

After The Bell Aus- RISK ASSESSMENT



RISK REGISTER FOR THE: Monday 30th September 2019 (Melbourne Zoo Excursion)

After The Bell Aus Program Name And Location	Mater Christi Belgrave, Gladesville Primary School Emerald Scout Hall, MGGS ELC, MGGS Junior	Head Office Location	Suite 2/ 117 Burwood Highway, Upper Ferntree Gully Victoria
Program Leader of Program	As per roster on the day	Proposed Activity At The Excursion	Children to learn about various animals, reptiles and creatures in our land. Children will have the opportunity to walk around the zoo and see different animals and read about their background.
Excursion Location (description of the proposed destination of the excursion)	Melbourne Zoo	Address of Location	Melbourne Zoo Elliott Ave Parkville Vic 3052 Phone: 1300 966 784
Staff to Child Ratio and Anticipated Number of Educators	1 educator to 7 children, Minimum 2 educators up 10 educator depending on numbers	Anticipated Number of Children Attending	20- 40 children (as stated on the attendance roll on the day of the excursion)
Water Hazard	No	Duration of Activity	6 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 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 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 destination	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. *Educators going off to toilet/shops without communication with other educators	M	-Make sure ratios are followed to at all times and children are supervised while watching the children in their group. -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	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 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

← from Emerald Scout Group, 21 Kilvington Dr, Emerald...
to Melbourne Girls Grammar (Morris Hall Campus), 10...

1 h 26 min (67.5 km)



via Belgrave-Gembrook Rd/C412

1 h 26 min without traffic

⚠ This route has tolls.

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

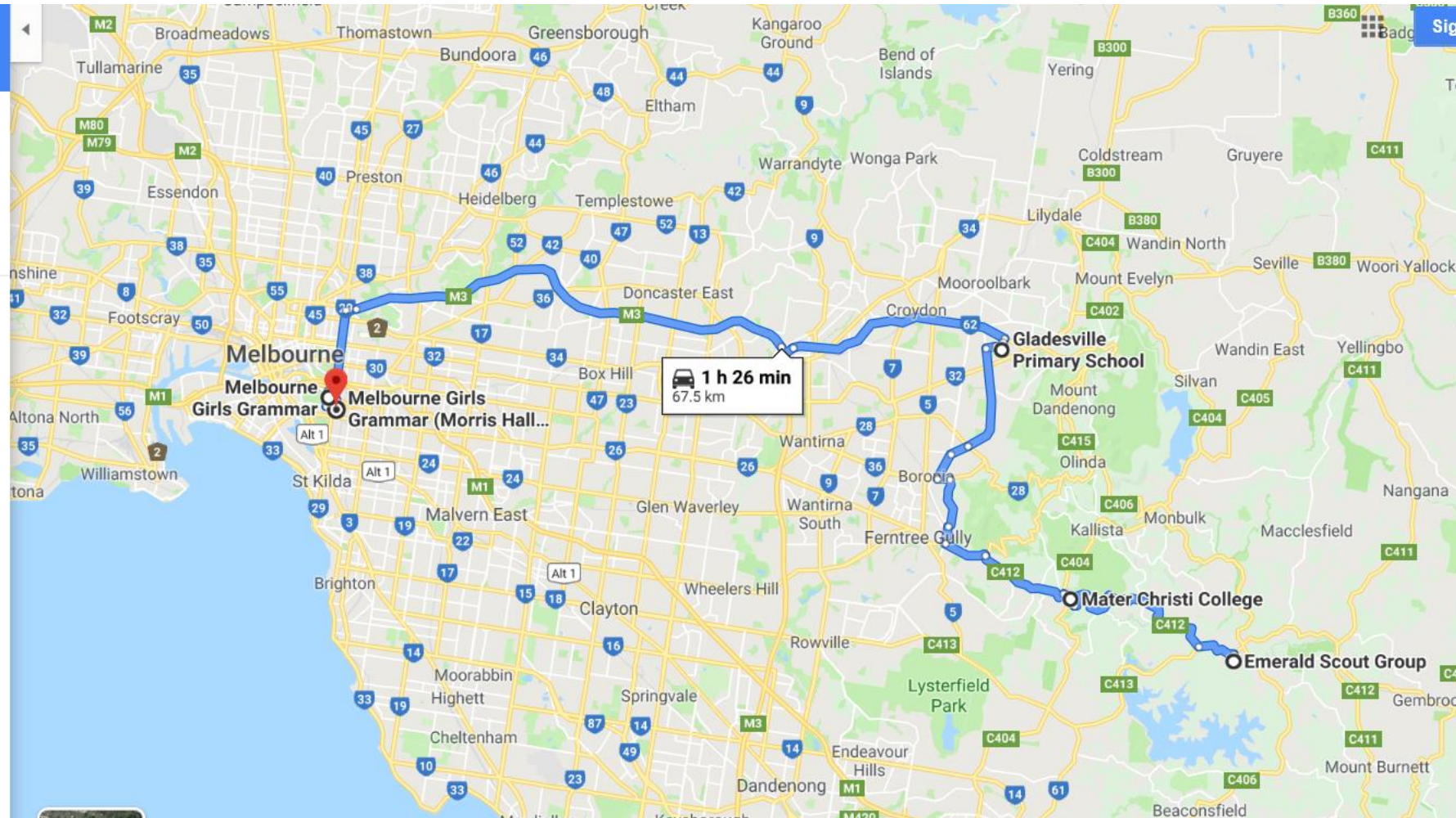
📍 At the roundabout, take the 2nd exit and stay on Belgrave-Gembrook Rd/C412

8.5 km

➡ Turn right onto Bayview Rd

ⓘ Destination will be on the left

400 m



← from Emerald Scout Group, 21 Kilvington Dr, Emerald...
to Melbourne Girls Grammar (Morris Hall Campus), 10...

1 h 26 min (67.5 km)

via Belgrave-Gembrook Rd/C412

1 h 26 min without traffic

▲ This route has tolls.

Mater Christi College

28 Bayview Rd, Belgrave VIC 3160

↑ Head west on Bayview Rd towards Heathermont Ave

43 s (270 m)

> Take Burwood Hwy, Forest Rd and Liverpool Rd to Urana St in Kilsyth

23 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

> Get on Eastlink/M3 from State Route 62

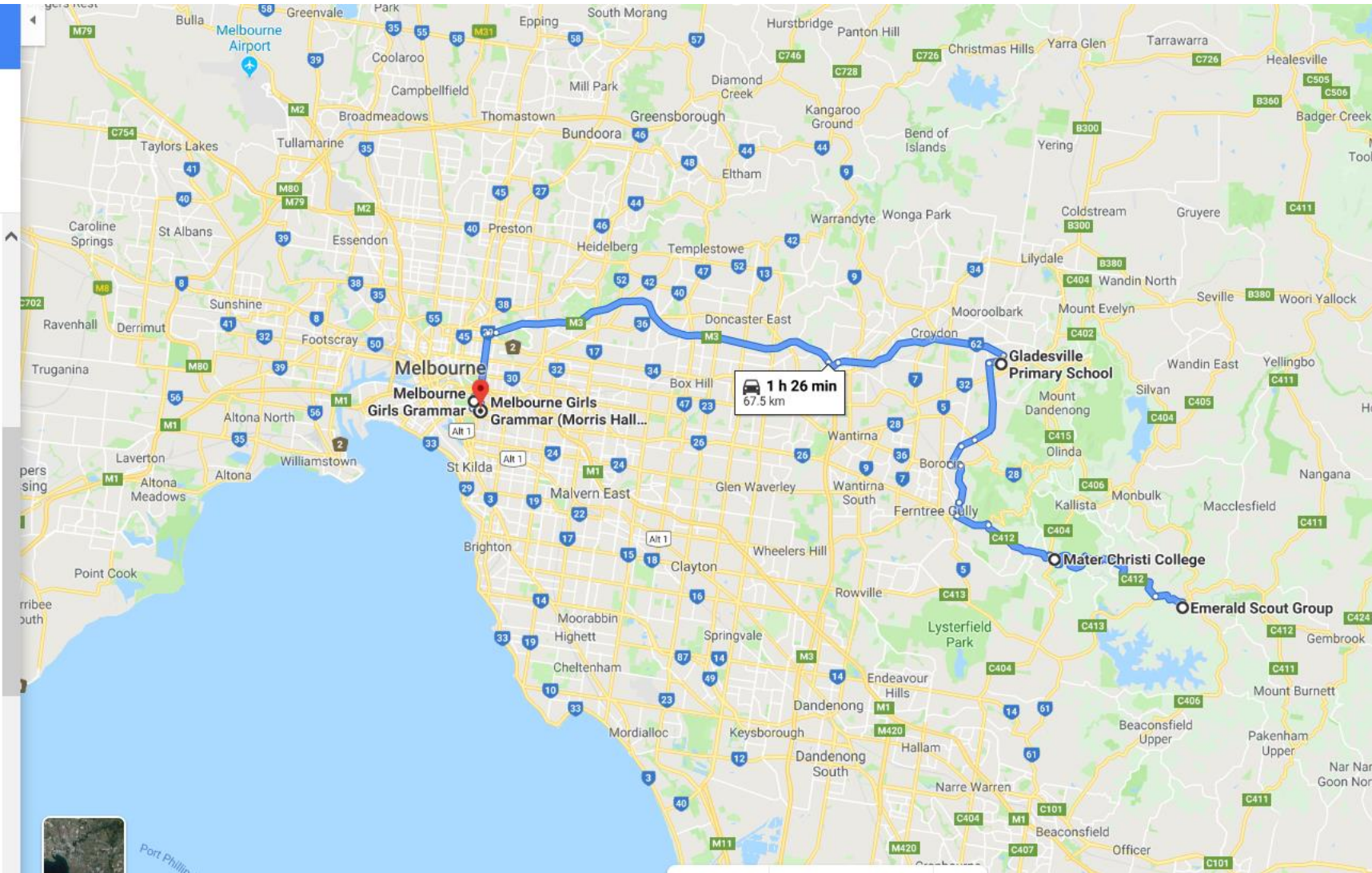
17 min (11.4 km)

> Follow M3 to Hoddle St/State Route 29 in Abbotsford. Take the State Rte 29 exit from M3

14 min (21.2 km)

> Continue on State Route 29. Drive to Anderson St in South Yarra

12 min (4.9 km)



← from Emerald Scout Group, 21 Kilvington Dr, Emerald...
to Melbourne Zoo/Royal Park, Parkville VIC 3052

1 h 50 min (77.0 km)

via Belgrave-Gembrook Rd/C412

1 h 50 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

↑ Head north on Caroline St towards Domain Rd

1 min (400 m)

> Follow State Route 29 and State Route 83 to Royal Parade in Parkville

18 min (7.5 km)

> Continue on Royal Parade to your destination

5 min (1.7 km)

24 min (9.6 km)

Melbourne Zoo/Royal Park

Parkville VIC 3052

