

# Hologram Zoo Melbourne

## School Excursion Risk Assessment

### *Teacher Information and Venue Controls*

<b>Venue</b>	Hologram Zoo Melbourne	<b>Address</b>	24 Charter St, Ringwood
<b>Phone</b>	03 8736 1312	<b>Email</b>	admin@hologramzoo.melbourne
<b>Prepared by</b>	Hologram Zoo Melbourne	<b>Applies to</b>	School excursions, OSHC groups and supervised educational visits
<b>Review date</b>	12 months from issue	<b>Version</b>	Website issue

### **Purpose**

This document is provided for teachers and school administrators planning an excursion to Hologram Zoo Melbourne. It outlines the main foreseeable hazards associated with a supervised visit and the control measures in place to reduce risk. It should be read together with the venue's booking confirmation, session instructions, and any specific student support plans supplied by the school.

### **Activity overview**

- Students attend an indoor, staff-led immersive holographic experience.
- Sessions typically include guided movement between themed areas and viewing of projected digital content.
- There are no live animals, no physical rides, and no water-based activities.
- The experience may include low lighting, sound effects, moving projected imagery, and optional 3D viewing glasses.

### **Suitability and supervision**

- The venue is designed to be accessible and can accommodate wheelchairs and most mobility aids.
- Students must remain under school supervision at all times.
- A minimum supervision ratio is recommended in line with school policy, with active adult supervision in each group.
- Schools must advise Hologram Zoo in advance of any students requiring individual risk controls, behaviour support, medical support, or sensory adjustments.

### **Risk rating guide**

<b>Rating</b>	<b>Meaning</b>	<b>Examples</b>	<b>Action</b>
Low	Unlikely and minor consequence	Brief stumble, minor discomfort	Managed with routine supervision

This excursion has been assessed as a generally low-risk activity when normal supervision and venue instructions are followed.

## Excursion Risk Assessment

The table below summarises the key foreseeable risks for a standard school group visit.

Hazard	Potential risk	Existing controls	Residual risk
Arrival / departure and bus drop-off	Students moving between vehicle, footpath and venue entry may be exposed to traffic, crowding or separation from the group.	Teachers remain responsible for student head counts and safe road/footpath supervision during arrival and departure. Hologram Zoo provides clear entry instructions and staff guidance where practical.	<b>Low</b>
Slips, trips and falls	Low light, movement between spaces, bags, footwear or inattention may create trip hazards.	Pathways are kept clear and maintained. Staff provide orientation at the start of the session. Students are instructed to walk, not run, and to keep bags in designated areas where possible. Teachers actively supervise movement.	<b>Low</b>
Minor collision with walls, fixtures or other students	Students may become distracted by projected imagery and briefly lose spatial awareness.	Sessions are staff-led, with controlled group movement. Students are reminded to move slowly and stay with their group. Group sizes can be managed to avoid congestion.	<b>Low</b>
Sensory overload / distress	Some students may be sensitive to low lighting, sound, enclosed spaces, moving imagery, or novelty of the experience.	Schools are encouraged to advise of sensory needs before arrival. Staff can discuss adjustments where practicable (for example, seating position, pacing, or allowing a short break). Teachers/support staff remain responsible for individual student regulation and withdrawal if needed.	<b>Low</b>
Photosensitive or medical reaction	A small number of students may be affected by flashing or moving visual content, migraine triggers, anxiety, or other medical conditions.	Schools must disclose relevant medical conditions and provide required medication/support plans. Staff can advise on content style and discuss reasonable adjustments. Teachers/support staff retain responsibility for student medication and emergency response in accordance with school policy.	<b>Low</b>
Behavioural incident	Running, pushing, horseplay, refusal to follow instructions, or unsafe use of space may affect the student or others.	The school remains responsible for student behaviour management. Venue rules are given at the start. Hologram Zoo staff may pause or stop an activity if safety is compromised.	<b>Low</b>
Emergency evacuation	In the event of fire alarm, medical emergency, power issue or other incident, the group may need to evacuate promptly.	Trained staff direct evacuation to the designated assembly area. Emergency exits are maintained and kept clear. Teachers are responsible for student roll checks and ongoing supervision once outside.	<b>Low</b>
Infection control / hygiene	Shared surfaces or optional shared items (such as 3D glasses) may contribute to spread of common illness.	Routine cleaning is undertaken. Shared items are cleaned between groups where applicable. Schools should not attend if students are unwell with infectious symptoms and should follow their own illness exclusion requirements.	<b>Low</b>

Accessibility / mobility support	Students using wheelchairs, walkers, or requiring physical support may need additional time and space to move safely.	The venue is accessible, with wheelchair-friendly access and accessible amenities. Schools must provide adequate support staff for students requiring mobility or personal care assistance. Individual access questions can be discussed before the visit.	<b>Low</b>
Green screen photo studio	Students may encounter a minor trip hazard where the floor vinyl meets the carpet. There is also a risk of crowding or interference with camera equipment if students move around the area unsafely.	The photo booth is staff-directed and used under teacher supervision. The edge of the floor vinyl is monitored and, where required, taped down to reduce trip risk. Students are instructed to walk carefully and must not touch the camera or other equipment.	<b>Low</b>
Merchandise area	A small retail area may create congestion, distraction, or minor trip risk if students cluster while browsing.	Teachers supervise students while browsing. Access can be limited or staggered where needed to avoid congestion. Walkways are kept clear. Stock is predominantly soft push merchandise, with minimal breakable items on display.	<b>Low</b>
Café / refreshment area (not a core excursion area)	If accessed, the café may present minor slip risks from spills or general movement in an adjacent space.	The café is separate from the main excursion route and can be closed off entirely with a heavy curtain when not in use. It is not required for the standard program. Any access is at school discretion and under teacher supervision. Spills are attended to promptly if the area is open.	<b>Low</b>

## School responsibilities before attendance

- Review this risk assessment and determine suitability for the attending year level / cohort.
- Provide sufficient teachers, education support staff and/or carers for the needs of the group.
- Advise Hologram Zoo in advance of allergies, mobility needs, medical plans, behavioural risks, or students who may require sensory adjustments.
- Ensure the school first aid kit, medications and emergency contact procedures are brought and managed by school staff.
- Brief students before arrival regarding expected behaviour, walking safely, and following teacher and venue instructions.

## Hologram Zoo responsibilities

- Maintain the venue in a clean and safe condition.
- Provide staff induction / safety instructions at commencement of the session.
- Lead the programmed experience in an orderly manner.
- Maintain emergency and evacuation procedures.
- Communicate with the school regarding any significant known venue-specific issue that may affect the visit.

## Important note

This document is a general risk assessment for a standard supervised excursion. It does not replace the school's own excursion approval process, student-specific risk assessments, medical management plans, or duty of care obligations. Schools should contact Hologram Zoo Melbourne before the visit if a student or group requires tailored controls.