

Event Risk Management Plan Proforma			
Department Name	Drama	Manager	John Benson
Event Description	State Drama Festival 2018	Venue	Seymour Centre
Venue Web Address	www.seymourcentre.com	Abbrev	Seymour Centre
Insurance	Does the venue have public liability cover? Yes	Venue Phone No.	9351 7944
Date/s	22-26 October 2018	Student Yrs/ Number	K-12
Coordinator	Jane Simmons	Program	Drama
Contact Number	8512 1179	Venue Risk Assessment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
Accompanying Staff	Jane Simmons, The Arts Unit; Beth Rosser, The Arts Unit; Jacqueline Guy Macpherson, The Arts Unit; Fiona Hallenan-Barker, The Arts Unit; STAGE MANAGEMENT TEAM: Sorie Bangura - Stage Manager; Christopher Snape - Lighting Designer; Karen Birrell Lambton High School; Annie Devine - Arts Coordination Officer; Lyndell Walsh Thomas Reddall High School; TUTORS Libby Campbell, Sydney SC Balmain Campus; Stephanie Merriman, Crestwood High School; Alexandra Ibbotson, North Sydney Boys High School; Sue Musgrove, Balgowlah Heights Public School; Rachel Coleman Epping Boys High School; Pete Davidson - Cammeraggy High School; Megan West Callaghan College Jesmond Campus; Ellen Osborne Gynea Technology High School. For full details contact The Arts Unit 02 8512 1175, drama.artunit@det.nsw.edu.au.	Evacuation/ Lockdown Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
		Map of Venue	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A
		The above are attached	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A

Risk Assessment Rating Likelihood Rating

Extreme Risk	1	Action to rectify the risk should commence immediately	Almost Certain	1	The identified risk is almost certain to occur
High Risk	2	Action to rectify the risk should commence immediately	Likely	2	There is a distinct and real likelihood for the identified risk to occur
Medium Risk	3	Action to rectify risk should occur in immediate future	Possible	3	There is a possibility for the identified risk to occur on some occasions
Low Risk	4	Action to rectify risk should occur when risk occurs	Unlikely	4	It is unlikely but possible for the identified risk to occur
Minimal Risk	5	Action to rectify risk should occur when risk occurs	Rare	5	The occurrence of the identified risk is rare and very unlikely to occur
No Risk	6	No further action to rectify risk necessary	No Likelihood	6	No further action to rectify risk necessary

Risk Management Plan Proforma: Event/ Excursion/ Tour

Activity	Hazard Identification & Associated Risk	Asses. Rating use matrix	L'Hood Rating use matrix	Elimination or Control Measures	Assess Risk After Control use matrix	Risk Owner	When
Event Planning							
Event Planning	Damage to the reputation of the department	4	5	a) Plan approved prior to an event including evaluating prior event.	5	Jane Simmons	Prior
				b) Evaluation of prior events conducted to ensure reputation is upheld.	5	Jane Simmons	Prior
				c) Rehearsal coordination and implementation monitored at all stages.	5	Festival Staff	Prior
Event Planning	Financial risk to the department	3	4	a) Budget planning completed and approved prior to event minimising financial risks. Contingency built in and contractual agreements in place.	4	Jane Simmons	Prior
				b) Contingency built into budget to cover cost increases.	4	Jane Simmons	Prior
				c) Contractual agreements in place with the Seymour Centre.	4	Jane Simmons	Prior
Child Protection							
Child Protection Threat by others	Personal threat to any child involved in the festival including students becoming lost/ isolated or injured due to poor supervision.	3	4	a) Child Protection strategy implemented. All committee, staff, contractors and supervising teachers to complete child protection documentation (Working with Children Checks/ Employments Screening).	4	Jane Simmons	Prior
				b) Schools and teachers aware of Duty of Care requirements. Teacher and coordinator vigilance. Students informed of stranger danger and out of bounds/ areas.	4	All staff	Prior
				c) Adequate student/DoE teacher supervision at the venue at all times. Frequent patrol by DoE staff to ensure no unauthorised entry to the site. Teachers to advise students to look for DoE staff members and/or teachers with Department of Education badge/ lanyard or T shirt identification if help is needed.	4	All staff	During
				d) Teachers to complete student roll / mark off upon entry and exit.	5	DoE Staff	During
				e) Seymour Centre map supplied to teachers. Venue clearly signed.	5	Festival Staff	Prior
				f) Local area command notified prior to event of large numbers of students attending. Coordinator to keep a record of LAC officer reported to.	5	Jane Simmons	Prior
				g) Venue security to be notified if needed.	5	Jane Simmons	During

Venue Risks

Seymour Centre - Access/ Egress Registration and sign out procedres on arrival and departure	Safety of access to and from the premises including wheelchair access and physical injury to students	4	5	a) Seymour Centre Map and Risk Assessment information and evacuation plan communicated to participating schools via teacher's handbook and email. All staff/ teachers/ parents advised of correct access and egress points.	5	Jane Simmons	Prior
				b) Teachers to accompany students to and from the venue.	4	DoE Staff	During
				c) Wheelchair access advised and available. Disabled students and/or students in wheelchairs to be advised of access point.	5	Festival Staff	Prior
				d) Teachers/ parents aware of meeting point and safe drop off points. Sign in desk supervised by DoE staff – all teachers to register and collect ID if needed.	4	DoE Staff	During
				e) DoE staff to sign on schools on arrival and direct to venue meeting place. All teachers to give copies of student roll to staff at sign in	5	DoE Staff	During
				f) Teachers informed by venue staff to ensure valuables are kept close at all times.	5	All staff	During
				g) Ushering of students into building monitored by DoE staff and venue staff. Students will need to listen carefully to ensure safe movement. First aid kit, including epi pen on hand at all times.	4	DoE Staff	During
				i) REHEARSAL – Students may be separated and sitting away from direct supervision. Teachers aware of Duty of Care requirements and organise adequate teacher to student ratio – or ask teacher from another school to share supervision.	4	DoE Staff	During
				j) EXIT - Students to be assembled in a safe area before teachers take them away from the venue. Parents to be informed of safe collection point if necessary (main concourse). Teachers to check and to report any students who are unaccounted for immediately.	4	DoE Staff	During
h) DoE staff to stay at venue until all students/teachers has left. The convenor will remain until all children are collected or accounted for. DoE staff to phone teacher/school/parent contact in the event of a lost student. If no contact can be made police are to be informed. Child protection strategies implemented by trained staff.	4	Festival Staff	During				

Seymour Centre - Emergency Services required	Police, Ambulance and Fire	4	4	a) Multiple telephones including mobile phones available to contact emergency services.	5	All staff	During
				b) Clear access routes maintained.	5	All staff	During
Seymour Centre – injury due to crush or panic	Injury due to WH&S related injury or caused by evacuation of venue - Crush/Panic	4	4	a) Seymour Centre Map and site specific risk assessment information and evacuation plan communicated to participating schools	5	Jane Simmons	Prior
				b) All staff and teachers to sign attendance rolls. School risk assessment information distributed to all participating schools prior to event.	4	Jane Simmons	Prior
				f) DoE provides adequate staff to supervise student participants.	4	DoE Staff	During
Seymour Centre - Terrorism	Physical and Psychological damage to participants	4	4	a) Security plan in place. Venue staff are trained in emergency procedures and comply with internal WHS procedures.	5	Venue Staff	During
				b) Evacuation plan followed as per venue instructions which have been communicated on arrival including assembly points. First aid treatment administered if required.	5	All staff	During
				c) Emergency procedures followed.	5	All staff	During
				d) Emergency services including security/police/ambulance/fire and hospitals notified.	5	All staff	During
				e) Emergency warning and intercom system used	5	Venue Staff	During
				f) Students held in secure area.	5	All staff	During
				g) First aid on site.	5	All staff	During
Seymour Centre – Fire	On site fire extinguishers maintained to relevant regulations and standards by venue.	4	5	a) Seymour Centre and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers handbook.	5	Jane Simmons	Prior
				b) On site fire extinguishers maintained to relevant regulations and standards by venue.	5	Venue Staff	Prior
				c) Fire procedures indicated on evacuation plan clearly marked.	5	Venue Staff	Prior
				a) Seymour Centre has a fully compliant sprinkle system in operation.	5	Venue Staff	Prior
				b) Fire extinguishers located within the venue. Emergency services called to attendance.	5	Venue Staff	Prior
Seymour Centre – Electrical Injury/ Power failure	Independent backup emergency lighting available and tested by venue.	5	5	a) Venue representative briefs DoE staff re emergency procedures and evacuation assembly points, fire extinguishers, sprinklers, security and first aid.	5	Venue Staff	Prior

Work Health and Safety

Seymour Centre - WH & S Risk: Related injury	Trip and similar hazards/ accidental injury.	4	4	a) WH & S guidelines adhered to by venue: venue staff conversant with WH & S procedures, public entrance areas to be kept clear at all times, clear all trip hazards from the rehearsal area. Technical suppliers to ensure that all cabling is secure and free of trip hazards. Front of stage and other areas clearly marked by venue stage management team.	4	Venue Staff	During		
				c) Student participants supervised at all times by teachers/parents and DoE staff with relevant training to carry out emergency CPR.	4	DoE Staff	During		
				d) First aid officer available for immediate care. First aid kit, including epipen, readily available.	4	DoE Staff	During		
	Bump In/ Bump out					b) WH&S Guidelines for lifting and moving heavy items adhered to by all involved.	5	All staff	During
						Documented procedures and risk assessment available to staff prior to rehearsal	5	Venue Staff	Prior
						First Aid kit provided by site manager, and available on site	5	Venue Staff	During
						Emergency care administered by site manager and emergency services called to attendance.	5	Venue Staff	During
Seymour Centre - WH & S Risk Damage to the venue	Damage to venue, pre/post/during performance	4	5	a) Professional technical crew approved by venue for bump in under the direction of coordinator	5	Venue Staff	Prior		
				a) Ongoing site inspection and incident reporting procedures set in place.	5	Festival Staff	During		
				b) Clear signage to be used around any damaged area.	4	Venue Staff	During		
				d) Teachers supervise students at all times. Teachers advised at information meeting to avoid identified hazards.	4	DoE Staff	During		
Venue WH & S Risk Venue Safety	Work health and safety related injury			a) WH&S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance adhered to by venue staff.	4	Venue Staff	During		

		4	4	b) Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures.	4	Festival Staff	Prior
				c) Students supervised at all times by accompanying staff.	4	DoE Staff	During
				b) Air-conditioning maintained by venue	5	Venue Staff	During
				c) Adequate toilet facilities available at venue.	5	Venue Staff	During
				d) Hazardous chemicals identified & labelled by venue.	4	Venue Staff	Prior
				e) Rubbish bins to be cleared by venue.	4	Venue Staff	During
				f) Rehearsals not held near any area designated for refuse collection.	5	Festival Staff	During
Seymour Centre WH & S Risk: Hygiene	Hygiene – food service and facilities			a) All food served handled hygienically; old food stuffs removed at the conclusion of meal time.	5	All staff	During
Venue WH & S Risk: Injury of students	Trip or slip hazards, workplace health and safety related injury	4	4	a) Seymour Centre map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.	5	Jane Simmons	Prior
				a) Students reminded to walk at all times in the venue.	4	DoE Staff	During
				c) Student to follow directions from teachers / DoE staff directing them to upper levels, particularly on the stairs.	3	DoE Staff	During
				d) Students to be made aware of the danger of injury from electricity and leads from equipment.	4	DoE Staff	During
				e) Adequate student/ teacher/ adult ratio – teacher supervision on stage.	4	DoE Staff	During
				f) Students informed of out of bounds areas and supervised at all times. Front of stage and other areas clearly marked by stage management team.	4	DoE Staff	During
				g) First aid kit, including Epipen, located side of stage as well as first aid treatment being available by the venue.	4	Festival Staff	During

Rehearsal and Event


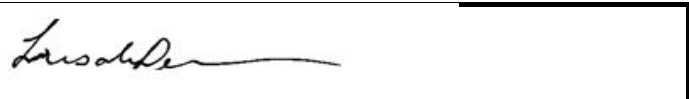
Rehearsal and Event	Physical injury to students whilst engaged in rehearsals, performances and workshops	4	4	a) Brief students at the beginning of rehearsals, performances and workshops to work within physical limitations.	4	Festival Staff	During
				b) All students are to follow the coordinators instructions as per the rehearsal code of conduct.	4	DoE Staff	During
				c) Teachers informed that no student is to be performing unless directed to by their coordinator at all times.	4	Festival Staff	During
				d) Brief tutors on the nature of the students they will be working with.	4	Festival Staff	During
Rehearsal and Event	Artform specific activity	4	4	a) Movement on and off the stage contained within the small space.	4	DoE Staff	During
				c) All areas around the back of the stage areas are lit.	4	Venue Staff	During
				d) Rehearsals will include the movement to and from the dressing room area to the stage space.	4	Festival Staff	During
				e) All students are briefed by teachers regarding appropriate safe movement in and around the theatre.	4	DoE Staff	During
				f) DoE working as crew on the production will be briefed on safety in the venue by the director/ coordinator.	4	Venue Staff	Prior
				h) All sound levels checked for appropriate levels by safety officer and stage manager.	5	Festival Staff	During
				i) All action sequences within the play/ dance will be thoroughly rehearsed.	4	Festival Staff	During
				j) Props/set elements will be used with safety. Set is static. No lifting of prop or set required by cast during the show.	4	Festival Staff	During
				b) All crew (external hires) will use safe lifting procedures.	4	Venue Staff	During
				l) All art materials are non-toxic; all tools are well maintained and where appropriate safety tools (eg safety scissors, wooden easels) and protective equipment (eg. eye protection, aprons, rubber gloves) are used.	4	All staff	Prior
c) Students prior to events are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used,	4	DoE Staff	Prior				

Rehearsal and Event	Current Medical conditions of participants	3	3	a) DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of EpiPen.	3	DoE Staff	During
				b) Supervising teachers responsible for any students within their group with special medical needs – follow Department Excursion Policy.	4	DoE Staff	During
				c) Schools to identify to staff and or students with a particular medical condition.	4	DoE Staff	During
				d) First Aid kit, including epiPen on hand	3	DoE Staff	During
				e) Emergency numbers on hand.	5	DoE Staff	During
Rehearsal and Event	Potential need to provide an emergency response	3	3	a) Students diagnosed as being at risk of anaphylaxis have ASCIA action plan for Anaphylaxis and adrenaline auto injector stored together in an accessible location, known to supervising teacher.	4	DoE Staff	Prior
				b) Student on individual health care plans are identified to staff and a copy of their ASCIA plan is attached to the student roll for their school.	4	DoE Staff	Prior
				c) Additional general use auto injectors needed, check dates, and stock first aid kits accordingly including ensuring a copy of the general use injector poster.	4	TAU Staff	Prior
				d) Remind schools to check use by dates of student's personal auto injectors.	4	Festival Staff	Prior
				e) Students identified by schools as at risk of anaphylaxis to be supervised by trained DoE responsible teacher.	4	DoE Staff	During
				f) First aid and mobile telephones available to contact emergency services if necessary.	4	All staff	During
In Between Rehearsal and Event							
Supervision in between performances/ meal breaks	Injury/ accident by students	4	4	a) Students supervised throughout meal breaks/ in between shows. Parents can give permission for students to be unsupervised during these meal breaks and in between shows rehearsals.	5	DoE Staff	During

Diet and food during excursions including eating out at different venues	Food Allergies	3	3	a) Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit.	4	All staff	During
Surrounding Venue	Walking to and from and around venue – building site, vehicles, uneven footpaths and pollen from trees.	4	4	a) Seymour Centre map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.	5	Jane Simmons	Prior
				b) Teachers and parents advised to closely supervise their groups and to exercise duty of care at all times.	5	Festival Staff	During
				c) Teachers are asked to advise parents of a safe collection point. DoE staff and venue staff on hand until all students are collected.	5	Festival Staff	During
Weather	Wet weather/ extreme heat	4	4	a) Schools advised prior to the event to bring wet weather gear (raincoats, warm clothing) in the event of wet weather.	3	Jane Simmons	During
				b) Schools sun smart policies of applying SPF and wearing hats should be enacted. DoE staff advised of sun smart policies."No hat play in the shade" policy.	3	DoE Staff	During
Damaged or stolen property	Theft	3	4	a) Students are advised to bring only essential items to the venue.	4	Festival Staff	During
				b) Participants are responsible for any valuable item brought into the venue.	4	Festival Staff	During
Publicity							
Social media	Social media and photography	3	3	a) No electronic devices are to be used in the venue without DoE staff permission.	4	DoE Staff	During
				b) Students will be advised to refrain from using images and text on social media that may be harmful to the reputation of the DoE and or other students.	4	DoE Staff	During
Cash Handling							
Cash handling financial management	Cash onsite			a) Money on site generated from the sale of programs and t-shirts to be stored securely at the venue.	5	TAU Staff	During

		3	4	b) Revenue generated to be accounted for as per DoE financial guidelines. Three person count with signature.	5	TAU Staff	During
				c) Revenue documentation completed at the time of counting and verified by DoE staff.	5	TAU Staff	During
				d) Minimal float kept at selling point.	5	TAU Staff	During
Cash Collection within workplace	Cash transportation around workplace grounds.	3	4	a) Ensure cash is not visible during collection.	5	TAU Staff	During
				b) Vary the collection time and route.	4	TAU Staff	During
				c) Do not allow students to transport cash.	5	TAU Staff	During
				d) Monitor cash collection amounts.	5	TAU Staff	During
Cash Counting and processing	Cash is visible and accessible during processing.	3	4	a) Conceal cash through the use of a bag or other container that does not allow an onlooker to realise that cash may be within the container. Use more than one person to transport cash.	5	TAU Staff	During
				b) Vary the times, routes, containers and persons that transport cash to and from the venue.	4	TAU Staff	During
				c) Keep all information regarding security and cash handling procedures confidential, informing only the persons who are involved with the process.	5	TAU Staff	During
Inadequate post robbery response	Injury or shock	4	5	a) Include robbery response planning and post robbery response strategies in the workplace emergency procedures.	5	TAU Staff	During
				b) Train all employees in the robbery response plan.	5	TAU Staff	Prior

Other important information not already mentioned :	<p>Safety Alert No 61 ASCIA Allergic Reaction, Anaphylaxis and General Action Plans Updated;</p> <p>Safety Alert No 67 Changes to EpiPen Instructions</p>
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Venue and safety information saved to risk management file folder and attached for the endorser to see.		
Venue Map	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Lockdown Procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Evacuation procedures	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Venue provided risk assessment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Other documentation attached. i.e. Public liability/ Venue Specific additional Risk Assessment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Details: Seymour Centre Schools Risk Assessment; Safety Alert No 61 ASCIA Allergic Reaction, Anaphylaxis and General Action Plans Updated; Safety Alert No 67 Changes to EpiPen Instructions
Are there any assessed risks after controls at a medium or higher level to be escalated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Details (if any):
Plan prepared by	Beth Rosser	
Prepared in consultation with	Jane Simmons	
Name of Coordinator:	Jane Simmons	Signature  Date 13/09/2018
Name of Endorser:	Lisa van den Dolder	Signature  Date 13/09/2018
Once approved this signed document will be sent to		Date sent
Participating schools	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Staff working on the event	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Venue Staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	
Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Details:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident of significant change occurs.

Event Planning	Damage to the reputation of the department	N/A	1 a) Plan approved prior to an event 2 b) Evaluation of prior events conducted to ensure reputation is upheld.
		1	
		2	3 c) Rehearsal coordination and implementation monitored at all stages.
		3	4 Not Applicable
		4	5
		5	

Event Planning	Financial risk to the department		a) Budget planning completed and approved prior to event minimising financial risks. b) Contingency built into budget to cover cost increases. c) Contractual agreements in place with the Seymour Centre. Not Applicable
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Child Protection	Personal threat to any child involved in the festival		a) Child Protection strategy implemented. All committee, staff, contractors and supervising teachers to complete child protection documentation (Working with Children Checks/ Employments Screening).
Threat by others			b) Schools and teachers aware of Duty of Care requirements. Teacher and coordinator vigilance. Students informed of stranger danger and out of bounds/ areas.
	Students becoming lost or isolated		c) Adequate student/DoE teacher supervision at the venue at all times. Frequent patrol by DoE staff to ensure no unauthorised entry to the site. Teachers to advise students to look for DoE staff members and/or teachers with Department of Education badge/ lanyard or T shirt identification if help is needed. d) Teachers to complete student roll / mark off upon entry and exit. e) Seymour Centre map supplied to teachers in email. Venue clearly signed. f) Local area command notified prior to event of large numbers of students attending. Coordinator to keep a record of LAC officer reported to. g) Venue security to be notified if needed. Not Applicable

Seymour Centre	Safety of access to and from the premises including		a) Seymour Centre Map and Risk Assessment information and evacuation plan communicated to participating schools via teacher's handbook and email. All staff/ teachers/ parents advised of correct access and egress points.
Access/ Egress	wheelchair access and physical injury to students		b) Teachers to accompany students to and from the venue. c) Wheelchair access advised and available. Disabled students and/or students in wheelchairs to be advised of access point.
Registration and sign out			d) Teachers/ parents aware of meeting point and safe drop off points. Sign in desk supervised by DoE staff – all teachers to register and collect ID if needed. e) DoE staff to sign on schools on arrival and direct to venue meeting place. All teachers to give copies of student roll to staff at sign in
procedures on arrival and departure			f) Teachers informed by venue staff to ensure valuables are kept close at all times. g) Ushering of students into building monitored by DoE staff and venue staff. Students will need to listen carefully to ensure safe movement. First aid kit, including epi pen on hand at all times. h) Onsite first aid available i) REHEARSAL – Students may be separated and sitting away from direct supervision. Teachers aware of Duty of Care requirements and organise adequate teacher to student ratio – or ask teacher from another school to share supervision. j) EXIT - Students to be assembled in a safe area before teachers take them away from the venue. Parents to be informed of safe collection point if necessary (main concourse). Teachers to check and to report any students who are unaccounted for immediately. k) DoE staff to stay at venue until all students/teachers has left. The convenor will remain until all children are collected or accounted for. DoE staff to phone teacher/school/parent contact in the event of a lost student. If no contact can be made police are to be informed. Child protection strategies implemented by trained staff. Not Applicable

<p>Seymour Centre Emergency Services required Police, Ambulance and Fire</p>	<p>a) Multiple telephones including mobile phones available to contact emergency services.</p> <p>b) Clear access routes maintained. Not Applicable</p>
<p>Seymour Centre– injury and/ or evacuation Injury due to WH&S related injury or caused by evacuation of venue - Crush/Panic</p>	<p>a) Seymour Centre Map and site specific risk assessment information and evacuation plan communicated to participating schools via teacher's workshop.</p> <p>b) Seymour Centre evacuation plan information disseminated to production staff at induction meeting.</p> <p>c) Seymour Centre evacuation policies and procedures explained to teachers/coordinators and students by the Production Manager and production staff on their arrival at the venue.</p> <p>d) Public areas well lit. Clear access routes maintained. Venue staff conversant with procedures and on hand to assist with evacuation. Public address system installed for coordinators to address students.</p> <p>e) All staff and teachers to sign attendance rolls. School risk assessment information distributed to all participating schools prior to event.</p> <p>f) DoE provides adequate staff to supervise student participants. Not Applicable</p>
<p>Seymour Centre - Terrorism I, J Physical and Psychological damage to participants</p>	<p>a) Security plan in place. Venue staff are trained in emergency procedures and comply with internal WHS procedures.</p> <p>b) Evacuation plan followed as per venue instructions which have been communicated on arrival including assembly points.</p> <p>c) Emergency procedures followed.</p> <p>d) Emergency services including security/police/ambulance/fire and hospitals notified.</p> <p>e) Emergency warning and intercom system used</p> <p>f) Students held in secure area.</p> <p>g) First aid on site. Not Applicable</p>
<p>Seymour Centre – Fire I, J On site fire extinguishers maintained to relevant regulations and standards by venue.</p>	<p>a) Seymour Centre and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers handbook.</p> <p>b) On site fire extinguishers maintained to relevant regulations and standards by venue.</p> <p>c) Fire procedures indicated on evacuation plan clearly marked.</p> <p>d) Seymour Centre has a fully compliant sprinkle system in operation.</p> <p>e) Fire extinguishers located within the venue. Emergency services called to attendance. Not Applicable</p>
<p>Seymour Centre – Electrical Injury/ Power failure I, J Independent backup emergency lighting available and tested by venue.</p>	<p>a) Seymour Centre and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers information book.</p> <p>b) Seymour Centre representative briefs DoE staff re emergency procedures and evacuation assembly points, fire extinguishers, sprinklers, security and first aid.</p>

- c) DoE staff brief supervising teachers/ parents re: emergency procedures at teachers meeting.
 - d) Independent backup emergency lighting available and tested by the venue.
 - e) Seymour Centre staff trained to deal with emergency situation. Onsite first aid available from venue staff.
 - f) All electrical services installed by qualified staff. Electrical equipment checked and tagged by venue staff.
 - g) Emergency services called to attendance if necessary.
- Not Applicable

Seymour Centre WH & S Risk:
Related injury
Trip and similar hazards/ accidental injury.

- a) Seymour Centre map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.
 - b) WH & S guidelines adhered to by venue: venue staff conversant with WH & S procedures, public entrance areas to be kept clear at all times, clear all trip hazards from the rehearsal area. Technical suppliers to ensure that all cabling is secure and free of trip hazards. Front of stage and other areas clearly marked by venue stage management team.
 - c) Student participants supervised at all times by teachers/parents and DoE staff with relevant training to carry out emergency CPR.
 - d) First aid officer available for immediate care. First aid kit, including epipen, readily available.
- Not Applicable

Seymour Centre WH & S Risk:
Damage to the venue
Damage to venue, pre/post/during

- a) Professional technical crew approved by venue for bump in under the direction of coordinator
 - b) Ongoing site inspection and incident reporting procedures set in place.
 - c) Clear signage to be used around any damaged area.
 - d) Teachers supervise students at all times. Teachers advised at information meeting to avoid identified hazards.
- Not Applicable

Seymour Centre WH & S Risk Venue Safety
Work health and safety related injury

- a) WH&S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance adhered to by venue staff.
 - b) Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures.
 - c) Students supervised at all times by accompanying staff.
- Not Applicable

Seymour Centre WH & S Risk:
Hygiene Hygiene – food service and facilities

- a) WHS & S guidelines for entertainment industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance).
 - b) Air-conditioning maintained by venue
 - c) Adequate toilet facilities available at venue.
 - d) Hazardous chemicals identified & labelled by venue.
 - e) Rubbish bins to be cleared by venue.
 - f) Rehearsals not held near any area designated for refuse collection.
 - g) All food served handled hygienically; old food stuffs removed at the conclusion of meal time.
- Not Applicable

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Rehearsal and Event	I	a) Seymour Centre map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates. b) Students reminded to walk at all times in the venue. c) Student to follow directions from teachers / DoE staff directing them to upper levels, particularly on the stairs. d) Students to be made aware of the danger of injury from electricity and leads from equipment. e) Adequate student/ teacher/ adult ratio – teacher supervision on stage. f) Students informed of out of bounds areas and supervised at all times. Front of stage and other areas clearly marked by stage management team. g) First aid kit, including Epipen, located side of stage as well as first aid treatment being available by the venue. h) Students advised to limit use of handwash and paper towels in the toilets. i) Students advised not to touch or lean on or over, or place any item on the front rail of their choir box. j) Students advised not to touch or lean on the alarmed crash doors at the backstage area. Not Applicable
Participant injury/fall	Trip or slip hazards - Workplace Health & Safety related injury	

Rehearsal and Event	I, J	a) Brief students at the beginning of rehearsals, performances and workshops to work within physical limitations. b) All students are to follow the coordinators instructions as per the rehearsal code of conduct. c) Teachers informed that no student is to be performing unless directed to by their coordinator at all times. d) Brief tutors on the nature of the students they will be working with. Not Applicable
	Physical injury to students whilst engaged in rehearsals, performances and workshops	

Rehearsal and Event	Artform specific activity	a) Movement on and off the stage contained within the small space. b) Movement on and off the slightly raised stage will be monitored during technical rehearsals. c) All areas around the back of the stage areas are lit. d) Rehearsals will include the movement to and from the dressing room area to the stage space. e) All students are briefed by teachers regarding appropriate safe movement in and around the theatre. f) DoE working as crew on the production will be briefed on safety in the venue by the director/ coordinator. g) Teachers to monitor sound volume when students are singing. h) All sound levels checked for appropriate levels by safety officer and stage manager. i) All action sequences within the play/ dance will be thoroughly rehearsed. j) Props/set elements will be used with safety. Set is static. No lifting of prop or set required by cast during the show. k) All crew (external hires) will use safe lifting procedures. l) All art materials are non-toxic; all tools are well maintained and where appropriate safety tools (eg safety scissors, wooden easels) and protective equipment (eg. eye protection, aprons, rubber gloves) are used. m) Students prior to events are briefed on the task and correct and responsible use of all materials, tools and the environment in which they are to be used (eg. gallery space). Not Applicable
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Rehearsal and Event	I	a) DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of Epipen. b) Supervising teachers responsible for any students within their group with special medical needs – follow Department Excursion Policy. c) Schools to identify to staff and or students with a particular medical condition. d) DoE staff have current CPR qualifications, emergency care and anaphylaxis training in the use of an Epipen.
	Current Medical conditions of participants	

- e) Supervising teachers are responsible for students within their group with special medical needs, staff with anaphylaxis students to maintain constant and immediate adult supervision.
 - f) Teachers carry mobile phones in case of emergency.
 - g) Special dietary requirements noted for any students involved as well as staff.
 - h) Seymour Centre nurse available
 - i) First Aid kit, including epipen on hand
 - j) Emergency numbers on hand.
- Not Applicable

Rehearsal and Event	Potential need to provide an emergency response.	<ul style="list-style-type: none"> a) Students diagnosed as being at risk of anaphylaxis have ASCIA action plan for Anaphylaxis and adrenaline auto injector stored together in an accessible location, known to supervising teacher. b) Student on individual health care plans are identified to staff and a copy of their ASCIA plan is attached to the student roll for their school. c) Additional general use auto injectors needed, check dates, and stock first aid kits accordingly including ensuring a copy of the general use injector poster. d) Remind schools to check use by dates of student's personal auto injectors. e) Students identified by schools as at risk of anaphylaxis to be supervised by trained DoE responsible teacher. f) First aid and mobile telephones available to contact emergency services if necessary. <p>Not Applicable</p>
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Supervision in between performances/ meal breaks	Injury/ accident by students	<ul style="list-style-type: none"> a) Students supervised throughout meal breaks/ in between shows. Parents can give permission for students to be unsupervised during these meal breaks and in between shows rehearsals. b) A copy of the venue's evacuation plan and safety procedures given to all staff before the event for staff to familiarise themselves with safety procedures and precautions. c) All supervisory staff and crew are vigilant in their awareness of potential hazards. <p>Not Applicable</p>
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Diet and food during excursions including Eating out at different venues	Student food allergies	<ul style="list-style-type: none"> a) Be aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction. Use the general use adrenaline auto injector, such as EpiPen®, and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These symptoms are listed on the ASCIA action plan (general use) for autoinjector which should also be located in the first aid kit. b) Confirm appropriate food with parents/carers for student with allergies. c) Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers. d) Food brought by student should only be approved and provided by student's parent/carer. e) Discuss with class groups about the importance of only eating your own food. f) Ensure a responsible adult is with each group of students. g) Ensure all staff attending have anaphylaxis training (use of adrenaline autoinjector) and E-emergency care training. h) Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan for Anaphylaxis. i) Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment. j) For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in garbage bins. <p>Not Applicable</p>
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Rehearsal and Event	Walking to and from and around venue – building site, vehicles and uneven footpaths	<ul style="list-style-type: none"> a) Seymour Centre map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates. b) Teachers and parents advised to closely supervise their groups and to exercise duty of care at all times.
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				<p>c) Teachers aware of the need for close and adequate supervision at all times, particularly on city pedestrian footpaths, crossing and roads.</p> <p>d) Students directed to line up in an orderly manner. Expectation and reinforcement of student behaviour inside the venue including clear instruction on using the entry to the foyer to be emailed to schools prior to the event.</p> <p>e) Teachers advised to not seat students on stairwells or in foyers.</p> <p>f) Avoid areas with identified hazards, eg. Stage equipment, delivery docks. Staff/ crew to ensure areas are clear.</p> <p>g) Teachers are asked to advise parents of a safe collection point. DoE staff and venue staff on hand until all students are collected.</p> <p>h) Be aware of pollens in the air at spring time which have the potential to cause asthma and or anaphylaxis responses.</p> <p>Not Applicable</p>
Large body of water surrounding venue	Potential for drowning	4	5	<p>a) Students should be advised in advance of the dangers of water surrounding venue.</p> <p>b) Students should be advised to walk and not run at all times and not climb on any fences or objects that surround the perimeter of the water.</p> <p>c) Ensure appropriate ratios of adult/children supervision</p> <p>d) Ensure teachers have access to mobile phones and can access emergency services in the event of a student entering the water. Be prepared to commence CPR and or emergency response.</p> <p>Not applicable</p>
Rehearsal and Event	I, J Wet/ extreme weather /exposure to the elements during break time			<p>a) Schools advised prior to the event to bring wet weather gear (raincoats, warm clothing) in the event of wet weather.</p> <p>b) In the event of a rare weather occurrence the coordinator will advise DoE staff of any allowances.</p> <p>c) Schools are advised to check the weather forecast on the morning of the rehearsal.</p> <p>d) Schools sun smart policies of applying SPF and wearing hats should be enacted. DoE staff advised of sun smart policies."No hat play in the shade" policy.</p> <p>Not Applicable</p>
Rehearsal and Event	I, J Damaged or stolen property			<p>a) Students are advised to bring only essential items to the venue.</p> <p>b) Participants are responsible for any valuable item brought into the venue.</p> <p>Not Applicable</p>
Rehearsal and Event	I, J Social media and photography			<p>a) No electronic devices are to be used in the venue without DoE staff permission.</p> <p>b) DoE staff hire a professional photographer for archive, publicity and social media purposes.</p> <p>c) Students will be advised to refrain from using images and text on social media that may be harmful to the reputation of the DoE and or other students.</p> <p>Not Applicable</p>
Cash handling financial management	Mis-managed funds during the festival.	4	4	<p>a) Money on site generated from the sale of programs and t-shirts to be stored securely at the venue.</p> <p>b) Revenue generated to be accounted for as per DoE financial guidelines. Three person count with signature.</p> <p>c) Revenue documentation completed at the time of counting and verified by DoE staff.</p> <p>d) Minimal float kept at selling point.</p> <p>Not Applicable</p>
Cash Collection within workplace	Cash transportation around workplace grounds.	4	4	<p>a) Ensure cash is not visible during collection.</p> <p>b) Vary the collection time and route.</p> <p>c) Do not allow students to transport cash.</p> <p>d) Monitor cash collection amounts.</p> <p>Not Applicable</p>
Cash Counting and processing	Cash is visible and accessible during processing.	4	4	<p>a) Conceal cash through the use of a bag or other container that does not allow an onlooker to realise that cash may be within the container. Use more than one person to transport cash.</p>

				<ul style="list-style-type: none"> b) Vary the times, routes, containers and persons that transport cash to and from the venue. c) Keep all information regarding security and cash handling procedures confidential, informing only the persons who are involved with the process. <p>Not Applicable</p>
Inadequate post robbery response	Injury or shock	4	4	<ul style="list-style-type: none"> a) Include robbery response planning and post robbery response strategies in the workplace emergency procedures. b) Train all employees in the robbery response plan. <p>Not Applicable</p>
Bush walking in National Park	Potential hazards	4	4	<ul style="list-style-type: none"> a) Notify national park staff of expected arrival and departure times, location of walk and participants, students with medical conditions b) National Park staff to lead walk. Adult supervision at front and back to keep group together. c) Inform excursion participants of National Park safety instructions. d) Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions. e) Wear hats, shirts with sleeves and sunscreen while outdoors. f) Ensure participants carry water bottles. g) Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade. h) Identify participants with known medical conditions and ensure appropriate medication/treatment is available. i) Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. A trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis). j) Ensure staff and students are aware of emergency response procedures. k) Check weather forecast on day of excursion. l) Ensure effective communication systems are in place. m) Carry maps and compass. n) Emergency plans communicated for dealing with potential incidents. o) Carry first aid kit. p) Consider routes which minimise exposure to trees dropping limbs (e.g. established pathways). <p>Not Applicable</p>
Extended bushwalks involving overnight camping	Potential hazards	4	4	<ul style="list-style-type: none"> a) Select a camping location that offers a safe place to move around, and one that is well away from aspects that may present a hazard, such as near water and cliffs or beneath large trees that may be prone to dropping limbs. b) Clearly define boundary limits of camp. c) Brief students on camp ground safety, including camp boundaries, hygiene, and safe sitting/use of fuel stoves/campsite fire. d) Ensure identified route to and from toilet is clear from hazards. e) Erect tents a safe distance apart from each other to minimise trip hazards. f) Ensure torches are used at night when moving around the site. g) Staff will ensure that there is adequate drinking water and food supplies. h) Ensure that students do not climb trees. i) Check for ticks and other parasites regularly. j) Ensure appropriate communication systems are in place. <p>Not Applicable</p>
Excursion to a zoo which has a children's farm area where visitors are permitted to pet the animals.	Safety issues	3	3	<ul style="list-style-type: none"> a) Check that farms and zoos have washing facilities for visiting staff and students with running water, soap (preferably liquid) and disposable towels or hot air dryers. b) Check that drinking water taps are located in a suitable area located away from animals. c) Strict hygiene rules need to be applied when students and/or staff have visited and had direct contact with animals. d) Try to ensure that students do not eat or drink while touring the farm or zoo, or put their fingers in the mouth, because of the risk of infection. e) Ensure that if students are in contact with, or feeding farm animals, that they are warned not to place their faces against the animals or taste the animal feed. f) Ensure that all students wash and dry their hands thoroughly after contact with animals and particularly before eating and drinking. g) Ensure that meal-breaks and snacks are taken well away from areas where animals are kept. h) Ensure that students do not consume unpasteurised produce, for example milk or cheese. i) Ensure that all students wash their hands thoroughly before departure and ensure that their footwear is as free as possible from farm/zoo waste. <p>Not Applicable</p>

Extreme Risk	1	Action to rectify the risk should commence immediately	Almost Certain	1	The identified risk is almost certain to occur
High Risk	2	Action to rectify the risk should commence immediately	Likely	2	There is a distinct and real likelihood for the identified risk to occur
Medium Risk	3	Action to rectify risk should occur in immediate future	Possible	3	There is a possibility for the identified risk to occur on some occasions
Low Risk	4	Action to rectify risk should occur when risk occurs	Unlikely	4	It is unlikely but possible for the identified risk to occur
Minimal Risk	5	Action to rectify risk should occur when risk occurs	Rare	5	The occurrence of the identified risk is rare and very unlikely to occur
No Risk	6	No further action to rectify risk necessary	No Likelihood	6	No further action to rectify risk necessary

NOTE: ARE THERE ANY ASSESSED RISKS AFTER CONTROLS AT A MEDIUM OR HIGHER LEVEL TO BE ESCALATED?					Yes	No
Coordinator / Date		Endorsed / Date		Manager/ Date		
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.						

