



<b>Overview of the event:</b>	Six Performances, workshops and teacher professional learning will be offered to students and teachers during the week of the State Dance Festival.
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<b>Risks</b>	<b>Top 5 Risks</b>	<b>Mitigation Strategies:</b>
	Risk 1: Artform specific injury	Students informed of safe dance practice, sprung floor to mitigate slips, first aid on site if needed
	Risk 2: Venue injury	Students reminded to walk safely around the venue to avoid trip injury on stairs
	Risk 3: Asthma	Students reminded to bring Asthma plans/ventolin as required
	Risk 4: Vomitting/ illness	Students reminded to work within their capacity. First aid available.
	Risk 5: Dehydration	Students reminded to re hydrate, bring bottled water and water is available to re fill bottles when needed.

<b>Site visit conducted:</b>	Notes: Yes.
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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):
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**Risk Management Plan Proforma: Event/ Excursion/ Tour**

Activity	Hazard Identification & Associated Risk	Risk Asses. Rating use matrix	L'Hood Rating use matrix	Elimination or Control Measures	Assess Risk After Control use matrix	Risk Owner	When
<b>Event Planning</b>							
Event Planning	Damage to the reputation of the department	4	4	a) Plan approved prior to an event including evaluating prior event.	3	Coordinator	Prior
				b) Evaluation of prior events conducted to ensure reputation is upheld.	4	Coordinator	Prior
				c) Rehearsal coordination and implementation monitored at all stages.	4	DoE Staff	During
Event Planning	Financial risk to the department	4	4	a) Budget planning completed and approved prior to event minimising financial risks. Contingency built in and contractual agreements in place.	3	Coordinator	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	5	a) Child Protection strategy implemented. All committee, staff, contractors and supervising teachers to complete child protection documentation (Working with Children Checks/ Employments Screening).	5	All staff	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				
				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				
				d) Teachers to complete student roll / mark off upon entry and exit.	5			DoE Staff	During
				e) Seymour map supplied to teachers. Venue clearly signed.	5			Coordinator	Prior

				g) Venue security to be notified if needed.	5	TAU Staff	During
<b>Venue Risks</b>							

Seymour - Access/ Egress Registration and sign out procedures on arrival and departure	Safety of access to and from the premises including wheelchair access and physical injury to students	4	5	a) Seymour 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		
				b) Teachers to accompany students to and from the venue.	4	Coordinator	Prior
				c) Wheelchair access advised and available. Disabled students and/or students in wheelchairs to be advised of access point.	5	DoE Staff	During
				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.	5	DoE Staff	Prior
				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	DoE 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.	5	DoE Staff	During
				h) 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
				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	DoE Staff	During
Seymour - Emergency Services required	Police, Ambulance and Fire	4	5	a) Multiple telephones including mobile phones available to contact emergency services.	5	DoE Staff	During
				b) Clear access routes maintained.	4	Venue Staff	During
Seymour – 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 Map and site specific risk asesment information and evacuation plan communicated to participating schools	5	Coordinator	Prior
				b) Seymour evacuation plan information disseminated to production staff at induction meeting.	5	Coordinator	Prior
				c) Seymour evacuation policies and procedures explained to teachers/coordinators and students by the Production Manager and production staff on their arrival at the venue.	5	Venue Staff	Prior

				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.	4	Venue Staff	Prior
				b) All staff and teachers to sign attendance rolls. School risk assessment information distributed to all participating schools prior to event.	5	DoE Staff	During
				f) DoE provides adequate staff to supervise student participants.	5	DoE Staff	During
Seymour - 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.	4	Venue Staff	Prior
				b) Evacuation plan followed as per venue instructions which have been communicated on arrival including assembly points. First aid treatment administered if required.	5	DoE Staff	During
				c) Emergency procedures followed.	4	All staff	During
				g) First aid on site.	5	All staff	During
Seymour – Fire	On site fire extinguishers maintained to relevant regulations and standards by venue	4	5	a) Seymour and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers handbook.	5	Venue Staff	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	
Seymour – Fire	On site fire extinguishers maintained to relevant		a) Seymour 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	
		4	5	a) Seymour and Risk Assessment information and evacuation plan communicated to participating schools via email and teachers information book.	5	Coordinator	Prior

Seymour – Electrical Injury/ Power failure	Independent backup emergency lighting available and tested by venue.		a) Venue representative briefs DoE staff re emergency procedures and evacuation assembly points, fire extinguishers, sprinklers, security and first aid.	5	Venue Staff	Prior
			e) Venue staff trained to deal with emergency situation. Onsite first aid available from venue staff.	5	Venue Staff	
			f) All electrical services installed by qualified staff. Electrical equipment checked and tagged by venue staff.	5	Venue Staff	
			g) Emergency services called to attendance if necessary.	5	Venue Staff	

### Work Health and Safety

		4	4	a) Seymour map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.	5	Coordinator	Prior
Seymour - WH & S Risk: Related injury	Trip and similar hazards/ accidental injury.			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
	Bump In/ Bump out			b) WH&S Guidelines for lifting and moving heavy items adhered to by all involved.	4	Venue Staff	During
				Documented procedures and risk assessment available to staff prior to rehearsal	5	Coordinator	Prior
				First Aid kit provided by site manager, and available on site	4	Coordinator	During
		4	4	a) Professional technical crew approved by venue for bump in under the direction of coordinator	5	Venue Staff	During
Seymour - WH & S Risk Damage to the	Damage to venue, pre/post/during			a) Ongoing site inspection and incident reporting procedures set in place.	5	TAU Staff	Prior
				b) Clear signage to be used around any damaged area.	4	Venue Staff	During
					4		
Venue WH & S Risk Venue Safety	Work health and safety related injury	4	3	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

				b) Documented procedures and risk assessment available to staff prior to the event and venue staff aware of DoE safety procedures.	4	TAU Staff	Prior
				c) Students supervised at all times by accompanying staff.	4	DoE Staff	During
Seymour WH & S Risk: Hygiene	Hygiene – food service and facilities	4	5	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	Trip or slip hazards, workplace health and	4	4	a) Students reminded to walk at all times in the venue.	4	Venue Staff	During
<b>Rehearsal and Event</b>							
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.	5	DoE 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	DoE Staff	During
				d) Brief tutors on the nature of the students they will be working with.	5	TAU 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.	5	Venue Staff	During
				d) Rehearsals will include the movement to and from the dressing room area to the stage space.	4	DoE 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	DoE Staff	Prior
				b) All crew (external hires) will use safe lifting procedures.	4	All staff	During
				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	4	4	a) DoE staff have relevant training allowing them to carry out emergency CPR or anaphylaxis treatment and/or use of Epipen.	4	DoE Staff	Prior
				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	Prior
				d) First Aid kit, including epipen on hand	5	DoE Staff	During
				e) Emergency numbers on hand.	5	All staff	During



Rehearsal and Event	Potential need to provide an emergency response	4	4	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	During
				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	During
				f) First aid and mobile telephones available to contact emergency services if necessary.	5	All staff	Prior

### In Between Rehearsal and Event

Supervision in between performances/ meal breaks	Injury/ accident by students	4	5	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.	4	DoE Staff	During
				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.	5	DoE Staff	Prior
				c) All supervisory staff and crew are vigilant in their awareness of potential hazards.	4	All staff	During

Diet and food during excursions including eating out at different venues	Food Allergies	4	4	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	DoE Staff	During
Surrounding Venue	Walking to and from and around venue – building site, vehicles, uneven footpaths and pollen from trees.	4	5	a) Seymour map and Risk Assessment Information available on website and in Teachers Information Book prior to concert dates.	5	TAU Staff	Prior
				b) Teachers and parents advised to closely supervise their groups and to exercise duty of care at all times.	4	DoE Staff	During
				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.	4	DoE Staff	During
				e) Teachers advised to not seat students on stairwells or in foyers.	4	DoE 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.	4	DoE Staff	During
Weather	Wet weather/ extreme heat	4	5	a) Schools advised prior to the event to bring wet weather gear (raincoats, warm clothing) in the event of wet weather.	4	DoE Staff	Prior
				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.	4	DoE Staff	During

Damaged or stolen property	Theft	4	5	a) Students are advised to bring only essential items to the venue.	4	DoE Staff	Prior
				b) Participants are responsible for any valuable item brought into the venue.	4	DoE Staff	During

**Publicity**

Social media	Social media and photography	4	4	a) No electronic devices are to be used in the venue without DoE staff permission.	4	DoE Staff	During
				b) DoE staff hire a professional photographer for archive, publicity and social media purposes.	5	TAU Staff	During

**Cash Handling**

Cash handling financial	Cash onsite	4	4	a) Money on site generated from the sale of programs and t-shirts to be stored securely at the venue.	4		
				d) Minimal float kept at selling point.	4		


**Additional Risks**






Specific Event risks not mentioned	Own identified risk						
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Check list:			Notes:	Date:
Discussed event with line manager	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A		
Team Meeting	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A		
Evacuation procedures walked through step by step	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A		
Venue Map/ Lockdown and Evacuation procedures communicated	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> N/A		
Other documentation attached. i.e. Public liability/ Venue Specific additional Risk Assessment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N/A		
Are there any assessed risks after controls at a medium or higher level to be escalated?		<input type="checkbox"/> N/A	Details (if any):	

Plan prepared by	Susan Rix
Prepared in consultation with	Lisa Van Den Dolder

Name of Coordinator:	Susan Rix	Signature		Date	16/08/2019
Name of Line Manager:	Lisa Van Den Dolder	Signature		Date	21/08/2019
Approved by PEO:	Lisa van den Dolder	Signature		Date	21/08/2019
Approved by CEO:		Signature		Date	

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