activities	M	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	
Children Being Hurt by or Hurting Animals	-Educators to discuss appropriate ways to handle/hold animals. -Educators to investigate children's potential fear of any animals before going taking children near animals. -Ensure children aware of not being loud and running jumping near animals	M	Remind children of appropriate behaviour near animals Ensure older children also looking out for younger children as well as educators to ensure they feel and are safe	

Plan prepared by	Ramon Rayeroux-Flack, After The Bell Management
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

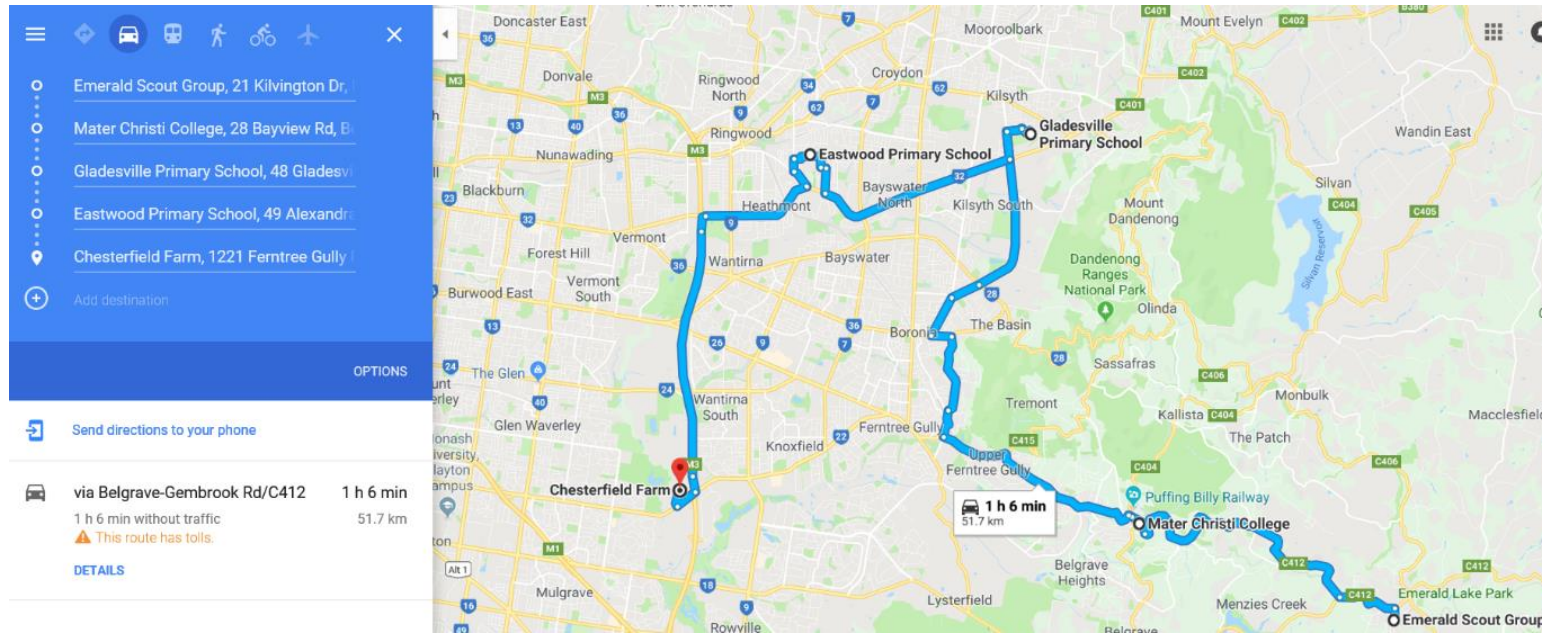
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.

Risk Matrix						
Consequence						
Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	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

Eastwood PS, Mater Christi College, Emerald Scout Hall, Gladesville PS



Emerald Scout Group

21 Kilvington Dr, Emerald VIC 3782

- ↑ Head north on Kilvington Dr towards Benson St
📍 Go through 1 roundabout
 350 m
 - 📍 At the roundabout, take the 1st exit onto Belgrave-Gembrook Rd/C412
 1.8 km
 - 📍 At the roundabout, take the 2nd exit and stay on Belgrave-Gembrook Rd/C412
 8.5 km
 - ➡ Turn right onto Bayview Rd
📍 Destination will be on the left
 400 m
- 13 min (11.1 km)

Mater Christi College

28 Bayview Rd, Belgrave VIC 3160

- ↑ Head west on Bayview Rd towards Heathermont Ave
 43 m (270 m)
 - Take Burwood Hwy, Forest Rd and Liverpool Rd to Urana St in Kilsyth
 22 min (17.1 km)
 - Continue on Urana St. Drive to Gladesville Dr
 2 min (750 m)
- 25 min (18.1 km)

Gladesville Primary School

48 Gladesville Dr, Kilsyth VIC 3137

- Take Urana St and Liverpool Rd to Canterbury Rd/State Route 32
 3 min (1.5 km)
 - ➡ Turn right onto Canterbury Rd/State Route 32
 7 min (5.8 km)
 - Continue on Heathwood St. Drive to Alexandra Rd in Ringwood East
 3 min (1.5 km)
- 13 min (9.8 km)

Eastwood Primary School

49 Alexandra Rd, Ringwood East VIC 3135

- Get on Eastlink/M3 in Ringwood from Canterbury Rd/State Route 32
 8 min (5.2 km)
 - Follow Eastlink/M3 to Ferntree Gully Rd/State Route 22 in Scoresby. Take the State Rte 22/Ferntree Gully Rd exit from Eastlink/M3
 5 min (7.5 km)
 - Continue on Ferntree Gully Rd/State Route 22 to your destination
 2 min (1.1 km)
- 15 min (13.8 km)

Chesterfield Farm

1221 Ferntree Gully Rd, Scoresby VIC 3179

Melbourne Girls Grammar- ELC and Melbourne Girls Grammar-Junior

← from Melbourne Girls Grammar, 86 Anderson St, South Yarra VIC 3141 to Chesterfield Farm, 1221 Ferntree Gully Rd, Scoresby VIC 3179

29 min (25.9 km)
via Anderson St and Domain Rd
29 min without traffic
⚠ This route has tolls.

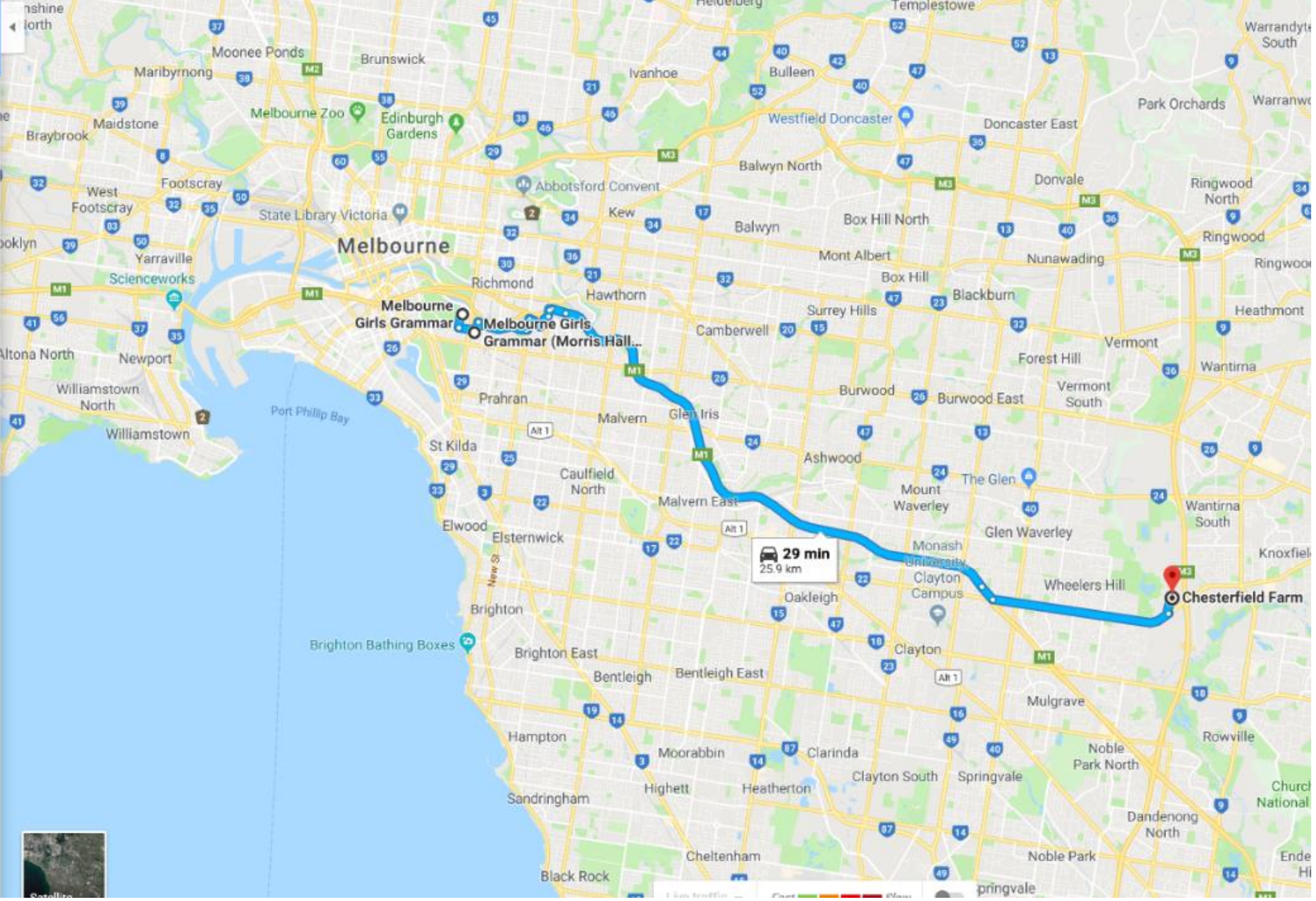
Melbourne Girls Grammar
86 Anderson St, South Yarra VIC 3141

- ↑ 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

- > Get on M1 in Burnley from Alexandra Ave and State Route 25
7 min (3.7 km)
- > Follow M1 to Ferntree Gully Rd/State Route 22 in Glen Waverley. Take exit 11 from M1
11 min (15.8 km)
- > Follow Ferntree Gully Rd/State Route 22 to your destination in Scoresby
8 min (5.5 km)



Grey Street PS, Churchill North and Drouin PS

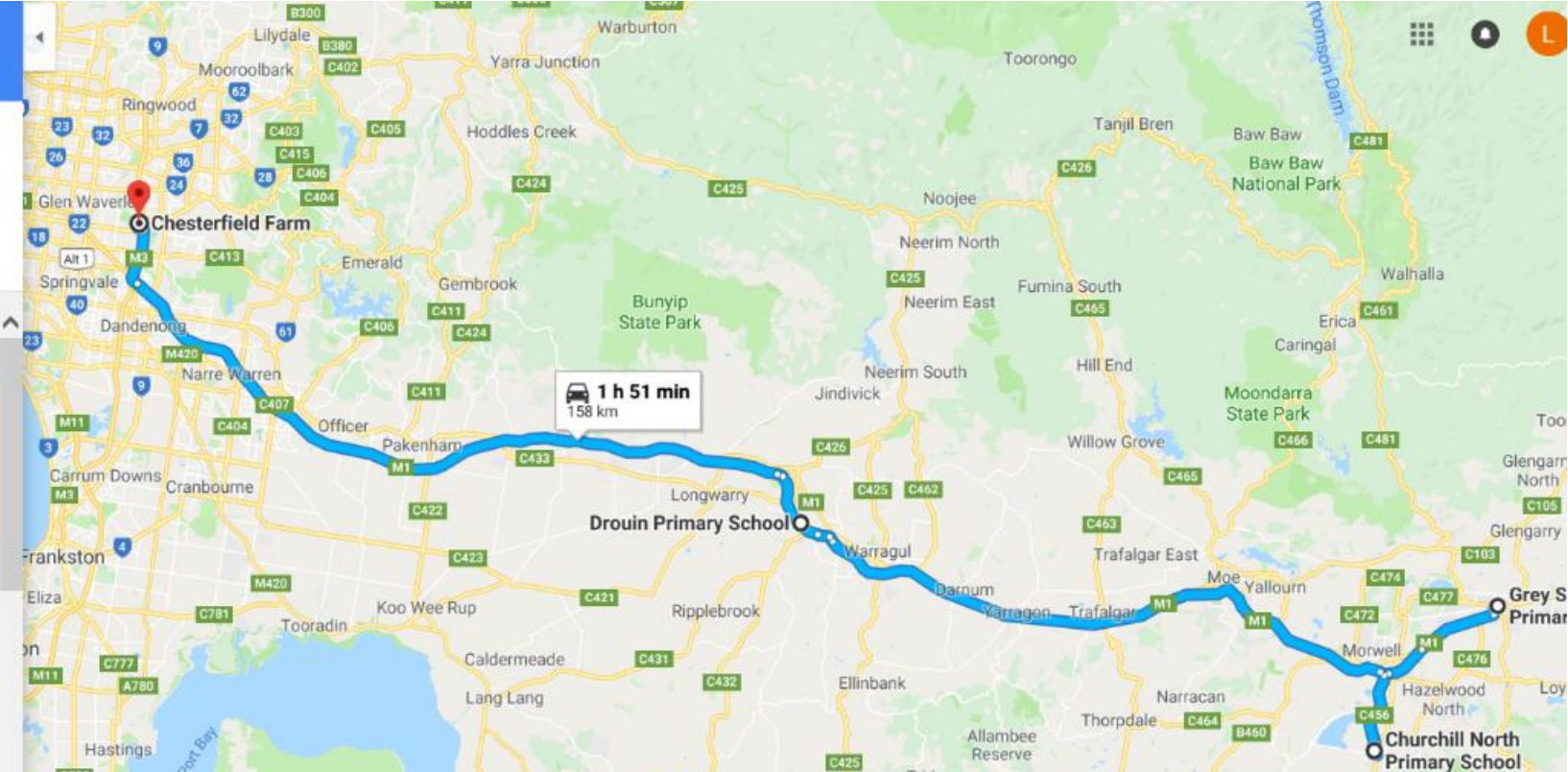
← from Grey Street Primary School, 30-44 Grey St, Traralgon
to Chesterfield Farm, 1221 Ferntree Gully Rd, Scoresby

1 h 51 min (158 km)
via M1 and Monash Way/C456
1 h 51 min without traffic
⚠ This route has tolls.

Grey Street Primary School
30-44 Grey St, Traralgon VIC 3844

- Follow Grey St/C477 and Breed St to M1
3 min (1.3 km)
- Follow M1 to Monash Way/C456 in Hazelwood North. Take the C456 exit from M1
8 min (11.0 km)
- Follow Monash Way/C456 to Blackwood Cres in Churchill
6 min (7.6 km)

17 min (19.9 km)



Churchill North Primary School

Coolabah Dr, Churchill VIC 3842

- Get on M1 in Morwell from Monash Way/C456
7 min (8.7 km)
- Follow M1 to Balfour Rd in Drouin. Take the exit towards Drouin/C102 from M1
32 min (52.9 km)
- Follow Balfour Rd and Princes Way/C102 to School Rd
4 min (3.0 km)

44 min (64.6 km)

Drouin Primary School

153-161 Princes Way, Drouin VIC 3818

- Get on M1 from Princes Way/C102
6 min (5.6 km)
- Follow M1 to Ferntree Gully Rd/State Route 22 in Scoresby. Take the State Rte 22/Ferntree Gully Rd exit from M3
42 min (67.4 km)
- Continue on Ferntree Gully Rd/State Route 22 to your destination
2 min (950 m)

