

## WHS Risk Assessment

Process / Task: School's Visit – Live Performance and events


Site Location: Civic Theatre Newcastle and Civic Playhouse

Date of Assessment:  
(Date that the RAF was first completed or was Biennially Reviewed) 31/01/23

Assessment completed by: Melissa Damstra, Jetender Kaul, Lachlan Thomas

The Higher the Residual Risk, the higher the priority for implementation of Controls

<input type="checkbox"/> <b>HIGH</b> Residual Risk (25-20)	<input type="checkbox"/> <b>MEDIUM</b> Residual Risk (19-11)	<input type="checkbox"/> <b>LOW</b> Residual Risk (10-1)
Eliminate or control the risk immediately. Written work procedure required. E.g. SWMS. Communicate & train all employees then begin job.	Eliminate or control the risk before work commences. No formal written work procedure required. Communicate & train all employees then begin job.	No formal written work procedure required. Communicate & train all employees then begin job.

Approved by: Leonie Wallace   
(print name) (signature)

Either a signature / ECM 'Note' must be used to indicate approval

Note in ECM?  Signature

Worker's consulted during the development of this RAF: Jennifer Halliburton, Fiona Morrison, Zara Thompson

- Legislation / Codes of Practices / Standards / Chapters & Clauses referenced:
- WHS Act 2011
  - WHS Regulation 2017 - Part 3.1 Managing Risks to Health & Safety
  - AS 3745-2010 - Planning for Emergencies in Facilities
  - AS/NZS 1680.2.1:2008 - Interior and workplace lighting - Specific applications - Circulation spaces and other general areas.
  - NSW RMS - Traffic Control at Work Sites Manual
  - NSW RMS Traffic Rules

Evaluation of available information (e.g. Safety Data Sheets, Manufacturers Manuals, other risk assessments): Civic Theatre Emergency Management Plan

Level of supervision required:  Continuous  Intermittent  Infrequent  Not required

WHS Safety Signs: Copy and paste in any applicable Safety Signs from [FM 3.6.3 WHS Safety Signs](#)

**Minor Reviews or Updates:** minor corrections, small additions or updates. *All changes should be added in italics* so that they are readily identifiable in the RAF.

Hazard / Danger Signs:

PPE Required Signs:

Last updated on: April 2019

Last updated by: Jetender Kaul

Previous version ECM No:5918555

Records of past incidents, illness & disease from this process / task in past 3 years:

11 incidents in Figtree over last 3 years relating to live performances

Potential emergency situations from this process / task:

Medical emergency ie ashma attack, missing child

Activity	Hazard	Initial Risk Rating		Can you Eliminate the Hazard?	Hierarchy of Control Measures If 'No', work through the controls sequentially. Tick and provide further detail on the control selected: Substitution, Isolation, Engineering, Administration, Personal Protective Equipment. Add the applicable WHS Safety Sign in the table on page 1	Residual Risk Rating		Person/s Responsible
		H/M/L	#			H/M/L	#	
Students Arrive at the Performance. Set down of students. Pedestrian traffic control. Entry to venue.	Slip /Trip /Strike against moving vehicles	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> <li>Buses drop off students in vicinity of Theatre</li> <li>Civic Theatre Newcastle (CTN) to provide bus zone area on king street and staff with current traffic control training to supervise and manage</li> <li>Schools to confirm with CTN bus set down area</li> <li>Follow NSW traffic rules including safe use of pedestrian crossing and not double parking.</li> <li>Teachers assemble attendees/students in Wheeler place</li> <li>Civic Theatre foyer used for entry and exit</li> </ul>	L	4	Teachers/Students/ Civic Theatre Staff

My Safety. Your Safety. Our Safety.

						<ul style="list-style-type: none"> <li>• Ushers in place to assist entry</li> <li>• Adequate numbers of Civic Theatre Newcastle (CTN) staff on duty to assist as per CTN Emergency Management Plan</li> </ul>			
Audience of school students and teachers entering/exiting through front doors and auditorium of theatre	Slip/Trip/Fall/ Personal danger	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> <li>• Inducted Front of House (FOH) team members on duty</li> <li>• Ushers/CX Team member in place to assist</li> <li>• All FOH staff Instructed by CX Duty Manager</li> <li>• Theatre access controlled by FOH staff</li> <li>• Students / attendees to be supervised by teachers <b>at all times</b></li> <li>• Enter auditorium doors as per allocated tickets and with CTN team member instruction</li> </ul>	L	4	Teachers/Students/ Civic Theatre Staff
Theatrical Experience (eg could include darkness, loud noises, bright lights, flashing lights, strobe lights, smoke effect, language warning, seating)	Could scare or shock some people, trip/slip fall as above, injury from seat due to improper use.	L	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> <li>• Theatrical hazards identified and indicated to the audience via signage in foyer, pre-show announcements</li> <li>• Teacher / parents to assess prior to booking tickets</li> <li>• Teachers to supervise and remind students to remain seated, seats flip up, make sure no jumping and climbing on seats</li> </ul>	L	4	Teachers/Students/ Civic Theatre Staff
Height/Steep Tier in the Dress Circle (Upstairs seating)	May alarm people with fear of heights/objects falling from circle to stalls	M	8	13	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> <li>• Be aware of potential hazards including slips, trips, falls, seat flipping and falling objects</li> <li>• CTN Team to support seating</li> <li>• No objects to be placed on Circle railing</li> <li>• Teacher supervision at all times</li> <li>• Ushers in place for assistance</li> </ul>	L	9	Teachers/Students/ Civic Theatre Staff

Attendance at Live Performance inside our venues	Spreading of infections; COVID-19	M	12	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE	<ul style="list-style-type: none"> <li>Stay at home if unwell/sick</li> <li>Face mask wearing inside is encouraged</li> <li>Encourage social distancing</li> <li>Cover your nose and mouth when you cough</li> <li>Wash hands regularly and use hand sanitiser</li> </ul>	L	8	Teachers/Students/ Civic Theatre Staff
Back of house operations – Schools on Stage only	Slip/ trip/ fall personal injury through incident type	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> <li>Teacher induction by trained Tech Team Leader on arrival</li> <li>All potential hazards identified and indicated to the event organiser /Teachers/ Students in site induction on arrival</li> <li>Set/Props able to be cleared out of the to allow for a safer egress</li> <li>Students advised of Emergency Evacuation procedure during the induction</li> <li>CTN staff to open Christie St. Exit doors to allow for egress from Theatre.</li> </ul>	L	9	Teachers/Students/ Civic Theatre Staff
Emergency Auditorium Evacuation	Slip/ trip/ fall personal injury through incident type	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE	<ul style="list-style-type: none"> <li>All teachers advised prior to arrival at CTN that bags cannot be stowed below the theatre seats as they cause trip hazards and must be either left at school (CTN preference) or in the foyer in a designated area. This area will be monitored by CTN staff to ensure the safety of the student's belongings.</li> <li>All CTN staff trained in emergency procedures and emergency response.</li> <li>Adequate numbers of CTN present to assist in the evacuation</li> <li>Technical Team Leader will be</li> </ul>	L	10	Teachers/Students/ Civic Theatre Staff

					<p>in charge of implementing the emergency evacuation procedures and meet the Emergency Services at appointed place</p> <ul style="list-style-type: none"> <li>• Technical Team Leader / FOH to contact appropriate emergency services in the event of an emergency</li> <li>• Provide a safe path of travel to and from the exits.</li> <li>• Technical Team Leadernician / FOH to inspect all fire stairs and amenities before, during and post event</li> <li>• FOH staff to check assembly area prior to the evacuation</li> <li>• CTN staff opens emergency exit doors and direct students out of the building</li> <li>• Teachers/ parents to conduct head count and tick present evacuees against their check list at the assembly area</li> <li>• St John ambulance to act as First Aid Attendants to deal with minor incidents</li> <li>• Ensure that during any emergency or unusual activity – Teachers/ Parents keep the group together</li> <li>• All risks and hazards continually monitored by the CTN staff throughout the event and check control measures are always in</li> <li>• All team members to undertake mandatory WHS Risk Management training</li> <li>• Parents attendance ticketed at all schools event</li> </ul>			
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\*\*\* Note: To put an 'X' in the boxes: Double click the box then select 'checked' \*\*\*

Risk Rating Matrix		CONSEQUENCE					CONSEQUENCE	LIKELIHOOD
		Catastrophic	Major	Moderate	Minor	Insignificant		
Likelihood	Almost Certain	25	23	20	16	11	<b>Catastrophic:</b> Single or multiple fatalities.	<b>Almost certain:</b> Is expected to occur in most circumstances. (common)
	Likely	24	21	17	12	7	<b>Major:</b> Hospitalisation with potential to result in permanent impairment.	<b>Likely:</b> Will probably occur in most circumstances (Has happened).
	Possible	22	18	13	8	4	<b>Moderate:</b> Person unable to resume normal duties in the short-medium term.	<b>Possible:</b> Might occur at some time (Could happen).
	Unlikely	19	14	9	5	2	<b>Minor:</b> First aid or precautionary medical attention only. Person likely to immediately resume normal duties.	<b>Unlikely:</b> Could occur at some time (Not likely).
	Rare	15	10	6	3	1	<b>Insignificant:</b> No injury / Minor first aid treatment only.	<b>Rare:</b> May occur only in exceptional circumstances (Practically impossible).

**Implementation Priorities:** High – 2 weeks, Medium – 1 month, Low – 3 months. Monitor and review risk control