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| **Title:**  | **Glen St – children/school groups** | **TRIM Number:**  |  | **Reason:**  | **Manager request** |
| **Service:**  | **Glen Street Theatre** | **Date of RA:**  | **14/11/2016** | **Date for review:**  | **14/11/2018** |
| **Task / Equipment / Job being assessed:**  | **Group Manager Approval/Notification required? Yes / No -** *if Yes, Group Manager Name & Signature***:** |
| **Events - Children (school) groups at Glen St Theatre** | **No** |
| Risk assessments must be completed for tasks such as but not limited to: confined spaces, diving, tree lopping, risks of drowning, working near traffic, work where a regulator is required, hazardous chemicals and dangerous goods, risk of falls more than 2 meters, asbestos management and high risk construction (refer to WHS Regulation 2011 clause 291.) If in doubt, complete a Risk Assessment. |

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| RISK ASSESSMENT**MATRIX** | LIKELIHOOD |
| **VL** | **L** | **UL** | **VU** |
| **CONSEQUENCE** | **A** | **1** | **1** | **2** | **3** |
| **B** | **1** | **2** | **3** | **4** |
| **C** | **2** | **3** | **4** | **5** |
| **D** | **3** | **4** | **5** | **6** |

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| **HAZARD CONTROL TIMEFRAMES** |
| Risk Severity | 1. Implement controls
 | Risk Rating | Implement controls |
| 1 | 1. Immediately
 | 4 | 1. Within 1 month
 |
| 2 | 1. Within 24 hours
 | 5 | Within 3 months |
| 3 | Within 5 working days | 6 | Within 6 months |

 | **Hierarchy of Controls**1stEliminate2ndSubstitute3rdIsolate4thEngineering5thAdministration6thPPE |

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| RISK ASSESSMENT CODE |
| CONSEQUENCE | LIKELIHOOD |
| **A** | Death or permanent disability, orMajor operational disruption | VL | Very likely - could happen any time |
| **B** | Long term serious illness or injury, orSignificant disruption to operations | L | Likely - could happen at sometime |
| **C** | Need for medical attention and several days off work, orMinor disruption to operations | UL | Unlikely - could happen but rarely does |
| **D** | Minor discomfortMay need for First Aid, orNegligible disruption to operations | VU | Very unlikely - probably will never happen |

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| **Hazard / Issue being assessed** | **Risk(s)** | **InherentRisk Level** | **Safety Control Measure(s)** | **Residual Risk Level** |
| --- | --- | --- | --- | --- |
| **C** | **L** | **S** | **C** | **L** | **S** |
| Emergencies requiring evacuation | Slips, trips and fallsCrowds | B | UL | 3 | * Emergency Management Plan has been developed for reasonably expected emergencies requiring evacuation.
* Staff will provide evacuation instructions and supervision in the event of an evacuation.
* Venue has a compliant fire detection and suppression system.
 | C | VU | 5 |
| Accidents or incidents at the venue | Slips, trips or fallsFood allergies / chockingMedical emergencies | C | UL | 4 | * First aid staff, equipment and procedures are in place.
* Regular inspections of facility to identify potential hazards and risks.
 | D | UL | 5 |
| Access to and movement within facility  | Lighting changesSlips, trips and fallsStairs | C | UL | 4 | * Regular inspections of physical environment to identify slip trip and fall hazards.
* External stairs checked regularly for drainage and general condition.
* Access stairs to the stage area blocked.
 | D | UL | 5 |
| Construction areas around site | Access to equipmentVehicle/pedestrian conflictsNoise  | B | UL | 3 | * All construction areas securely fenced to prevent access.
* Truck and vehicle access to construction areas directly from street rather than carpark.
* Noisy work conducted outside of performance times.
 | B | VU | 4 |
| Child safety  | Lost or separated from group Access to licensed areas of premise. Access to isolated areasUndesirable interactions with other persons | B | UL | 3 | * Staff have applicable working with children checks.
* Students are to be advised to remain in a group
* Students groups assemble in foyer prior to exiting the facility.
* Staff have developed a venue search and sweep process.
* 1:15 teacher to student supervision ratio.
* Children to attend toilet facilities in pairs or under supervision of carer.
 | B | VU | 4 |
| Access to performance equipment or other staff-only areas | Contact with electrical equipmentAccess to stage areasAccess to serving counter | C | UL | 4 | * Audio desk supervised at all times or isolated in locked room.
* All equipment is inspected and tagged in accordance with normal council electrical procedures.
* Stage area stairs from theatre is covered to prevent access.
* Counter is supervised at all times by staff.
* Staff only areas are clearly marked, doors closed and locked where appropriate.
 | D | UL | 5 |
| Hazardous chemicals  | Contact with hazardous chemicals (cleaners, solvents).  | C | UL | 4 | * All hazardous chemicals stored in secure facilities with no public access.
* Common household (cleaning) chemicals maintained in locked cabinets in supervised areas (such as behind the counter).
 | D | UL | 5 |
| Walking between areas well-lit and minimally lit areas (in theatre) | Trip/fall, bumping into people or other objects |  |  |  | * Entry/exit areas to the theatre seating areas are maintained clear of obstacles and trip hazards.
* Lighting checked as part of regular inspections.
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| **Legislation, Codes of Practice:** |
| Work Health and Safety Act 2011Work Health and Safety Regulation 2011NSW WorkCover Codes of Practice:* Managing Work environment and Facilities
* First Aid in the Workplace

NSW WorkCover Guides:* Preventing Slips, Trips & Falls
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| **Name Manager/Supervisor** | **Signature**  | **Approval Date** | **Date Review Completed** |
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| **Names & positions of the people involved in the RA:** |
| 1. ***Risk Assessment Team Leader***
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| 1. ***Worker from the area/Worker performing the task***
 |  |
| 1. ***Other Risk Assessment Team members***
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|  | **RISK SCORE** | **RISK LEVEL** | **RISK ASSESSMENT REVIEW TIME FRAMES** |
|  | 1-2 | HIGH | No later than 7 calendar days post risk control implementation |
|  | 3-4 | MEDIUM | No later than 45 calendar days post risk control implementation |
|  | 5-6 | LOW | No later than 90 calendar days post risk control implementation |