



Epping Heights OSHC

Out of School Hours Care

ABN: 83 425 978 102

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Vacation Care Risk Assessment

Name of Day: Movies

Date: 8/7/19 & 22/7/19

Number of children: 65

Which risk assessment safety points are relevant for today? (Please tick)

- ☐ Adventure Play ☐ Animals ☒ Art & Craft / Creative activities
- ☐ Bushland/Water environments ☒ Children with additional needs
- ☐ Food & Cooking ☒ Media & Entertainment ☒ Sport/Physical activity
- ☐ Water Play ☒ Excursion travel

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☒ No ☐

If yes, please record name of staff member conducting site visit as well as the date of the visit. Amy Parsons – 29th April 2019

Is there a site-specific risk assessment for the venue? Yes ☒ No ☐

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.



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RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Child getting lost on walk from bus to Event cinemas.	All children	- Children wear wristbands with our phone number on them in case they get lost.	3	- Walk children in two lines with a staff member at the front and the back who can see all children.	All staff
Getting hit by car when crossing driveway on the way to Event cinemas.	All children & staff	-	3	- Ensure a staff member stands on the driveway to block traffic from entering while the children cross.	All Staff
Strangers from the general public talking inappropriately to children.	All children	- Maintain a ratio of 1:10 for excursions.	3	- Talk to children about stranger danger before going on excursion.	All staff
Jumping over barriers from the food court onto road.	All children	- Maintain a ratio of 1:10 for excursions.	3	- All staff will supervise children when they are eating their lunch on the food court balcony.	All staff
Hot food or drink spillage	Children & staff	- Maintain a ratio of 1:10 for excursions.	4	- Sit children away from the bulk of the general public. - Walk children to food court area in two groups,	All staff



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				with a staff member supervising from the front and back.	
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Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please note this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment:

Risk Management Plan for School Groups	
Guest: Epping Heights OSHC	Group Contact Person: Amy Parsons
Cinema :- Hornsby	Date of planned visit: 08.07.2019
Cinema Manager: Brodie Hammond	Cinema's phone number: 9407 2728

Introduction:

Thank you for choosing Event Cinemas as your destination! Your patronage as part of the cinema going community is valued and we hope you have a great experience in our cinema.

Prior to your visit to our cinema, we would like you to take the time to read this Risk Management Plan, to help you prepare for your visit.

Safety Management System:

Event Cinemas have an effective safety management system in place. This allows us to manage risks as they arise to prevent incidents. This ensures that your experience with us is enjoyable and hassle free. Our safety management system fosters a proactive approach, which includes comprehensive emergency management procedures, biannual staff training and clear issue resolution processes.

At each cinema, we have in place:

- A manager in charge
- A qualified WH&S representative, who works with our managers if risks were to arise
- First Aid officer – rostered on all shifts
- First Aid kits
- Trained and skilled emergency wardens
- Emergency response communication systems, illuminated emergency exit signs and emergency lighting to assist in the event of an evacuation
- Firefighting equipment, which is checked in accordance with Australian Standards and as required
- Scheduled servicing of plant and equipment to keep our air-conditioning, lifts and escalators running without interruption
- Disabled access to each auditorium, unless otherwise advertised (please check with management)
- Office of Film and Literature Classification compliant guidance on every trailer and film we screen to allow you to make informed decisions about what you see
- Trained floor staff who supervise patrons during screenings
- Contracted service providers who maintain our building
- Stringent visitor management procedures to manage non employees working on site

Hazard Identification:

If you see a hazard, that is, anything that has the potential to cause harm, such as a spilt drink on the floor, we ask that you advise the nearest staff member.

- All our sites are compliant with the Building Code of Australia. Some elements inherent in the cinema environment may prove hazardous to the students in your group.
- We would like you to be aware that at the cinema, we sell a variety of foods. We suggest you be aware of your student's individual needs before the visit.
- The lighting in the auditoria is compliant with the associated lighting standard, however, when the movie is screening the lights will be dimmed. Lights along the aisles are in place to help aid access and egress however we do ask you take care and try to reduce the need to move about the cinema. Arriving early to purchase refreshments and take a toilet break before the scheduled screening time is advisable.
- We serve drinks in bottles and cups. Whilst we serve our cups with lids, from time to time, we do experience spilt drinks in the Candy Bar area. Our staff are trained to watch out for this and will clean spills when they see them. We ask that if you do notice a spill to point it out to the nearest staff member, to protect your group's safety

Risk Assessment:

When a hazard is not able to be managed on the spot, our teams are trained to conduct formal Risk Assessments. We use the Risk Matrix to determine the risk score. The risk score determines the timeframe within which we manage the risk.

Based on the assessment outcome, risk control measures are put in place to eliminate or reduce the significance of the risk.

Risk Control and Evaluation:

We use the Hierarchy of Controls to assign risk control measures. Our managers and the WHS Representative monitor risk control measures ongoing to evaluate their success in managing risk.

We maintain a site Risk Register that contains a log of all the risks we've managed at the cinema. We also receive regular national updates regarding risk management. These updates keep us abreast of developments throughout the company and allow us to benefit from innovations implemented at other cinemas.

We have regional safety committee meetings where issues can be resolved and updates are communicated. Our internal safety specialist oversees our safety management system and we maintain a good relationship with our local, state and federal authorities to ensure we run our cinema in accordance with the law and to a standard of best practice

Before You Arrive:

Simple steps to take before your visit to Event Cinemas Hornsby are:

- Advise your students that we do not allow any of the following in our cinema: alcohol, cans, glass, hot food, laser pointers, large bags, video or sound recording equipment, personal stereos, rollerblades, bicycles, scooters or skateboards. Prams can only be positioned in the vacant wheelchair areas and cannot impede any aisle or exit. Wheelchair users have priority over use of these spaces.
- Neat, casual dress including footwear is the minimum standard required at all times.
- Photo I.D. is required for proof of age for MA 15+ and R 18+ rated ticket sales.
- Please arrive at least 20 minutes before your session time.

When you are in the cinema, please abide by the following advice:

- Make sure you have an up to date list of the names of the students in your group.
- When entering the cinema, instruct the students to form a line in single file to have their ticket ripped.
- Please refrain from talking during the movie.
- Please turn off all mobile phones.
- Be aware that our premises may be under constant recorded video surveillance.
- Please keep your personal items with you at all times as we cannot accept responsibility for any losses you may incur.
- These are "smoke free" premises. Smoking is not permitted under any circumstances

We do not allow any photography or video filming inside the cinema auditorium. Any person found using recording or photographic device, will be removed from premises.