

Risk Assessment for School Group bookings

Sealife Melbourne 2021 (Version 6.1)

Last Updated 30/10/2021



School Excursions to SEA LIFE Melbourne Aquarium

The following information provides background information for teachers planning a school excursion to **SEA LIFE Melbourne Aquarium**. This information is designed to assist teachers prepare a **RISK ASSESSMENT** for their excursions

COVID-19 Safety Plan

In line with the Department of Education's Operation Guides for Schools and Excursions as well as the Victorian Governments COVID safe guidelines, SEA LIFE Melbourne has a detailed COVID-19 management plan for the safe running of school excursions.

Please contact the Education team at: education@melbourneaquarium.com.au for a copy of the plan.

Arrival and Departure:

Guided School Groups: Schools should plan to arrive before their scheduled session time to organise your school intro required groups and /or to have a quick food break prior to commencing the tour. Guided groups enter and exit from the School Group entrance located on **King Street**.

When arriving all teachers, carers, and any students over the age of 16 will need to check in using the Victorian Government's QR code system and provide proof of Vaccination.

Self-Guided Groups: Teachers are to check in at the front entrance with a member from reception who will confirm numbers and ask teachers, carers, and students over the age of 16 to check in using the Victorian Government's QR code system.

Working with Children's Checks

All Education Supervisors and Guest Experiences staff have current and approved Working with children checks as per the Victorian working with children Act 2005.

SEALIFE Melbourne Aquarium staff are responsible for the following duties only; facilitating school groups, admission/payment procedures, meet and greet procedures, presenting presentations to the public, café and gift shop sales and attending rock pools.

At all times, teachers/carers are the direct supervision for all students for the extent of their visit to SEALIFE Melbourne Aquarium.

Access to the Aquarium

Guided – Entry and exit for Guided school groups in on King Street at the School entry. There is a ramp accessible from the outside and a small set of steps before the door.

Self-Guided - Public entry and exit to the Aquarium is via the front doors located on Flinders St. Exhibits are on multiple floors and a series of ramps give access to all exhibits.

Students are advised to always walk, not to block corridors and to use ramps and walkways in a safe and responsible manner. Students with mobility requirements are encouraged to use the lifts provided at either end of the Aquarium, adult supervision is recommended.

Entry to Melbourne Aquarium

Before or After Excursion Guided groups will experience all of the exhibits in the Aquarium during the allocated 2 hour session. School groups are not permitted to enter the Aquarium before or after their session as those times are allocated to other school groups and impact the overall capacity limits of our venue.

Exhibit Area Opening in 2000 the award winning SEA LIFE Melbourne Aquarium is one of Victoria's premier tourist attractions. With 12 themed zones to explore and close to 10,000 creatures, SEA LIFE Melbourne Aquarium presents an educational and entertaining journey from the coast to the ocean depths. A mixture of general public, primary and secondary students will be in the Aquarium at most times. Visitors are requested, as much as possible, to move through the Aquarium in a one way direction to assist with crowd control and traffic flow. The Rock Pool is attended by Aquarium staff from 10am – 5.00pm during Term (9.30-6pm during weekends and school holidays).

Gift Shop

Any students visiting the Gift Shop need to be in groups of no more than 10 with a supervising staff member. Please note at this time the Gift shop is **CARD ONLY** and cash is not being accepted.

Cafes

No guided or self-guided groups are permitted to utilise seating within the café area.

Lunch areas are not designated within the Aquarium

Due to fair and safe use of the building, limited capacity for visitors and safety concerns there are **no areas for students to eat within the building for either Self-guided and Guided groups**. Suitable areas are available on the banks of the Yarra to the east of the building or parks next to the Aquarium. It is the responsibility of schools to be prepared for any alternative wet-weather arrangements.

Toilets

Toilets are located on levels B1, Ground and Level 1.

Access and inclusion

The Aquarium is a fully accessible building, with ramp and lift systems throughout. Students with mobility requirements are encouraged to use the lifts provided at either end of the Aquarium, adult supervision is required.

Accessible bathrooms are found at the following locations:

- Ground Floor close to the Coral Café and Penguin exhibit
- 1st Floor – at the Crocodile exhibit end of Rainforest Adventure level.
- B1 – next to Lionfish display

Fire Exits and Evacuation

The Aquarium has clearly marked Fire Exits in all public areas and complies with Fire Control regulations. SEA LIFE Melbourne Aquarium senior staff members have been formally trained in emergency evacuation procedures.

First Aid

A First Aid Kit is located at the SEA LIFE Melbourne Aquarium Guest Services Desk and between 9am and 5pm. Additionally, a First Aid Room is available onsite. There are formally trained First Aid officers on site. For First Aid assistance please contact any of the SEA LIFE Melbourne Aquarium team who will organise the First Aid assistance.

Supervision Levels

Supervision of all students in the Aquarium is wholly the responsibility of the teachers/carers, regardless of age, year level, guided or self-guided. Please note that the Aquarium is a busy public building and students need direct

supervision at all times, including in the toilets. Schools/organisations must ensure their children and adults are easily identified as part of your group (eg. Lanyards, vests).

Lost child procedure

Should you lose a student in the building, contact the nearest staff member.

Insurance cover

SEA LIFE Melbourne Aquarium has the appropriate Public Liability Insurance in place to cover injury and damage. A Certificate of Currency of Insurance can be supplied on request via email at education@melbourneaquarium.com.au

Lost property

SEA LIFE Melbourne Aquarium takes no responsibility for lost items. Any items found in the Aquarium are placed in Lost Property, located at the Guest Services Desk. Schools lose many items so students should be encouraged to be responsible for their own belongings. During your visit it is strongly advised for teachers and students to keep their belongings with them or leave them on the bus.

Payments

SEA LIFE Melbourne Aquarium will issue a Booking Confirmation quote on booking. On the day of your visit, attendee numbers will be recorded, and an updated invoice emailed to the school within the following week, with a fortnight to settle payment. Students cannot pay individually. In the event of a cancellation, the SEA LIFE Melbourne Aquarium requires 10 business days' notice. Notifying us of any changes within these time frames will ensure that you avoid paying a cancellation fee.

Student behaviour

Students should be aware that there may be members of the public in the Aquarium during their visit. Therefore, we ask that teachers outline the following Code of Conduct and monitor student behaviour on the day.

Students should:

- Always behave in a courteous and responsible manner, including being mindful of noise levels.
- Behave safely and walk, not run inside the Aquarium.
- Refrain from throwing any items into open tanks.
- Refrain from putting their hands into open tanks, apart from the Rock Pools where instructed.
- Place all rubbish in the bins provided.
- Respect the animals and at the Rock Pools follow the instructions of the Team Member on duty there.

SEA LIFE Melbourne Aquarium reserves the right to remove any students from the Aquarium if their behaviour is disruptive or dangerous. A teacher will be required to supervise such students outside the building.

We expect teachers to ensure that this Code of Conduct is adhered to.

For more information contact SEALIFE Melbourne Aquarium's Education team at education@melbourneaquarium.com.au