

# Risk Assessment for Movie Night and Popcorn



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## Reviews

Completed By	Revision Date	Approved By	Approval Date
R Shanks	24/7/2018	A Daykin	24/07/2018

Risk level	Action required/approval
<b>Low</b> Little chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

### Description

Movie Night and Popcorn on the Big Screen  
Movie night and popcorn can be either a indoor or outdoor activity (weather dependent/availability)

### Minimum Supervision

At least 1 qualified Activity Instructor is to be present to run Movie Night and Popcorn

### Recommendations

It is strongly recommended that at least 2 group teachers/supervisors are present to assist with student behaviours  
Night Activities are recommended for participants of all ages.

### Qualifications

All Apex staff and contractors hold at a minimum ,one of the following qualifications /skills sets or other recognised skill sets/qualifications from another jurisdiction, along with mandatory First Aid/ CPR and QLD Blue Card, working with children check.

- Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the “real risks” associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

## Minimum Equipment/Facilities

First aid kit suitable for activity

Communication system

Electronic and other equipment that can be damaged by water is to be carried in water resistant containers.

Leaders are responsible for determining the equipment to be carried by all participants. The following communication equipment should be appropriate for the activity and area of operations.

- Phone-line at location
- Mobile phone
- UHF Radio

Movie big screen and projector plus sound system. Appropriate power leads to and from safety power board.

Appropriate clothing and footwear

Leader will inspect the area and ensure its soundness before commencing the activity

Emergency management plan

Drinking water (students should not share drinking containers)

Vehicular access to within a reasonable distance of the activity in case of emergency

Insect repellent

<b>Hazards/Risks</b>	<b>Control Measures</b>
<p><b>Biological material</b></p> <ul style="list-style-type: none"> <li>• Bodily fluids (e.g. blood, sweat, saliva)</li> <li>• Consumption of food popcorn drinks/choking</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity.</li> <li>• All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</li> <li>• Have sufficient and suitable containment material (bandages, etc) available</li> <li>• Qualified CPR first aid staff present at activity</li> </ul>
<p><b>Animal bites/ diseases</b></p> <ul style="list-style-type: none"> <li>• Insects</li> <li>• Dangerous/ poisonous organisms</li> </ul>	<ul style="list-style-type: none"> <li>• If seating outside make participants aware of ants etc. before sitting.</li> <li>• Movie night instructor to check area for ant nests before setting up out door cinema</li> <li>• Supply and provision of insect repellent</li> </ul>
<p><b>Environmental conditions</b></p> <ul style="list-style-type: none"> <li>• Weather</li> <li>• Surfaces</li> <li>• Surrounds</li> <li>• Temperatures</li> <li>• Isolation</li> <li>• Plants</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure students bring appropriate clothing</li> <li>• Assess weather conditions before and during activity (e.g. temperature, storms)</li> <li>• Check and assess surrounds for loose items, debris and hazards and suitability of participants.</li> <li>• Consider hazards associated with types of fencing material, gates and other infrastructure.</li> </ul>
<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Equipment failure</li> <li>• Screen deflating</li> <li>• Volume of speakers too loud</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular equipment checks prior to start of sessions.</li> <li>• Check for worn or faulty equipment</li> <li>• Supply all equipment in a clean and serviceable condition</li> <li>• Check equipment before use</li> <li>• Provide specific training in and awareness of safety requirements.</li> <li>• Volume check at closest seated area</li> </ul>
<p><b>Physical</b></p> <ul style="list-style-type: none"> <li>• Noise level of audio</li> <li>• Cramps</li> <li>• Exhaustion and fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the suitability and competency of students participating in the activity</li> <li>• Constantly monitor students for fatigue and exhaustion</li> <li>• Set a distance of no closer than 10 metres to speakers which generate audio. Movie night instructor to set audio to a level which is not excessive and could damage participants hearing.</li> </ul>

Hazards/Risks	Control Measures
<p><b>Students</b></p> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> <li>• Child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission including relevant medical information</li> <li>• When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, Epipen, etc)</li> <li>• Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers</li> <li>• Ensure there is adequate adult supervision</li> <li>• Participants travel together in teams of 4-6</li> <li>• Participants briefed on activity boundaries, correct radio protocols and contingency procedures in the event of external interference during activity</li> <li>• Activity utilises frequencies with minimal radio traffic</li> <li>• Roaming supervising Staff supplied with radios monitor movements of groups on site</li> <li>• Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.</li> </ul>

<p><b>Emergency Procedures</b></p> <ol style="list-style-type: none"> <li>1.Effect Rescue as required.</li> <li>2.Conduct First Aid as required.</li> <li>3.Contact Emergency Services via mobile phone, radio.</li> <li>4.Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>5.In the event of serious injury, suspend activity until incident can be investigated</li> </ol>	<p><b>Teacher/group leader responsibilities</b></p> <ul style="list-style-type: none"> <li>• Inform &amp; liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)</li> <li>• Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff</li> <li>• Monitor &amp; take charge of behavioural issues if needed and attend to any pre-existing medical conditions</li> </ul>	<p><b>Participant Briefing Instructor should cover:</b></p> <ul style="list-style-type: none"> <li>•Challenge by Choice Philosophy</li> <li>•Session Objectives</li> <li>•OH&amp;S Brief</li> <li>•Safety Brief</li> <li>•Equipment Familiarisation</li> <li>•Skills Demo &amp; Practice</li> </ul>	<p><b>Participant Requirements</b></p> <ul style="list-style-type: none"> <li>•sunscreen, insect repellent</li> <li>•medication (if relevant)</li> <li>•water bottle</li> <li>•fully enclosed shoes, hat</li> <li>•minimum of sleeved shirt that covers midriff when arms are raised</li> <li>•shorts/leggings that preferably cover knees (to prevent grazes)</li> <li>•hair tied back, jewellery removed</li> </ul>
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