



Integrated Management System

SITE RISK ASSESSMENT FORM

This form is to be completed before commencing work on any site using a SWP and must be completed each time there is a major change to the work activity. The Site Risk Assessment is to be completed in consultation with affected workers. Ensure all identified controls are implemented prior to commencing work.

PLEASE NOTE: This information is for guidance only. Each school or youth group MUST complete their own Risk Assessment, on own headed paper, incorporating the following, but also taking into account the particular needs of your students.

Risk Assessment - Schools and Community - Entertainment Venues Tamworth - 2018 2019

LOCATION/WORKSITE:	Entertainment Venues						DATE:	17/11/2017	
SUPERVISOR:	Venue Supervisor						TIME:		
DESCRIPTION OF WORK:	Education and Communities								
ACTIVITY	HAZARD/CAUSE	RISK ASSESSMENT			SAFETY CONTROLS	RESIDUAL RISK			
		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
Venue use	Induction failure	Major	Possible	Medium	* The venue supervisor will induct the groups nominated person/people * In all cases, the Group Organiser is responsible for induction of all its participants, on the correct use of the venue and to highlight any known or considered risks/hazards * Responsibility to induct participants who missed the venue induction falls on the group organiser * Participants must sign in and out while using the venue. Where possible all participants should use the venue sheets. In the case of large groups - School presentation, school dance festival or similar local school rolls or sign in sheets can be used. Confirmation of which system being used must be decided by the venue and group organiser * The group organiser is responsible for development of its own risk assessment	Major	Unlikely	Medium	

ACTIVITY	HAZARD/CAUSE	RISK ASSESSMENT			SAFETY CONTROLS	RESIDUAL RISK		
		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Entering and exiting building from drop off location	Fall on road or surface or contact with moving vehicles due to uncontrolled environment	Major	Unlikely	Medium	* Venue to remind group organiser to drop and pick up in safe locations. Where possible nominate a location * Group organiser to conduct own risk assessment and traffic management plan * Group organiser is responsible for management of vehicle movements and disembarkation/embarkation of vehicles * Venue to ensure all entry/exit points are clear and safe to use	Major	Rare	Low

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ACTIVITY	HAZARD/CAUSE	RISK ASSESSMENT			SAFETY CONTROLS	RESIDUAL RISK		
		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Arrival and departure to venue	Vehicle striking participants during bus/vehicle disembarkation/embarkation or access to venue. Potential serious injury or fatality	Major	Unlikely	Medium	* Group organiser to be aware of bus/vehicle movements * Supervising School staff to be onsite and managing participants until all movements are complete and all have been picked up * Arrival and pick up times should be scheduled by the group organiser * Disembarkation point designated for each venue allowing safe disembarkation from vehicle. Group organiser to confirm location prior to arrival * If road crossing is required then children or less mobile should be escorted by teachers / school staff * Participants to be supervised at all times by supervising staff, take into account children's youth and inexperience, to ensure they keep to a designated route, away from vehicle movements	Major	Rare	Low

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		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Arrival and departure to venue	Multiple coach arrival, leading to large numbers of young persons at road side. Injury from collision with vehicles due to overcrowded pavement				* Only one coach at a time to disembark, as required and marshalled by teachers/school staff * When multiple schools attending, schools should be advised of a time to arrive in order to stagger the arrival of buses. Event Coordinator to coordinate schedule * All students to be supervised and marshalled by teaching staff directly from bus into venue, eliminating waiting time and reducing numbers of students on paths			
Operating equipment	Incorrect induction, training and or operation resulting in injury or damage to equipment	Minor	Possible	Medium	* Qualified Entertainment Venues staff member to train/induct person operating equipment * Only persons inducted and trained in equipment use able to operate. Approval gained prior to the event	Minor	Unlikely	Medium

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		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Cable runs	Injury or equipment damage due to poorly run or protected cables	Minor	Possible	Medium	* Entertainment Venues to tape or cover cable runs (with cable trays or similar) placed by them prior to the arrival of the group. * Group to advise Entertainment Venues if they have run additional cables and assess how to treat. * Group organiser to inspect venue prior to the arrival of participants ensuring they can operate safely. The group organiser should report observed risks/hazards to the venue supervisor for action * Venue to highlight cable run locations using fluro tapes, fencing, barriers, lighting (blue if in show conditions)	Minor	Possible	Medium

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		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Trips and falls	Uneven surfaces, obstacles, storage build up	Major	Possible	Medium	* No running policy in venues Entertainment Venues to inspect area(s) prior to the arrival of group * Entertainment Venues to store equipment and materials in appropriate locations * Group organiser to report build up of gear and any hazards * Group Organisers to monitor conduct of participants and prevent inappropriate behaviour * Group organisers to brief participants on conduct and behaviour prior to using the venue (Note: Entertainment Venues - venues have many steps and changes in level that whilst not inherently dangerous, might result in injury to persons unaware of their locality) * Groups should report all risks/hazards to the venue supervisor enabling them to act and make safe	Major	Unlikely	Medium
Uneven path, steps	Surface movement	Minor	Possible	Medium	* Notifications placed on or near surface once identified	Minor	Unlikely	Medium

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		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Movement around Venue	During or after entry to the venue, participants enter hazardous technical areas, increasing risk of injury	Minor	Likely	Medium	* Ushers on duty at key locations to prevent access by participants to other areas * Fencing and bollards in place to prevent access to hazardous areas * Venue staff to check all areas checked and cleared prior to arrival of participants, to ensure no hazards which may cause slip, trip or other incidents	Minor	Possible	Medium
Auditorium use	Overcrowding of public areas, standing areas, aisles during performance, slips, trips, falls	Minor	Unlikely	Medium	* Tickets sold/issued do not exceed venue capacities * Group organiser to ensure students arrive in good time for checks to take place and are seated in the positions indicated * Group supervising staff will ensure they are seated amongst participants when in the venue (not at one side or away from the group) to control behaviour and access/egress * Group supervising staff will ensure students are not running or climbing on furniture at all times to reduce risk of slips, trips, falls	Minor	Rare	Low
Transport to venue	Private transport to and from the venue – risk of road accident	Insignificant	Unlikely	Low	* Group organiser should only use approved bus companies, or own well-maintained minibuses and is the responsibility of the School or group	Insignificant	Rare	Low

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Venue use	Young people in an unfamiliar space	Insignificant	Possible	Low	* Group organisers to brief young people about potential hazards before visit, and reinforce behaviour codes: e.g. no running, no unsupervised explorations, no touching any equipment * Venue staff will arrange pre-visit to site if requested	Insignificant	Rare	Low
Overhead lighting, electrical equipment	Risk of equipment falling, injury, electrocution	Major	Unlikely	Medium	* Overhead equipment fitted with safety chains * Cabling stored neatly to avoid trip hazards using cable trays or off ground (if possible) * All equipment is maintained by venue technicians or hiring company * Group organisers to brief participants not to touch any equipment in the venue or enter any restricted areas	Major	Rare	Low

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		Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating
Auditorium and back of house use	Crowded area, darkness and dim lighting levels – risk of fear, panic, trip slip or fall	Minor	Likely	Medium	<ul style="list-style-type: none"> * Ushers with torches near exits * Exits go directly to foyer or outdoor areas * Cabling stored neatly to avoid trip hazards using cable trays or off ground (if possible) * Ground cable runs will be highlighted with fluro tape, fencing or barriers (most appropriate for the job used) * Equipment stored within a restricted fenced off area and every attempt should be made to not store near passage ways * Group organisers to discuss with children/participants in advance, arrange extra care of particularly vulnerable or nervous group members * Participants should only be in areas they have been inducted to and scheduled to be in * Venue to install lighting in dark areas. In most cases this will be blue event light 	Minor	Possible	Medium

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Venue use	Risk of fire and smoke during event	Major	Unlikely	Medium	* Fire alarm system in operation (TRECC and the Capitol only) * Fire-fighting equipment in place throughout venue, and regularly maintained by Fire Services * Venue has Fire Plan and evacuation procedures in place * 'No smoking' signs displayed * The Venue Supervisor is available in the venue during occupation, and, in the event of a fire, will lead an evacuation * Exit routes always checked prior to an event * Ushers briefed as to their role and nearest exit * In some cases nominated participants will be used to assist in evacuations. Nominated people to be approved and inducted prior to event	Major	Rare	Low
Weather	Sunburn, dehydration, cold, wet when waiting for transport	Insignificant	Possible	Low	* Group organiser should check weather forecast and ensure children/participants are appropriately equipped: **Hot weather: hat, water and sunscreen ** Cold/wet weather: warm waterproof clothing * In extreme conditions groups can use venue foyer or auditorium	Insignificant	Unlikely	Low

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Performance effects	Theatrical effects including but not limited to: smoke, mist, fogs, bright or flashing lights, strobe, loud and/or sudden noises with potential to scare or induce a medical reaction	Minor	Possible	Medium	* Warnings are displayed at venue entrance doors prior to patrons entering * Venue to issue details of all theatrical effects being used in any shows on request * Venues to ensure all effects comply with standard WH&S procedures. * Group organisers/patrons to assess the potential impact of effects while in the venue	Major	Unlikely	Medium
Venue use	Failure to report hazard	Major	Possible	Medium	* Venue induction to inform group coordinator how to report risks/hazards * Venue supervisor available to rectify and make safe	Major	Unlikely	Medium
Transport to venue	Delayed arrival	Minor	Possible	Medium	* Group coordinator to contact venue of delay * Venue along with event main contact to determine if holding the show is possible	Minor	Unlikely	Medium
Public Safety	Staff to children ratio: not enough supervision for children, participants lost child/children/person	Major	Possible	Medium	* Group organiser to follow NSW dept. of Education's excursion Legislation. * The group coordinator to supply additional supervision position(s) for any person with behavioural needs or disability requirements	Major	Unlikely	Medium

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Venue use	Lost or distressed person	Minor	Possible	Medium	* Report to venue staff * Venue staff to provide assistance, provide first aid and call emergency services 000 (if required) * Venue staff to make public announcements * Venue staff are not to hand person over unless reasonable proof of identity is supplied and details noted * Group organiser to nominate a meeting point - stage door, foyer	Minor	Possible	Medium

PERSONS COMPLETING RISK ASSESSMENT			
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Position:
Name:	Signature:		Position:

TRIM naming convention for this form:
Site Risk Assessment<insert date (dd/mm/yyyy)>-<insert site/location>-<insert author>

A record of this form is to be registered in the relevant TRIM container as per the table below and alternatively within the relevant TRIM Project container as required. TRIM document number to be recorded on original form and forwarded to Central Records.

Directorate	Corporate and Governance	Planning and Compliance	OGM	Regional Services	Water and Waste	TRIM Project Container No:
						Business and Community

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TRIM Container	SF6586	SF7437	SF6588	SF6589	SF7426	SF7431		

Date Effective	TRIM Template Reference Only	Revision Status	Set Review
Nov-15	SF6289	Rev 4	12 Monthly