

Risk management plan

Health and Safety Directorate

Name of workplace: Everest Theatre Seymour Centre, Chippendale			Name of workplace manager: Rebecca Devine, Production Manager			
Risk assessment focus: Metropolitan South Directorate						
Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
Event Planning	Damage to the reputation of the Department.	Festival plan approved prior to festival.	5	Plan approved prior to festival. Evaluation of prior events conducted to ensure reputation is upheld.	Production Manager Rebecca Devine Dance Festival Committee	Prior to dance festival
Financial Management	Financial risk to the Department.	Budget planning completed prior to festival, minimising financial risks.	3	Budget planning completed prior to festival, minimising financial risks. Contingency built into budget to cover cost increases. Contractual agreements in place with venue.	Production Manager	Prior to dance festival
Venue	Power Failure	Independent backup emergency lighting available and tested by venue.	4	Independent backup emergency lighting available and tested by venue.	Venue staff	
Venue	Trip and similar Hazards.	Public entrance areas to be kept clear at all times.	3	Public entrance areas to be kept clear at all times.	Production Manager Venue staff	

Risk management plan Health and Safety Directorate



		Technical suppliers to ensure that all cabling is secure and free of trip hazards.		<p>Venue staff to clear all trip hazards from the rehearsal area.</p> <p>Technical suppliers to ensure that all cabling is secure and free of trip hazards.</p> <p>Lighting provided backstage for performers.</p> <p>Accompanying staff to supervise students at all times.</p> <p>First aid officer available for immediate care.</p>	Contractors	
Venue	Workplace Health & Safety related injury.	WH&S Guidelines for Entertainment Industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance).	3	<p>WH&S Guidelines for Entertainment Industry followed as applicable (as developed by the Australian Entertainment Industry & the Media Alliance).</p> <p>WH&S guidelines adhered to by all involved in the dance festival.</p> <p>Documented procedures and risk assessment available to staff prior to festival.</p> <p>Venue staff conversant with procedures.</p>	<p>Production Manager</p> <p>Venue staff</p> <p>Contractors</p>	

Risk management plan Health and Safety Directorate

				Students supervised at all times by accompanying staff.		
Venue	Fire.	On site fire extinguishers maintained to relevant regulations and standards by venue.	5	<p>On site fire extinguishers maintained to relevant regulations and standards by venue.</p> <p>Fire procedures indicated on evacuation plan clearly marked.</p> <p>Seymour Centre has fully compliant sprinkle system in operation.</p> <p>Fire extinguishers located on each level including those near the Green Room (Seymour Centre).</p>	<p>Production Manager</p> <p>Production Team</p> <p>All DoE Staff</p> <p>Venue staff</p>	
Venue	Injuries caused by evacuation of venue.	Seymour Centre evacuation plan received and information disseminated to production staff at induction meeting and participating schools.	5	<p>Seymour Centre evacuation plan received and information disseminated to production staff at induction meeting.</p> <p>Venue Evacuation policies and procedures explained to teachers/coordinators and students by the Back Stage Manager and production staff on their arrival at the venue.</p>	<p>Seymour Centre</p> <p>Production Manager</p>	
Venue	Emergency service attendance required (Police, Ambulance, Fire).	Multiple telephones including mobile phones available to contact emergency services.	4	Multiple telephones including mobile phones available to contact emergency services.	<p>Production Manager</p> <p>Seymour Centre</p> <p>All DoE Staff</p>	

Risk management plan Health and Safety Directorate



				Clear access routes maintained.		
Venue	Damage to venue, pre/post/during performance.	Professional technical crew approved by venue for bump in.	5	Professional technical crew approved by venue for bump in under the direction of David Ferguson. On going site inspection and incident reporting procedures set in place. Clear signage to be used around any damaged area.	Production Manager Technical Director David Ferguson	
Child Protection & Supervision	Personal threat to any child involved in the festival. Students becoming lost or isolated.	Teachers aware of Duty of Care requirements. All groups must be supervised by the two DoE teachers at all times. Sign on Desk centrally located. Venue clearly signed. Teachers aware of Duty of Care responsibilities.	4 3	Teachers aware of Duty of Care requirements. Students informed of stranger danger. Adequate student/teacher ratio – teacher supervision at front and back to keep group together. Frequent patrol by back stage staff. All groups must be supervised by the two DoE teachers at all times. All committee, staff, contractors and supervising teachers to complete child protection documentation (Working with Children Checks/ Employments Screening). Committee to patrol all areas regularly. Public Areas well lit. Teachers to advise students to look for Crew members and/or teachers with lanyard identification.	All DoE Teachers Production and Stage Management Team	

Risk management plan Health and Safety Directorate



				<p>Sign on Desk centrally located. Venue clearly signed. Teachers aware of Duty of Care requirements. Adequate student/teacher ratio – teacher supervision at front and back to keep group together. Committee staff and teachers all clearly identified by tags/uniform to take on Duty of Care role.</p>	
Student & Staff Festival Participation	Medical conditions, allergies or pre-existing injuries.	Know pre-existing medical conditions, allergies and injuries noted.	3	<p>Schools are responsible for documenting a checklist of known medical conditions and allergies – ensuring appropriate medication available with instructions from caregiver e.g. Ventolin.</p> <p>Teachers have current CPR qualifications, Emergency Care and Anaphylaxis training.</p> <p>Teachers carrying mobile phones in case of emergency.</p> <p>First aid kit with EpiPen located at the Sign on Desk/ Stage Door.</p> <p>All participating schools should carry a first aid kit with EpiPen.</p> <p>All Committee members trained in CPR, Emergency Care and Anaphylaxis training.</p>	<p>DoE Coordinating Teachers and accompanying staff</p> <p>Production Manager</p> <p>Front of House/Stage Door Manager</p>

Risk management plan Health and Safety Directorate

				<p>Know medical conditions and allergies with emergency contact details for committee staff noted.</p> <p>Special dietary requirements noted for any students involved with compere roles and committee staff.</p>		
Student & Staff Festival Participation	Trip hazards, uneven surfaces or accidental injury.	Clear procedure in place for safe student and staff travel throughout the venue.	4	<p>Students directed to walk at all times.</p> <p>Students directed to line up in an orderly manner. Expectation and reinforcement of student behaviour.</p> <p>Teachers aware of need for adequate supervision at all times.</p> <p>Avoid back stage areas with identified hazards, e.g. stage equipment, delivery docks. Staff/ Crew to ensure areas are clear.</p> <p>First aid kit with EpiPen located at the Sign on Desk/Stage Door</p>	<p>All DoE Teachers</p> <p>Production and Stage Management Team</p>	
Student & Staff Festival Participation	Accidental injury in Seymour Centre Theatre.	<p>Students to be warmed up adequately prior to dress rehearsal and performance to avoid injury.</p> <p>Stage Management staff to ensure students and staff are aware of safety of stage and backstage areas.</p>	4	<p>Students reminded to walk at all times in the venue.</p> <p>Students to follow directions from teachers/production staff directing them to dressing rooms, backstage areas and stage area.</p> <p>Students to be warmed up adequately prior to dress rehearsal and performance to avoid injury.</p> <p>Students to be made aware of danger of injury from tree lights at</p>	<p>All DoE Teachers</p> <p>Production and Stage Management Team</p>	

Risk management plan Health and Safety Directorate



				<p>sides of stage and back lights and backboard at rear of stage.</p> <p>Students to be made aware of precaution needed when stage is darkened for performance.</p> <p>Adequate student/teacher/adult ratio - teacher supervision at front and back to keep group together.</p> <p>Students informed of out of bounds areas and supervised at all times.</p> <p>First aid kit located at the Sign on Desk/ Stage Door.</p>		
<p>Student & Staff Festival Participation Arrival & Departure</p>	<p>Students arriving/ departing Seymour Centre Theatre.</p>	<p>Arrival and Departure procedures clearly communicated to all staff and participating schools.</p>	<p>5</p>	<p>ARRIVING- Schools/ parents aware of meeting point and safe drop off points. (Stage door). Teacher/Coordinator to sign in groups and collect lanyard. Teachers informed by Stage door staff to ensure valuable are kept close at all times by the supervising teacher. Seymour Centre allows wheelchair access to all areas of the venue via main door. Venue can hold enough students to cater for wet weather. Studio spaces booked in advance to ensure this.</p> <p>TECHNICAL REHEARSAL – Students to be kept together at all times. Teachers aware of Duty of Care requirements. Adequate</p>	<p>Production Manager</p> <p>Production and Stage</p> <p>Management Staff</p> <p>All DoE Teachers</p> <p>Coordinating Teachers</p>	

Risk management plan Health and Safety Directorate



				<p>teacher to student ratio - teacher supervision at front and back to keep group together. Teacher to ensure that entire group leaves building together. Students to be assembled in a safe area ready to board bus for return trip to school. Teachers to check and to report any students who are unaccounted for immediately.</p> <p>EVENING PERFORMANCE – Students to be kept together at all times. Teachers aware of Duty of Care requirements. Adequate teacher to student ratio - teacher supervision at front and back to keep group together. Teacher to ensure that entire group leaves building together. Students to be assembled in a safe area ready to meet parents/caregivers. Parents to be informed of safe collection point. Teachers to sign out and hand in lanyards. Teachers to hand over students to parents/caregivers outside the building – checklists marked off. Teachers to check and to report any students who are unaccounted for immediately. Committee member to stay until all students/teachers have left the venue area.</p>	<p>Production and Stage</p> <p>Management Staff</p> <p>All DoE Teachers</p>	
--	--	--	--	---	---	--

Risk management plan Health and Safety Directorate



Relevant additional information reviewed and attached: Yes No Plan prepared by: Rebecca Devine Position: Production Manager Prepared in consultation with: Rebecca Forbes	Date: 24/04/2019 Communicated to: In The Spotlight Dance Festival coordinating teachers, Principals, staff, ITSDF19 Committee members and Seymour Centre staff.
--	---

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

*Note assessments of risk vary with the particular circumstances (eg. nature of the workplace, student group)