



## **Epping Heights OSHC**

Out of School Hours Care

ABN: 83 425 978 102

Ph: 02 9869 0602

128 Kent Street, Epping, 2121, NSW

Email: [eppingheightsoosh@hotmail.com](mailto:eppingheightsoosh@hotmail.com)

Website: [www.eppingheightsoosh.com.au](http://www.eppingheightsoosh.com.au)

### **Vacation Care Risk Assessment**

Name of Day: Movies

Date: 10/10/2019

Number of children: 75

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. Masa Radic- 21st September 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
Vehicle / road accidents / walking to the venue (Event cinema) from/ to the bus	All children & staff	<ul style="list-style-type: none"> <li>- Maintain staff to child ratio 1:10</li> <li>- Existing discussions about road safety with children prior to the excursion.</li> </ul>	3	<ul style="list-style-type: none"> <li>- Ensure a staff member stands on the driveway to overview the road and block traffic from entering while the children cross.</li> <li>- Children will be reminded prior to the excursion to cross only when advised by Educators.</li> </ul>	All staff
Children getting lost on the way or in the shopping center	All children	<ul style="list-style-type: none"> <li>- Maintain staff to child ratio 1:10</li> <li>- Wristbands with our phone number on each child in case they get lost</li> <li>- Regular headcounts conducted throughout the day</li> </ul>	3	<ul style="list-style-type: none"> <li>- Children are walking in two lines with a staff member at the front and the back of the line, ensuring all children stay together in one group.</li> </ul>	All staff



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Strangers from the general public talking or acting inappropriately to children.	All children	<ul style="list-style-type: none"> <li>- Maintain staff to child ratio 1:10</li> </ul>	4	<ul style="list-style-type: none"> <li>- Reminder to children about stranger danger before going on excursion. Only talking to adults who are wearing OSHC badge and children who are wearing OSHC wristband. Anything that makes them uncomfortable report to nearest OSHC staff.</li> </ul>	All staff
Trips/ falls/ escalator manners.	All children	<ul style="list-style-type: none"> <li>- Maintain a ratio of 1:10.</li> <li>- First aid bag, Educators all certificated in CPR and first aid.</li> </ul>	3	<ul style="list-style-type: none"> <li>- Reminding children to walk straight in line, tie their shoelaces and always stand on the far right when riding the escalator.</li> </ul>	All staff
Food waste, spillage of hot or cold food during lunchtime, choking, allergies etc.	Children & staff	<ul style="list-style-type: none"> <li>- Maintain a ratio of 1:10 for excursions.</li> <li>- All staff trained in CPR and First Aid.</li> <li>- Excursion bag with medication and actions plans.</li> </ul>	4	<ul style="list-style-type: none"> <li>- Children to be seated all together in the park in front of shopping mall, away from general public.</li> <li>- Children to be reminded of waste collection and cautious eating/ sitting whilst eating and drinking.</li> <li>- Children to be reminded not to share food.</li> <li>- Children with conditions</li> </ul>	All staff





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				discussed with staff prior to excursion.	
Anxiety in the movies/ children being scared from the content of the movie	Some Children	- Maintain a ratio of 1:10.	4	- Children who express anxiety about the movie or are known to be easily frightened will be placed in the seats next to the Educators. Staff will sit at the end of each row. Educators positions will be made known to the children before the start of the movie.	All staff
Toilet supervision		- Maintain a ratio of 1:10.	4	- Educators to inspect toilets before use, to check if safe and all-clear before children use them. Children will be escorted to the toilets in groups, making sure all the group goes before any longer activities (movie) Staff will ensure	All staff



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				children always go together, minimum as a pair.	
Sunburn, dehydration, Extreme weather conditions etc.		<ul style="list-style-type: none"> <li>- UV rating will be checked prior to excursion commencing as part of the daily WHS check.</li> <li>- Excursion bag with sunscreen and water bottles.</li> <li>- Existing safety discussions about sun safety.</li> </ul>	3	<ul style="list-style-type: none"> <li>- Children will be given regular drink breaks throughout the day to ensure they remain hydrated.</li> <li>- When outdoors children and staff will be expected to wear hats at all times.</li> <li>- Children without a hat will be given one from the Centre.</li> </ul>	All staff

## 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
<b>VERY HIGH</b> - Kill or cause permanent disability or ill health	1	1	2	3
<b>HIGH</b> - Long term illness or serious injury	1	2	3	4
<b>MEDIUM</b> - Medical attention and several days off work	2	3	4	5
<b>LOW</b> - First Aid required and no time off work	3	4	5	6



**EPPING HEIGHTS  
OSHC**

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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:



<b>Risk Management Plan for School Groups</b>	
<b>Guest: Epping Heights OSHC</b>	<b>Group Contact Person: Amy Parsons</b>
<b>Cinema :- Hornsby</b>	<b>Date of planned visit: 08.07.2019 &amp; 10/10/19</b>
<b>Cinema Manager: Brodie Hammond</b>	<b>Cinema's phone number: 9407 2728</b>

#### **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.**