

# RISK ASSESSMENT FORM

Area/ Activity Assessed	Civic Centre Auditorium/ Theatrette – Theatres and stages (Generic)
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## Part I: Task details

ACTIVITY / JOB STEPS Break the job down into steps. What are you doing	POTENTIAL HAZARDS Identify the hazards with each step. What could harm you, others, the workplace or environment	RAW RISK Before controls are implemented	CURRENT CONTROLS List the current controls in place to reduce risk	CURRENT RISK After controls are implemented	ADDITIONAL CONTROLS Determine additional suggested controls using the hierarchy of controls
Bump-In, Rehearsal, Performance & Bump Out of Production.  General Theatre hazards	<ul style="list-style-type: none"> <li>- Noise</li> <li>- Children</li> <li>- Lack of supervision</li> <li>- Blocked egresses</li> <li>- Housekeeping</li> <li>- Manual handling</li> <li>- Slip, trip, fall</li> </ul>	I - 5 Low	<ul style="list-style-type: none"> <li>- Toolbox talk must be conducted at the commencement of bump in/out</li> <li>Provide a plan for the activity Sound levels to be no greater than speaking volume</li> <li>- No persons under the age of 14 years during a bump in/out</li> <li>- Appropriate levels of staff to perform tasks and provide proper supervision</li> <li>- No egress to be blocked at any time</li> <li>Practice good housekeeping procedures like Clean up spills immediately, look for fire hazards, use appropriate PPE where required, Replace damaged tools.</li> <li>- Appropriate manual handling to be followed like access what can be lifted safely and use safety lifting techniques, wear appropriate PPE gear. Slide when possible.</li> </ul>	I - 5 Low	N/A

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Exceeding recommended capacities for dressing rooms and other areas	<ul style="list-style-type: none"> <li>- Delays with evacuation in case of emergency</li> <li>- Crush at exit doors</li> <li>- Discomfort, illness</li> <li>- Dizziness, nausea</li> </ul>	6 - 13 Medium	<ul style="list-style-type: none"> <li>- Area supervisor allocated per dressing room / area and present at all times dressing room / area is exceeding capacity</li> <li>- Dressing room allocation to be provided in advance</li> <li>- Contact names and numbers of dressing room supervisors provided to venue</li> <li>- Person responsible for all supervisors inducted into venue and emergency procedures who has the responsibility of inducting all the selected supervisors.</li> <li>- Nominated first aider and first aid equipment to be provided by visiting production/Company</li> <li>- Room should be well ventilated</li> </ul>	1 - 5 Low	N/A
Working from height	<ul style="list-style-type: none"> <li>- Fall from stage, raised platform, stage element.</li> <li>- Temp Structures, Props used during performances</li> </ul>	6 - 13 Medium	<ul style="list-style-type: none"> <li>- Persons to be inducted to the venue and familiarized with the space.</li> <li>- Lighting levels to be appropriate to task</li> <li>Use of glow in the dark tape where appropriate to indicate edge of platforms</li> </ul>	1 - 5 Low	N/A

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Fall from height			<ul style="list-style-type: none"> <li>- Use of barricades where required</li> <li>- Appropriate handrails, guard rails and fall arresters to be used as required</li> <li>- Appropriate warning signage to be in place as required</li> <li>- Using of props, temp structures to rehearsed under work light and risk assessment required.</li> <li>- Planned falls require a risk assessment, should be rehearsed under work light conditions, and include a rescue plan as required</li> </ul>		
Food and beverage, Drugs and Alcohol onstage / backstage	<ul style="list-style-type: none"> <li>- Intoxication of performers or audience</li> <li>- Food poisoning</li> <li>- Slips, trips and falls</li> </ul>	1 - 5 Low	<ul style="list-style-type: none"> <li>- Consumption of alcohol as part of performance cannot occur.</li> <li>- No alcohol to be provided to artists backstage. Alcohol is available at the bar after the performance only and served by RSA qualified person.</li> <li>- All performers/Crew/Staff must have 0.00 blood alcohol level at the beginning of their shift. Similarly, they must not be under the influence of illegal drugs</li> <li>- Random checks may occur</li> </ul>	1 - 5 Low	N/A

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Food and beverage onstage / backstage			<ul style="list-style-type: none"> <li>- Food to be stored at correct temperature and sealed.</li> <li>- Cleaning equipment to be readily available on stage.</li> </ul>		
Lighting, including strobe, lasers, and UV, Atmospherics and chemicals	<ul style="list-style-type: none"> <li>- Strobe lighting can affect persons with brain function abnormalities (eg epilepsy)</li> <li>- Strobe operates at high electrical voltage, risk of fire</li> </ul>	5 - 10 Moderate	<ul style="list-style-type: none"> <li>- Flash rate no greater than 4 flashes per second</li> <li>- Avoid using strobes for longer than 20 secs continuously</li> <li>- When multiple strobes are in use, ensure they are synchronized</li> <li>- Mount strobe lights as high above head as possible</li> <li>- Equipment must be tested and tagged</li> <li>- All wires and cables to be cable tied or taped to the ground to avoid any errors.</li> <li>- Risk Assessment must be submitted for use of lasers</li> </ul>	1 - 5 Low	N/A

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Lighting, including strobe, lasers, and UV, Atmospherics and chemicals	<ul style="list-style-type: none"> <li>- Lasers can cause damage to skin and eyes</li>   <li>- Radiation exposure from UV light use including skin or eye burns</li> </ul>		<ul style="list-style-type: none"> <li>- Lasers can only be used in accordance with Australia Standard 2211 LINK: <a href="https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/sf-019/as-slash-nzs--2211-dot-12-2006">https://www.standards.org.au/standards-catalogue/sa-snz/publicsafety/sf-019/as-slash-nzs--2211-dot-12-2006</a></li> <li>- Laser safety officer may need to be engaged</li> <li>- Risk Assessment and prior approval is required for UV light use</li> <li>- Notify audience of use of strobe, laser and/or - UV through Front of House signage and auditorium announcements; and website content / Box Office</li> <li>- Smoke Machines, haze machines must be pre-checked and isolation procedures to be followed. Risk assessment required.</li> </ul>		
Small children / youths	<ul style="list-style-type: none"> <li>- Risks resulting from employment Unaware of hazards in venue</li> <li>- Unaware of etiquette and appropriate behaviour Personal harm or injury</li> </ul>	1 - 4 Minor	<ul style="list-style-type: none"> <li>- Comply with Children and Young Persons Act and Children and Young Persons Regulation 2010</li> <li>- Working with Children Check may be required and copies provided to venue</li> <li>- Under 14's must be supervised at all times and are not permitted during bump in or bump out</li> </ul>	1 - 5 Low	N/A

# RISK ASSESSMENT FORM

Task 2: Identity the Risk Matrix

Cowra Civic Centre		Consequence				
		Insignificant 1 No injuries or minor first aid	Minor 2 Medical treatment req. Lost time <5 days	Moderate 3 Lost time >5 days &< 1 month	Major 4 LT>1-month, Long term disability, single fatality	Catastrophic 5 Multiple long-term injuries or fatalities
Likelihood	<b>Almost Certain 5</b> The event is expected to occur in normal circumstances	<b>8 Medium</b>	<b>16 High</b>	<b>20 High</b>	<b>23 Extreme</b>	<b>25 Extreme</b>
	<b>Likely 4</b> Will probably occurs. Some recurring past event history	<b>7 Medium</b>	<b>12 Medium</b>	<b>17 High</b>	<b>21 High</b>	<b>24 Extreme</b>
	<b>Possible 3</b> The event may occur sometime. Some past warning signs or previous event history	<b>5 Low</b>	<b>10 Medium</b>	<b>15 High</b>	<b>18 High</b>	<b>22 High</b>
	<b>Unlikely 2</b> Could happen at some time. No past event history	<b>2 Low</b>	<b>4 Low</b>	<b>11 Medium</b>	<b>13 Medium</b>	<b>19 High</b>
	<b>Rare 1</b> May happen only in exceptional circumstances	<b>1 Low</b>	<b>3 Low</b>	<b>6 Medium</b>	<b>9 Medium</b>	<b>14 High</b>

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To use the Risk Matrix to estimate a Risk Rating:

1. Estimate the most likely potential severity of the consequences
2. Estimate the likelihood that the hazard could cause that consequence
3. Find the cell of the matrix where the row corresponding with the likelihood intersects with the column corresponding to the consequence, read the risk level written in that cell, and record it in the Risk Rating column.
4. Ensure all risks are controlled as per the below Risk Tolerance table.

Corrective Actions table	
Risk Level	Action Required
Extreme Risk 23 - 25	This rating level is not acceptable
	Report immediately to Senior Management
	Consider alternative activity unless appropriate controls are implemented
	Develop specific Treatment/Action Plan for immediate implementation to address extreme risks
	Allocate actions and budget for implementation within one month
	Report to Senior Management on effectiveness of control
High Risk 14 - 22	Develop and implement a specific Treatment/ Action Plan for high risks
	Consider alternative activity unless appropriate controls are implemented
	Allocate actions and budget to minimize risk; monitor implementation
	Report to Senior Management on effectiveness of control
Medium Risk 6 - 13	Develop and implement a specific Treatment/ Action Plan for medium risks
	Allocate actions and budget to minimize risk where existing controls deemed inadequate; monitor implementation
	Management to consider additional controls
Low Risk 1 - 5	Accept and Monitor low-priority risks
	Manage via routine procedures where possible; Monitor via normal internal reporting mechanisms